

April 12, 2017
Lincolnshire / 6:00 PM



Board of Education
Washington Local Schools

This is a meeting of the Washington Local Board of Education in public for the purpose of conducting school district business and is not to be considered a public community meeting. The time for public participation during this meeting is indicated on the agenda as Community Comment. R.C. 121.22, 3313.15

1. Opening
 - A. Call to Order by the President
 - B. Roll Call by the Treasurer
 - C. Pledge of Allegiance
 - D. National Anthem by Jefferson Girls Ensemble
 - E. Community Comment

RECOGNITIONS AND PRESENTATIONS

- Presidents' Day Essay Contest Winners
- Staff Appreciation Proclamation

TREASURER'S REPORTS AND RECOMMENDATIONS

2. Minutes
3. Financial Reports and Investments
4. Authorization for Payment of Legal Fees
5. Minimum Value Plan Insurance Rates
6. Acceptance of Tax Rates
7. FY 2017 Appropriation Modifications

SUPERINTENDENT'S REPORT

BOARD COMMUNICATION

ADMINISTRATOR REPORTS

SUPERINTENDENT'S RECOMMENDATIONS

8. Gifts and Donations
9. Change Orders
10. Job Descriptions
11. Board of Education Bylaws & Policies – Approval
12. Board of Education Policies – First Reading
13. Executive Session
14. Personnel
15. Adjournment

1. Opening

A. Call to Order by the President

The April 12, 2017 meeting of the Board of Education of Washington Local Schools will come to order. It is now _____ P.M.

B. Roll Call by the Treasurer

_____ Mr. Kiser
_____ Mrs. Carmean
_____ Mr. Hunter
_____ Ms. Canales
_____ Mr. Langenderfer

Also present:

_____ Dr. Hayward, Superintendent
_____ Mr. Davis, Assistant Superintendent
_____ Mr. Fouke, Treasurer

C. Pledge of Allegiance

D. National Anthem by Jefferson Girls Ensemble

E. Community Comment

The purpose of the Board of Education meeting is to conduct official Board business. The opportunity for people to address the Board of Education is a privilege that Boards of Education need not grant. This Board of Education has been interested in receiving information from the community. However, in order to provide time for the Board to carry on regular Board business, it becomes necessary to establish certain rules to be followed by those persons wishing to address the Board during Community Comment.

PROCEDURE FOR COMMUNITY COMMENT

1. Person addressing the Board should state his/her full name and address.
2. The number of delegates speaking on a particular topic should be limited to one whenever possible.
3. Person addressing the Board should limit his/her remarks to three minutes unless the presentation is of an unusual nature.
4. Questions pertaining to the school operation should be directed to the administration at a time other than during Community Comment.
5. Person addressing the Board should not engage in remarks that could be interpreted as libelous or inflammatory to a particular individual.
6. The Board of Education will attempt to complete the item of Community Comment within thirty minutes.

Adopted by the Washington Local Board of Education ~ June 7, 2014

2. Minutes

The Treasurer recommends that the Board of Education approve the minutes of the regular meeting of March 15, 2017 as presented.

Moved by: _____ Seconded by: _____

Mr. Kiser _____ Mrs. Carmean _____ Mr. Hunter _____ Ms. Canales _____ Mr. Langenderfer _____

March 15, 2017

The Washington Local Board of Education met in regular session pursuant to the rules in the Administration Building, 3505 West Lincolnshire Boulevard on March 15, 2017 at 6:00 p.m. The following members were present:

Mr. Eric Kiser	Also, Dr. Susan Hayward, Superintendent,
Mrs. Patricia Carmean	Mr. Brian Davis, Assistant Superintendent,
Mr. David Hunter	and Mr. Jeffery Fouke, Treasurer.
Ms. Lisa Canales	

The National Anthem and other musical selections were sung by the Shoreland 5th & 6th grade choir.

National Anthem

Dr. Hayward recognized and presented with a certificate, two Whitmer High School athletes, who participated in the State Indoor Track & Field Championship events in Akron, Ohio, March 4, 2017. Nathan Cousino (800 Meter) and Kamontae Cohen (Triple Jump) both placed first in their respected events.

Recognition & Presentations:

Kristine Martin, Whitmer High School principal, presented the 2017-2018 high school hybrid schedule. This schedule will offer block and period scheduling for students. Presented were the following:

- Graduation pathways
- Projected graduation data
- Current instructional time (using 2016 – 2017 calendar)
- WHS student data
- What has been done to transition
- Goal of the new schedule
- Continued support for programs at CTC
- WHS hybrid daily bell schedule
- Student outlook
- Next Steps; continuously evaluating all areas of schedule

Dr. Hayward recognized the success of our high school students on the State Test Results from the first semester. Further, she recognized staff, high school administrators, teachers, parents and students in their preparation this year for state testing. Overall test scores are up significantly since first semester.

It was moved by Mr. Kiser and seconded by Mrs. Carmean to accept the Treasurer's recommendation that the Board of Education approve the minutes of the regular meetings of February 14, February 15, and February 25, 2017 as presented.

Minutes:
142-3/17

Yes: Mrs. Carmean, Mr. Hunter, Ms. Canales, Mr. Kiser (4)
Absent: Mr. Langenderfer (1)

Financial Reports & Investments:
143-3/17

The Board was presented with the following reports for February:

- (1) Summary of Cash Balances, Revenue, General Fund Revenue Detail and Expenses for the Month
- (2) Cash Report of All funds
- (3) Schedule of Checks Written
- (4) Summary of Investments and Earnings

It was moved by Mr. Kiser and seconded by Mrs. Carmean to accept the Treasurer’s recommendation that the Board of Education approve financial reports and Investments as presented.

Yes: Mr. Hunter, Ms. Canales, Mr. Kiser, Mrs. Carmean (4)
Absent: Mr. Langenderfer (1)

Payment of Legal Fees:
144-3/17

It was moved by Mr. Kiser and seconded by Ms. Canales to accept the Treasurer’s recommendation that the Board of Education approve the following payments of legal fees as presented:

Bricker & Eckler	January Services	\$8,205.06
Spengler Nathanson	January Services	\$1,618.75

Yes: Ms. Canales, Mr. Kiser, Mrs. Carmean, Mr. Hunter (4)
Absent: Mr. Langenderfer (1)

Purchases over \$25,000:
145-3/17

It was moved by Mr. Kiser and seconded by Mrs. Carmean to accept the Treasurer’s recommendation, Per Policy 6320, the following requests be approved by the Board of Education:

B & H Photo Video:

Four (4) 55” LED televisions with smart mounts\$28,655.40

To be purchased by Notre Dame Academy

Utilized with Auxiliary Service Program funds

Yes: Mr. Kiser, Mrs. Carmean, Mr. Hunter, Ms. Canales (4)
Absent: Mr. Langenderfer (1)

Public Records Training Designee:
146-3/17

It was moved by Ms. Canales and seconded by Mr. Kiser to accept the Treasurer’s recommendation that the Board of Education appoint, Beverly Schick-Cowell, Business Services Secretary, to act as a designee to the Board of Education to complete three (3) hours of public records training as approved by the Ohio Attorney General’s office to maintain compliance with the Ohio Revised Code. Registration is set for the following scheduled training: March 27, 2017 to be held at Lake Erie West Educational Service Center, in Lucas County.

Yes: Mr. Kiser, Mrs. Carmean, Mr. Hunter, Ms. Canales (4)
Absent: Mr. Langenderfer (1)

Dr. Hayward provided updates for the following 2014 levy promises and future projects:

<u>Projects</u>	<u>Completed / In-progress</u>
Elementary Playground Equipment	Completed
Replace Portable Units: Jackman, McGregor, Monac	McGregor Elementary & Monac Elementary – Completed
Improvements to Edgar Street	In-progress/BID process (to begin summer 2017)
Security Vestibule - Whitmer	In-progress/ BID process (to begin summer 2017)

It was moved by Mr. Kiser and seconded by Mrs. Carmean to accept the Superintendent's recommendation that the Board of Education waive first reading on the job description as presented:

Waive First
Reading/ Job
Descriptions:
147-3/17

- A. Bus Monitor
- B. Safety Aide

Yes: Mrs. Carmean, Mr. Hunter, Ms. Canales, Mr. Kiser (4)
Absent: Mr. Langenderfer (1)

It was moved by Mr. Kiser and seconded by Ms. Canales to accept the Superintendent's recommendation that the Board of Education approve job descriptions as presented:

Job
Descriptions:
148-3/17

- A. Bus Monitor
- B. Safety Aide

Yes: Mrs. Carmean, Mr. Hunter, Ms. Canales, Mr. Kiser (4)
Absent: Mr. Langenderfer (1)

Superintendent Hayward recommended to the Board of Education to hold first reading on the Board policies as presented:

BOE
Bylaws &
Policies:

- A. Bylaws 0130 – Definitions – REVISED
- B. Bylaws 0160 – Meetings – REVISED
- C. Policy 1530 – Evaluation of Administrators – REVISED
- D. Policy 1619 – Group Health Plans (Administration) – NEW
- E. Policy 1619.03 – Patient Protection and Affordable Care Act (Administration) – NEW
- F. Policy 2460 – Special Education – REVISED
- G. Policy 3223 – Standard-Based School Counselor Evaluation – REVISED
- H. Policy 3419 – Group Health Plans (Professional Staff) – NEW
- I. Policy 3419.03 – Patient Protection and Affordable Care Act (Professional Staff) – NEW
- J. Policy 4419 – Group Health Plans (Classified Staff) – NEW
- K. Policy 4419.03 – Patient Protection and Affordable Care Act (Classified Staff) – NEW
- L. Policy 5830 – Student Fundraising – REVISED
- M. Policy 6605 – Crowdfunding – NEW

BOE
Bylaws &
Policies-
Continued:

- N. Policy 7540 – Technology – REPLACEMENT
- O. Policy 7540.01 – Technology Privacy – REPLACEMENT
- P. Policy 7540.02 – Web Content, Service and Apps – REPLACEMENT
- Q. Policy 8330 – Student Records – REVISED
- R. Policy 9700 – Relations With Special Interest Groups / Surveys – REVISED

Substitute
Employee
Rate of Pay:
149-3/17

It was moved by Ms. Canales and seconded by Mr. Kiser to accept the Superintendent’s recommendation that the Board of Education approve the hourly rate of pay for substitute employees as presented:

- A. Hourly rate of pay for substitute personnel effective February 16, 2017

POSITION	PRESENT RATE	RECOMMENDED RATE
IT Technician		\$15.00

Yes: Mr. Hunter, Ms. Canales, Mr. Kiser, Mrs. Carmean (4)
Absent: Mr. Langenderfer (1)

Memorandum
of Agreement/
OAPSE:
150-3/17

It was moved by Ms. Canales and seconded by Mr. Kiser to accept the Superintendent’s recommendation that the Board of Education approve the Memorandum of Agreement between the Washington Local Schools Board of Education and the Ohio Association of Public School Employees #279 (OAPSE) as pertaining to **Permit Reimbursements**, as presented:

WASHINGTON LOCAL SCHOOLS MEMORANDUM OF AGREEMENT

Between Administration and OAPSE #279

PERMIT REIMBURSEMENTS

March 15, 2017

It is hereby mutually agreed between the Washington Local administration and the Ohio Association of Public School Employees #279 that:

OAPSE members required to have an educational aide permit or a student monitor permit shall be reimbursed for the renewal of a four-year permit and the employee shall be reimbursed for the second one-year permit. For the 2016-2017 school year only, the district will reimburse safety aides and bus monitors for their initial student monitor permit.

Yes: Ms. Canales, Mr. Kiser, Mrs. Carmean, Mr. Hunter (4)
Absent: Mr. Langenderfer (1)

It was moved by Mr. Kiser and seconded by Ms. Canales to accept the Superintendent's recommendation, Per Policy 6320, the following requests be approved by the Board of Education:

Purchases
Over
\$25,000:
151-3/17

A. Nichols Paper & Supply Company: Summer Cleaning Supplies

Request from Doug Keller, Assistant Supervisor of Facilities
Summer Cleaning Supplies
Purchase Total.....\$47,978.57

B. CDWG: MS Office and MS Windows OS License

Request from Dr. Robert Gulick, Director of Technology
One-year license for MS Office and MS Windows Operating System
Purchase Total.....\$33,485.00

C. Brondes Ford: Vehicle Purchase

Request from John Bettis, Supervisor of Transportation
Ford Transit Van (high roof)
Purchase Total.....\$33,836.06

Yes: Mr. Kiser, Mrs. Carmean, Mr. Hunter, Ms. Canales (4)
Absent: Mr. Langenderfer (1)

It was moved by Ms. Canales and seconded by Mr. Kiser to accept the Superintendent's recommendation that the Board of Education approve the Change Order for the 2016 CTC Improvements project as presented:

Change
Order:
152-3/17

- A. Westfield Electric
 - \$-3,863.03

Yes: Mrs. Carmean, Mr. Hunter, Ms. Canales, Mr. Kiser (4)
Absent: Mr. Langenderfer (1)

It was moved by Mr. Kiser and seconded by Ms. Canales to accept the Superintendent's recommendation that the Board of Education approve the Final Payment, including all change orders, for the 2016 CTC Improvements project as presented:

Final
Payment:
153-3/17

A. Westfield Electric	\$2,698.96
Original Contract Sum	37,600.00
Change Orders	-3,863.03
Contract Sum to Date	33,736.97
Total Completed & Stored to Date	33,736.97
Retainage	0.00
Total Earned less Retainage	33,736.97
Less Previous Certificates for Payment	31,038.01
Current Payment Due	2,698.96
Balance to Finish	0.00

Yes: Mr. Hunter, Ms. Canales, Mr. Kiser, Mrs. Carmean (4)
Absent: Mr. Langenderfer (1)

Resolution
of Intent to
Participate:
154-3/17

It was moved by Mr. Kiser and seconded by Ms. Canales to accept the Superintendent's recommendation that the Board of Education adopt the following Resolution of Intent to Participate in the Ohio Schools Council Cooperative School Bus Purchasing Program as presented:

**Ohio Schools Council Cooperative School Bus Purchasing Program
Resolution of Intent to Participate: 2017-2018**

WHEREAS, the Washington Local Schools Board of Education wishes to advertise and receive bids for the purchase of three (3) 84-passenger forward-engine transit style buses and one (1) 59-passenger bus with wheelchair lift.

THEREFORE, BE IT RESOLVED the Washington Local Schools Board of Education wishes to participate and authorizes the Ohio Schools Council to advertise and receive bids on behalf of said Board as per the specifications submitted for the cooperative purchase of three (3) 84-passenger forward-engine transit style buses and one (1) 59-passenger bus with wheelchair lift.

Yes: Ms. Canales, Mr. Kiser, Mrs. Carmean, Mr. Hunter (4)
Absent: Mr. Langenderfer (1)

Resolution
to Apply
for Active
Planning
Process/OFCC:
155-3/17

It was moved by Mr. Kiser and seconded by Mrs. Carmean to accept the Superintendent's recommendation that the Board of Education adopt the following resolution to apply for an active planning process with the Ohio School Facilities Commission Classroom Facilities Assistance Program:

**Resolution Authorizing the School District Board
to Apply for an Active Planning Process with the
Ohio School Facilities Commission Classroom Facilities Assistance
Program**

WHEREAS, the Ohio School Facilities Commission has notified the Washington Local School District of their status on the Priority List and has offered the Washington Local School District the opportunity to enter into an active planning process to prepare for a possible conditional approval in 2018 to participate in the Classroom Facilities Assistance Program; and

WHEREAS, the Washington Local School District must respond by applying within 45 days of the current quarterly planning cycle outreach notification (school districts which apply by the date given will be prioritized ahead of those School Districts that did not apply; and

WHEREAS, the Washington Local Board of Education will provide any necessary information to prepare or update the Enrollment Projections; and

WHEREAS, the Washington Local School District acknowledges the Commission recommendation that the Washington Local School District engage a design and construction professional to assist in the review of the information presented in the Facilities Assessment Report. The Washington Local School District has provided any information available to aid in the identification of any areas of concern for conditions, which cannot be readily observed by standard assessment procedures throughout the Washington Local School District's facilities and the Washington Local School District acknowledges that the scope of services provided by the professional authoring the Facilities Assessment Report does not include invasive facilities and grounds investigation.

Resolution to Apply for Active Planning Process/OFCC -Continued:

NOW, THEREFORE, BE IT RESOLVED by the Washington Local Board of Education that the Washington Local School District (Lucas County, Ohio) wishes to enter into an active planning process to prepare for a possible conditional approval to participate in the Classroom Facilities Assistance Program at the July, 2017 Commission meeting.

Yes: Mr. Kiser, Mrs. Carmean, Mr. Hunter, Ms. Canales (4)
 Absent: Mr. Langenderfer (1)

It was moved by Ms. Canales and seconded by Mr. Kiser to accept the Superintendent's recommendation that the Board of Education approve, via consent motion, personnel items 1 of 2 as presented:

Personnel 1 of 2:
 156-3/17

A. 1. RESIGNATIONS

A. Classified Personnel

- | | | | |
|----|---------------|---|-------------------------------------|
| 1. | Phyllis Krego | Bus Driver
Transportation | 06/30/2017
Retirement
9 yrs. |
| 2. | Mary Lawecki | Nutrition Service Manager
Washington | 02/28/2017
Retirement
23 yrs. |

B. Extra Duty Personnel

- | | | | |
|----|--------------|---|------------|
| 1. | Brian Kahl | #210-6 Dept. Chair-Whitmer-Soc. Studies | 06/30/2017 |
| 2. | Alexa Kehres | #210-5 Dept. Chair-CTC | 03/24/2017 |
| 3. | Kate Peters | #124L Student Council-Whitmer(Overall) | 06/30/2017 |
| 4. | Jodie Tucker | #122L-1 Student Council Asst. Advisor | 06/30/2017 |

2. LEAVES OF ABSENCE

A. Classified Personnel

- | | | |
|------------------|--|-------------------------|
| 1. Mary Lawecki | Medical Leave | 02/20/2017 – 02/28/2017 |
| 2. Diana Palicki | Medical Leave | 02/09/2017 – 03/03/2017 |
| 3. Tammy VanSant | Unpaid Personal Leave* | 03/07/2017 – 03/09/2017 |
| | *Extension of Unpaid Personal Leave from Board
Agenda 2/15/2017 | |

B. Workers Compensation

- | | | |
|-----------------|--------------|-------------------------|
| 1. Peter Gramza | Unpaid Leave | 03/16/2017 – 04/11/2017 |
| 2. Denise Mack | Unpaid Leave | 03/16/2017 – 04/11/2017 |

3. NOMINATIONS – 2016/17

A. Classified Personnel

- | | | |
|------------------|--|------------|
| 1. Jamie Redd | Safety Aide – Monac
2 hrs./day
Sched. K, step 0 @ \$15.17/hr. | 03/16/2017 |
| 2. Darlene Stark | Safety Aide – Shoreland
3.25 hrs./day
Sched. K, step 0 @ \$15.17/hr. | 03/16/2017 |

B. Extra Duty Personnel

- | | | |
|-------------------------|--------------------------------------|-------------|
| 1. Reis Baidel | #040-4 Track-Assoc. Coach-Girls | \$ 5,655.00 |
| 2. Brandon Bosch | #041-7a Track-Jr Hi Coach-Girls(75%) | \$ 3,676.00 |
| 3. Cassandra Eaton** | #059-3 Softball Assoc. Coach | \$ 5,027.00 |
| 4. Seth Ewearitt | #041-5a Track-Jr Hi Coach-Girls(75%) | \$ 3,676.00 |
| 5. Austin Hanna** | #040-3b Track-Assoc Coach-Boys(15%) | \$ 808.00 |
| 6. Austin Hanna** | #041-4b Track-Jr Hi Coach-Boys(20%) | \$ 934.00 |
| 7. Curt Hartman | #041-1a Track-Jr Hi Coach-Boys(75%) | \$ 3,851.00 |
| 8. Amanda Heban | #041-2a Track-Jr Hi Coach-Boys(75%) | \$ 3,676.00 |
| 9. Jamie Hesselbein | #040-6b Track-Assoc Coach-Girls(20%) | \$ 1,077.00 |
| 10. Jamie Hesselbein | #041-5b Track-Jr Hi Coach-Girls(25%) | \$ 1,167.00 |
| 11. Jamie Hesselbein | #041-6b Track-Jr Hi Coach-Girls(25%) | \$ 1,167.00 |
| 12. Jamie Hesselbein | #041-7c Track-Jr. Hi Coach-Girls(8%) | \$ 373.00 |
| 13. Brittney Jacobiak** | #060-1 Softball-Freshman Coach | \$ 4,668.00 |
| 14. Ahren Jacobs | #040-1 Track-Assoc Coach-Boys | \$ 6,194.00 |
| 15. Brett Keller** | #041-1b Track-Jr Hi Coach-Boys(25%) | \$ 1,167.00 |
| 16. Brett Keller** | #041-2b Track-Jr Hi Coach-Boys(25%) | \$ 1,167.00 |
| 17. Brett Keller** | #041-4c Track-Jr Hi Coach-Boys(5%) | \$ 233.00 |
| 18. Gregory Kubicki | #040-2 Track-Assoc Coach-Boys | \$ 6,463.00 |
| 19. Haley Kubicki** | #041-7b Track-Jr Hi Coach-Girls(17%) | \$ 794.00 |
| 20. Haley Kubicki** | #041-8b Track-Jr Hi Coach-Girls(25%) | \$ 1,167.00 |
| 21. Andrew Lockard | #018-1c Basketball-Assoc Coach-Girls | \$ 825.00 |
| 22. Ronald Martin** | #041-3b Track-Jr Hi Coach-Boys(25%) | \$ 1,167.00 |
| 23. Stanley Meinen | #040-3a Track Assoc Coach-Boys(85%) | \$ 5,494.00 |
| 24. Chad Pennywitt | #041-8a Track-Jr Hi Coach-Girls(75%) | \$ 3,851.00 |

25. Kate Peters	#101L Activities Coordinator/Whitmer	\$ 1,853.00*
	*Partial Contract-Replacing Alexa Kehres	
26. Joshua Scholl	#041-3a Track-Jr Hi Coach-Boys(75%)	\$ 3,676.00
27. Tony Scott	#041-6a Track-Jr Hi Coach-Girls(75%)	\$ 3,676.00
28. Courtney Siebenaller	#040-6a Track-Assoc Coach-Girls(80%)	\$ 4,309.00
29. Jeff Smith**	#059-2b Softball-Assoc Coach(50%)	\$ 2,514.00
30. Kevin Snyder**	#059-2a Softball-Assoc Coach(50%)	\$ 2,514.00
31. Robert Stickels**	#041-4a Track-Jr Hi Coach-Boys(75%)	\$ 3,501.00
	**Consultants	

Personnel
1 of 2-
Continued:

C. Substitute Administrative Personnel @ \$300.00/day

1. Christopher Kreft

D. Substitute Certified Personnel

1. Krista Burkett
2. Andrew Delffs
3. Kelie Jeffers
4. Cassidy Vander Maten

E. Substitute Classified Personnel

1. Julie Blocking
2. Debra Champagne
3. Candace Clay
4. Andrew Delffs
5. Ronald Hanf
6. Crystal Hauser
7. Erica King
8. Melissa Larrick
9. Shellie Mack
10. Vanessa May
11. Mary Phillips
12. Conor Thomas

F. O.G.T. Tutors @ \$26.33/hr.

March 6 – March 10, 2017

1. Matthew Scheiber

G. After School Detention @ \$15.69/hr.

1. Benjamin Palicki (Sub Teacher)

H. Elementary Music Program

1. Beverly Fandrey McGregor February 9, 2017 \$ 200.00

I. Physical Education Program @ \$200.00 per program

1. Craig Aman Wernert
Hot Shot Competition, Hot Shot Finals

J. Extra Duty Index Volunteer
Accepting Services for Coaching

1. Elias Loveland Baseball

Personnel
1 of 2-
Continued:

K. Gate Worker for Basketball Games @ \$30.00/game

- 1. David Halfpap Varsity Basketball Games 6 games
- 2. David Halfpap Freshman Basketball Games 6 games

4. NOMINATIONS – 2017/18

A. Administrative Personnel

- 1. Sean Flemmings Elementary Principal – Monac
Sched. 2, Step 0 @ \$81,440 + Educ.
Stipend \$3,600 = \$85,040
Effective: August 1, 2017
2 yr. Contract

5. CHANGE OF CONTRACT

A. Certified Personnel

- 1. Amy Rowland Meadowvale
From Trng. 5 (M.A.), step 24.5 @
\$82,359 to Trng. 5.5 (M.A.+18), step 24.5
@ \$84,545
Effective: 2nd Semester

Yes: Mrs. Carmean, Mr. Hunter, Ms. Canales, Mr. Kiser (4)
Absent: Mr. Langenderfer (1)

Personnel
2 of 2:
157-3/17

It was moved by Mr. Kiser and seconded by Mrs. Carmean to accept the Superintendent’s recommendation that the Board of Education approve, via consent motion, personnel items 2 of 2 as presented:

1. NOMINATIONS – 2016/17

A. Extra Duty Personnel

- 1. Robert Hunter #040-5 Track-Assoc. Coach-Girls \$ 5,386.00

Yes: Ms. Canales, Mr. Kiser, Mrs. Carmean (3)
Absent: Mr. Langenderfer (1)
Abstain: Mr. Hunter (1)

It was moved by Ms. Canales and seconded by Mr. Kiser that this meeting be adjourned at 6:57 p.m.

Adjournment:
158-3/17

Yes: Ms. Canales, Mr. Kiser, Mrs. Carmean, Mr. Hunter (4)

Absent: Mr. Langenderfer (1)

Let the record show that an audio recording of this meeting has been made and is on file in the Office of the Treasurer.

Approved: _____
(President)

Attest: _____
(Treasurer)

3. Financial Reports and Investments

Each month the Board is presented with the following Financial Reports:

- (1) Summary of Cash Balances, Revenue, General Fund Revenue Detail and Expenses for the Month
- (2) Cash Report of All funds
- (3) Schedule of Checks Written
- (4) Summary of Investments and Earnings

The Treasurer will give a brief summary and answer any questions. The Treasurer recommends that the Board of Education approve the Financial Report and Investments for the month of March as presented.

Moved by: _____ Seconded by: _____

Mr. Kiser _____ Mrs. Carmean _____ Mr. Hunter _____ Ms. Canales _____ Mr. Langenderfer _____

SUMMARY OF CASH BALANCE BY FUND

03/31/2017

ACCOUNT TITLE	THIS MONTH ACTIVITY	FY BEGINNING BALANCE	YEAR TO DATE ACTIVITY	END OF MONTH CASH BALANCE
GENERAL	8,132,054.33	30,248,366.32	8,424,498.46	38,672,864.78
BOND RETIREMENT	0.00	0.00	0.00	0.00
PERMANENT IMPROVEMENT	917,087.37	4,889,954.82	-1,921,339.01	2,968,615.81
BUILDING	0.00	0.00	0.00	0.00
FOOD SERVICE	186,770.81	(10,476.51)	215,713.33	205,236.82
SPECIAL TRUST	292.74	185,606.16	2,956.68	188,562.84
ENDOWMENT	47.91	65,849.14	285.69	66,134.83
UNIFORM SCHOOL SUPPLIES	1,160.81	188,135.03	35,259.67	223,394.70
ROTARY-SPECIAL SERVICES	6,891.86	26,497.28	19,635.32	46,132.60
ADULT EDUCATION	0.00	0.00	0.00	0.00
PUBLIC SCHOOL SUPPORT	-638.35	121,745.94	1,600.25	123,346.19
OTHER GRANT	0.00	1,419.06	-394.85	1,024.21
DISTRICT AGENCY	0.00	1,244.44	1,079.40	2,323.84
EMPLOYEE BENEFITS SELF INS.	164,311.36	3,405,473.58	1,031,849.72	4,437,323.30
UNDERGROUND STORAGE TANK FUND	0.00	55,000.00	0.00	55,000.00
CAPITAL PROJECTS	27.48	0.00	37,929.68	37,929.68
STUDENT MANAGED ACTIVITY	6,984.49	211,304.67	31,427.46	242,732.13
DISTRICT MANAGED ACTIVITY	-13,956.93	341,403.99	137,400.81	478,804.80
AUXILIARY SERVICES	-11,255.39	171,926.74	451,330.22	623,256.96
MANAGEMENT INFORMATION SYSTEM	0.00	0.00	0.00	0.00
DATA COMMUNICATION FUND	-9,900.00	0.00	0.00	0.00
OHIO READS	0.00	0.00	0.00	0.00
VOCATIONAL EDUC. ENHANCEMENTS	0.00	6,000.00	3,543.75	9,543.75
MISCELLANEOUS STATE GRANT FUND	-1,150.08	17,463.11	-2,865.19	14,597.92
ADULT BASIC EDUCATION	0.00	0.00	0.00	0.00
IDEA PART B GRANTS	-46,275.15	140,325.78	-102,257.65	38,068.13
VOC ED: CARL D. PERKINS - 1984	-6,340.26	25,000.00	-6,924.23	18,075.77
TITLE II D - TECHNOLOGY	0.00	0.00	0.00	0.00
TITLE I SCHOOL IMPROVEMENT A	0.00	0.00	0.00	0.00
TITLE I SCHOOL IMPROVEMENT G	0.00	0.00	0.00	0.00
LIMITED ENGLISH PROFICIENCY	-464.24	10,641.38	-1,203.43	9,437.95
TITLE I DISADVANTAGED CHILDREN	-71,362.66	197,993.80	-190,855.59	7,138.21
IMPROVING TEACHER QUALITY	-5,927.13	48,844.77	-16,209.39	32,635.38
MISCELLANEOUS FED. GRANT FUND	0.00	0.00	0.00	0.00
REPORT TOTAL:	9,248,358.97	40,349,719.50	8,152,461.10	48,502,180.60

Summary of Revenue By Fund

03/31/2017

ACCOUNT TITLE	MONTH ACTUAL RECEIPTS	FISCAL YEAR EST. RECEIPTS	FYTD ACTUAL RECEIPTS	FYTD BALANCE UNCOLLECTED
GENERAL	16,633,065.09	82,292,683.00	71,859,959.12	10,432,723.88
BOND RETIREMENT	0.00	0.00	0.00	0.00
PERMANENT IMPROVEMENT	958,407.48	2,770,350.00	2,760,542.29	9,807.71
BUILDING	0.00	0.00	0.00	0.00
FOOD SERVICE	479,133.64	3,131,506.00	2,373,277.66	758,228.34
SPECIAL TRUST	292.74	55,400.00	14,117.79	41,282.21
ENDOWMENT	47.91	2,160.00	285.69	1,874.31
UNIFORM SCHOOL SUPPLIES	4,865.96	112,591.00	98,031.92	14,559.08
ROTARY-SPECIAL SERVICES	14,031.01	97,050.00	57,584.17	39,465.83
ADULT EDUCATION	0.00	0.00	0.00	0.00
PUBLIC SCHOOL SUPPORT	715.75	90,694.00	45,726.49	44,967.51
OTHER GRANT	0.00	0.00	0.00	0.00
DISTRICT AGENCY	0.00	32,747.00	22,006.56	10,740.44
EMPLOYEE BENEFITS SELF INS.	1,036,252.96	12,164,000.00	9,124,745.20	3,039,254.80
CAPITAL PROJECTS	27.48	54,050.00	37,929.68	16,120.32
STUDENT MANAGED ACTIVITY	24,300.66	363,634.81	170,875.54	192,759.27
DISTRICT MANAGED ACTIVITY	48,042.83	820,345.00	550,417.88	269,927.12
AUXILIARY SERVICES	455.77	1,070,255.05	1,070,266.40	(11.35)
MANAGEMENT INFORMATION SYSTEM	0.00	0.00	0.00	0.00
DATA COMMUNICATION FUND	9,900.00	19,800.00	19,800.00	0.00
OHIO READS	0.00	0.00	0.00	0.00
VOCATIONAL EDUC. ENHANCEMENTS	0.00	25,000.00	9,525.00	15,475.00
MISCELLANEOUS STATE GRANT FUND	2,078.10	95,190.17	43,745.57	51,444.60
ADULT BASIC EDUCATION	0.00	0.00	0.00	0.00
IDEA PART B GRANTS	119,872.05	1,886,213.72	1,166,801.04	719,412.68
VOC ED: CARL D. PERKINS - 1984	1,947.78	145,750.48	102,270.85	43,479.63
TITLE II D - TECHNOLOGY	0.00	0.00	0.00	0.00
TITLE I SCHOOL IMPROVEMENT A	0.00	0.00	0.00	0.00
TITLE I SCHOOL IMPROVEMENT G	0.00	0.00	0.00	0.00
LIMITED ENGLISH PROFICIENCY	1,143.72	32,904.15	18,751.79	14,152.36
TITLE I DISADVANTAGED CHILDREN	164,615.59	2,235,606.94	1,227,584.71	1,008,022.23
IMPROVING TEACHER QUALITY	15,193.67	271,868.20	175,103.40	96,764.80
MISCELLANEOUS FED. GRANT FUND	0.00	0.00	0.00	0.00
REPORT TOTAL	19,514,390.19	107,769,799.52	90,949,348.75	16,820,450.77

Processing Month: March 2017

(REVSEL)

Washington Local

Fnd Rcpt	Sc	Subj	OPU	Description	FYTD Receivable	FYTD Actual Receipts	MTD Actual Receipts	FYTD Balance Receivable	Pct. Rcvd	
001	1111	0000	000000	000	GEN.PROP.TAX-REAL ESTATE	37,375,000.00	37,077,079.16	9,831,898.72	297,920.84	99.2%
001	1121	0000	000000	000	TANG. PERS.PROP.TAX	.00	.00	.00	.00	0.0%
001	1211	0000	000000	000	TUITION - DAY SCHOOL	.00	.00	.00	.00	0.0%
001	1212	0000	000000	000	TUITION-SUMMER SCHOOL	5,000.00	160.00-	.00	5,160.00 -	3.2%
001	1221	0000	000000	000	TUITION SF-14	530,000.00	297,677.67	.00	232,322.33	56.2%
001	1223	0000	000000	000	SPECIAL ED./EXCESS COST	160,000.00	256,823.91	80,332.53	96,823.91-	160.5%
001	1344	0000	000000	000	TRANSPORTATION FEES	105,000.00	89,548.07	15,376.55	15,451.93	85.3%
001	1410	0000	000000	000	INTEREST ON INVESTMENTS	140,000.00	105,614.31	18,606.51	34,385.69	75.4%
001	1740	0000	000000	030	CLASS FEES - WHITMER	1,817.00	1,310.75	624.75-	506.25	72.1%
001	1740	0000	000000	055	CLASS FEES GREENWOOD	4,172.00	3,600.00	130.00	572.00	86.3%
001	1740	0000	000000	060	CLASS FEES HIAWATHA	3,530.00	3,605.00	5.00	75.00-	102.1%
001	1740	0000	000000	090	CLASS FEES JACKMAN	3,020.00	3,590.00	120.00	570.00-	118.9%
001	1740	0000	000000	110	CLASS FEES MCGREGOR	5,556.00	5,280.00	100.00	276.00	95.0%
001	1740	0000	000000	120	CLASS FEES MEADOWVALE	5,980.00	5,349.00	.00	631.00	89.4%
001	1740	0000	000000	130	CLASS FEES MONAC	3,615.00	3,880.00	.00	265.00-	107.3%
001	1740	0000	000000	150	CLASS FEES SHORELAND	2,800.00	4,160.00	30.00	1,360.00-	148.6%
001	1740	0000	000000	160	CLASS FEES TRILBY	.00	.00	.00	.00	0.0%
001	1740	0000	000000	170	CLASS FEES WERNERT	3,510.00	2,386.50	30.00	1,123.50	68.0%
001	1790	0000	000000	000	SET ASIDE ADJUSTMENT TRANSFER	1,229,445.54-	1,229,445.54-	.00	.00	0.0%
001	1810	0000	000000	000	RENTALS	85,000.00	23,977.50	2,998.50	61,022.50	28.2%
001	1820	0000	000000	000	CONTRIBUTIONS/DONATIONS	.00	.00	.00	.00	0.0%
001	1830	0000	000000	000	OTHER LOCAL REIMBURSEMENT	.00	.00	.00	.00	0.0%
001	1880	0000	000000	000	ABATEMENT PAYMENTS	280,000.00	281,054.75	15,576.00	1,054.75-	100.4%
001	1890	0000	000000	000	OTHER RECEIPTS-LOCAL	60,000.00	17,095.40	3,638.01	42,904.60	28.5%
001	1890	0000	000000	030	MISC. WHITMER FEES ADJUSTMENT	.00	.00	.00	.00	0.0%
001	1933	0000	000000	000	SALE & LOSS OF ASSETS	1,000.00	12,000.00	.00	11,000.00-	1200.0%
001	2400	0000	000000	000	PAYMENT IN LIEU OF TAXES - TIF	4,325,000.00	4,347,198.63	2,185,749.35	22,198.63-	100.5%
001	3110	0000	000000	000	SCHOOL FOUND.-BASIC ALLOW	27,100,000.00	20,597,307.67	2,257,021.13	6,502,692.33	76.0%
001	3131	0000	000000	000	10% AND 2.5% ROLLBACK	2,510,000.00	2,505,619.83	1,248,312.93	4,380.17	99.8%
001	3132	0000	000000	000	HOMESTEAD EXEMPTION	1,700,000.00	1,667,948.13	809,453.86	32,051.87	98.1%
001	3133	0000	000000	000	\$10,000 PERSONAL PROPERTY TAX EXEMPTIO	.00	.00	.00	.00	0.0%
001	3134	0000	000000	000	ELECTRIC DEREGULATION PROP TAX REPLACE	.00	.00	.00	.00	0.0%
001	3135	0000	000000	000	TANGIBLE PERSONAL PROPERTY TAX LOSS	4,339,336.00	2,169,668.05	.00	2,169,667.95	50.0%
001	3139	0000	000000	000	OTHER PROPERTY TAX ALLOCATIONS/CASINO	.00	.00	.00	.00	0.0%
001	3190	0000	000000	000	CASINO TAX REVENUE	360,000.00	350,039.38	.00	9,960.62	97.2%
001	3211	0000	000000	000	ECON DISADVANTAGED FUND	960,000.00	642,158.18	61,338.23	317,841.82	66.9%
001	3219	0000	000000	000	RESTRICTED CAREER TECH./SPECIAL EDUCAT	1,218,000.00	906,562.30	98,254.62	311,437.70	74.4%
001	4220	0000	000000	000	COMMUNITY ALTERNATIVE FUNDING SYSTEM (602,347.00	74,867.03	.00	527,479.97	12.4%
001	5100	0000	000000	000	TRANSFERS - IN	.00	.00	.00	.00	0.0%
001	5220	0000	000000	000	GEN.FUND ADVANCES - IN	400,000.00	400,000.00	.00	.00	100.0%
001	5300	0000	000000	000	REFUND PRIOR YEAR EXPEND.	3,000.00	4,717.90	4,717.90	1,717.90-	157.3%
** Fund 001 Sc 0000 Totals					81,063,237.46	70,630,513.58	16,633,065.09	10,432,723.88	87.1%	
001	1790	9190	000000	000	SET ASIDE ADJUSTMENT TRANSFER	.00	.00	.00	.00	0.0%

Processing Month: March 2017

(REVSEL)

Washington Local

Fnd Rcpt	Sc	Subj	OPU	Description	FYTD Receivable	FYTD Actual Receipts	MTD Actual Receipts	FYTD Balance Receivable	Pct. Rcvd
001	5100	9190	000000 000	TRANSFERS IN	.00	.00	.00	.00	0.0%
			** Fund 001 Sc 9190	Totals	.00	.00	.00	.00	0.0%
001	1790	9192	000000 000	SET ASIDE ADJUSTMENT TRANSFER	1,229,445.54	1,229,445.54	.00	.00	100.0%
			** Fund 001 Sc 9192	Totals	1,229,445.54	1,229,445.54	.00	.00	100.0%
001	1790	9196	000000 000	BUDGET RESERVE ADJUSTMENT	.00	.00	.00	.00	0.0%
			** Fund 001 Sc 9196	Totals	.00	.00	.00	.00	0.0%
Grand Total All Funds					82,292,683.00	71,859,959.12	16633,065.09	10,432,723.88	87.3%

SUMMARY OF CASH BALANCE BY FUND

03/31/2017

ACCOUNT TITLE	THIS MONTH ACTIVITY	FY BEGINNING BALANCE	YEAR TO DATE ACTIVITY	END OF MONTH CASH BALANCE
GENERAL	8,132,054.33	30,248,366.32	8,424,498.46	38,672,864.78
BOND RETIREMENT	0.00	0.00	0.00	0.00
PERMANENT IMPROVEMENT	917,087.37	4,889,954.82	-1,921,339.01	2,968,615.81
BUILDING	0.00	0.00	0.00	0.00
FOOD SERVICE	186,770.81	(10,476.51)	215,713.33	205,236.82
SPECIAL TRUST	292.74	185,606.16	2,956.68	188,562.84
ENDOWMENT	47.91	65,849.14	285.69	66,134.83
UNIFORM SCHOOL SUPPLIES	1,160.81	188,135.03	35,259.67	223,394.70
ROTARY-SPECIAL SERVICES	6,891.86	26,497.28	19,635.32	46,132.60
ADULT EDUCATION	0.00	0.00	0.00	0.00
PUBLIC SCHOOL SUPPORT	-638.35	121,745.94	1,600.25	123,346.19
OTHER GRANT	0.00	1,419.06	-394.85	1,024.21
DISTRICT AGENCY	0.00	1,244.44	1,079.40	2,323.84
EMPLOYEE BENEFITS SELF INS.	164,311.36	3,405,473.58	1,031,849.72	4,437,323.30
UNDERGROUND STORAGE TANK FUND	0.00	55,000.00	0.00	55,000.00
CAPITAL PROJECTS	27.48	0.00	37,929.68	37,929.68
STUDENT MANAGED ACTIVITY	6,984.49	211,304.67	31,427.46	242,732.13
DISTRICT MANAGED ACTIVITY	-13,956.93	341,403.99	137,400.81	478,804.80
AUXILIARY SERVICES	-11,255.39	171,926.74	451,330.22	623,256.96
MANAGEMENT INFORMATION SYSTEM	0.00	0.00	0.00	0.00
DATA COMMUNICATION FUND	-9,900.00	0.00	0.00	0.00
OHIO READS	0.00	0.00	0.00	0.00
VOCATIONAL EDUC. ENHANCEMENTS	0.00	6,000.00	3,543.75	9,543.75
MISCELLANEOUS STATE GRANT FUND	-1,150.08	17,463.11	-2,865.19	14,597.92
ADULT BASIC EDUCATION	0.00	0.00	0.00	0.00
IDEA PART B GRANTS	-46,275.15	140,325.78	-102,257.65	38,068.13
VOC ED: CARL D. PERKINS - 1984	-6,340.26	25,000.00	-6,924.23	18,075.77
TITLE II D - TECHNOLOGY	0.00	0.00	0.00	0.00
TITLE I SCHOOL IMPROVEMENT A	0.00	0.00	0.00	0.00
TITLE I SCHOOL IMPROVEMENT G	0.00	0.00	0.00	0.00
LIMITED ENGLISH PROFICIENCY	-464.24	10,641.38	-1,203.43	9,437.95
TITLE I DISADVANTAGED CHILDREN	-71,362.66	197,993.80	-190,855.59	7,138.21
IMPROVING TEACHER QUALITY	-5,927.13	48,844.77	-16,209.39	32,635.38
MISCELLANEOUS FED. GRANT FUND	0.00	0.00	0.00	0.00
REPORT TOTAL:	9,248,358.97	40,349,719.50	8,152,461.10	48,502,180.60

Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank
Begin	Balance	MTD Receipts	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance Code
006	0000 CAFETERIA, COST CENTER							
	10,476.51-	479,133.64	2,373,277.66	292,362.83	2,157,564.33	205,236.82	256,752.10	51,515.28-
	TOTAL FOR Fund 006 - FOOD SERVICE:							
	10,476.51-	479,133.64	2,373,277.66	292,362.83	2,157,564.33	205,236.82	256,752.10	51,515.28-
007	9013 WHITMER CAREER & TECHNOLOGY CTR SCHOLARSHIP							
	4,000.00	0.00	125.00	0.00	1,000.00	3,125.00	0.00	3,125.00
007	9015 TRUST FUNDS, DIANE RUIZ SCHOLARSHIP FUND							
	77,149.32	56.14	334.73	0.00	0.00	77,484.05	0.00	77,484.05
007	9067 TRUST FUNDS, EMPLOYEE RECOGNITION FUND							
	25,744.03	0.00	1,480.00	0.00	9,100.16	18,123.87	0.00	18,123.87
007	9083 TRUST FUNDS, EMP.MEM.SCHOLARSHIP FUND							
	43,717.83	292.60	10,284.11	0.00	600.00	53,401.94	0.00	53,401.94
007	9088 TRUST FUNDS, STALE CHECKS							
	34,994.98	56.00-	1,893.95	0.00	460.95	36,427.98	0.00	36,427.98
	TOTAL FOR Fund 007 - SPECIAL TRUST:							
	185,606.16	292.74	14,117.79	0.00	11,161.11	188,562.84	0.00	188,562.84
008	9011 JODI FRANCIS EDUCATION SCHOLARSHIP							
	19,435.00	14.14	84.31	0.00	0.00	19,519.31	0.00	19,519.31
008	9082 TRUST FUNDS, TRILBY SPORTSMEN SCHOLARSHIP							
	25,011.26	18.20	108.53	0.00	0.00	25,119.79	0.00	25,119.79
008	9085 TRUST FUNDS, K. E. BISHOP SCHOLARSHIP							
	13,866.61	10.09	60.17	0.00	0.00	13,926.78	0.00	13,926.78
008	9086 TRUST FUNDS, LA POINT SCHOLARSHIP							
	7,536.27	5.48	32.68	0.00	0.00	7,568.95	0.00	7,568.95
	TOTAL FOR Fund 008 - ENDOWMENT:							
	65,849.14	47.91	285.69	0.00	0.00	66,134.83	0.00	66,134.83
009	9700 SUPPLY RESALE/ART DISTRICT							
	5,600.79	867.09	13,254.47	526.75	8,997.54	9,857.72	4,652.76	5,204.96
009	9702 SUPPLY RESALE/ART JEFFERSON							
	121.87	35.00	1,120.71	0.00	187.81	1,054.77	875.92	178.85
009	9703 SUPPLY RESALE/ART WASHINGTON							
	135.31	5.00	1,522.88	0.00	1,340.82	317.37	0.00	317.37

Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank	
Begin	Balance	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance	Code	
009 9704	MALCOLM-BAIN CENTER	11.00	0.00	0.00	0.00	11.00	0.00	11.00	
009 9705	SUPPLY RESALE/BUSINESS WHITMER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
009 9706	SUPPLY RESALE/CAREER PATHWAYS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
009 9707	SUPPLY RESALE/COMPUTER TECH JEFFERSON	7,253.14	5,000.00	5,000.00	0.00	12,253.14	0.00	12,253.14	
009 9708	COMPUTER TECH WASHINGTON	3,821.33	0.00	0.00	0.00	3,821.33	0.00	3,821.33	
009 9710	SUPPLY RESALE/ENGLISH JEFFERSON	4,401.97	42.00	1,344.86	0.00	191.69	5,555.14	0.00	5,555.14
009 9711	SUPPLY RESALE/ENGLISH WASHINGTON	493.83	6.00	1,827.45	0.00	0.00	2,321.28	0.00	2,321.28
009 9712	SUPPLY RESALE/ENGLISH WHITMER	21,782.73	335.39	5,119.09	0.00	3,523.01	23,378.81	7,159.19	16,219.62
009 9713	SUPPLY RESALE/FAMILY & CONSUMER SCIENCE	1,262.07-	84.00	1,282.12	0.00	0.00	20.05	0.00	20.05
009 9715	SUPPLY RESALE/WORLD LANGUAGES WHITMER	7,037.60	391.70	5,978.52	0.00	0.00	13,016.12	0.00	13,016.12
009 9717	SUPPLY RESALE/ID'S HIGH SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
009 9719	SUPPLY RESALE/GATEWAY TO TECHNOLOGY- JEFFERSON	1,735.47	70.00	2,241.43	1,837.50	2,187.91	1,788.99	0.00	1,788.99
009 9720	SUPPLY RESALE/GATEWAY TO TECHNOLOGY-WASHINGTON	1,275.94	10.00	3,045.75	0.00	643.58	3,678.11	255.00	3,423.11
009 9721	SUPPLY RESALE/INDUSTRIAL TECH WHITMER	4,100.65	167.69	3,020.16	0.00	695.00	6,425.81	2,955.08	3,470.73
009 9722	SUPPLY RESALE/MATH JEFFERSON	4,115.12	83.00	1,489.71	0.00	330.33	5,274.50	0.00	5,274.50
009 9723	SUPPLY RESALE/MATH WASHINGTON	7,702.35	5.00	1,522.88	0.00	1,562.39	7,662.84	0.00	7,662.84

Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank
Begin	Balance	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance	Code
		MTD Receipts						
009 9743	SUPPLY RESALE/INTRO TO AUTO TECH	12.00	0.00	0.00	910.38	0.00	910.38	
	634.38	276.00						
009 9744	SUPPLY RESALE/INTRO TO COMPUTER NETWORK	0.00	0.00	0.00	680.94	0.00	680.94	
	554.94	126.00						
009 9745	SUPPLY RESALE/INTRO TO COSMETOLOGY	0.00	0.00	301.88	689.03	0.00	689.03	
	810.91	180.00						
009 9746	SUPPLY RESALE/INTRO TO TEACHING PROFESSIONS	0.00	0.00	0.00	1,933.95	0.00	1,933.95	
	1,693.95	240.00						
009 9747	SUPPLY RESALE/INTRO TO WELDING	30.00	0.00	147.24	1,143.82	0.00	1,143.82	
	961.06	330.00						
009 9750	SUPPLY RESALE/PRE-ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00						
009 9751	SUPPLY RESALE/STREET LAW	5.00	0.00	391.84	765.56	0.00	765.56	
	937.40	220.00						
009 9752	SUPPLY RESALE - CRIMINAL LAW	0.00	0.00	0.00	566.50	0.00	566.50	
	566.50	0.00						
009 9753	SUPPLY RESALE - YOUR LEGAL RIGHTS	0.00	0.00	0.00	205.23	0.00	205.23	
	80.23	125.00						
009 9754	SUPPLY RESALE/AUTO MAINTENANCE	0.00	0.00	200.00	84.53	0.00	84.53	
	284.53	0.00						
009 9755	SUPPLY RESALE/AUTO TECH I	49.00	0.00	915.76	1,366.18	536.24	829.94	
	1,757.94	524.00						
009 9756	SUPPLY RESALE/AUTO TECH II	65.00	0.00	721.81	1,409.89	0.00	1,409.89	
	939.57	1,192.13						
009 9757	SUPPLY RESALE/BUS-COMP TECH I	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00						
009 9758	SUPPLY RESALE/BUS-COMP TECH II	0.00	0.00	0.00	27.71-	0.00	27.71-	
	27.71-	0.00						
009 9759	SUPPLY RESALE/CULINARY ARTS I	100.00	0.00	925.00	492.81	0.00	492.81	
	567.81	850.00						
009 9760	SUPPLY RESALE/COM-BUS ACADEMY	168.00	0.00	0.00	13,786.96	0.00	13,786.96	
	11,222.73	2,564.23						

Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank	
Begin	Balance	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance	Code	
009 9761	SUPPLY RESALE/COMPUTER NETWORK TECH I	682.47	40.00	340.00	0.00	0.00	1,022.47	0.00	1,022.47
009 9762	SUPPLY RESALE/COMPUTER NETWORK TECH II	134.99	0.00	280.00	0.00	0.00	414.99	0.00	414.99
009 9764	SUPPLY RESALE/CONSTRUCTION TECH I	3,491.75	180.00	1,172.50	0.00	3,919.08	745.17	0.00	745.17
009 9765	SUPPLY RESALE/CONSTRUCTION TECH II	1,072.17	0.00	210.00	0.00	433.50	848.67	0.00	848.67
009 9766	SUPPLY RESALE/COSMETOLOGY I	3,751.06	0.00	5,111.00	0.00	4,476.97	4,385.09	0.00	4,385.09
009 9767	SUPPLY RESALE/COSMETOLOGY II	1,235.39	0.00	2,315.00	0.00	2,439.40	1,110.99	0.00	1,110.99
009 9768	SUPPLY RESALE/CRIMINAL JUSTICE	1,285.31	5.00	2,435.00	0.00	2,750.01	970.30	0.00	970.30
009 9769	SUPPLY RESALE/CRIMINAL INVESTIGATION	1,285.15	125.00	885.00	0.00	1,519.75	650.40	0.00	650.40
009 9770	SUPPLY RESALE/TEACHING PROFESSIONS II	648.86	0.00	731.00	0.00	173.75	1,206.11	0.00	1,206.11
009 9772	SUPPLY RESALE/DIGITAL GRAPHIC DESIGN I	616.60	35.00	665.00	0.00	640.47	641.13	0.00	641.13
009 9773	SUPPLY RESALE/DIGITAL GRAPHIC DESIGN II	861.32	70.00	700.00	0.00	659.88	901.44	0.00	901.44
009 9774	SUPPLY RESALE/ENVIRONMENTAL SYSTEMS I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
009 9775	SUPPLY RESALE/ENVIRONMENTAL SYSTEMS II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
009 9777	SUPPLY RESALE/TEACHING PROFESSIONS I	1,687.74	0.00	420.00	0.00	0.00	2,107.74	0.00	2,107.74
009 9781	SUPPLY RESALE/ ENGINEERING I	1,436.20	0.00	390.00	0.00	31.34	1,794.86	0.00	1,794.86
009 9782	SUPPLY RESALE/ENGINEERING DESIGN & DEVELOPMEN	1,072.67	0.00	450.00	0.00	226.26	1,296.41	0.00	1,296.41

Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank	
Begin	Balance	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance	Code	
009 9783	SUPPLY RESALE/INTRO TO ENGINEERING DESIGN	809.04	0.00	360.00	0.00	106.35	1,062.69	0.00	1,062.69
009 9784	SUPPLY RESALE/PRINCIPLES OF ENGINEERING	2,501.38	0.00	150.00	0.00	0.00	2,651.38	0.00	2,651.38
009 9785	SUPPLY RESALE/MARKETING E-COMM I	311.37-	0.00	0.00	0.00	0.00	311.37-	0.00	311.37-
009 9786	SUPPLY RESALE/BUSINESS MGMT. I	100.00	0.00	220.00	0.00	0.00	320.00	0.00	320.00
009 9787	SUPPLY RESALE/BUSINESS MGMT. II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
009 9790	SUPPLY RESALE/MED TECH I-PATIENT CARE	2,217.97	0.00	2,035.00	0.00	3,532.94	720.03	280.00	440.03
009 9791	SUPPLY RESALE/MED TECH II	3,458.97	36.00	406.00	0.00	0.00	3,864.97	0.00	3,864.97
009 9794	SUPPLY RESALE/MED TECH I-INTRO TO DENTAL CARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
009 9795	SUPPLY RESALE/BIOMEDICAL INNOVATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
009 9799	SUPPLY RESALE/PRECISION MACHINE I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
009 9801	SUPPLY RESALE/WELDING I	1,607.93	220.00	1,320.00	0.00	1,600.38	1,327.55	0.00	1,327.55
009 9802	SUPPLY RESALE/WELDING II	772.27	160.00	360.00	0.00	205.01	927.26	0.00	927.26
009 9805	SUPPLY RESALE/INTRO TO CONSTRUCT. TECHNOLOGY	1,436.11	30.00	735.00	654.75	758.75	1,412.36	0.00	1,412.36
009 9808	SUPPLY RESALE/SPORTS & ENTERTAINMENT MARKETIN	520.15	0.00	140.00	0.00	0.00	660.15	0.00	660.15
009 9811	SUPPLY RESALE/MARKETING COMMUNICATIONS I	416.96	0.00	120.00	0.00	188.17	348.79	0.00	348.79
009 9814	SUPPLY RESALE/MARKETING COMMUNICATIONS II	351.28	12.00	180.00	0.00	180.39	350.89	0.00	350.89

Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank
Begin	Balance	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance	Code
		MTD Receipts						
009 9817	SUPPLY RESALE/ MEDICAL ACADEMY	80.00	196.83	257.49	1,476.78	0.00	1,476.78	
009 9820	SUPPLY RESALE/MEDICAL ASSISTING SKILLS I	40.00	0.00	217.63	1,769.35	0.00	1,769.35	
009 9823	SUPPLY RESALE/MEDICAL TERMINOLOGY	0.00	0.00	1,762.54	2,713.30	0.00	2,713.30	
009 9824	SUPPLY RESALE/MEDICAL TECH I DIAGNOSTICS CARE	0.00	0.00	0.00	1,225.11	322.00	903.11	
009 9830	SUPPLY RESALE/INTRO TO CULINARY ARTS	15.00	0.00	0.00	835.31	0.00	835.31	
009 9831	SUPPLY RESALE/BIOMEDICAL SCIENCES	0.00	0.00	0.00	0.00	0.00	0.00	
009 9832	SUPPLY RESALE/HUMAN BODY SYSTEMS	0.00	0.00	0.00	0.00	0.00	0.00	
009 9833	SUPPLY RESALE/MEDICAL INTERVENTIONS	0.00	0.00	0.00	0.00	0.00	0.00	
009 9834	SUPPLY RESALE/CRIMINAL MINDS	0.00	0.00	0.00	1,150.26	0.00	1,150.26	
009 9835	SUPPLY RESALE/MEDIA ARTS I	0.00	225.00	360.00	1,166.58	0.00	1,166.58	
009 9836	SUPPLY/RESALE WASHINGTON	7.00	0.00	0.00	227.73	0.00	227.73	
009 9837	SUPPLY RESALE - JEFFERSON	70.00-	0.00	0.00	252.91	0.00	252.91	
009 9838	SUPPLY RESALE/SMALL ENGINE REPAIR	0.00	0.00	0.00	475.00	159.00	316.00	
009 9839	INTRO TO BUSINESS MGMT.	0.00	120.00	0.00	120.00	0.00	120.00	
009 9841	INTRODUCTION TO MEDIA ARTS	0.00	290.00	0.00	290.00	0.00	290.00	
009 9842	MEDIA ARTS II	15.00	0.00	0.00	75.00	0.00	75.00	

Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank
Begin	Balance	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance	Code
009	9880 CULINARY ARTS II							
	886.54	150.00	400.00	0.00	433.90	852.64	0.00	852.64
	TOTAL FOR Fund 009 - UNIFORM SCHOOL SUPPLIES:							
	188,135.03	4,865.96	98,031.92	3,705.15	62,772.25	223,394.70	21,257.88	202,136.82
011	9754 CUSTOMER SERVICE/AUTO MAINTENANCE							
	1,176.49	0.00	0.00	0.00	0.00	1,176.49	0.00	1,176.49
011	9755 CUSTOMER SERVICE/AUTO TECH I							
	2,633.05-	243.56	3,964.66	0.00	277.27-	1,608.88	0.00	1,608.88
011	9756 CUSTOMER SERVICE/AUTO TECH II							
	8,544.12	3,485.68	13,069.71	2,586.31	11,133.84	10,479.99	1,200.00	9,279.99
011	9759 CULINARY ARTS I							
	1,089.87	4,706.30	18,021.73	0.00	11,705.99	7,405.61	330.76	7,074.85
011	9761 CUSTOMER SERVICE/ BUSINESS MANAGEMENT							
	34.50-	240.00	4,738.00	1,376.37	2,440.88	2,262.62	1,907.40	355.22
011	9765 CUSTOMER SERVICE/CONSTRUCTION TECH II							
	3,931.24	2,000.00	2,480.00	0.00	3,051.65	3,359.59	0.00	3,359.59
011	9767 CUSTOMER SERVICE/COSMETOLOGY II							
	3,518.77	348.00	1,817.65	441.92	909.80	4,426.62	83.08	4,343.54
011	9769 CUSTOMER SERVICE - CRIMINAL SCIENCE							
	951.75	1,440.00	7,300.00	2,626.00	6,086.00	2,165.75	0.00	2,165.75
011	9773 CUSTOMER SERVICE/DIGITAL GRAPH DES III							
	7,955.43	1,350.00	2,575.00	0.00	1,170.86	9,359.57	800.00	8,559.57
011	9800 CUSTOMER SERVICE/PRECISION MACHINE II							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
011	9802 CUSTOMER SERVICE/WELDING II							
	481.88	0.00	2,716.85	0.00	865.09	2,333.64	750.00	1,583.64
011	9832 CUSTOMER SERVICE/CTC SALES TAX							
	1,439.79	217.47	900.57	108.55	862.01	1,478.35	0.00	1,478.35
011	9855 CUSTOMER SERVICE, ECON/SHAREHOLDER 1-A							
	75.49	0.00	0.00	0.00	0.00	75.49	0.00	75.49
	TOTAL FOR Fund 011 - ROTARY-SPECIAL SERVICES:							
	26,497.28	14,031.01	57,584.17	7,139.15	37,948.85	46,132.60	5,071.24	41,061.36

Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank	
Begin	Balance	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance	Code	
		MTD Receipts							
018 9043	PUBLIC SCHOOL FUNDS, WERNERT ROTARY FUND	8,081.87	0.00	1,905.88	466.00	1,457.88	8,529.87	900.00	7,629.87
018 9044	PUBLIC SCHOOL FUNDS, JEFFERSON ROTARY FUND	2,504.81	0.00	81.83	0.00	0.00	2,586.64	900.00	1,686.64
018 9045	PUBLIC SCHOOL FUNDS, WASHINGTON ROTARY FUND	3,226.60	12.00	357.83	0.00	45.29	3,539.14	2,822.20	716.94
018 9046	PUBLIC SCHOOL FUNDS, WHITMER ROTARY FUND	156.53	155.75	1,144.79	0.00	901.00	400.32	0.00	400.32
018 9047	PUBLIC SCHOOL FUNDS, WHITMER/CTC ROTARY FUND	7,117.03	0.00	29.13	0.00	0.00	7,146.16	0.00	7,146.16
018 9048	PUBLIC SCHOOL FUNDS, DISTRICT ROTARY FUND	9,000.46	0.00	0.00	0.00	0.00	9,000.46	0.00	9,000.46
018 9049	PUBLIC SCHOOL FUNDS, AUTO TECH ROTARY FUND	816.80	0.00	0.00	0.00	0.00	816.80	0.00	816.80
018 9050	PUBLIC SCHOOL FUNDS, RUNNING CLUB	152.98	0.00	0.00	0.00	0.00	152.98	0.00	152.98
018 9068	PUBLIC SCHOOL FUNDS, KIDS IN ACTION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018 9070	PUBLIC SCHOOL FUNDS, WASH.J.H.YOUTH TO YOUTH	6,227.77	0.00	881.85	0.00	1,529.17	5,580.45	71.83	5,508.62
018 9071	PUBLIC SCHOOL FUNDS, JEFF J.H. YOUTH TO YOUTH	2,043.03	0.00	554.00	0.00	226.95	2,370.08	0.00	2,370.08
018 9080	PUBLIC SCHOOL FUNDS, WLS ANNUAL GOLF OUTING	51,927.70	0.00	18,190.00	0.00	24,274.76	45,842.94	0.00	45,842.94
	TOTAL FOR Fund 018 - PUBLIC SCHOOL SUPPORT:	121,745.94	715.75	45,726.49	1,354.10	44,126.24	123,346.19	8,601.22	114,744.97
019 9022	GRANTS, DISABILITY INCLUS. GRANT	18.85	0.00	0.00	0.00	0.00	18.85	0.00	18.85
019 9024	GRANTS, TECH PREP-MARKETING	593.19	0.00	0.00	0.00	394.85	198.34	0.00	198.34
019 9061	GRANTS, OWENS CORNING GRANT/WERN.	110.50	0.00	0.00	0.00	0.00	110.50	0.00	110.50

Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank	
Begin	MTD	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance	Code	
Balance	Receipts								
019 9062	GRANTS, SCHOOL BUS CARD GRANT	601.56	0.00	0.00	0.00	601.56	0.00	601.56	
019 9063	GRANTS, SHORELAND HIGH RISK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
019 9066	GRANTS, RPDC GRANT	94.96	0.00	0.00	0.00	94.96	0.00	94.96	
019 9128	MIDDLE SCHOOLS THAT WORK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL FOR Fund 019 - OTHER GRANT:		1,419.06	0.00	0.00	394.85	1,024.21	0.00	1,024.21	
022 9115	TOURNAMENT ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
022 9141	TOURNAMENTS - BASEBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
022 9142	TOURNAMENTS - SOFTBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
022 9143	FOOTBALL - TOURNAMENTS	1,244.44	0.00	22,006.56	0.00	20,927.16	0.00	2,323.84	
TOTAL FOR Fund 022 - DISTRICT AGENCY:		1,244.44	0.00	22,006.56	0.00	20,927.16	0.00	2,323.84	
024 9014	EMPLOYEE BENEFITS SELF-FUNDED HEALTH	3,272,008.82	972,098.38	8,557,603.68	801,106.20	7,592,263.60	4,237,348.90	0.00	4,237,348.90
024 9072	EMPLOYEE BENEFITS, HEALTH RESERVE/TERM.LIAB.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
024 9089	EMPLOYEE BENEFITS, HEALTH CARE-ROTARY FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
024 9090	EMPLOYEE BENEFITS, SELF-FUNDED DENTAL	133,464.76	64,154.58	567,141.52	70,835.40	500,631.88	199,974.40	0.00	199,974.40
TOTAL FOR Fund 024 - EMPLOYEE BENEFITS SELF INS.:		3,405,473.58	1,036,252.96	9,124,745.20	871,941.60	8,092,895.48	4,437,323.30	0.00	4,437,323.30
031 0000	UNDERGROUND STORAGE TANK, COST CENTER	55,000.00	0.00	0.00	0.00	55,000.00	0.00	55,000.00	

Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank
Begin Balance	MTD Receipts	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance	Code
TOTAL FOR Fund 031 - UNDERGROUND STORAGE TANK FUND								
55,000.00	0.00	0.00	0.00	0.00	55,000.00	0.00	55,000.00	
070 9017	CAPITAL PROJECTS-WESTWOOD ELEM. SCHOOL							
0.00	27.48	37,929.68	0.00	0.00	37,929.68	0.00	37,929.68	
TOTAL FOR Fund 070 - CAPITAL PROJECTS:								
0.00	27.48	37,929.68	0.00	0.00	37,929.68	0.00	37,929.68	
200 9007	STUDENT MANAGED ACTIVITY, FFA-ENVIROMENTAL SY							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
200 9008	STUDENT MANAGED ACTIVITY, PLTW ENGINEERING							
1,008.80	0.00	330.00	0.00	280.50	1,058.30	0.00	1,058.30	
200 9200	STUDENT MANAGED ACTIVITY, CLASS REUNION FUND							
486.44	0.00	0.00	0.00	0.00	486.44	0.00	486.44	
200 9201	STUDENT MANAGED ACTIVITY, JAPAN CULTURE CLUB							
50.00	0.00	0.00	0.00	0.00	50.00	0.00	50.00	
200 9203	STUDENT MANAGED ACTIVITY, BUSINESS PROF. OF A							
764.73	73.25	1,516.25	0.00	1,361.00	919.98	846.73	73.25	
200 9204	STUDENT MANAGED ACTIVITY, WHITMER CHEERLEADER							
14,612.40	14,434.73	69,291.22	2,772.94	54,460.88	29,442.74	3,709.22	25,733.52	
200 9205	STUDENT MANAGED ACTIVITY, CLASSICAL HONOR SOC							
116.79	0.00	0.00	0.00	0.00	116.79	0.00	116.79	
200 9206	STUDENT MANAGED ACTIVITY, DECA I							
17,752.86	1,477.00	6,040.00	3,453.00	5,922.73	17,870.13	2,203.27	15,666.86	
200 9208	STUDENT MANAGED ACTIVITY, FAM CAREER COMM LEA							
4,528.57	0.00	0.00	0.00	0.00	4,528.57	0.00	4,528.57	
200 9210	STUDENT MANAGED ACTIVITY, MED TECH							
10,684.83	1,355.87	3,840.09	0.00	3,156.21	11,368.71	772.00	10,596.71	
200 9211	STUDENT MANAGED ACTIVITY, EDUCATORS RISING							
9,326.79	985.00	3,545.00	636.17	3,046.67	9,825.12	921.00	8,904.12	
200 9212	STUDENT MANAGED ACTIVITY, FRENCH CLUB							
232.04	69.85	949.66	0.00	356.84	824.86	446.90	377.96	
200 9214	STUDENT MANAGED ACTIVITY, GERMAN CLUB							
1,999.85	0.00	2,452.03	0.00	0.00	4,451.88	0.00	4,451.88	

Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank	
Begin	Balance	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance	Code	
200 9215	STUDENT MANAGED ACTIVITY, LATINO CLUB	368.11	0.00	0.00	0.00	368.11	0.00	368.11	
200 9216	STUDENT MANAGED ACTIVITY, DECA II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
200 9217	STUDENT MANAGED ACTIVITY, WASHINGTON NJHS	2,101.50	0.00	273.50	50.80	435.80	1,939.20	100.00	1,839.20
200 9218	STUDENT MANAGED ACTIVITY, JEFF.JR.NAT.HONOR S	456.11	0.00	0.00	0.00	0.00	456.11	0.00	456.11
200 9219	STUDENT MANAGED ACTIVITY, NATIONAL HONOR SOCI	3,339.31	0.00	2,895.00	0.00	603.19	5,631.12	689.54	4,941.58
200 9223	STUDENT MANAGED ACTIVITY, WHITMER PUBLIC FORU	75.00-	0.00	0.00	0.00	0.00	75.00-	0.00	75.00-
200 9224	STUDENT MANAGED ACTIVITY, WHITMER PANTHEON	122.79-	0.00	0.00	0.00	0.00	122.79-	0.00	122.79-
200 9229	STUDENT MANAGED ACTIVITY, SPANISH CLUB	430.02	320.00	1,015.01	375.00	724.50	720.53	0.00	720.53
200 9230	STUDENT MANAGED ACTIVITY, SPANISH HONORARY SO	87.01	0.00	87.01-	0.00	0.00	0.00	0.00	0.00
200 9231	STUDENT MAG.ACTIVITY WHITMER STUDENT COUNCIL	6,921.05	0.00	11,230.50	627.64	14,158.20	3,993.35	660.00	3,333.35
200 9232	STUDENT MANAGED ACT-PANTHER NATION	3,576.54	0.00	1,413.00	0.00	618.46	4,371.08	477.66	3,893.42
200 9233	STUDENT MANAGED ACTIVITY, OPTION IV	125.95	0.00	0.00	0.00	0.00	125.95	0.00	125.95
200 9234	STUDENT MANAGED ACTIVITY,SKILLS USA	1,427.50	0.00	2,090.00	640.00	2,905.06	612.44	450.00	162.44
200 9235	STUDENT MANAGED ACTIVITY, LAW ENFORCEMENT II	439.97	0.00	155.00	0.00	192.50	402.47	45.00	357.47
200 9236	STUDENT MANAGED ACTIVITY, LAW ENFORCEMENT I	252.17	143.11	375.65	0.00	175.00	452.82	0.00	452.82
200 9237	STUDENT MANAGED ACTIVITY, SCIENCE CLUB	5,792.31	0.00	120.00	0.00	0.00	5,912.31	0.00	5,912.31

Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank	
Begin Balance	MTD Receipts	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance	Code	
200 9239	STUDENT MANAGED ACTIVITY, ACCOUNTING & BUS SP	192.90-	0.00	0.00	0.00	192.90-	0.00	192.90-	
200 9241	STUDENT MNG. ACTIVITY, NATIONAL TECH HONOR SO	3,183.34	0.00	1,822.00	0.00	4,894.58	1,500.00	3,394.58	
200 9242	STUDENT MANAGED ACTIVITY, JEFFERSON STUDENT C	6,979.59	0.00	454.00	224.52	473.93	6,959.66	31.20	6,928.46
200 9244	STUDENT MANAGED ACTIVITY, WASH. MAIZE CHEERLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
200 9245	STUDENT MANAGED ACTIVITY, JR. HI.CHEERLEADERS	1,392.12	1,800.00	2,495.12	0.00	193.00	3,694.24	0.00	3,694.24
200 9246	STUDENT MANAGED ACTIVITY, WASH. JR FCCLA CLUB	28.26	0.00	0.00	0.00	0.00	28.26	0.00	28.26
200 9247	STUDENT MANAGED ACTIVITY, BUSINESS/COMPUTER T	46.85	0.00	0.00	0.00	0.00	46.85	0.00	46.85
200 9248	STUDENT MANAGED ACTIVITY, COMPUTER NETWORKING	403.53	0.00	0.00	0.00	0.00	403.53	0.00	403.53
200 9249	STUDENT MANAGED ACTIVITY, WHITMER WELDING	134.29	564.60	856.60	0.00	462.35	528.54	0.00	528.54
200 9250	STUDENT MANAGED ACTIVITY, WHITMER MACHINE TRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200 9251	STUDENT MANAGED ACTIVITY, WHITMER AUTO TECH I	767.63	0.00	1,500.00	0.00	508.50	1,759.13	684.05	1,075.08
200 9252	STUDENT MANAGED ACTIVITY, WHITMER HEATING & A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200 9253	STUDENT MANAGED ACTIVITY, WHITMER COSMETOLOGY	308.96	90.50	311.50	0.00	409.50	210.96	0.00	210.96
200 9255	STUDENT MANAGED ACTIVITY, WHITMER AM.WELDING	15.00	0.00	150.00	0.00	75.00	90.00	0.00	90.00
200 9256	STUDENT MANAGED ACTIVITY, DIGITAL GRAPHIC DES	2,338.22	0.00	277.50	0.00	0.00	2,615.72	0.00	2,615.72
200 9257	STUDENT MANAGED ACTIVITY, WHITMER AUTO TECH I	630.76	345.00	420.00	0.00	357.50	693.26	0.00	693.26

Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank	
Begin	Balance	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance	Code	
200 9258	STUDENT MANAGED ACTIVITY, WHITMER RES.CONSTRU	426.92-	0.00	0.00	0.00	426.92-	0.00	426.92-	
200 9260	STUDENT MANAGED ACTIVITY, WASHINGTON STUDENT	2,239.68	204.35	204.35	0.00	918.84	1,525.19	467.40	1,057.79
200 9261	STUDENT MANAGED ACTIVITY, WHITMER FINE ARTS	737.97	0.00	0.00	104.95	203.84	534.13	100.00	434.13
200 9264	STUDENT MANAGED ACTIVITY, PANTHERETTES	747.87	314.00	8,455.19	405.00	9,121.88	81.18	0.00	81.18
200 9269	STUDENT MANAGED ACTIVITY, FRENCH HONORARY	627.06	0.00	627.06-	0.00	0.00	0.00	0.00	0.00
200 9270	STUDENT MANAGED ACTIVITY, WHITMER AFRO AMERIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200 9271	STUDENT MANAGED ACTIVITY, WHITMER SKI CLUB	504.61	0.00	0.00	0.00	0.00	504.61	0.00	504.61
200 9279	STUDENT MANAGED ACTIVITY, CHESS CLUB	194.51	0.00	0.00	0.00	0.00	194.51	0.00	194.51
200 9280	STUDENT MANAGED ACTIVITY, MATH HONORARY	929.31	0.00	1,095.00	0.00	905.00	1,119.31	0.00	1,119.31
200 9281	STUDENT MANAGED ACTIVITY, GERMAN HONORARY	2,452.03	0.00	2,452.03-	0.00	0.00	0.00	0.00	0.00
200 9284	STUDENT MANAGED ACTIVITY, HOME EC RELATED OCC	292.37	0.00	0.00	0.00	0.00	292.37	0.00	292.37
200 9285	STUDENT MANAGED ACTIVITY, OFFICE TECHNOLOGY	332.05	0.00	0.00	0.00	0.00	332.05	0.00	332.05
200 9288	STUDENT MANAGED ACTIVITY, CHRISTIAN FELLOWSHI	182.60	0.00	0.00	0.00	0.00	182.60	0.00	182.60
200 9289	STUDENT MANAGED ACTIVITY, NEW DRAMA FUND	22,727.20	0.00	15,658.56	0.00	7,311.84	31,073.92	0.00	31,073.92
200 9290	STUDENT MANAGED ACTIVITY, WHITMER MUSICAL	20,486.93	0.00	2,042.25	1,965.15	3,435.11	19,094.07	12,780.80	6,313.27
200 9291	STUDENT MANAGED ACTIVITY, DRAMA CLUB	3,872.20	0.00	0.00	0.00	0.00	3,872.20	0.00	3,872.20

Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank	
Begin	Balance	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance	Code	
200 9292	STUDENT MANAGED ACTIVITY, VIDEO PRODUCTION	177.55	0.00	0.00	0.00	177.55	0.00	177.55	
200 9293	STUDENT MANAGED ACTIVITY, OCCUPATIONAL WORK E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
200 9294	STUDENT MNGT ACTIVITY-AMERICAN RED CROSS CLUB	204.17	0.00	0.00	0.00	47.28	156.89	0.00	156.89
200 9295	STUDENT MANG. ACTIVITY, WHITMER FILM PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200 9297	STUDENT MANAGED ACTIVITY, SENIOR AUTO BODY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200 9299	STUDENT MANAGED ACTIVITY, C.D.E.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200 9300	STUDENT MANAGED ACTIVITY, HARRY POTTER CLUB	293.46	0.00	0.00	0.00	293.46	0.00	293.46	
200 9301	STUDENT MANAGED ACTIVITY- WILDLIFE CLUB	309.71-	0.00	0.00	0.00	309.71-	0.00	309.71-	
200 9310	STUDENT MANAGED ACTIVITY, SOCIAL STUDIES CLUB	14,885.53	1,159.15	10,628.46	0.00	8,263.48	17,250.51	0.00	17,250.51
200 9312	STUDENT MANAGED ACTIVITY - CULINARY ARTS CLUB	287.57	0.00	966.95	0.00	560.00	694.52	0.00	694.52
200 9350	STUDENT MANAGED ACTIVITY, CLASS OF 1999	34.85	0.00	0.00	0.00	34.85	0.00	34.85	
200 9351	STUDENT MANAGED ACTIVITY, CLASS OF 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200 9352	STUDENT MANAGED ACTIVITY, CLASS OF 2001	1,463.77	0.00	0.00	0.00	0.00	1,463.77	0.00	1,463.77
200 9353	STUDENT MANAGED ACTIVITY, CLASS OF 2002	2,633.05	0.00	0.00	0.00	0.00	2,633.05	0.00	2,633.05
200 9354	STUDENT MANAGED ACTIVITY, CLASS OF 2003	7,644.35	0.00	0.00	0.00	2,374.05	5,270.30	105.00	5,165.30
200 9355	STUDENT MANAGED ACTIVITY, CLASS OF 2004	363.64	0.00	0.00	0.00	359.97	3.67	3.67	0.00

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Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank	
Begin	Balance	MTD	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance Code	
200 9356	STUDENT MANAGED ACTIVITY, CLASS OF 2005	181.57	0.00	0.00	0.00	181.57	181.57	0.00	
200 9357	STUDENT MANAGED ACTIVITY, CLASS OF 2006	627.21	0.00	0.00	0.00	527.80	99.41	0.00	
200 9358	STUDENT MANAGED ACTIVITY, CLASS OF 2007	3,200.20	0.00	0.00	0.00	3,200.20	0.00	0.00	
200 9359	WHITMER CLASS OF 2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
200 9360	WHITMER CLASS OF 2009	834.85	0.00	0.00	0.00	834.85	834.85	0.00	
200 9361	WHITMER CLASS OF 2010	86.95	0.00	0.00	0.00	86.95	86.95	0.00	
200 9362	CLASS OF 2011	4,445.90	0.00	0.00	0.00	4,445.90	4,445.90	0.00	
200 9363	CLASS OF 2012	3,704.90	0.00	0.00	0.00	3,704.90	3,639.15	65.75	
200 9364	STUDENT MANAGED ACT - BROOMBALL CLUB	2,507.21	620.00	6,545.00	4,116.00	8,568.50	483.71	766.25	282.54-
200 9365	CLASS OF 2013	3,132.25	0.00	0.00	0.00	3,132.25	0.00	3,132.25	
200 9366	CLASS OF 2014	1,388.85	0.00	0.00	0.00	1,388.85	0.00	1,388.85	
200 9367	STUDENT MANAGED ACT- CLASS OF 2015	1,067.55	0.00	0.00	0.00	1,067.55	0.00	1,067.55	
200 9368	STUDENT MANAGED ACT- CLASS OF 2016	229.30	0.00	0.00	0.00	125.00	104.30	0.00	104.30
200 9369	STUDENT MANAGED ACT- CLASS OF 2017	3,237.94	0.00	340.00	835.00	835.00	2,742.94	7,650.00	4,907.06-
200 9370	STUDENT MANAGED ACT - CLASS OF 2018	57.39	0.00	6,000.00	0.00	500.00	5,557.39	0.00	5,557.39
200 9371	CLASS OF 2019	305.39	0.00	4,500.00	0.00	92.21	4,713.18	0.00	4,713.18

Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank	
Begin	Balance	MTD	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance	Code
200	9372 WHITMER CLASS OF 2020	0.00	344.25	1,787.25	1,110.00	1,110.00	677.25	0.00	677.25
	TOTAL FOR Fund 200 - STUDENT MANAGED ACTIVITY:	211,304.67	24,300.66	170,875.54	17,316.17	139,448.08	242,732.13	44,697.52	198,034.61
300	9220 ACTIVITIES-SPEC.REV.-NEWSPAPER/PANTHERS PAUSE	2.95	0.00	0.00	0.00	0.00	2.95	0.00	2.95
300	9221 ACTIVITIES-SPEC.REV.-NATIONAL FORENSIC LEAGUE	1,963.03	2,342.91	14,010.00	1,821.82	9,362.62	6,610.41	3,615.20	2,995.21
300	9222 ACTIVITIES-SPEC.REV., WHS YEARBOOK/YEAR VIDEO	22,100.80	870.00	32,556.18	0.00	242.00	54,414.98	0.00	54,414.98
300	9227 WHITMER SCHOOL STORE	549.89	105.00	403.07	0.00	393.96	559.00	0.00	559.00
300	9254 ACTIVITIES-SPEC.REV., WASHINGTON GEN. ACTIVIT	1,592.91-	2,044.00	15,121.26	896.39	7,092.87	6,435.48	806.59	5,628.89
300	9275 ACTIVITIES-SPEC.REV., JEFFERSON GEN. ACTIVITY	12,082.28	919.94	9,345.19	256.36	4,264.51	17,162.96	500.00	16,662.96
300	9300 ACTIVITIES-SPEC.REV., WHITMER BAND FUND	528.62	51.00	4,786.00	11.50	1,531.73	3,782.89	197.50	3,585.39
300	9301 ACTIVITIES-SPEC.REV., WHITMER ORCHESTRA FUND	2,193.63	880.00	7,002.00	1,560.00	7,078.11	2,117.52	0.00	2,117.52
300	9302 ACTIVITIES-SPEC.REV., JEFFERSON CHOIR	614.75	0.00	0.00	0.00	0.00	614.75	0.00	614.75
300	9304 ACTIVITIES-SPEC.REV.-WHITMER GENERAL ACTIVITY	17,450.51	400.00	10,830.31	562.73	6,121.95	22,158.87	6,528.49	15,630.38
300	9305 ACTIVITIES-SPEC.REV., WHITMER WRESTLING CLUB	10,627.27	0.00	10,627.27-	0.00	0.00	0.00	0.00	0.00
300	9306 ACTIVITIES - WHITMER AFTER PROM	4,981.15	1,690.00	7,310.65	885.00	1,547.25	10,744.55	5,939.75	4,804.80
300	9308 PANTHER PROWL ACTIVITY FUND	16,068.81	0.00	4,917.00	0.00	1,827.50	19,158.31	0.00	19,158.31
300	9311 ACTIVITIES-SPEC.REV., VOCAL MUSIC	2,254.35	808.00	21,652.40	3,289.15	17,315.39	6,591.36	435.00	6,156.36

Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank
Begin	Balance	MTD	Receipts	Expenditures	Expenditures	Fund	Balance	Code
		Receipts				Balance	Encumbrances	
300 9316	ACTIVITIES-SPEC.REV., WASHINGTON CHOIR							
	105.12	0.00	0.00	0.00	0.00	105.12	0.00	105.12
300 9330	ACTIVITIES-SPEC.REV., JEFFERSON DRAMA							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300 9500	ACTIVITIES-SPEC.REV., DISTRICT ATHLETICS							
	55,942.33	7,904.49	222,577.86	12,484.76	163,928.86	114,591.33	12,626.45	101,964.88
300 9503	BASEBALL CLUB							
	6,107.76	1,789.00	5,129.89	278.00	1,385.00	9,852.65	0.00	9,852.65
300 9506	BOYS BASKETBALL CLUB							
	11,583.45	0.00	1,390.00	4,251.50	4,901.50	8,071.95	0.00	8,071.95
300 9509	BOYS SOCCER CLUB							
	2,319.57	0.00	400.00	375.00	1,389.75	1,329.82	441.00	888.82
300 9512	FOOTBALL CLUB							
	16,070.91	0.00	9,102.11	1,962.23	15,350.22	9,822.80	2,095.76	7,727.04
300 9515	BOYS CROSS COUNTRY CLUB							
	821.50	0.00	1,445.00	0.00	1,531.03	735.47	0.00	735.47
300 9518	BOYS TENNIS CLUB							
	112.79-	0.00	0.00	0.00	0.00	112.79-	0.00	112.79-
300 9521	WRESTLING CLUB							
	7,091.40	110.00	33,628.57	10,956.55	18,419.53	22,300.44	1,493.13	20,807.31
300 9524	BOYS GOLF CLUB							
	839.31	183.62	648.66	0.00	1,040.00	447.97	0.00	447.97
300 9527	DISTRICT ATHLETICS CLUB							
	510.00	0.00	0.00	0.00	0.00	510.00	0.00	510.00
300 9530	GIRLS BASKETBALL CLUB							
	10,721.80	0.00	6,009.81	30.00	5,467.39	11,264.22	0.00	11,264.22
300 9533	GIRLS SOCCER CLUB							
	3,339.02	166.83	8,317.44	375.00	9,804.73	1,851.73	0.00	1,851.73
300 9536	SOFTBALL CLUB							
	10,542.13	0.00	4,650.10	0.00	2,572.61	12,619.62	0.00	12,619.62
300 9539	VOLLEYBALL CLUB							
	8,407.71	4,650.00	9,343.44	1,739.40	6,567.74	11,183.41	1,078.00	10,105.41

Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank	
Begin	Balance	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance	Code	
300 9542	GIRLS CROSS COUNTRY CLUB	10,717.16	902.03	5,509.66	0.00	10,405.64	5,821.18	75.00	5,746.18
300 9545	GIRLS GOLF CLUB	2,988.92	285.80	823.66	0.00	2,134.36	1,678.22	0.00	1,678.22
300 9548	GYMNASTICS CLUB	792.21	145.00	1,499.00	553.50	1,194.95	1,096.26	0.00	1,096.26
300 9551	GIRLS TENNIS CLUB	161.02	0.00	1,549.00	0.00	1,498.00	212.02	0.00	212.02
300 9554	GIRLS TRACK CLUB	12,804.33	1,231.57	4,670.68	1,667.80	2,163.97	15,311.04	1,887.84	13,423.20
300 9557	BOYS TRACK CLUB	4,049.03	6,169.80	7,786.60	1,548.27	1,945.20	9,890.43	3,397.63	6,492.80
300 9560	ATHLETIC CONCESSIONS CLUB	16,131.00	955.15	20,510.94	3,547.22	15,231.17	21,410.77	4,819.28	16,591.49
300 9563	ELEMENTARY BASKETBALL	401.97	0.00	12,452.00	2,108.25	11,660.14	1,193.83	0.00	1,193.83
300 9566	WHITMER HOCKEY	5,598.40	5,148.47	27,764.44	1,564.90	17,480.75	15,882.09	0.00	15,882.09
300 9569	JR. HIGH BOYS CROSS COUNTRY CLUB	677.92	0.00	0.00	0.00	189.23	488.69	0.00	488.69
300 9805	ACTIVITIES-SPEC.REV. , GREENWOOD STUDENT ACTIV	7,181.38	2,961.92	9,030.42	3,555.68	11,138.11	5,073.69	1,000.00	4,073.69
300 9806	ACTIVITIES-SPEC.REV. , HIAWATHA STUDENT ACTIVI	481.27	0.00	0.00	0.00	81.60	399.67	200.00	199.67
300 9809	ACTIVITIES-SPEC.REV. , JACKMAN STUDENT ACTIVIT	6,382.61	0.00	1,968.10	252.90	834.78	7,515.93	1,596.00	5,919.93
300 9811	ACTIVITIES-SPEC.REV. , MCGREGOR STUDENT ACTIVI	14,627.40	4,219.30	26,354.21	3,946.51	24,189.50	16,792.11	5,381.08	11,411.03
300 9812	ACTIVITIES-SPEC.REV. , MEADOWVALE STUDENT ACT.	10,266.95	0.00	702.00	0.00	950.00	10,018.95	2,577.45	7,441.50
300 9813	ACTIVITIES-SPEC.REV. , MONAC STUDENT ACTIVITY	3,871.57	1,071.00	4,409.75	737.54	4,294.24	3,987.08	631.21	3,355.87

Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank	
Begin	MTD	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance	Code	
Balance	Receipts								
300 9815	ACTIVITIES-SPEC.REV., SHORELAND STUDENT ACTIV	17,089.18	0.00	2,632.74	496.80	15,417.28	4,304.64	500.00	3,804.64
300 9816	ACTIVITIES-SPEC.REV., TRILBY STUDENT ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300 9817	ACTIVITIES-SPEC.REV., WERNERT STUDENT ACTIVIT	3,067.32	38.00	2,805.01	285.00	3,071.90	2,800.43	519.18	2,281.25
300 9826	TRILBY OUTDOOR ED/6TH GR ACTIVITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 300 - DISTRICT MANAGED ACTIVITY:									
		341,403.99	48,042.83	550,417.88	61,999.76	413,017.07	478,804.80	58,341.54	420,463.26
401 9239	REGINA COELI- MODULAR UNIT REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401 9341	AUXILIARY NON-PUB- CHRIST THE KING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401 9345	AUXILIARY NON PUB- NOTRE DAME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401 9347	AUXILIARY NON PUB- REGINA COELI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401 9591	CHRIST THE KING/MODULAR UNIT REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401 9592	LADYFIELD/MODULAR UNIT REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401 9596	ST.CLEMENT - MODULAR REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401 9597	ST. CLEMENT - MODULAR UNIT REPAIR/REMOVAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401 9616	MODULAR REPAIRS	14,027.20-	0.00	83,285.20	0.00	69,258.00	0.00	0.00	0.00
401 9671	AUXILIARY NON-PUB- CHRIST THE KING	7,248.60	91.43	293,189.58	3,649.99	176,059.58	124,378.60	108,372.39	16,006.21
401 9675	AUXILIARY NON PUB- NOTRE DAME	159,814.18	295.49	509,881.20	5,606.55	264,627.71	405,067.67	146,779.60	258,288.07

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Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank
Begin	Balance	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance	Code
		MTD Receipts						
551 9116	TITLE III LIMITED ENG. PROF.							
	10,641.38	0.00	0.00	0.00	10,641.38	0.00	0.00	0.00
551 9117	TITLE III LIMITED ENG. PROF.							
	0.00	1,143.72	18,751.79	1,607.96	9,313.84	9,437.95	0.00	9,437.95
551 9159	LIMITED ENG/ IMMIGRANT							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
551 9160	LIMITED ENG/ IMMIGRANT							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
551 9161	LIMITED ENG PROF							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL FOR Fund 551 - LIMITED ENGLISH PROFICIENCY:							
	10,641.38	1,143.72	18,751.79	1,607.96	19,955.22	9,437.95	0.00	9,437.95
572 9108	TITLE I FISCAL YEAR 2008							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572 9109	TITLE I							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572 9110	TITLE I							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572 9111	TITLE I							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572 9112	TITLE I							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572 9113	TITLE I							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572 9114	TITLE I							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572 9115	TITLE I							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572 9116	TITLE I							
	197,993.80	0.00	92,742.94	0.00	290,736.74	0.00	0.00	0.00
572 9117	TITLE I							
	0.00	164,615.59	1,134,841.77	235,978.25	1,127,703.56	7,138.21	122,158.25	115,020.04-

Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered	Bank
Begin Balance	MTD Receipts	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance	Code
TOTAL FOR Fund 599 - MISCELLANEOUS FED. GRANT FUND								
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GRAND TOTALS:								
40,349,719.50	19,514,390.19	90,949,348.75	10,266,031.22	82,796,887.65	48,502,180.60	3,596,220.14	44,905,960.46	

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137547	W	03/21/2017	14TH O.V.I. / 3RD ARKANSAS	014916			200.00
137396	W	03/10/2017	ADVANCED INCENTIVES	001381	RECONCILED:03/31/2017		636.17
137318	W	03/08/2017	AEROFILTER	014008	RECONCILED:03/31/2017		1,378.74
137548	W	03/21/2017	AIKEN, COLLEEN MEADOWVALE ELEM.	014248	RECONCILED:03/31/2017		28.21
137428	W	03/15/2017	AIRGAS	000056	RECONCILED:03/31/2017		30.10
137549	W	03/21/2017	ALLEN COUNTY BD. OF EDUCATION	000002	RECONCILED:03/31/2017		170.00
137429	W	03/15/2017	ALLIED SUPPLY CO. INC.	001275	RECONCILED:03/31/2017		147.26
137550	W	03/21/2017	ALS TRIBOLOGY	012406	RECONCILED:03/31/2017		574.53
137430	W	03/15/2017	AMAZON.COM	010822	RECONCILED:03/31/2017		709.41
137656	W	03/29/2017	AMERICAN FIDELITY ADMINISTRATIVE SERVICES LLC	015060			2,222.85
001643	W	03/03/2017	AMERICAN FIDELITY CORP.	000883	RECONCILED:03/31/2017		1,242.10
001644	W	03/03/2017	AMERICAN FIDELITY CORPORATION	000731	RECONCILED:03/31/2017		1,312.90
137551	W	03/21/2017	AMERICAN RENT ALL INC.	001226	RECONCILED:03/31/2017		710.00
137319	W	03/08/2017	AMES LOCKSMITH COMPANY MARK VERNON AMES	004341	RECONCILED:03/31/2017		415.00
137431	W	03/15/2017	ANDERSON, BRIAN WHITMER CTC	000300	RECONCILED:03/31/2017		107.00
137552	W	03/21/2017	ANDERSON, BRIAN WHITMER CTC	000300	RECONCILED:03/31/2017		200.49
137432	W	03/15/2017	ANDERSONS NW 6172	000206	RECONCILED:03/31/2017		1,084.13
137608	W	03/23/2017	ARCUS-SIMPLEX-BROWN, INC.	005549	RECONCILED:03/31/2017		620.00
137320	W	03/08/2017	ARLINGTON COMMERCIAL SUPPLY WICHMAN COMPANY	010202	RECONCILED:03/31/2017		64.42
137553	W	03/21/2017	ASSET GENIE, INC.	015119	RECONCILED:03/31/2017		1,758.00
137321	W	03/08/2017	AT & T	000013	RECONCILED:03/31/2017		245.66
137433	W	03/15/2017	AT & T	000013	RECONCILED:03/31/2017		2,964.34

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137554	W	03/21/2017	AT & T	000013	RECONCILED:03/31/2017		1,296.14
137322	W	03/08/2017	AT & T LONG DISTANCE	015046	RECONCILED:03/31/2017		198.72
137645	B	03/27/2017	AUGUSTIN, ANN WERNERT/WASHINGTON	005456			23.85
137323	W	03/08/2017	B & H PHOTO-VIDEO REMITTANCE PROCESSING CENTER	002291	RECONCILED:03/31/2017		1,470.59
137434	W	03/15/2017	B & H PHOTO-VIDEO REMITTANCE PROCESSING CENTER	002291	RECONCILED:03/31/2017		335.96
137609	W	03/23/2017	B & T BLEVINS ENTERPRISES, LLC JM DESIGNS	015136	RECONCILED:03/31/2017		326.00
137555	W	03/21/2017	BABICH, STEPHEN	015447			194.80
137397	W	03/10/2017	BAIDEL, REIS WHITMER/CTC	011755	RECONCILED:03/31/2017		1,449.39
137435	W	03/15/2017	BAKER, JEREME MAINTENANCE	015437			14.98
901464	M	03/03/2017	BANK MEMO VENDOR	950000			27,224.53
901468	M	03/14/2017	BANK MEMO VENDOR	950000			27,372.36
901472	M	03/31/2017	BANK MEMO VENDOR	950000			28,009.51
137324	W	03/08/2017	BARNES & NOBLE COLLEGE BOOKSELLERS,MLLC.	015016	RECONCILED:03/31/2017		164.20
137436	W	03/15/2017	BAUGHMAN, RANDY WHITMER HIGH SCHOOL	001730	RECONCILED:03/31/2017		448.54
137325	W	03/08/2017	BAZ GROUP, INC.	004489	RECONCILED:03/31/2017		370.00
137437	W	03/15/2017	BEST BUY DBA/BEST BUY	001300	RECONCILED:03/31/2017		99.95
137438	W	03/15/2017	BLACK DIAMOND NURSERY	000574	RECONCILED:03/31/2017		206.57
137610	W	03/23/2017	BOB ROGERS TRAVEL	013534	RECONCILED:03/31/2017		1,560.00
137326	W	03/08/2017	BOILERS, CONTROLS EQUIPMENT, INC.	001030	RECONCILED:03/31/2017		840.00
137439	W	03/15/2017	BOILERS, CONTROLS EQUIPMENT, INC.	001030	RECONCILED:03/31/2017		856.70

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137556	W	03/21/2017	BOILERS, CONTROLS EQUIPMENT, INC.	001030	RECONCILED:03/31/2017		429.88
137327	W	03/08/2017	BOOKS GALORE INC.	011444	RECONCILED:03/31/2017		806.12
137611	W	03/23/2017	BOSCH, BRYAN	015439	RECONCILED:03/31/2017		690.00
137328	W	03/08/2017	BRAHIER OIL INC.	011774	RECONCILED:03/31/2017		15,277.50
137557	W	03/21/2017	BRICKER & ECKLER LLP	011789	RECONCILED:03/31/2017		8,205.06
137612	W	03/23/2017	BRONIKOWSKI, JENNIFER WASHINGTON	001136			10.86
137329	W	03/08/2017	BUCKEYE TELESYSTEM	004170	RECONCILED:03/31/2017		99.62
137440	W	03/15/2017	BUNDE SALES, INC.	000033	RECONCILED:03/31/2017		988.82
137330	W	03/08/2017	CALLOWAY HOUSE, INC.	002757	RECONCILED:03/31/2017		25.71
137331	W	03/08/2017	CAPITAL ALLIANCE CORP.	014917	RECONCILED:03/31/2017		200.00
137441	W	03/15/2017	CARDINAL BUS SALES & SERV.	002260	RECONCILED:03/31/2017		4,684.31
137442	W	03/15/2017	CAROLINA BIOLOGICAL	000385	RECONCILED:03/31/2017		104.16
137398	W	03/10/2017	CARONE & METZGER'S	002872			1,030.00
137613	W	03/23/2017	CARONE & METZGER'S	002872			80.00
137332	W	03/08/2017	CDW (COMPUTER DISCOUNT WHSE)	003977	RECONCILED:03/31/2017		72,191.00
137443	W	03/15/2017	CDW (COMPUTER DISCOUNT WHSE)	003977	RECONCILED:03/31/2017		39,747.98
137333	W	03/08/2017	CENTRAL OHIO MEDICAL REVIEW	015327	RECONCILED:03/31/2017		780.00
137334	W	03/08/2017	CINTAS CORP.	002805	RECONCILED:03/31/2017		73.48
137444	W	03/15/2017	CINTAS CORP.	002805	RECONCILED:03/31/2017		1,804.82
137558	W	03/21/2017	CINTAS CORP.	002805	RECONCILED:03/31/2017		73.48
137399	W	03/10/2017	COLLINGWOOD WATER CO., INC.	005338	RECONCILED:03/31/2017		79.50
137335	W	03/08/2017	COLON, BILL	012208	RECONCILED:03/31/2017		392.24
137559	W	03/21/2017	COLUMBIA GAS OF OHIO	000003	RECONCILED:03/31/2017		12,462.07
137601	W	03/22/2017	COLUMBIA GAS OF OHIO	000003	RECONCILED:03/31/2017		62.03

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137614	W	03/23/2017	COLUMBIA GAS OF OHIO	000003	RECONCILED:03/31/2017		2,010.54
137648	W	03/28/2017	COLUMBIA GAS OF OHIO	000003			580.06
137336	W	03/08/2017	COMMERCE PAPER COMPANY INC	000153	RECONCILED:03/31/2017		2,237.20
137337	W	03/08/2017	COMMUNICATION EXCHANGE LLC.	014855	RECONCILED:03/31/2017		11,029.50
137615	W	03/23/2017	CONKLE, KERRY	015446	RECONCILED:03/31/2017		600.00
137445	W	03/15/2017	CONSOLIDATED AUDIO VISUAL	003288	RECONCILED:03/31/2017		141.40
137616	W	03/23/2017	CONSTRUCTIVE PLAYTHINGS U.S. TOY CO., INC.	001542	RECONCILED:03/31/2017		252.90
001641	W	03/03/2017	CONSUMERS LIFE INSURANCE CO.	015163	RECONCILED:03/31/2017		4,275.00
137560	W	03/21/2017	COUSINS WASTE CONTROL	004521	RECONCILED:03/31/2017		2,010.48
137338	W	03/08/2017	CRAIG'S FLOWERS & GIFTS JERRY SCOTT CRAIG	002232	RECONCILED:03/31/2017		166.00
137400	W	03/10/2017	CRAIG'S FLOWERS & GIFTS JERRY SCOTT CRAIG	002232	RECONCILED:03/31/2017		49.50
137446	W	03/15/2017	CROZIER, TERESA WHITMER/CTC BLDG.	011632	RECONCILED:03/31/2017		416.67
137339	W	03/08/2017	CULLIGAN OF NORTHWEST OHIO	014516	RECONCILED:03/31/2017		48.25
137602	W	03/22/2017	CUMMINS BRIDGEWAY, LLC #774494	002441	RECONCILED:03/31/2017		880.54
137401	W	03/10/2017	DAN RODGERS SPORTING GOODS INC	002011			485.00
137617	W	03/23/2017	DAN RODGERS SPORTING GOODS INC	002011	RECONCILED:03/31/2017		777.50
137340	W	03/08/2017	DATA RECOGNITION CORP. BIN#131410	015010	RECONCILED:03/31/2017		1,239.15
137402	W	03/10/2017	DAVES RUNNNING SHOP LLC	015339	RECONCILED:03/31/2017		8,776.95
137341	W	03/08/2017	DELTA DENTAL PLAN OF OHIO FOR WIRE USE ONLY	014623	RECONCILED:03/31/2017		22,002.07
137447	W	03/15/2017	DELTA DENTAL PLAN OF OHIO FOR WIRE USE ONLY	014623	RECONCILED:03/31/2017		13,512.77
137561	W	03/21/2017	DELTA DENTAL PLAN OF OHIO FOR WIRE USE ONLY	014623	RECONCILED:03/31/2017		16,506.03

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137649	W	03/28/2017	DELTA DENTAL PLAN OF OHIO FOR WIRE USE ONLY	014623	RECONCILED:03/31/2017		8,547.26
137663	W	03/30/2017	DELTA DENTAL PLAN OF OHIO FOR WIRE USE ONLY	014623	RECONCILED:03/31/2017		10,267.27
137342	W	03/08/2017	DEPT OF PUBLIC UTILITIES DIVISION OF WATER	000157	RECONCILED:03/31/2017		2,080.05
137448	W	03/15/2017	DEPT OF PUBLIC UTILITIES DIVISION OF WATER	000157	RECONCILED:03/31/2017		11,477.15
137562	W	03/21/2017	DEPT OF PUBLIC UTILITIES DIVISION OF WATER	000157	RECONCILED:03/31/2017		5,534.42
137449	W	03/15/2017	DIGITAL WAREHOUSE USA INC.	014243	RECONCILED:03/31/2017		1,999.29
137343	W	03/08/2017	DIMECH INC.	002269	RECONCILED:03/31/2017		1,031.48
137450	W	03/15/2017	DISCOUNT SCHOOL SUPPLY EARLYCHILDHOOD LLC	001963	RECONCILED:03/31/2017		815.52
137451	W	03/15/2017	DOUBLE UP TECHNOLOGIES, LLC	015316	RECONCILED:03/31/2017		13,160.00
137452	W	03/15/2017	DRAKE, CHARLEY WHITMER HIGH SCHOOL	000905	RECONCILED:03/31/2017		122.00
137453	W	03/15/2017	DYNALITE BATTERY	010308	RECONCILED:03/31/2017		471.80
137344	W	03/08/2017	EARL MECHANICAL SERVICES, INC.	002453	RECONCILED:03/31/2017		3,025.47
137563	W	03/21/2017	EARL MECHANICAL SERVICES, INC.	002453	RECONCILED:03/31/2017		811.97
137618	W	03/23/2017	EASTERN MICHIGAN UNIVERSITY JOHN GOODRIDGE-EMU MENS TRACK	014626			40.00
137454	W	03/15/2017	EDGE DOCUMENT SOLUTIONS, INC	003533	RECONCILED:03/31/2017		895.00
137345	W	03/08/2017	EDUCATIONAL SERVICE CENTER OF LAKE ERIE WEST	000234	RECONCILED:03/31/2017		10,571.71
137564	W	03/21/2017	EDUCATIONAL SERVICE CENTER OF LAKE ERIE WEST	000234	RECONCILED:03/31/2017		12,936.94
137455	W	03/15/2017	ESA ENGINEERS DANIEL R. ULRICH TRUST	003552	RECONCILED:03/31/2017		8,700.00
137456	W	03/15/2017	EXECUTONE COMMUNICATIONS LLC	011221	RECONCILED:03/31/2017		1,986.68

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137457	W	03/15/2017	FAMOUS SUPPLY	004376	RECONCILED:03/31/2017		806.51
137458	W	03/15/2017	FASTENAL	001052	RECONCILED:03/31/2017		2,058.34
137403	W	03/10/2017	FELGNER, PATRICK	010954	RECONCILED:03/31/2017		210.00
137619	W	03/23/2017	FIFTH THIRD BANK ***DO NOT MAIL***	013562	RECONCILED:03/31/2017		14,401.28
901463	C	03/03/2017	FIFTH THIRD BANK PAYROLL ACCOUNT	900001	RECONCILED:03/31/2017		1,946,753.19
901467	C	03/17/2017	FIFTH THIRD BANK PAYROLL ACCOUNT	900001	RECONCILED:03/31/2017		1,957,165.44
901469	C	03/31/2017	FIFTH THIRD BANK PAYROLL ACCOUNT	900001	RECONCILED:03/31/2017		1,952,118.29
137603	W	03/22/2017	FLINN SCIENTIFIC, INC.	004588	RECONCILED:03/31/2017		1,359.00
137459	W	03/15/2017	FOLLETT DSCHOOL SOLUTIONS, INC	005442	RECONCILED:03/31/2017		2,428.92
134462	W	08/17/2016	GAGE, KRISTIE WASHINGTON, JR.	003174	VOID: 03/07/2017		54.67
137346	W	03/08/2017	GAGE, KRISTIE WASHINGTON, JR.	003174			54.67
137460	W	03/15/2017	GEER, LAURA	014794	RECONCILED:03/31/2017		126.26
137461	W	03/15/2017	GORDON FOOD SERVICES, INC.	010107	RECONCILED:03/31/2017		33,560.64
137462	W	03/15/2017	GRAINGER, INC.	000407	RECONCILED:03/31/2017		2,675.25
137347	W	03/08/2017	GREAT LAKES BIOMEDICAL	013668	RECONCILED:03/31/2017		176.00
137463	W	03/15/2017	GREAT LAKES BIOMEDICAL	013668	RECONCILED:03/31/2017		35.00
137565	W	03/21/2017	GREAT LAKES BIOMEDICAL	013668	RECONCILED:03/31/2017		59.00
137348	W	03/08/2017	GROTH MUSIC	012708	RECONCILED:03/31/2017		544.81
137620	W	03/23/2017	GTBL GREATER TOLEDO BROOMBALL LEAGU	013905			2,555.00
137349	W	03/08/2017	GUARDIAN ALARM	000034	RECONCILED:03/31/2017		21,869.40
137464	W	03/15/2017	GUARDIAN ALARM	000034	RECONCILED:03/31/2017		265.40
137465	W	03/15/2017	HABBOUCHE, SAMAR DIB	015371	RECONCILED:03/31/2017		125.00

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137350	W	03/08/2017	HABITEC	002637	RECONCILED:03/31/2017		30.69
137404	W	03/10/2017	HALFPAP, TAMMY	015289	RECONCILED:03/31/2017		420.00
137351	W	03/08/2017	HAPPY CHEF INC.	015304	RECONCILED:03/31/2017		131.65
137466	W	03/15/2017	HAYWARD, SUSAN CENTRAL OFFICE	015282	RECONCILED:03/31/2017		431.88
137566	W	03/21/2017	HAYWARD, SUSAN CENTRAL OFFICE	015282	RECONCILED:03/31/2017		262.83
137352	W	03/08/2017	HEALTHCARE PROCESS CONSULTING, INC.	012860	RECONCILED:03/31/2017		6,125.00
137467	W	03/15/2017	HEBAN, DEBRA WHITMER/CTC	001012	RECONCILED:03/31/2017		181.90
137468	W	03/15/2017	HILL, RACHEL	015444	RECONCILED:03/31/2017		25.00
137469	W	03/15/2017	HINKLE, PHYLLIS	015411			25.00
137621	W	03/23/2017	HISPANIC FLAMENCO BALLET ARTS & DANCE CO.	015172			375.00
137470	W	03/15/2017	HOJNACKI, JULIE	015442			25.00
137471	W	03/15/2017	HOME DEPOT	001585	RECONCILED:03/31/2017		4,200.79
137353	W	03/08/2017	HONEYWELL, INC.	005417	RECONCILED:03/31/2017		3,997.19
137354	W	03/08/2017	HOUGHTON MIFFLIN HARCOURT HM RECEIVABLES	013381	RECONCILED:03/31/2017		104,445.60
137567	W	03/21/2017	INSTITUTE FOR MULTI-SENSORY EDUCATION, LLC	012051	RECONCILED:03/31/2017		89.95
137355	W	03/08/2017	ISNIPIER, INC.	014634	RECONCILED:03/31/2017		993.90
137472	W	03/15/2017	J-CUPS PIZZA	013623	RECONCILED:03/31/2017		9,384.00
137473	W	03/15/2017	J. E. CARSTEN CO. MARCIA CARSTEN	001522	RECONCILED:03/31/2017		13,911.02
137405	W	03/10/2017	JACOBS, AHREN WASHINGTON	000379			37.64
137356	W	03/08/2017	JANNEY'S SERVICE TIM JANNEY	000175	RECONCILED:03/31/2017		17.96
137357	W	03/08/2017	K-LOG, INC.	001863	RECONCILED:03/31/2017		1,583.50

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CATALOG DIV. HS-038Q							
137358	W	03/08/2017	KELLER, LISA WHITMER HS	002097	RECONCILED:03/31/2017		312.96
137406	W	03/10/2017	KELLER, LISA WHITMER HS	002097	RECONCILED:03/31/2017		104.95
137474	W	03/15/2017	KELVIN ELECTRONICS	002865	RECONCILED:03/31/2017		1,837.50
137407	W	03/10/2017	KENYON, CODY	014635	RECONCILED:03/31/2017		900.00
137622	W	03/23/2017	KOSAKOWSKI, AMANDA	013054	RECONCILED:03/31/2017		676.08
137359	W	03/08/2017	KROGER COLUMBUS CUSTOMER CHARGE	003435	RECONCILED:03/31/2017		1,811.31
137623	W	03/23/2017	KROMA, TOM	015438			199.89
137624	W	03/23/2017	KROTZER, JOHN	015170			26.41
137568	W	03/21/2017	KROUSE, WENDY CENTRAL OFFICE	002629			27.89
137408	W	03/10/2017	KUBICKI, GREG C/O WHITMER	002402	RECONCILED:03/31/2017		20.00
137475	W	03/15/2017	KURTZ BROS.	004353	RECONCILED:03/31/2017		6,105.40
137476	W	03/15/2017	LAKESIDE INTERIOR CONTRACTORS	003968	RECONCILED:03/31/2017		6,002.00
137360	W	03/08/2017	LAMBERTVILLE HARDWARE	012394	RECONCILED:03/31/2017		108.47
137662	W	03/30/2017	LAPOINT, JAIME SHORELAND	015330	RECONCILED:03/31/2017		240.00
137569	W	03/21/2017	LASER TECHNOLOGY, INC.	015408			1,618.00
137477	W	03/15/2017	LAWSON PRODUCTS, INC.	011455	RECONCILED:03/31/2017		4,251.08
137478	W	03/15/2017	LEWALLEN, DENNIS WAREHOUSE	002182	RECONCILED:03/31/2017		11.77
137479	W	03/15/2017	LEWANDOWSKI, MARY	015443			25.00
137480	W	03/15/2017	LITTLE CAESARS PIZZA	001148	RECONCILED:03/31/2017		7,830.00
137625	W	03/23/2017	LOGUE, ERIN	015435			75.95
137361	W	03/08/2017	LOWE'S COMPANIES INC.	010366	RECONCILED:03/31/2017		759.41
137626	W	03/23/2017	LOWE'S COMPANIES INC.	010366	RECONCILED:03/31/2017		469.20

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137362	W	03/08/2017	LYDEN OIL CO.	014929	RECONCILED:03/31/2017		1,506.72
137409	W	03/10/2017	M & W SILKSCREEN	013572	RECONCILED:03/31/2017		2,514.75
137481	W	03/15/2017	MARIANNA, INC. BOB RICKER	000613	RECONCILED:03/31/2017		2,987.95
137570	W	03/21/2017	MARIANNA, INC. BOB RICKER	000613	RECONCILED:03/31/2017		2,112.07
137482	W	03/15/2017	MARTIN, KRISTINE WHITMER HIGH SCHOOL	000228	RECONCILED:03/31/2017		250.83
137363	W	03/08/2017	MAXI AIDS	002556	RECONCILED:03/31/2017		448.70
137627	W	03/23/2017	MAZZURCO, LYNDA	013462	RECONCILED:03/31/2017		262.00
137364	W	03/08/2017	MCELHENNEY LOCKSMITHS	002607	RECONCILED:03/31/2017		548.44
137483	W	03/15/2017	MCELHENNEY LOCKSMITHS	002607	RECONCILED:03/31/2017		100.00
137365	W	03/08/2017	MEDICALESHP INC.	013891	RECONCILED:03/31/2017		336.28
137366	W	03/08/2017	MELLOCRAFT CO.	012241	RECONCILED:03/31/2017		694.54
137571	W	03/21/2017	MELLOCRAFT CO.	012241	RECONCILED:03/31/2017		3,180.00
137628	W	03/23/2017	MELMS, ASHLEY	015083	RECONCILED:03/31/2017		54.49
137604	W	03/22/2017	MEYER HILL LYNCH	010921	RECONCILED:03/31/2017		16,140.00
137410	W	03/10/2017	MEYERS, JOHN	012381	RECONCILED:03/31/2017		420.00
137484	W	03/15/2017	MICK ELECTRIC CO., INC.	001018	RECONCILED:03/31/2017		3,140.23
137485	W	03/15/2017	MORSE, LISA WERNERT	013127	RECONCILED:03/31/2017		115.95
137572	W	03/21/2017	MORSE, LISA WERNERT	013127	RECONCILED:03/31/2017		18.98
137486	W	03/15/2017	MT BUSINESS TECHNOLOGIES	001656	RECONCILED:03/31/2017		1,118.22
137487	W	03/15/2017	MUIR, JUSTIN WHITMER HS	012797			57.03
137367	W	03/08/2017	NAPIERALA, DAVID	015383	RECONCILED:03/31/2017		254.33
137488	W	03/15/2017	NAPIERALA, DAVID	015383	RECONCILED:03/31/2017		167.46
137368	W	03/08/2017	NASCO	000320	RECONCILED:03/31/2017		246.58

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137489	W	03/15/2017	NASCO	000320	RECONCILED:03/31/2017		432.60
137657	W	03/29/2017	NATIONAL MEDICAL EXCESS LLC	014490			61,569.49
137490	W	03/15/2017	NATIONAL RESTAURANT ASSOC. EDUCATIONAL FOUNDATION	002572	RECONCILED:03/31/2017		666.08
137491	W	03/15/2017	NICHOLS PAPER & SUPPLY CO.	014828	RECONCILED:03/31/2017		3,111.48
137492	W	03/15/2017	NICKLES BAKERY INC. ACCTS. REC.	000265	RECONCILED:03/31/2017		1,611.06
137369	W	03/08/2017	NORDMANN ROOFING RANDY CARNIS	003055	RECONCILED:03/31/2017		1,521.65
137573	W	03/21/2017	NORDMANN ROOFING RANDY CARNIS	003055			525.00
137370	W	03/08/2017	NORTHERN BUCKEYE EDUC COUNCIL 209 NOLAN PARKWAY	002806	RECONCILED:03/31/2017		421.94
137371	W	03/08/2017	NOVIDEA HEALTHCARE	000563	RECONCILED:03/31/2017		6,342.19
137493	W	03/15/2017	O E MEYER COMPANY	012478	RECONCILED:03/31/2017		1,565.13
137574	W	03/21/2017	O'REILLY AUTOMOTIVE STORES	013980	RECONCILED:03/31/2017		422.96
137372	W	03/08/2017	OAEP ATTN: LISA MC CULLOUGH	003273			210.00
137373	W	03/08/2017	OHIO ACTE	001302			315.00
137374	W	03/08/2017	OHIO BCI & I FISCAL SECTION	001427	RECONCILED:03/31/2017		2,626.00
137494	W	03/15/2017	OHIO BUREAU OF EMPLOYMENT SERVICES	000086	RECONCILED:03/31/2017		4,208.34
137629	W	03/23/2017	OHIO DECA	000331	RECONCILED:03/31/2017		4,148.00
137411	W	03/10/2017	OHIO SKILLS-USA VICA	003373	RECONCILED:03/31/2017		640.00
137495	W	03/15/2017	OHIO TURNPIKE & INFRASTRUCTURE COMMISSION	005073	RECONCILED:03/31/2017		66.75
137412	W	03/10/2017	PARAMOUNT HEALTH CARE FOR WIRE USE ONLY	014500	RECONCILED:03/31/2017		276,498.69
137630	W	03/23/2017	PARAMOUNT HEALTH CARE FOR WIRE USE ONLY	014500	RECONCILED:03/31/2017		323,737.96

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137658	W	03/29/2017	PARAMOUNT HEALTH CARE FOR WIRE USE ONLY	014500	RECONCILED:03/31/2017		139,300.06
137413	W	03/10/2017	PD PLAQUES	013971	RECONCILED:03/31/2017		630.00
137375	W	03/08/2017	PEAKE, AL & SONS INC.	002462	RECONCILED:03/31/2017		2,655.03
137575	W	03/21/2017	PEAKE, AL & SONS INC.	002462	RECONCILED:03/31/2017		1,023.24
137496	W	03/15/2017	PEART, KIMBERLEE	013587			25.00
137576	W	03/21/2017	PENNSYLVANIA TURNPIKE COMM. VIOLATION PROCESSING CENTER	015166	RECONCILED:03/31/2017		84.90
137497	W	03/15/2017	PEPSI-COLA BOTTLING	002117	RECONCILED:03/31/2017		1,309.72
137498	W	03/15/2017	PITNEY BOWES INC.	013484	RECONCILED:03/31/2017		1,683.00
137376	W	03/08/2017	PLYMOUTH TECHNOLOGY, INC.	015292	RECONCILED:03/31/2017		1,000.00
137650	W	03/28/2017	PORTS PETROLEUM CO.	012623	RECONCILED:03/31/2017		13,940.71
137314	W	03/03/2017	POSTAGE BY PHONE RESERVE ACCT. ACCT. # 29137999	004750	RECONCILED:03/31/2017		8,000.00
137377	W	03/08/2017	POWER TOOLS SALES & SERVICE TODD STAMMEN	004687	RECONCILED:03/31/2017		308.70
137577	W	03/21/2017	POWER TOOLS SALES & SERVICE TODD STAMMEN	004687	RECONCILED:03/31/2017		516.23
137499	W	03/15/2017	RACO INDUSTRIES	014336	RECONCILED:03/31/2017		161.00
137631	W	03/23/2017	RAPID RIBBON'S	001162	RECONCILED:03/31/2017		97.74
137500	W	03/15/2017	RED CROSS STORE	015310	RECONCILED:03/31/2017		1,271.15
137501	W	03/15/2017	RELIANCE OXYGEN & EQUIP.	000089	RECONCILED:03/31/2017		186.60
137378	W	03/08/2017	RICK OXLEY PROPERTY MAINT. LLC	015377	RECONCILED:03/31/2017		532.00
137632	W	03/23/2017	RIDDELL/ALL AMERICAN SPORTS	010694	RECONCILED:03/31/2017		1,184.73
137502	W	03/15/2017	RIGHI, ERIN	015036			40.00
137503	W	03/15/2017	SALON CENTRIC	003315	RECONCILED:03/31/2017		441.92
137605	W	03/22/2017	SALON EQUIPMENT SOLUTIONS LLC. TOTAL EQUIPMENT SOLUTIONS	015433	RECONCILED:03/31/2017		4,700.00
137633	W	03/23/2017	SALVAGE, JO	003333	RECONCILED:03/31/2017		109.37

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CENTRAL OFFICE							
137504	W	03/15/2017	SAMS, KATHY	014170			25.00
137578	W	03/21/2017	SCHNAPP, MARILYN TRANSPORTATION DEPT.	003253			44.75
137505	W	03/15/2017	SCHOBER, ANDY	015381	RECONCILED:03/31/2017		61.53
137634	W	03/23/2017	SCHOLASTIC BOOK FAIR	002881	RECONCILED:03/31/2017		4,984.06
137506	W	03/15/2017	SCHOLASTIC TESTING SERVS.,INC.	000851	RECONCILED:03/31/2017		73.89
901471	M	03/31/2017	SCHOOL EMPLOYEES RETIREMENT	900003			145,270.00
137315	W	03/03/2017	SCHOOL EMPLOYEES RETIREMENT SYSTEM OF OHIO	000606	RECONCILED:03/31/2017		5,178.86
137507	W	03/15/2017	SCHOOL EMPLOYEES RETIREMENT SYSTEM OF OHIO	000606	RECONCILED:03/31/2017		5,178.86
137659	W	03/29/2017	SCHOOL EMPLOYEES RETIREMENT SYSTEM OF OHIO	000606			5,045.12
137379	W	03/08/2017	SCHOOL HEALTH SUPPLY CO.	000232	RECONCILED:03/31/2017		466.00
137508	W	03/15/2017	SCHOOL HEALTH SUPPLY CO.	000232	RECONCILED:03/31/2017		251.88
137579	W	03/21/2017	SCHOOL HEALTH SUPPLY CO.	000232	RECONCILED:03/31/2017		130.65
137509	W	03/15/2017	SCHOOL SPECIALTY	001231	RECONCILED:03/31/2017		486.68
137635	W	03/23/2017	SCHROCK, GREGORY	014322	RECONCILED:03/31/2017		590.00
137580	W	03/21/2017	SHAMY, JENNIFER	014900	RECONCILED:03/31/2017		277.71
137510	W	03/15/2017	SHANE, RENEE	015389	RECONCILED:03/31/2017		214.00
137511	W	03/15/2017	SHI INTERNATIONA CORP.	015283	RECONCILED:03/31/2017		1,954.61
137581	W	03/21/2017	SHIRTSPACE ACCOUNTS RECEIVABLE	015122			2,222.68
137512	W	03/15/2017	SILVERBACK SUPPLY	000062	RECONCILED:03/31/2017		450.00
137380	W	03/08/2017	SMART SYSTEMS STANDARDIZED FOOD SERVICE	013860	RECONCILED:03/31/2017		3,146.00
137606	W	03/22/2017	SMART SYSTEMS STANDARDIZED FOOD SERVICE	013860	RECONCILED:03/31/2017		95.00
137513	W	03/15/2017	SPECIALTY GAS GROUP	012631	RECONCILED:03/31/2017		489.35

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137381	W	03/08/2017	SPECTRA ASSOCIATES, INC.	014889	RECONCILED:03/31/2017		336.50
137582	W	03/21/2017	SPENGLER NATHANSON	000436	RECONCILED:03/31/2017		1,618.75
137414	W	03/10/2017	SPENTHOFF, KATHERINE WASHINGTON JR. HIGH	011955			145.65
137382	W	03/08/2017	SPORTS IMPORTS	013707	RECONCILED:03/31/2017		6,336.40
137415	W	03/10/2017	SPS PHOTO BOOTH RENTALS DALE A. MATTIN, JR.	015432	RECONCILED:03/31/2017		100.00
137583	W	03/21/2017	SQUIBB, JAMIE CTC	011779			1,387.94
137383	W	03/08/2017	ST. VINCENT MERCY HEALTH ATTN: DANIELLE KEARNS	002794	RECONCILED:03/31/2017		3,154.75
137514	W	03/15/2017	STADNICZUK, TADEK CTC BLDG.	012375			270.89
137584	W	03/21/2017	STANDARD STATIONERY SUPPLY CO.	002211	RECONCILED:03/31/2017		2,691.84
137585	W	03/21/2017	STAPLES ADVANTAGE DEPT DET	001017	RECONCILED:03/31/2017		3,103.24
137384	W	03/08/2017	STARTS AUTO PARTS	001948	RECONCILED:03/31/2017		1,086.93
137586	W	03/21/2017	STARTS AUTO PARTS	001948	RECONCILED:03/31/2017		2,586.31
901470	M	03/31/2017	STATE TEACHERS RETIREMENT	900002			469,046.00
137316	W	03/03/2017	STATE TEACHERS RETIREMENT SYSTEM	000605	RECONCILED:03/31/2017		16,441.66
137515	W	03/15/2017	STATE TEACHERS RETIREMENT SYSTEM	000605	RECONCILED:03/31/2017		16,441.66
137660	W	03/29/2017	STATE TEACHERS RETIREMENT SYSTEM	000605			16,441.66
137416	W	03/10/2017	STEELE, KELLY	004862	RECONCILED:03/31/2017		501.44
137516	W	03/15/2017	STEFANICK, THERESA CENTRAL OFFICE	003591	RECONCILED:03/31/2017		11.77
137517	W	03/15/2017	STEVENS DISPOSAL & RECYCLING	002147	RECONCILED:03/31/2017		4,940.00
137587	W	03/21/2017	STEVENS DISPOSAL & RECYCLING	002147	RECONCILED:03/31/2017		5,847.14

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137518	W	03/15/2017	SUGG, BARBARA TRANSPORTATION DEPT.	010221			25.00
137519	W	03/15/2017	SYLAK, AMY J. MCGREGOR	002863	RECONCILED:03/31/2017		211.99
137520	W	03/15/2017	SYLVAN STUDIOS	003222	RECONCILED:03/31/2017		43.25
137521	W	03/15/2017	T & S TOOL & SUPPLY	002322	RECONCILED:03/31/2017		10,671.25
137522	W	03/15/2017	TAC ATTN: BRIAN YODER	013374	RECONCILED:03/31/2017		869.44
137636	W	03/23/2017	TAM O SHANTER SPORTS, INC.	000837	RECONCILED:03/31/2017		510.00
137523	W	03/15/2017	TAM TED INC. MR. PLUMBER	012777	RECONCILED:03/31/2017		1,175.00
137385	W	03/08/2017	TAS INC.	001655	RECONCILED:03/31/2017		6,316.03
137524	W	03/15/2017	TAYLOR, LINDA TRANSPORTATION DEPT.	001506	RECONCILED:03/31/2017		44.75
137386	W	03/08/2017	TEACHERS DISCOVERY	001202	RECONCILED:03/31/2017		450.64
137417	W	03/10/2017	TEAM SPORTS, INC.	003190	RECONCILED:03/31/2017		1,051.00
137637	W	03/23/2017	TEAM SPORTS, INC.	003190	RECONCILED:03/31/2017		6,791.52
137418	W	03/10/2017	TJM PROMOTIONS, INC. TEAM JEDI	013237	RECONCILED:03/31/2017		285.00
137387	W	03/08/2017	TLC HEALTH CARE SERVICES	011762	RECONCILED:03/31/2017		27,935.00
137525	W	03/15/2017	TOFT'S DAIRY	002347	RECONCILED:03/31/2017		16,426.80
137419	W	03/10/2017	TOLEDO ARENA SPORTS TOLEDO WALLEYE	015121	RECONCILED:03/31/2017		1,110.00
137526	W	03/15/2017	TOLEDO AUTOMATIC DOOR	001552	RECONCILED:03/31/2017		105.00
137317	W	03/03/2017	TOLEDO CHAPTER-AMER PAYROLL WANDA GLOVER / TOLEDO ZOO	004036			64.00
137388	W	03/08/2017	TOLEDO EDISON	000010	RECONCILED:03/31/2017		58,012.62
137527	W	03/15/2017	TOLEDO EDISON	000010	RECONCILED:03/31/2017		38.94
137588	W	03/21/2017	TOLEDO EDISON	000010	RECONCILED:03/31/2017		284.48
137607	W	03/22/2017	TOLEDO EDISON	000010	RECONCILED:03/31/2017		6,391.73

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137638	W	03/23/2017	TOLEDO EDISON	000010	RECONCILED:03/31/2017		90.87
137651	W	03/28/2017	TOLEDO EDISON	000010	RECONCILED:03/31/2017		1,244.69
137528	W	03/15/2017	TOLEDO ELEVATOR AND MACHINE CO	004937	RECONCILED:03/31/2017		840.00
137589	W	03/21/2017	TOLEDO ELEVATOR AND MACHINE CO	004937	RECONCILED:03/31/2017		8,300.00
137529	W	03/15/2017	TOLEDO MIRROR AND GLASS CO. TOLEDO GLASS LLC	000108	RECONCILED:03/31/2017		300.00
137590	W	03/21/2017	TOLEDO MUD HENS BASEBALL CLUB, INC.	011946	RECONCILED:03/31/2017		875.00
137652	W	03/28/2017	TOLEDO MUD HENS BASEBALL CLUB, INC.	011946			730.00
137661	W	03/29/2017	TOLEDO MUD HENS BASEBALL CLUB, INC.	011946			1,676.00
137530	W	03/15/2017	TOLEDO P.E. SUPPLY CO.	002887	RECONCILED:03/31/2017		643.36
137531	W	03/15/2017	TOLEDO SPRING SERVICE	002662	RECONCILED:03/31/2017		1,516.85
137653	W	03/28/2017	TOLEDO ZOO ATTN: EDUCATION DEPT.	011370			1,190.50
137532	W	03/15/2017	TOLLY, BRADLEY WHITMER/CTC BLDG.	010555	RECONCILED:03/31/2017		158.36
137389	W	03/08/2017	TOOLS FOR SCHOOLS GO2 PARTNERS	015078	RECONCILED:03/31/2017		93.75
137533	W	03/15/2017	TORRENCE SOUND EQUIPMENT COMPANY	000111	RECONCILED:03/31/2017		462.66
137420	W	03/10/2017	TOTAL SOCCER OF WIXOM LLC. TOTAL SPORTS COMPLEX	015436			750.00
137591	W	03/21/2017	TOWLIFT	011740	RECONCILED:03/31/2017		3,463.50
137390	W	03/08/2017	TPC FOOD SERVICE C/O PATRICK REID	011238	RECONCILED:03/31/2017		6,421.10
137534	W	03/15/2017	TREASURER, CITY OF TOLEDO FPB REMITTANCE CITY OF TOLEDO	002654	VOID: 03/31/2017		40.00
137592	W	03/21/2017	TREASURER, CITY OF TOLEDO FPB REMITTANCE CITY OF TOLEDO	002654			100.00
137535	W	03/15/2017	TREASURER-STATE OF OHIO	000135	RECONCILED:03/31/2017		108.55

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DEPARTMENT OF TAXATION							
137593	W	03/21/2017	TRY-CERAMICS & GIFTS	000382			303.00
137391	W	03/08/2017	TTL ASSOCIATES, INC.	015029	RECONCILED:03/31/2017		546.51
137594	W	03/21/2017	TTL ASSOCIATES, INC.	015029	RECONCILED:03/31/2017		255.00
137392	W	03/08/2017	UNITED LABORATORIES	010293	RECONCILED:03/31/2017		3,233.03
137536	W	03/15/2017	UNITED PARCEL SERVICES	000116	RECONCILED:03/31/2017		92.81
137537	W	03/15/2017	UNITY SCHOOL BUS PARTS	010375	RECONCILED:03/31/2017		1,323.14
137639	W	03/23/2017	UNIVERSITY OF TOLEDO	003738			120.00
137647	B	03/27/2017	UNIVERSITY OF TOLEDO BURSAR'S OFFICE	003601			250.00
137654	W	03/28/2017	US BANK EQUIPMENT FINANCE	015043			12,650.49
137646	B	03/27/2017	VARNES, BONNIE TRANSPORTATION DEPT.	003138			56.00
137595	W	03/21/2017	VERIZON WIRELESS ACCT. #985955088-00001	012897	RECONCILED:03/31/2017		1,121.77
137538	W	03/15/2017	VIRTUAL TECHNOLOGIES GROUP	012070	RECONCILED:03/31/2017		11,575.00
001642	W	03/03/2017	VISION SERVICE PLAN - (OH)	010004	RECONCILED:03/31/2017		8,514.20
137539	W	03/15/2017	W.W. WILLIAMS	014160	RECONCILED:03/31/2017		6,456.68
137421	W	03/10/2017	WARD, TINA MCGREGOR	000684			89.14
137422	W	03/10/2017	WASHINGTON JR HIGH (419-473-8487)	000040			1,556.31
901466	M	03/03/2017	WASHINGTON LOCAL DENTAL PREMIUM	950001			64,007.23
901465	M	03/03/2017	WASHINGTON LOCAL PARAMOUNT CLAIMS	950003			957,812.31
137596	W	03/21/2017	WASHINGTON LOCAL SCHOOLS	000444	RECONCILED:03/31/2017		245.00
137393	W	03/08/2017	WASHINGTON LOCAL SCHOOLS NUTRITION SERVICES	003023	RECONCILED:03/31/2017		259.20
137540	W	03/15/2017	WASHINGTON LOCAL SCHOOLS NUTRITION SERVICES	003023	RECONCILED:03/31/2017		133.56

Date: 04/05/2017
Time: 12:09 pm

Washington Local
SORT BY VENDOR NAME
CHECK DATES BETWEEN 03/01/2017 AND 03/31/2017
ALL CHECKS SELECTED

Page: 17
(CHEKPY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
137640	W	03/23/2017	WASHINGTON LOCAL SCHOOLS NUTRITION SERVICES	003023	VOID: 03/27/2017		181.00
137655	W	03/28/2017	WERSTERVILLE CITY SCHOOL	015448			19,219.31
137597	W	03/21/2017	WESTFIELD ELECTRIC	011149			2,698.96
137394	W	03/08/2017	WESTONE LABS	005673	RECONCILED:03/31/2017		32.00
137423	W	03/10/2017	WETZEL, MARIE WHITMER	001883	RECONCILED:03/31/2017		200.00
137641	W	03/23/2017	WETZEL, MARIE WHITMER	001883	RECONCILED:03/31/2017		623.02
137541	W	03/15/2017	WEX BANK	015066	RECONCILED:03/31/2017		2.41
137542	W	03/15/2017	WHITMER / CAMPUS CAFE	012300	RECONCILED:03/31/2017		504.00
137598	W	03/21/2017	WHITMER / CAMPUS CAFE	012300	RECONCILED:03/31/2017		330.00
137424	W	03/10/2017	WHITMER DIGITAL GRAPHIC DESIGN BRIAN ANDERSON	012800	RECONCILED:03/31/2017		550.00
137642	W	03/23/2017	WHITMER DIGITAL GRAPHIC DESIGN BRIAN ANDERSON	012800	RECONCILED:03/31/2017		800.00
137425	W	03/10/2017	WHITMER HIGH SCHOOL (419) 473-8490	000030	RECONCILED:03/31/2017		750.00
137643	W	03/23/2017	WHITMER HIGH SCHOOL (419) 473-8490	000030	RECONCILED:03/31/2017		1,205.00
137543	W	03/15/2017	WICHMAN COMPANY	000302	RECONCILED:03/31/2017		4,049.85
137544	W	03/15/2017	WILHELM, KAREN JACKMAN ELEM.	011923	RECONCILED:03/31/2017		276.72
137426	W	03/10/2017	WILKINSON FUND RAISING INC. PAT WILKINSON	003063	RECONCILED:03/31/2017		1,810.50
137599	W	03/21/2017	WILLIAM GLADIEUX GLAD PAINTING	004595	RECONCILED:03/31/2017		500.00
137427	W	03/10/2017	WONDERSHOWZ LLC.	015431	RECONCILED:03/31/2017		300.00
137545	W	03/15/2017	WOODWIND & BRASSWIND	011508	RECONCILED:03/31/2017		447.60
137600	W	03/21/2017	WORLD BOOK SCHOOL & LIBRARY	004864	RECONCILED:03/31/2017		1,329.24
137395	W	03/08/2017	XEROX CORP.	013711	RECONCILED:03/31/2017		386.82

Date: 04/05/2017
Time: 12:09 pm

Washington Local
SORT BY VENDOR NAME
CHECK DATES BETWEEN 03/01/2017 AND 03/31/2017
ALL CHECKS SELECTED

Page: 18
(CHEKPY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
137644	W	03/23/2017	YOUNG'S SCREENPRINTING BOB NEIDLINGER	013533	RECONCILED:03/31/2017		3,101.15
137546	W	03/15/2017	ZEP MANUFACTURING	011033	RECONCILED:03/31/2017		222.01
V VOIDED CHECKS			3	CHECK TOTALS			275.67
R RECONCILED CHECKS			301	CHECK TOTALS			7,626,398.45
W WARRANT CHECKS			352	CHECK TOTALS			1,909,984.45
M MEMO CHECKS			7	CHECK TOTALS			1,718,741.94
B REFUND CHECKS			3	CHECK TOTALS			329.85
I INVESTMENT CHECKS			0	CHECK TOTALS			0.00
T TRANSFER CHECKS			0	CHECK TOTALS			0.00
D DISTRIBUTION CHECKS			0	CHECK TOTALS			0.00
C PAYROLL CHECKS			3	CHECK TOTALS			5,856,036.92
MISSING CHECKS			0				
** TOTAL CHECKS (LESS VOIDED)			362	** TOTAL NET			9,484,817.49
*** TOTAL CHECKS WRITTEN			365	*** GRAND TOTALS			9,485,093.16

**WASHINGTON LOCAL SCHOOLS
SUMMARY OF INVESTMENT EARNINGS - FYTD
ALL FUNDS - ALL BANKS**

	GENERAL FUND	P.I.-STADIUM FUND	P.I.-BLDG. FUND	LUNCHROOM FUND	DIANE RUIZ MEMORIAL FUND	EMPLOYEES MEMORIAL FUND	JODI FRANCIS MEMORIAL FUND	TRILBY SPORTSMAN FUND	BISHOP FUND	LAPOINT MEMORIAL FUND	SELF-FUNDED HEALTH FUND	EMP BENEFITS DENTAL FUND	CAPITAL PROJ FUND	AUXILIARY SERVICE FUND	TOTAL
Star Ohio	\$52,207.00	755.88	11562.94	181.15	334.73	209.67	84.31	108.53	60.17	32.68	16265.85	752.12	98.18	1645.63	84298.84
Star PLUS	\$32,818.70														32818.70
Fifth/Third	\$20,109.96														\$20,109.96
Fifth/Third-CD	\$0.00														\$0.00
Huntington	\$70.83														\$70.83
Huntington-CD	\$0.00														\$0.00
PNC Bank	\$407.82														\$407.82
PNC Bank-CD	\$0.00														\$0.00
	\$105,614.31	\$755.88	\$11,562.94	\$181.15		\$209.67	\$84.31	\$108.53	\$60.17	\$32.68	\$16,265.85	\$752.12	\$98.18	\$1,645.63	\$137,706.15

**WASHINGTON LOCAL SCHOOLS
SUMMARY OF INVESTMENT EARNINGS POSTED IN MARCH 2017
ALL FUNDS - ALL BANKS**

	GENERAL FUND	P.I.-STADIUM FUND	P.I.-BLDG. FUND	LUNCHROOM FUND	DIANE RUIZ MEMORIAL FUND	EMPLOYEES MEMORIAL FUND	JODI FRANCIS MEMORIAL FUND	TRILBY SPORTSMAN FUND	BISHOP FUND	LAPOINT MEMORIAL FUND	SELF-FUNDED HEALTH FUND	EMP BENEFITS DENTAL FUND	CAPITAL PROJ FUND	AUXILIARY SERVICE FUND	TOTAL
Star Ohio	\$15,874.49	117.65	1701.49	0.00	56.14	38.60	14.14	18.20	10.09	5.48	3009.00	147.35	27.48	455.77	21475.88
Star PLUS	\$303.67														303.67
Fifth/Third	\$2,344.43														\$2,344.43
Fifth/Third-CD	\$0.00														\$0.00
Huntington	\$8.51														\$8.51
Huntington-CD	\$0.00														\$0.00
PNC Bank	\$75.41														\$75.41
PNC Bank-CD	\$0.00														\$0.00
	\$18,606.51	\$117.65	\$1,701.49	\$0.00	\$56.14	\$38.60	\$14.14	\$18.20	\$10.09	\$5.48	\$3,009.00	\$147.35	\$27.48	\$455.77	\$24,207.90

4. Authorization for Payment of Legal Fees

The Treasurer recommends that the Board of Education approve the following payments of legal fees as presented:

Bricker & Eckler	February Services	\$10,696.10
Spengler Nathanson	February Services	\$ 1,110.75

Moved by: _____ Seconded by: _____

Mr. Kiser _____ Mrs. Carmean _____ Mr. Hunter _____ Ms. Canales _____ Mr. Langenderfer _____

5. Minimum Value Plan Insurance Rates

The Treasurer recommends that the Board of Education approve the Minimum Value Plan (MVP) insurance rates, effective June 1, 2017 through June 30, 2017 as presented:

Paramount: The MVP rates will be as follows:

<u>HMO Health*</u>	Single:	\$276.13/month
	Family:	\$1,635.79/month

Moved by: _____ Seconded by: _____

Mr. Kiser _____ Mrs. Carmean _____ Mr. Hunter _____ Ms. Canales _____ Mr. Langenderfer _____

6. Acceptance of Tax Rates

The Treasurer recommends that the Board accept the tax rates to be used for tax collection in fiscal year 2017/2018 as set by the Lucas County Budget Commission as presented:

Said tax rates to be 75.0 mills outside the 10 mill limitation and 5.30 mills inside the 10 mill limitation for the General Fund and 3.20 mills outside the 10 mill limitation for Capital Projects for a total of 78.20 mills outside the 10 mill limitation.

Moved by: _____

Seconded by: _____

Mr. Kiser _____ Mrs. Carmean _____ Mr. Hunter _____ Ms. Canales _____ Mr. Langenderfer _____



LUCAS COUNTY BUDGET COMMISSION

Anita Lopez
Lucas County Auditor

Julia Bates
Lucas County Prosecutor

Wade Kapszukiewicz
Lucas County Treasurer

One Government Center, Suite 600
Toledo, OH 43604-2255

Phone (419) 213-4296
Fax: (419) 213-4399

March 27, 2017

Dear Treasurer:

Enclosed find a resolution for your tax rates and their corresponding amounts for the fiscal year end 6-30-2018. Please have your legislative body pass and return a signed copy of the tax rates and amounts resolution by April 30, 2017. Once returned, the Budget Commission can list your property tax levies on the tax duplicate for the 2018 collection year. Please send the passed rates and amounts resolution to:

Anita Lopez – Lucas County Auditor
One Government Center, #700
Toledo, OH 43604
ATTN: Carlos I. Ruiz

Note that the amounts indicated on the enclosed resolution are representative of the estimated

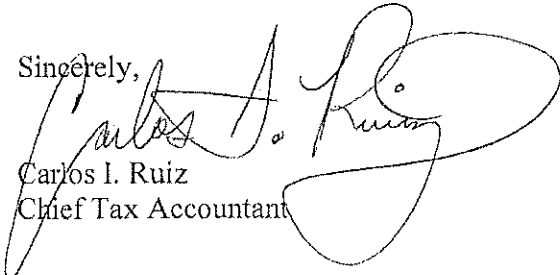
- a) *Gross* revenue (before any fees) as listed on your tax settlements (real estate, mobile homes, manufactured homes like real estate, and tangible personal property tax); and
- b) *Gross* amount of homestead and rollback payments (before any State fees).

These amounts do NOT include estate tax, TIF payments, and any HB66 & HB 287 legacy payments distributed based on the phase out of the tangible personal property tax. Also note that current tangible personal property tax payments are phased out, and any dollars that you received from these settlements are generated from delinquent payments.

The amounts listed on the enclosed resolution represent the latest projections based upon current year collections and the 2016 tax duplicate (collected in 2017). If you wish to change the rates because your levy can be authorized at a rate other than the one listed on the enclosed resolution, please contact me as soon as possible so that accommodations can be made to officially adjust your rates and amounts resolution.

If you have any other questions, please contact me at (419)213-4255.

Sincerely,


Carlos I. Ruiz
Chief Tax Accountant

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES
AND CERTIFYING THEM TO THE COUNTY AUDITOR

(CITY, VILLAGE OR BOARD OF EDUCATION)
Revised Code, Secs. 5705.34, -.35.

The Board of Education of the
met in
20____,
members present:

Washington Local School District, Lucas County,
session on the _____ day of _____
at the office of _____ with the following

Mr./Mrs.

moved the adoption of the following Resolution:

WHEREAS, The Budget Commission of Lucas County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Board of Education of the Washington Local School District,
Lucas County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, that there be and is hereby levied on the tax duplicate of said School District the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED
BY BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	Amount to Be Derived from Levies Outside 10 Mill Limitation	Amount Approved By Budget Commission Inside 10 Mill Limitation	*County Auditor's Estimate of Tax Rate to Be Levied	
			Inside 10 Mill Limit	Outside 10 Mill Limit
			V	VI
General Fund	36,593,000	4,010,000	5.30	75.00
For Capital Projects	2,343,000			3.20
TOTAL	38,936,000	4,010,000	5.30	78.20

SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to Be Levied	*County Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column II)
GENERAL FUND:		
Current expense levy authorized by voters	4.30	3,250,000
	4.90	3,200,000
	5.00	2,620,000
	5.50	2,780,000
	6.30	2,593,000
	28.70	7,715,000
	4.90	3,705,000
	4.00	2,810,000
	5.00	3,085,000
	3.50	2,645,000
	2.90	2,190,000
TOTAL GENERAL FUND	75.00	36,593,000
PERMANENT IMPROVEMENT	0.60	450,000
	1.00	753,000
	0.40	300,000
	1.20	840,000
SUB TOTAL PERMANENT IMPROVEMENT	3.20	2,343,000

*This estimate does not include any large swings that may occur as the result of a large Board of Revision/State Tax Appeal case (such as Westfield/Franklin Park), or new changes in State funding legislation.

*Amounts reflect projected gross amounts before settlement fees - (Tax amounts from settlement statements plus rollback & homestead; not to include TIF payments in lieu of taxes).

and be it further

RESOLVED, That the Clerk of this Board be and he is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Mr./Mrs. _____ seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

Mr./Mrs.

Mr./Mrs.

Mr./Mrs.

Mr./Mrs.

Mr./Mrs.

Adopted the _____ day of _____, 20____.

Clerk of the Board of Education of the
Washington Local School District,
Lucas County, Ohio.

CERTIFICATE OF COPY
ORIGINAL ON FILE

The State of Ohio, Lucas County, ss.

I, _____ Clerk of the Board of Education of the School District, in said County, and in whose custody the Files and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original

now on file with said Board, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy thereof.

WITNESS my signature, this _____ day of _____, 20____.

Clerk of the Board of Education of the
Washington Local School District,
Lucas County, Ohio.

7. FY 2017 Appropriation Modifications

The Treasurer recommends the Board approve the FY 2017 Amended Appropriation Measure, at fund level, as presented.

		CURRENT	AMENDED
009	Uniform Supply	271,345.04	272,360.04
011	Customer Service	109,092.30	113,592.30
018	Public Support	130,585.41	141,485.41
022	District Agency/Tournaments	32,240.00	32,380.00
070	Capital Projects/Westwood	0.00	50,000.00
200	Student Managed Activity	367,529.75	387,180.92
300	District Managed Activity	853,309.30	866,357.30
401	Auxiliary Services	1,235,998.49	1,242,181.79
461	Voc. Ed. Enhancements	15,480.00	19,005.00
499	Misc. State Grant	64,027.41	65,027.41
524	Perkins	145,750.91	147,582.19

Moved by: _____

Seconded by: _____

Mr. Kiser _____ Mrs. Carmean _____ Mr. Hunter _____ Ms. Canales _____ Mr. Langenderfer _____

8. Gifts and Donations

The Superintendent recommends that the Board of Education accept the gifts and donations as presented:

A. Prevention Research Center for Healthy Neighborhoods

c/o Jean L. Frank, MPH

Case Western Reserve University

10900 Euclid Avenue, Cleveland, OH 44106-7069

Monetary donation of \$400.00 to Whitmer for participation in their Ohio Youth Risk Behavior Survey project

B. META Solutions

c/o Elaine Horn

100 Executive Drive, Marion, OH 43302

Donation of Server Cabinet to CTC Computer Networking Program for networking and server equipment

Moved by: _____ Seconded by: _____

Mr. Kiser _____ Mrs. Carmean _____ Mr. Hunter _____ Ms. Canales _____ Mr. Langenderfer _____

9. Change Orders: 2016 McGregor and Monac Additions Project

The Superintendent recommends that the Board of Education approve final Change Orders for the McGregor and Monac Additions Project as presented:

- A. Midwest Contracting, Inc.\$27,365.02**
 - McGregor Elementary \$ 6,530.94
 - Monac Elementary \$ 20,834.08

- B. Henson Plumbing, Inc.....\$-3,166.30**
 - McGregor Elementary \$ -7,168.00
 - Monac Elementary \$ 4,001.70

- C. Positive Trades Group, LLC.....\$-7,697.66**
 - McGregor Elementary \$ 2,258.20
 - Monac Elementary \$ 5,439.46

- D. Westfield Electric, Inc.....\$479.00**
 - McGregor Elementary \$ -919.52
 - Monac Elementary \$ 1,398.52

Moved by: _____ Seconded by: _____

Mr. Kiser ____ Mrs. Carmean ____ Mr. Hunter ____ Ms. Canales ____ Mr. Langenderfer ____



washington local schools

TO: Dr. Susan Hayward
FROM: Jeff Fouke
DATE: April 12, 2016
RE: Change Order-- 2016 McGregor and Monac Additions Project

It is recommended that the Board of Education approve the following change orders for the 2016 McGregor and Monac Addition/Portable Replacement Project. I recommend approving the final change orders as presented.

A. <u>Midwest Contracting, Inc. :</u>	<u>Total Change Order \$ 27,365.02</u>
• McGregor Elementary	\$ 6,530.94
• Monac Elementary	\$ 20,834.08
B. <u>Henson Plumbing, Inc.:</u>	<u>Total Change Order \$ -3,166.30</u>
• McGregor Elementary	\$ -7,168.00
• Monac Elementary	\$ 4,001.70
C. <u>Positive Trades Group, LLC:</u>	<u>Total Change Order \$ 7,697.66</u>
• McGregor Elementary	\$ 2,258.20
• Monac Elementary	\$ 5,439.46
D. <u>Westfield Electric, Inc.:</u>	<u>Total Change Order \$ 479.00</u>
• McGregor Elementary	\$ -919.52
• Monac Elementary	\$ 1,398.52

I am recommending to you that the Board of Education approve the change orders as listed. If you have any questions, please feel free to contact me.

pc: Dr. Susan Hayward
Brian Davis
Jay Merritt
Doug Keller
Bill Magginis
Jerry Bell

individual attention. infinite opportunities.

STOUGH AND STOUGH ARCHITECTS

6377 River Crossing – Suite 1 • Sylvania, Ohio 43560
Phone: (419) 885-3583 • Fax: (419) 885-3824

Robert E. Stough, AIA 1926 - 2012
Craig A. Stough, AIA

March 22, 2017

Jeffery Fouke, Treasurer
Washington Local Schools
3505 West Lincolnshire Blvd.
Toledo, Ohio 43606

RE: Change Order G4 / Final Cost
Addition to McGregor Elementary School
Addition to Monac Elementary School
Washington Local Schools
Architect Project 201503D/201503E

Dear **Jeff**:

Please find attached Final Change Order G4 for your approval and signature. The Items covered in the Change Order are:

Final Change Order G4 – Midwest Contracting, Inc.

McGregor Elementary School

1. Additional finish improvements in the school office to provide additional improvements and refinishing of existing walls. +\$ 6,838.50
2. Per City of Toledo Building Inspection, add rooftop safety guard rails at four new rooftop HVAC units. +\$ 8,409.18
3. Per City of Toledo Building Inspection, provide door closers at new doors. +\$ 1,283.26
4. Reduce remaining \$10,000.00 construction contingency to \$0. -\$10,000.00
+\$ 6,530.94

Monac Elementary School

1. Replace rotted wood uncovered at existing roof overhang at Library east wall. +\$ 1,869.89
2. Additional finish improvements in the school office to provide additional improvements and refinishing of existing walls. +\$17,294.54
3. Add concrete slabs at new roof drains. +\$ 989.31
4. Furr out wall and provide closure trim at bookshelves in four classrooms. +\$ 680.34
+\$20,834.08

TOTAL ADD

+\$27,365.02

As a final accounting for the project, the construction budgets as forwarded to the district on December 10, 2015 were as follows:

McGregor Elementary School	\$2,400,000.00
Monac Elementary School	<u>\$1,650,000.00</u>
	\$4,050,000.00

The final construction costs including the final change orders are as follows:

Midwest Contracting	\$2,703,616.93
Henson Plumbing	\$ 242,499.70
Positive Trades Group	\$ 298,343.66
Westfield Electric	<u>\$ 443,474.00</u>
	\$3,687,934.29

The two additions were completed well within budget and on time.

Thank you,



Craig A. Stough, AIA
STOUGH AND STOUGH ARCHITECTS

CHANGE ORDER

AIA DOCUMENT G701

OWNER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PROJECT: Addition to McGregor Elementary School and
 Addition to Monac Elementary School
 (name, address) Washington Local Schools
 Toledo, Ohio
 TO CONTRACTOR: Midwest Contracting, Inc.
 (name, address) 1428 Albon Road
 Holland, Ohio 43528

CHANGE ORDER NUMBER: Revised G4 - Final

DATE: March 7, 2017

ARCHITECT'S PROJECT NO: 201503D/201503E

CONTRACT DATE: February 18, 2016

CONTRACT FOR: Proposal No. 1 - Contract I - General
 Construction - McGregor Elementary School
 Proposal No. 2 - Contract II - General
 Construction - Monac Elementary School

The Contract is changed as follows:
 McGregor Elementary School

- | | | |
|--|--------|--------------|
| 1. Office finishes - additional finish improvements. | Add | +\$ 6,838.50 |
| 2. Add guard rails at four rooftop HVAC as required by Building Regulations. | Add | +\$ 8,409.18 |
| 3. Door closers at fire doors. | Add | +\$ 1,283.26 |
| 4. Reduce remaining \$10,000.00 construction contingency to \$0. | Deduct | -\$10,000.00 |
| | | +\$ 6,530.94 |

Monac Elementary School

- | | | |
|---|-----------|--------------|
| 1. Replace rotted wood at overhang near Monac library. | Add | +\$ 1,869.89 |
| 2. Office finishes - additional finish improvements. | Add | +\$17,294.54 |
| 3. Roof drain concrete slabs (3). | Add | +\$ 989.31 |
| 4. Furr out/closers for bookshelves in four classrooms. | Add | +\$ 680.34 |
| | | +\$20,834.08 |
| | Total Add | +\$27,365.02 |

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (~~Guaranteed Maximum Price~~) was \$ 2,604,000.00
 Net change by previously authorized Change Orders \$ 72,251.91
 The (Contract Sum) (~~Guaranteed Maximum Price~~) prior to this Change Order was \$ 2,676,251.91
 The (Contract Sum) (~~Guaranteed Maximum Price~~) will be (increased) (decreased)
 (unchanged) by this Change Order in the amount of \$ 27,365.02
 The new (Contract Sum) (~~Guaranteed Maximum Price~~) including this Change Order will be . . \$ 2,703,616.93

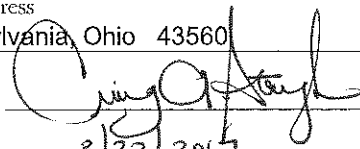
The Contract Time will be (increased) (decreased) (unchanged) by **zero** (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is **unchanged**.


NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

Stough and Stough Architects
 ARCHITECT
 6377 River Crossing - Suite 1
 Address
 Sylvania, Ohio 43560

Midwest Contracting, Inc.
 CONTRACTOR
 1428 Albon Road
 Address
 Holland, Ohio 434528

Board of Education
 Washington Local Schools
 OWNER
 3505 W. Lincolnshire Blvd.
 Address
 Toledo, Ohio 43606

BY 
 DATE 3/22/2017

BY 
 DATE 3-9-17

BY _____
 DATE _____

STOUGH AND STOUGH ARCHITECTS

6377 River Crossing – Suite 1 • Sylvania, Ohio 43560
Phone: (419) 885-3583 • Fax: (419) 885-3824

Robert E. Stough, AIA 1926 - 2012
Craig A. Stough, AIA

March 22, 2017

Jeffery Fouke, Treasurer
Washington Local Schools
3505 West Lincolnshire Blvd.
Toledo, Ohio 43606

RE: Change Order P2
Addition to McGregor Elementary School
Addition to Monac Elementary School
Washington Local Schools
Architect Project 201503D/201503E

Dear **Jeff**:

Please find attached final Change Order P2 for your approval and signature. The Items covered in the Change Order are:

Change Order P2 – Henson Plumbing

McGregor Elementary School

1. Add Janitors Sink – A janitors sink was added in Mechanical Room 35 as requested by the school custodial staff. +\$ 2,832.00
2. The \$10,000.00 construction contingency allowance in the contract was reduced to \$0 to finalize the contract. -\$10,000.00

Monac Elementary School

1. Add Office Sink – A sink was added in the main school office as requested by the school to be used with student medications. +\$ 1,991.00
2. Insulate piping to the five classroom sinks that were included in Bulletin No. 3 +\$ 2,010.70

Total Change -\$ 3,166.30

Please contact me with any questions or concerns.



Craig A. Stough, AIA, NCARB
STOUGH AND STOUGH ARCHITECTS

CHANGE ORDER

AIA DOCUMENT G701

OWNER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PROJECT: Addition to McGregor Elementary School and
 Addition to Monac Elementary School
 (name, address) Washington Local Schools
 Toledo, Ohio

TO CONTRACTOR: Henson Plumbing and Heating, Inc.
 (name, address) 104 Bridge Street
 Woodville, Ohio 43469

CHANGE ORDER NUMBER: P2

DATE: February 14, 2017

ARCHITECT'S PROJECT NO: 201503D/201503E

CONTRACT DATE: February 18, 2016

CONTRACT FOR: Proposal No. 6 - Combined Contracts III & IV -
 Plumbing - McGregor & Monac

The Contract is changed as follows:

McGregor Elementary School

- | | | |
|--|--------|--------------|
| 1. Bulletin No. 5 - Add janitors sink in McGregor Mechanical Room 35 | Add | +\$ 2,832.00 |
| 2. Reduce McGregor Elementary School Construction Contingency Allowance by \$10,000.00 | Deduct | -\$10,000.00 |
| | | -\$ 7,168.00 |

Monac Elementary School

- | | | |
|---|--------------|--------------|
| 1. Revised Bulletin No. 4 - Monac office sink | Add | +\$ 1,991.00 |
| 2. Insulate piping for five classroom sinks per Bulletin No. 3. | Add | +\$ 2,010.70 |
| | | +\$ 4,001.70 |
| | TOTAL DEDUCT | -\$ 3,166.30 |

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (~~Guaranteed Maximum Price~~) was \$ 240,000.00
 Net change by previously authorized Change Orders \$ 5,666.00
 The (Contract Sum) (~~Guaranteed Maximum Price~~) prior to this Change Order was \$ 245,666.00
 The (Contract Sum) (~~Guaranteed Maximum Price~~) will be (increased) (decreased)
 (unchanged) by this Change Order in the amount of \$ -3,166.30
 The new (Contract Sum) (~~Guaranteed Maximum Price~~) including this Change Order will be ... \$ 242,499.70

The Contract Time will be (increased) (decreased) (unchanged) by **zero** (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is **unchanged**.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

Stough and Stough Architects
 ARCHITECT
 6377 River Crossing - Suite 1
 Address
 Sylvania, Ohio 43560

Henson Plumbing & Heating, Inc.
 CONTRACTOR
 104 Bridge Street
 Address
 Woodville, Ohio 43469

Board of Education
Washington Local Schools
 OWNER
 3505 W. Lincolnshire Blvd.
 Address
 Toledo, Ohio 43606

BY [Signature]
 DATE 2/14/2017

BY [Signature]
 DATE 2-24-17

BY _____
 DATE _____

STOUGH AND STOUGH ARCHITECTS

6377 River Crossing – Suite 1 • Sylvania, Ohio 43560
Phone: (419) 885-3583 • Fax: (419) 885-3824

Robert E. Stough, AIA 1926 - 2012
Craig A. Stough, AIA

March 22, 2017

Jeffery Fouke, Treasurer
Washington Local Schools
3505 West Lincolnshire Blvd.
Toledo, Ohio 43606

RE: Change Order M2
Addition to McGregor Elementary School
Addition to Monac Elementary School
Washington Local Schools
Architect Project 201503D/201503E

Dear **Jeff**:

Please find attached final Change Order M2 for your approval and signature. The Items covered in the Change Order are:

Change Order M2 – Positive Trades Group, LLC

McGregor Elementary School

1. Condensate Pumps and Line Extension – Office A/C units modified to lift condensate due to obstructions in existing ceiling plenum space. + \$2,258.20

Monac Elementary School

2. Office Outside Air – Rooftop equipment was modified to provide outside air into office areas as required due to windows deleted for added fire wall separation. + \$3,980.00
3. Condensate Pumps and Line Extension – Office A/C units modified to lift condensate due to obstructions in existing ceiling plenum space. + \$1,459.46

Total Change + \$7,697.66

Please contact me with any questions or concerns.



Craig A. Stough, AIA, NCARB
STOUGH AND STOUGH ARCHITECTS

CHANGE ORDER

AIA DOCUMENT G701

OWNER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PROJECT: Addition to McGregor Elementary School and
 Addition to Monac Elementary School
 (name, address) Washington Local Schools
 Toledo, Ohio

TO CONTRACTOR: Positive Trades Group, LLC
 (name, address) 8650 Airport Highway
 Holland, Ohio 43528

CHANGE ORDER NUMBER: M2
 DATE: February 14, 2017
 ARCHITECT'S PROJECT NO: 201503D/201503E
 CONTRACT DATE: February 18, 2016
 CONTRACT FOR: Proposal No. 9 - Combined Contracts V & VI -
 HVAC - McGregor & Monac

The Contract is changed as follows:

Monac Elementary School

1. Bulletin No. 5 - Office - A/C outside air.	Add	+\$3,980.00
2. Office A/C units condensate pumps and line extensions.	Add	+\$1,459.46
	Add	+\$5,439.46

McGregor Elementary School

1. Office A/C units condensate pump and line extensions.	Add	+\$2,258.20
	Total Add	+\$7,697.66

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (~~Guaranteed Maximum Price~~) was \$ 279,700.00
 Net change by previously authorized Change Orders \$ 10,946.00
 The (Contract Sum) (~~Guaranteed Maximum Price~~) prior to this Change Order was \$ 290,646.00
 The (Contract Sum) (~~Guaranteed Maximum Price~~) will be (increased) (decreased)
 (unchanged) by this Change Order in the amount of \$ 7,697.66
 The new (Contract Sum) (~~Guaranteed Maximum Price~~) including this Change Order will be \$ 298,343.66

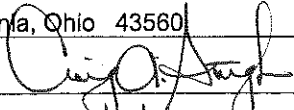
The Contract Time will be (increased) (decreased) (unchanged) by **zero** (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is **unchanged**.

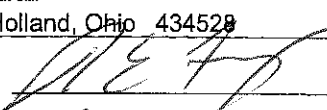
NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

Stough and Stough Architects
 ARCHITECT
 6377 River Crossing - Suite 1
 Address
 Sylvania, Ohio 43560

Positive Trades Group, LLC
 CONTRACTOR
 8650 Airport Highway
 Address
 Holland, Ohio 43452

Board of Education
Washington Local Schools
 OWNER
 3505 W. Lincolnshire Blvd.
 Address
 Toledo, Ohio 43606

BY 
 DATE 2/14/2017

BY 
 DATE 2-17-17

BY _____
 DATE _____

STOUGH AND STOUGH ARCHITECTS

6377 River Crossing – Suite 1 • Sylvania, Ohio 43560
Phone: (419) 885-3583 • Fax: (419) 885-3824

Robert E. Stough, AIA 1926 - 2012
Craig A. Stough, AIA

March 22, 2017

Jeffery Fouke, Treasurer
Washington Local Schools
3505 West Lincolnshire Blvd.
Toledo, Ohio 43606

RE: Change Order E1
Addition to McGregor Elementary School
Addition to Monac Elementary School
Washington Local Schools
Architect Project 201503D/201503E

Dear **Jeff**:

Please find attached final Change Order E1 for your approval and signature. The Items covered in the Change Order are:

Change Order E1 – Westfield Electric, Inc.

McGregor Elementary School

1. Fire Alarm Annunciation Change – the Ohio Building Code was changed and required modifying the annunciation requirements of the building fire alarm system. +\$ 6,020.00
2. Additional Office electrical improvements +\$ 3,060.48
3. The \$10,000.00 construction contingency allowance in the contract was reduced to \$0 to finalize the contract. -\$10,000.00

Monac Elementary School

1. Fire Alarm Pull Station – Per Toledo Plan Review – a fire alarm pull station was added on the new addition side of door #32A connecting to the existing building. +\$ 491.25
2. Fire Alarm Annunciation Change – the Ohio Building Code was changed and required modifying the annunciation requirements of the building fire alarm system. +\$ 6,467.00
3. Additional Office electrical improvements +\$ 4,440.27
4. The \$10,000.00 construction contingency allowance in the contract was reduced to \$0 to finalize the contract. -\$10,000.00

Total Change +\$ 479.00

Please contact me with any questions or concerns.


Craig A. Stough, AIA, NCARB
STOUGH AND STOUGH ARCHITECTS

CHANGE ORDER

AIA DOCUMENT G701

OWNER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PROJECT: Addition to McGregor Elementary School and
 Addition to Monac Elementary School
 (name, address) Washington Local Schools
 Toledo, Ohio

TO CONTRACTOR: Westfield Electric, Inc.
 (name, address) P.O. Box 93
 Gibsonburg, Ohio 43431

CHANGE ORDER NUMBER: E1- Final
 DATE: March 7, 2017
 ARCHITECT'S PROJECT NO: 201503D/201503E
 CONTRACT DATE: February 18, 2016
 CONTRACT FOR: Proposal No. 15 - Combined Contracts VII &
 VIII - Electrical - McGregor & Monac

The Contract is changed as follows:

McGregor Elementary School

1. Ohio Building code Fire Alarm Annunciation Change	Add	+\$ 6,020.00
2. Additional Office electrical improvements.	Add	+\$ 3,060.48
2. Reduce McGregor Elementary School \$10,000.00 Construction Contingency Allowance by \$10,000.00	Deduct	-\$10,000.00
		-\$ 919.52

Monac Elementary School

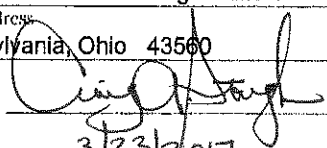
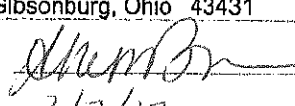
1. Bulletin No. 1 - Toledo Plan Review Changes - Revise Fire Alarm Pull Station	Add	+\$ 491.25
2. Ohio Building code Fire Alarm Annunciation Change	Add	+\$ 6,467.00
3. Additional Office electrical improvements.	Add	+\$ 4,440.27
4. Reduce Monac Elementary School \$10,000.00 Construction Contingency Allowance by \$10,000.00	Deduct	-\$10,000.00
		+\$ 1,398.52
Total Add	+	\$ 479.00

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (~~Guaranteed Maximum Price~~) was \$ 442,995.00
 Net change by previously authorized Change Orders \$ 0.00
 The (Contract Sum) (~~Guaranteed Maximum Price~~) prior to this Change Order was \$ 442,995.00
 The (Contract Sum) (~~Guaranteed Maximum Price~~) will be (increased) (decreased)
 (unchanged) by this Change Order in the amount of \$ 479.00
 The new (Contract Sum) (~~Guaranteed Maximum Price~~) including this Change Order will be .. \$ 443,474.00

The Contract Time will be (increased) (decreased) (unchanged) by zero (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

Stough and Stough Architects ARCHITECT 6377 River Crossing - Suite 1 Address Sylvania, Ohio 43560	Westfield Electric, Inc. CONTRACTOR P.O. Box 93 Address Gibsonburg, Ohio 43431	Board of Education Washington Local Schools OWNER 3505 W. Lincolnshire Blvd. Address Toledo, Ohio 43606
BY  DATE 3/23/2017	BY  DATE 3/7/17	BY _____ DATE _____

10. Job Descriptions

The Superintendent recommends that the Board of Education hold first reading on the job descriptions as presented:

- A. Title I Teacher
- B. Music Department Chair K-12

Motion to waive First Reading:

Moved by: _____ Seconded by: _____

Mr. Kiser _____ Mrs. Carmean _____ Mr. Hunter _____ Ms. Canales _____ Mr. Langenderfer _____

RECOMMENDATION IF FIRST READING IS WAIVED:

The Superintendent recommends that the Board of Education approve job descriptions as presented:

- A. Title I Teacher
- B. Music Department Chair K-12

Moved by: _____ Seconded by: _____

Mr. Kiser _____ Mrs. Carmean _____ Mr. Hunter _____ Ms. Canales _____ Mr. Langenderfer _____



washington local schools

TO: Dr. Susan Hayward
FROM: Rachael Novak
DATE: April 3, 2017
RE: Job Descriptions

Over the last few years, we carefully reviewed district data and considered different programs. Based on our research, we will be changing our current Title I model. Starting with the 2017-18 school year, the district will create several Title I Teaching positions. I recommend the attached Title I Teacher job description.

In addition, I am recommending the adoption of the Music Department Chair job description. This description was developed with input from employees and supervisors.

individual attention. infinite opportunities.

Reports to: Building Principal

Classification: TAWLS

Education and Experience

- An Ohio Teaching License and highly qualified to teach reading in grades K-3.
- Either a Master’s Degree in Literacy or a K-12 Reading Endorsement required.
- Minimum of one year successful K-8 teaching experience in reading or language arts required.

Knowledge, Skills & Abilities

- Demonstrates reliability, timeliness and good attendance.
- Demonstration of and commitment to Washington Local School District’s Core Values: Courage, Dedication, Dignity, Excellence, Gratitude, Honesty, Loyalty, Respect, Responsibility, Service, Teamwork, and Trust.

Essential Functions

1. Gather, organize, and interpret assessment data on Title I identified students.
2. Utilize best practice instructional strategies to meet the learning needs of identified Title I students.
3. Model the use of intervention strategies, through their use in the classroom, to general and special education teachers.
4. Analyze existing student achievement data and administer student assessment and progress monitoring instruments as needed to aid in progress monitoring of Title I students.
5. Collaborate with classroom teachers, building administrator, and parents when designing the interventions.
6. Maintain accurate student records, parent communications records and student progress data reports as required by Title I law and district policy.
7. Attend professional development opportunities that promote improved instructional strategies and support researched-based resource material needed to implement the intervention program successfully and maintain professional growth.
8. Keep in confidence all personal, student or personnel records and information.
9. Perform other job-related tasks as assigned by the building principal or supervisor.

10. Comply with applicable state and federal laws, Board of Education policy, established work rules and guidelines, administrative and supervisory directives and terms of the TAWLS Master Agreement.

Working Conditions

- Per TAWLS Master Agreement
- Possible contact with unruly students
- Possible occasional exposure to blood, bodily fluids, tissue
- Possible occasional exposure to hazardous chemicals

Reports to: Building Principal and Curriculum Director

Classification: TAWLS - EDI

Education and Experience

- Music Education Degree
- Master's Degree in Music preferred
- Three years of successful teaching experience in subject area

Knowledge, Skills & Abilities

- Demonstrates reliability, timeliness and good attendance.
- Demonstration of and commitment to Washington Local School District's Core Values: Courage, Dedication, Dignity, Excellence, Gratitude, Honesty, Loyalty, Respect, Responsibility, Service, Teamwork, and Trust.
- Demonstrates effective qualities of leadership

Essential Functions

1. Provide leadership and work cooperatively with the staff through meaningful discussions on the development and implementation of instructional strategies, supports, and materials consistent with and appropriate to the adopted course of study and state content standards.
2. Assist with the development, implementation, and monitoring of programs and services to promote student socialization and independence.
3. Provide Professional Development and/or collaboration per administration request or by administrative approval. Ensure that teachers attending conferences. Submit a thorough 106 rationale to building Principals for attending conferences.
4. Provide input to building administration on schedules and assignments.
5. Assist with the improvement of teaching techniques and instruction through classroom visitation and working with teachers as a resource person and instructional coach.
6. Consult with teachers on professional matters that might affect their morale and teaching efficiency and communicate relevant information to building administration and student services administration.
7. Assist with the orientation and provide for the ongoing support of new teachers in the department.
8. Orient and assist substitute teachers on a daily basis. Cover for music classes and schedule overlaps where needed.

9. Hold and conduct monthly departmental meetings and any additional meetings necessary. Send agenda and minutes to building principal or administrative liaison.
10. Inventory supplies and equipment within the department. Ensure the maintenance of instruments and equipment used in the Music Department.
11. Provide weekly communication between the department teachers and building administration.
12. Attend regularly scheduled department chair and supervisory meetings.
13. Assist with the interview process.
14. Maintain confidentiality of student and staff.
15. Act as a liaison between the high school, junior high, and elementary buildings. Consult on issues of curriculum and placement at these levels.
16. Comply with and enforce Student Code of Conduct, Master Agreements, Board Policy, Administrative directives, rules and regulations, and State and Federal Laws.
17. Develop budget requests. Allocate approved department budgets, approve requisitions and process acquisitions.
18. Cooperate with student teaching programs and assist in assignment of student teachers.
19. Assist the Guidance Department and Curriculum Office on matters dealing with placement of students.
20. Oversee the Music Department calendar of events to avoid conflicts with other district events and inter-department use of facilities. Process building permits using Dynacal.
21. Perform all other job-related tasks as assigned by the administration.

Working Conditions

- Per TAWLS Master Agreement
- Possible contact with unruly students
- Possible occasional exposure to blood, bodily fluids, tissue
- Possible occasional exposure to hazardous chemicals

11. Board of Education Policies – Approval

The Superintendent recommends that the Board of Education approve the Board policies as presented:

- A. Bylaws 0130 – Definitions – REVISED
- B. Bylaws 0160 – Meetings – REVISED
- C. Policy 1530 – Evaluation of Administrators – REVISED
- D. Policy 1619 – Group Health Plans (Administration) – NEW
- E. Policy 1619.03 – Patient Protection and Affordable Care Act (Administration) – NEW
- F. Policy 2460 – Special Education – REVISED
- G. Policy 3223 – Standard-Based School Counselor Evaluation – REVISED
- H. Policy 3419 – Group Health Plans (Professional Staff) – NEW
- I. Policy 3419.03 – Patient Protection and Affordable Care Act (Professional Staff) – NEW
- J. Policy 4419 – Group Health Plans (Classified Staff) – NEW
- K. Policy 4419.03 – Patient Protection and Affordable Care Act (Classified Staff) – NEW
- L. Policy 5830 – Student Fundraising – REVISED
- M. Policy 6605 – Crowdfunding – NEW
- N. Policy 7540 – Technology – REPLACEMENT
- O. Policy 7540.01 – Technology Privacy – REPLACEMENT
- P. Policy 7540.02 – Web Content, Service and Apps – REPLACEMENT
- Q. Policy 8330 – Student Records – REVISED
- R. Policy 9700 – Relations With Special Interest Groups / Surveys – REVISED

Moved by: _____

Seconded by: _____

Mr. Kiser ____ Mrs. Carmean ____ Mr. Hunter ____ Ms. Canales ____ Mr. Langenderfer ____



washington local schools

TO: Dr. Susan Hayward
FROM : Rachael Novak
DATE: March 1, 2017
RE: Policy Recommendations

Bylaws 0100/0160 – Definitions (Revised)

This bylaw revision is a result of the recent Ohio Supreme Court case – White v. King – in which the Court considered the definition of "meeting" contained in Ohio Revised Code 121.22(B)(2), and ruled that email and text messages could constitute a meeting and therefore violate the Sunshine Law if used to address topics only appropriate for discussion at a public meeting.

This revision reflects the current State of Ohio law and should be adopted to maintain accurate policies.

Additionally, definitions of several technology terms have been added. These terms are used throughout the forms and policies.

Policy 1530 – Evaluation of Principals and Other Administrators (Revised)

The general “other administrator” evaluation policy was revised to reference the imperative that formal observations be made in the evaluation process for principals and assistant principals, in addition to noting the need for either a professional growth or improvement plan for these employees. These changes serve to better “carve out” and draw attention to the differing requirements for principals and assistant principals under OPES.

This policy template should be used in making necessary revisions to the District’s evaluation system for school administrators as required by law.

Policies 1619/3419/4419 - Group Health Plans (New/Revised)

Language from Policy 3420/4420 has been added to Policy 1619/3419/4419. Options selected are consistent with the District’s collective bargaining agreements, employment contracts, current practice, and compliant with provisions and prohibitions of the Affordable Care Act (ACA).

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washington local schools

Policies 2460/8330 – Special Education (Revised)

These revisions serve to emphasize existing law, which mandates that districts educate students on IEPs who are in juvenile facilities. The U.S. Department of Education, Office for Civil Rights, issued a Dear Colleague Letter on this topic in December, 2014, which resulted from investigations conducted around the country (including in Ohio) that found that districts were not appropriately meeting their obligations to educate students in juvenile facilities.

Revisions to this policy reflect existing law and should be adopted to maintain accurate policies.

Policy 3223 - Standards-Based School Counselor Evaluation (Revised)

This policy was originally issued in May 2016 as a Special Update, as required by House Bill 64 (June 2015). The statute directed the State Board of Education to develop and approve an evaluation framework for the evaluation of school counselors. R.C. 3319.113 also mandated that Ohio public school districts adopt a school guidance counselor evaluation policy by September 30, 2016 that aligns with the State framework. One correction (page 5) and a minor revision are included in this release of the policy template.

Policies 1619.03/3419.03/4419.03 - Patient Protection and Affordable Care Act (New)

In January 2013, NEOLA issued a legal alert discussing issues that districts should consider in order to be prepared for the implementation of the Affordable Care Act (ACA). Many of the provisions of the ACA are now in effect and school districts, as employers, are impacted by these requirements.

This new policy should be considered for adoption in order to authorize compliance and reporting measures as required by the ACA.

Policies 5830/6605/9700 - Crowdfunding (New)

These new policies will provide some permissive structure regarding the recent growth of crowdfunding activities. Crowdfunding refers to a campaign to collect amounts of money to finance a project or fundraise for a cause.

Policies 7540/7540.01/7540.02- Technology

These policies address the appropriate use of technology. It reminds staff members that district technology resources are the board's property and that they are to be used for business purposes only. Staff members are not allowed to upload software from outside sources, without prior approval. In addition, webpages and services need to be approved by the Director of Technology, before being utilized in the classroom setting.

individual attention. infinite opportunities.

DEFINITIONS

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Apps and Web Services

Apps/web services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser. Apps/web services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps/web services also are used to facilitate communication to, from and among and between, staff, students, and parents.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified Employee

An employee who provides support to the District's program and whose position does not require a professional license.

Compulsory School Age

A child between six and eighteen years of age or a child under six years of age who has been enrolled in kindergarten unless at any time the child's parent or guardian, at the parent's or guardian's

discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten.

District

The School District.

Due Process

The safeguards to which a person is entitled in order to protect his/her rights.

Educational Service Center Superintendent

The Superintendent of the Lucas County Educational Service Center.

Extended Family

The term "extended family" shall mean aunt, uncle, niece, nephew, guardian, or a person whose legal residence is in the same household.

Full Board

Authorized number of voting members entitled to govern the District.

Immediate Family

The term "immediate family" shall mean mother, father, grandmother, grandfather, brother/sister-in-law, mother/father-in-law, daughter/son-in-law, sister, brother, husband, wife, child, grandchild, or anyone who has virtually held the position of parent or child or anyone who is a permanent member of the household of staff member.

Master Agreement

A collectively negotiated contract with a recognized bargaining unit.

Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic

media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any prearranged discussion of the Board's public business by a majority of Board members gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

Parent

The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, (x) and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board. (See Bylaw 0170)

Principal

The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies delegation of designated responsibilities to appropriate members of his/her staff.

**BOARD OF EDUCATION
WASHINGTON LOCAL SCHOOL DISTRICT
Professional Staff Member**

BYLAWS
0100/page 4 of 5

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the Division of Teacher Education and Licensing.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Secretary

The chief clerk Treasurer of the Board of Education.

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Student

A person who is officially enrolled in a school or program of the District

Superintendent

The chief executive officer of the District. In policy, implies delegation of responsibilities to appropriate staff members.

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Textbook

This word is used to describe the learning material duly adopted and required as standard work for the study of a particular subject. It may be bound and printed with a hard or soft cover, or it may be

**BOARD OF EDUCATION
WASHINGTON LOCAL SCHOOL DISTRICT**

BYLAWS
0100/page 5 of 5

electronic, e.g., computer software, interactive videodisc, magnetic media, CD ROM, computer courseware, on-line service, electronic medium, or other means of conveying information.

Treasurer

The chief fiscal officer of the District and secretary of Board of Education.

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0170)

Voting

A vote at a meeting of the Board of Education. The law requires that Board members must be physically present in order to have their vote officially recorded in the Board minutes.
R.C. 3313.18, 3313.20

Citations to Ohio Statute are noted as R.C. (Revised Code). Citations to Rules of the State Board of Education are noted as A.C. (Administrative Code). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as CFR, and to the United States Code as U.S.C.

MEETINGS

0161 **Parliamentary Authority**

The parliamentary authority governing the Board of Education shall be the most recent edition of Robert's Rules of Order, Newly Revised, in all cases in which it is consistent with statute, administrative code, or these bylaws.

0162 **Quorum**

Three (3) members present at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum. R.C. 3313.18

0163 **Presiding Officer**

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

0164 **Notice of Meetings**

- A. A schedule of the time and place of each regular meeting(s) shall be submitted to the newspaper for publishment.
- B. Notice of the time, place, and purpose of each special meeting shall be given to the news media twenty-four (24) hours in advance of the meeting, except that when an emergency requires the immediate official action of the Board, the member(s) calling the meeting shall immediately notify the media requesting such notice of the time, place, and purpose of the meeting. R.C. 121.22
- C. Notice of meetings at which the specific type of public business is to be discussed shall be sent to all persons requesting in writing such notice, provided that such persons supply the Board with stamped, addressed envelopes for the purpose.

- D. The Treasurer shall notify all Board members of each Board meeting no later than two (2) days in advance of the meeting. Such notice shall include the time, place, and purpose of the meeting.

R.C. 3313.16

Revised 11/20/13

Revised 5/21/14

0165.1

Regular Meetings

Regular meetings of the Board shall be public and held at least once every two (2) months. R.C. 121.22, 3313.15

- A. It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting.
- B. The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the District with such recommendations as shall be made.

Each agenda shall contain the following statement:

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

- C. The meeting agenda shall be mailed or delivered so as to provide proper time for the Board members to study the agenda, generally, no later than two (2) days prior to the meeting. Generally, the agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.

D. The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered and items added at any meeting by a majority vote of the members present.

E. Consent Agenda

The Board shall use a consent agenda to keep routine matters within a reasonable time frame.

The following routine business items may be included in a single resolution for consideration by the Board:

1. minutes of prior meetings
2. bills for payment
3. hiring of personnel
4. resolutions that require annual adoption, such as bank signatories, Ohio High School Athletic Association membership, etc.
5. resignations and leaves

A member of the Board may request any item be removed from the consent resolution. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion.

0165.2

Special Meetings

Special meetings of the Board shall be public. R.C. 121.22

- A. Special meetings shall be called by the President or the Treasurer or by two (2) members of the Board by serving a written notice of the time, place, and purpose of such meeting upon each Board member at least two (2) days in advance of the meeting. R.C. 3313.26
- B. The agenda as presented shall be followed unless altered by the presiding officer or a majority of those present and voting.

0165.3 **Recess**

The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.

0166 **Executive Session**

The Board and its committees and subcommittees reserves the right to meet privately in executive session solely to discuss one (1) or more of the following issues that are exempted from public sessions:

- A. consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, or official
- B. investigation of charges or complaints against a public employee, official, licensee, or student unless such employee, official, licensee, or student requests a public meeting; except that consideration of the discipline of a Board member for conduct related to the performance of his/her duties or his/her removal from office shall not be held in executive session
- C. consideration of the purchase of property for public purposes, or sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest
- D. discussion, with the Board's legal counsel, of disputes involving the Board that are the subject of pending or imminent court action
- E. preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of employment
- F. matters required to be confidential by Federal law or regulations or State statutes

- G. specialized details of security arrangements and emergency response protocols where disclosure might reveal information that could jeopardize the District's security
- H. consideration of confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both of the following conditions apply:
 - 1. the information is directly related to a request for economic development assistance that is to be provided or administered under one of the statutes referenced in R.C. 121.22(G)(8)(1), or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project, and
 - 2. an unanimous quorum of the Board or its subcommittee determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project

No official action may be taken in executive session. R.C. 121.22

Collective bargaining meetings between employers and employee organizations are private and not subject to R.C. 121.22. R.C. 4117.21

An executive session will be held only at a regular or special meeting. After the meeting is convened, any member may make a motion for an executive session, stating therewith the purpose of the session by citing one (1) or more of the reasons set forth above. If the session is to discuss a personnel matter listed in paragraph A above, the particular subject for which the session has been called must be identified in the motion. The motion does not need to name the person. Upon receiving a second to the motion and a majority roll-call vote of those present and voting, the chairperson shall declare the Board in executive session.

In keeping with the confidential nature of executive sessions, no member of the Board shall disclose the content of discussions that takes place during such sessions.

All members of the Board, committee or subcommittee are entitled to attend executive sessions. The Board, committee or subcommittee may invite any other person to attend an executive session.

Revised 6/30/14

0167

Voting

All motions shall require for adoption a majority vote of those present and voting, except as provided by statute, these bylaws, or parliamentary authority. Upon the demand of any member of the Board, the vote shall be recorded by roll call.

Unless a specified number of affirmative votes is required, an abstention shall be recorded and deemed to consent to the outcome of the voting. In situations in which a tie vote occurs and abstentions have been cast, the motion shall fail for lack of a majority.

All actions requiring a vote can be conducted by voice vote or show of hands, unless a roll-call vote is requested or required. A Board member must be physically present at the meeting to vote. Each vote and abstention shall be recorded. Proxy voting is prohibited. R.C. 3313.18

<u>Item</u>	<u>Number Needed</u>	<u>R.C. Reference</u>
Declaring it necessary to issue bonds	Majority Full Board	3313.18
Declaration by remaining members, that reasons for a member's absence for ninety (90) days are insufficient to continue membership	2/3, Full Board*	3313.11

**BOARD OF EDUCATION
WASHINGTON LOCAL SCHOOL DISTRICT**

BYLAWS
0160/page 7 of 13

<u>Item</u>	<u>Number Needed</u>	<u>R.C. Reference</u>
Filling a vacant Board seat (majority of remaining members)	Majority, Full Board	3313.11
Purchase or sell real estate	Majority, Full Board	3313.18
Appointment of any employee	Majority, Full Board	3313.18
Elect or appoint an officer	Majority, Full Board	3313.18
Pay any debt or claim	Majority, Full Board	3313.18
Adopt textbook	Majority, Full Board	3313.18
Dispense with resolution authorizing purchase or sale of personal property, appointment of employees, etc., if annual appropriation resolution has been adopted by a majority of full membership	Majority, Full Board	3313.18

**BOARD OF EDUCATION
WASHINGTON LOCAL SCHOOL DISTRICT**

BYLAWS
0160/page 8 of 13

<u>Item</u>	<u>Number Needed</u>	<u>R.C. Reference</u>
Removal of the Treasurer or Pro Tempore at any time for cause	2/3, Full Board*	3313.23
Appointment of Treasurer Pro Tempore	Majority, Full Board	3313.23
Determination that Treasurer's incapacity is removed	Majority, Full Board	3313.23
Affirm, reverse, vacate or modify an order of student expulsion; reinstate a student	Majority, Full Board	3313.66(E)
Appointment of Superintendent Pro Tempore	Majority, Full Board	3319.011
Removal of Superintendent Pro Tempore at any time for cause	2/3, Full Board*	3319.011
Reemployment of a teacher after considering two nominations by the Superintendent	Majority, Full Board	3319.07
Rejection of the Superintendent's recommendation that a teacher eligible for continuing contract be reemployed	3/4, Full Board*	3319.11
Reemployment of an other administrator whom the Educational Service Center Superintendent refuses to nominate	3/4, Full Board*	3319.02

<u>Item</u>	<u>Number Needed</u>	<u>R.C. Reference</u>
Selection of textbooks	Majority, Full Board	3329.08
Change, revision, or substitution of textbooks during four-year period after adoption	4/5, Full Board	3329.08
Transfers of funds in certain cases	2/3, Full Board*	5705.14
Resolution declaring the necessity for certain transfers of funds	Majority, Full Board	5705.16
Levying a tax outside 10-mill limitation (not emergency)	2/3, Full Board*	5705.21
Rejection of findings and recommendations of fact-finding panel by Board or employee organization under statutory impasse resolution procedure	3/5, Full Board	4117.14(c)(6)

*2/3 = 4 MEMBERS OF A FIVE-PERSON BOARD

*3/4 = 4 MEMBERS OF A FIVE-PERSON BOARD

| 0167.1

Use of Electronic Mail/Text Messages

Since E-mail and Text Messages are forms is a form of communication that could conflict with the Sunshine Law, they it will be used only for the purposes of communicating:

- A. messages between Board members or between a Board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board;

- B. possible agenda items between the Superintendent and the Board President;
- C. times, dates, and places of regular or special Board meetings;
- D. a Board meeting agenda or public record information concerning items on the agenda;
- E. requests for public record information from a member of the administration, school staff, or community pertaining to District operations;
- F. responses to questions posed by members of the public, administrators, or school staff.

Under no circumstances shall Board members use E-mail or Text Messages to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

There should be no expectation of privacy for any messages sent by E-mail. Messages that have been deleted may still be accessible on the hard drive, if the space has not been occupied by other messages. Messages, deleted or otherwise, may be subject to disclosure under the Public Records Act, unless an exemption would apply.

0168

Minutes

The Treasurer shall keep reasonably comprehensive minutes of all its meetings showing the time and place, the members present, the subjects considered, a summary of the deliberations sufficient enough for the public to understand the basis for the Board's actions, the actions taken, the vote of each member on roll-call votes, and any other information required to be shown in the minutes by law, which shall be available to the public. R.C.121.22, 149.43, 3313.26) Minutes of executive sessions shall reflect the general subject matter of discussions. R.C. 121.22

The Treasurer shall provide each Board member with a copy of the minutes of the last meeting no later than two (2) days before the next regular meeting.

Tape recordings may be made of each meeting of the Board as an administrative aid and shall be preserved as public documents of the Board. The tape recordings shall also be referred to in the written minutes.

The minutes of Board meetings shall be considered at the next succeeding meeting where they shall be read (unless waived by law), corrected, and approved. The approved minutes shall be signed by the Treasurer and the President.

The approved minutes shall be filed in the Treasurer's office in a prescribed minute book as a permanent record of official Board proceedings.

R.C. 149.43, 3313.26

0169.1

Public Participation at Board Meetings

The Board of Education recognizes the value to school governance of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board may provide a period for public participation at regular meeting of the Board and publish rules to govern such participation in Board meetings.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public participation may be permitted as indicated on the agenda.
- B. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.

- C. Each statement made by a participant shall be limited to three (3) minutes duration, unless extended by the presiding officer.
- D. No participant may speak more than once on the same topic.
- E. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- F. Tape or video recordings are permitted, providing the person operating the recorder has contacted the Superintendent prior to the Board meeting to review possible placement of the equipment, and agrees to abide by the following conditions:
 - 1. No obstructions are created between the Board and the audience.
 - 2. No interviews are conducted in the meeting room while the Board is in session.
 - 3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.
- G. The presiding officer may:
 - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;

4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business..
- H. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes unless extended by a vote of the Board.

R.C. 3313.20

0169.2

Open Meetings/Sunshine Law

The Sunshine Law applies to the Board, and to any committee or subcommittee created by the Board or required by law or rule.

A “meeting” to which the Sunshine Law applies is any prearranged discussion of the public business of the Board, committee or subcommittee by a majority of its members, including, but not limited to, regular and special meetings, work sessions, retreats, planning meetings, and study groups. A series of prearranged meetings attended by a minority of the Board to discuss the public business, without giving proper notice, is a violation of the Sunshine Law. A majority of members may gather at social or other events, but may not discuss public business. The Sunshine Law prohibits any private prearranged discussion of public business by a majority of Board members regardless of whether the discussion occurs face to face, telephonically, by video conference, or electronically by e-mail, text messages, tweet, or other forms of communication.

EVALUATION OF ADMINISTRATORS

Application

This policy shall apply to all persons employed by the Board of Education in a position requiring licensure as an administrator. This definition excludes school counselors but includes professional pupil services personnel and administrative specialists who spend less than fifty percent (50%) of their time teaching or otherwise working directly in the presence of students.

This policy shall also apply to all persons employed in positions not requiring administrative licensure, but whose job duties enable them to be considered either a "supervisor" or "management level employee" as defined in R.C. 4117.01.

Procedures

General Requirements

The Superintendent shall implement a program of regular evaluation for all administrative personnel which includes the following elements:

- A. The evaluation process shall fairly attempt to measure the administrator's effectiveness in performing the duties set forth in his/her job description.
- B. A written evaluation document shall be produced for each evaluation. Each administrator shall be evaluated at least once annually.
- C. The evaluation shall be conducted by the Superintendent designee (such designation may be oral or in writing) prior to the Board's consideration of contract renewal or non-renewal, the Superintendent shall review the results of the evaluation process with the Board.

Evaluation Instruments

The Superintendent may, in his/her discretion, utilize a single evaluation instrument for all administrative positions, instruments particularized for each position, or a combination of both types of instruments.

Evaluation instruments shall be developed and/or utilized by the Superintendent as s/he may determine in his/her best professional judgment and may be modified from time-to-time by the Superintendent in the exercise of such professional judgment.

Basis for Evaluation

Each evaluation shall fairly attempt to measure the administrator's effectiveness in performing the duties of his/her job description.

Evaluations may be based upon the direct formal observations of the administrator, but may also consider informal or incidental observations and other relevant information which is within the knowledge of or brought to the attention of the evaluator. Out-of-school conduct may be considered if such conduct impairs the individual's effectiveness as an administrator or as a role model for students and staff.

Observations and Conferences

A pre-evaluation conference may be conducted if deemed necessary or advisable by the evaluator.

Formal observations may be made of the administrator, either announced or unannounced, but shall not be a required element of the evaluation process except for principals and assistant principals, who are subject to OPES. Whether formal observations are deemed appropriate to other administrative positions ~~the position~~ shall be determined by the evaluator on a case-by-case basis.

Following any formal observations and/or gathering of other evaluative data, and before finalizing any evaluation report, the evaluator shall arrange a post-evaluation conference at which the results of the evaluation process are discussed with the administrator. To the extent that any weaknesses or deficiencies have been identified in the evaluation process, the evaluator shall offer suggestions for improvement. Identified weaknesses and suggestions for improvement shall be identified in the evaluation report, but shall not be a required element of any evaluation. However, for principals and assistant principals, the requirements of OPES shall apply in determining the need for growth and/or improvement plans.

A final written evaluation report shall be produced in a manner deemed appropriate by the evaluator, in consultation with the administrator. This evaluation report may be combined with the evaluation instruments, or may be a separate document. The evaluation report shall be signed and dated by the administrator and the evaluator at the conclusion of the post-evaluation conference. The signature of the administrator shall not necessarily indicate that s/he agrees with the evaluator's comments or conclusions, but only that s/he has been made aware of such comments or conclusions. A copy of the evaluation report shall be provided to the administrator and a copy placed in the Employment Record File.

The final evaluation report for an administrator in the last year of his/her contract shall include the Superintendent's intended recommendation to the Board concerning the renewal or non-renewal of the contract.

Number and Timing of Evaluations

A. Administrator Not in Final Year of Contract

An administrator not in the final year of his/her contract shall be evaluated at least once during the school year. A written copy of the evaluation report shall be provided to the administrator no later than the end of the administrator's contract year as defined by the administrator's annual salary notice.

B. Administrator in Final Year of Contract

An administrator whose contract is due to expire at the conclusion of the current school year shall have at least one (1) preliminary evaluation and one (1) final evaluation during such year. A written copy of the preliminary evaluation report shall be provided to the administrator at least sixty (60) days prior to any Board action on the renewal or non-renewal of the contract. A written copy of the final evaluation report shall be provided to the administrator at least five (5) days prior to any Board action on the renewal or non-renewal of the contract.

Meeting with Board

Each administrator shall be provided the opportunity to meet with the Board in executive session prior to the Board's action on his/her contract. In this meeting, the Board shall discuss its reasons for considering the renewal or non-renewal of the contract. The administrator may be accompanied by a representative of his/her choosing at the meeting. However, no witnesses or other persons may appear with or on behalf of the administrator without the express permission of the Board.

Written notice of the right to have such a meeting with the Board shall be provided in accordance with law to each administrator whose contract is expiring at the conclusion of the current school year.

Written Rebuttal

The administrator may, at any time following the receipt of an evaluation report, submit a written rebuttal, not to exceed three (3) pages in length, which shall be promptly attached to the evaluation report and any copies of the evaluation report which are retained in the District's records or submitted to the Board for its consideration.

Legal Effect

This policy and the procedures contained herein shall not create a legal expectancy of continued employment or a property interest in continued employment, and shall not be deemed a part of any individual administrator's contract or otherwise a contractual obligation of the Board.

To the extent that any of the procedures contained herein exceed the requirements of Ohio law, such procedures shall not be construed as a pre-condition to contract non-renewal and shall not prevent the Board from proceeding with a contract non-renewal which otherwise satisfies the minimum requirements of Ohio law.

The Superintendent or his/her designee may choose to utilize criteria and procedures developed by the Ohio Department of Education as part of the Ohio Principal Evaluation System (OPES). OPES is not, however, adopted in its entirety and does not constitute the evaluation policy of the Board. If OPES is used in whole or in part, the Superintendent or his/her designee shall utilize the current version of OPES to the extent it is practicable to do so within the timelines for evaluation created under state law or the OPES process. Specific compliance with OPES procedures, or the utilization of the most recent version of OPES shall not, however, be construed as a pre-condition to contract nonrenewal. Nor shall the lack of strict compliance with OPES, or any of its components or procedures, constitute sufficient basis to invalidate a contract nonrenewal which otherwise satisfies the minimum requirements of Ohio law.

R.C. 3319.02, 4117.01

Revised 1/21/15

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NEW POLICY - VOL. 35, NO. 1

GROUP HEALTH PLANS

The Board of Education shall have discretion to establish and maintain group health plans for the benefit of eligible employees. The definition of group health plans as used in this policy may include, but is not limited to, major medical, prescription drug, dental and/or vision plans. These group health plans may provide certain health benefit plans to employees as permitted by law.

[OPTION #1]

The Board has elected to provide minimum value health coverage for some or all of its eligible employees. The terms and conditions of the health coverage are set forth in the appropriate plan documents.

~~Eligible employees who have coverage through the employer of a working spouse may receive additional compensation if they waive the District's medical coverage. Eligible employees who waive the medical coverage will be paid an additional () monthly () quarterly compensation equal to ___% of the cost of single medical coverage for that employee, with the understanding that this additional compensation is subject to FICA and Federal, State and local income tax. To receive this compensation, the eligible employee must provide the District with proof of medical coverage provided by the spouse's employer. **[This policy should be adopted only if the District has established a flexible benefit plan qualified by the Internal Revenue Service].**~~

~~**[END OF OPTION #1]**~~

~~[OPTION #2]~~

~~The Board has elected not to provide minimum value health coverage for any of its eligible employees. The Board is aware that the failure to offer minimum value health coverage to employees may result in penalties under the Affordable Care Act.~~

~~**[END OF OPTION #2]**~~

NEW POLICY - VOL. 35, NO. 1

PATIENT PROTECTION AND AFFORDABLE CARE ACT

The Board of Education acknowledges that the Patient Protection and Affordable Care Act (“ACA”) imposes certain obligations upon the District. Such obligations may include the following:

- A. The District shall notify new employees of health insurance options available through the Health Insurance Marketplace within fourteen (14) days of an employee’s employment start date. Sample form notices are available from the U.S. Department of Labor at:

<http://www.dol.gov/ebsa/healthreform/regulations/coverageoptionsnotice.html>

- B. Employees of the District have the option to enroll in the Health Insurance Marketplace. If a full-time employee (as defined by the ACA) of the District enrolls in the Health Insurance Marketplace and receives a subsidy, then the District may be liable for a penalty.

In event that the District concludes that it is fiscally-wise to incur the potential penalty in lieu of providing affordable, minimum value coverage to all full-time employees, the District shall incur the potential penalty.

29 USC 218B
26 USC 4980H

SPECIAL EDUCATION

The Board of Education is committed to providing a free appropriate public education (FAPE) to children with disabilities identified in accordance with applicable State and Federal laws, rules, and regulations. This includes students who are confined to community corrections facilities or juvenile detention centers. The District shall provide students with disabilities the services to which they are entitled pursuant to their individualized education programs (IEPs) and in accordance with the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities, including Child Find and Evaluation requirements. Students with disabilities who are in adult county jails shall continue to receive FAPE during incarceration subject to their continued eligibility for services and subject to exceptions related to security and safety.

In order to satisfy the requirements of the *Operating Standards for Ohio Educational Agencies Serving Children with Disabilities* ("Ohio Operating Standards"), the Board of Education adopts the model policies and procedures promulgated by the Ohio Department of Education's Office of Exceptional Children (ODE-OEC), which is incorporated by reference into this policy. While the Special Education Model Policies and Procedures ("Model Policies") issued by the ODE-OEC are comprehensive, the document does not include every requirement set forth in the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA"), the regulations implementing the IDEIA, the Operating Standards, the Ohio Revised Code, and/or the Ohio Administrative Code. As such, the Board affirms its obligation to follow these laws and regulations, regardless of whether their provisions are restated in the Model Policies.

Copies of Model Policies and Procedures are available at the office of the Board of Education.

R.C. 3323.05, 3323.051, 3323.08
A.C. 3301-51-01 et seq., 3301-51-02(F)
IDEIA, 20 U.S.C. 1400 et seq.
34 C.F.R. Part 300

Revised 10/2/09

STANDARD - BASED SCHOOL COUNSELOR EVALUATION

The Board of Education is responsible for a standards-based school counselor evaluation policy which conforms to the framework for the evaluation of school counselors as approved by the State Board of Education and aligns with the "Standards for School Counselors" as set forth in State law.

The Board of Education adopts the Ohio School Counselor Evaluation System (OSCES) as approved by the State Board of Education.

The Board believes school counselors play a critical role in supporting student learning and success and maintaining a positive school environment. The standards based system of school counselor evaluations is designed to provide meaningful and consistent feedback to support counselor professional growth and inform employment decisions.

The Board authorizes the Superintendent to establish and maintain an ongoing local evaluation committee for the express purpose of recommending necessary changes to the Board for the appropriate revision of the policy.

Definitions

"OSCES" - Stands for the Ohio School Counselor Evaluation System as adopted by the Ohio State Board of Education, or as otherwise modified by the State Board of Education.

"School Counselor"- For purposes of this policy, "school counselor" means an employee who holds a license issued pursuant to O.A.C. 3301-24-05 by the Ohio Department of Education in the area of school counseling and who is assigned to a position in that capacity.

Teachers and other employees who do not meet this definition are not subject to evaluation under this policy. Full time bargaining unit members who do not meet the definition will be evaluated in accordance with Board policy.

"Credentialed Evaluator"- For purposes of this policy, each counselor subject to evaluation will be evaluated by a person who has completed the OSCES training as required by the Ohio Department of Education.

The Board shall authorize the Superintendent/designee to approve and maintain a list of credentialed evaluators as necessary to effectively implement this policy.

"Evaluation Cycle" – is the period of time for the completion of the evaluation procedure. The evaluation cycle is completed when selected student metrics are combined with the counselor performance ratings resulting from performance assessments on the standards that are conducted for the current school year to assign a summative evaluation rating.

"Evaluation Factors"– refers to the multiple measures that are required by law to be used in the school counselor evaluation procedures, including performance on all six (6) areas identified by the standards and the ability to produce positive outcomes using student metrics selected by the Board. School counselors will receive a score in each of the six standards and the student metrics, which shall be weighted equally (1/7 of the final summative score).

"Evaluation Framework" – means the standards-based framework adopted by the State Board of Education for the evaluation of school counselors in accordance with R.C. 3319.113.

"Evaluation Instruments" – refers to the forms used by the school counselor's evaluator as developed locally.

"Evaluation Procedure" – the procedural requirements set forth in this policy are intended to provide specificity to the statutory obligations established under R.C. 3319.113 and to conform to the framework for the evaluation of school counselors developed under R.C. 3319.113.

"Evaluation Rating" – means the final summative evaluation level that is assigned to a school counselor pursuant to terms of this policy. The evaluation rating is assigned at the conclusion of the evaluation cycle when the school counselor performance rating is combined with the results of student metrics. Each completed evaluation will result in the assignment of one (1) of the following evaluation ratings to Accomplished, Skilled, Developing, or Ineffective.

"High Performing School Counselor" - is a school counselor who earns a summative rating of "Accomplished" or "Skilled" on his/her most recent evaluations.

"School Counselor Performance" – is the assessment of a school counselor's performance on each of the six State-adopted standards, resulting in a performance rating. As an evaluation factor, the school counselor performance dimension is based on direct observations of a counselor's practice by a credentialed evaluator. Performance results are reported as a performance rating that may be coded as "1" indicating lowest performance to "4" indicating highest performance.

"Student Metrics" - the locally determined measure(s) that assess a school counselor's ability to produce positive student outcomes.

Standards-Based School Counselor Evaluation

School Counselor evaluations will utilize multiple factors, with the intent of providing meaningful feedback to each school counselor and assigning an effectiveness rating based upon school counselor performance and the counselor's assessment on selected student metrics.

- A. Accomplished;
- B. Skilled;
- C. Developing; or
- D. Ineffective.

The specific standards and criteria for distinguishing between these ratings/levels of performance shall be the same as those developed by the State Board of Education, which are incorporated herein by reference.

The Superintendent shall annually cause to be filed a report to the Ohio Department of Education (ODE) in accordance with requirements mandated by ODE. The Board will utilize the ODE's guidelines for reporting this information.

Assessment of School Counselor Performance

School Counselor performance will be evaluated during formal observations and periodic informal observations. Such performance will be assessed through a holistic process by trained and credentialed evaluators based upon the following *Ohio Standards for School Counselors*:

- A. Comprehensive School Counseling Program Plan;
- B. Direct Services for Academic, Career and Social/Emotional Development;
- C. [Indirect Services: Partnerships and Referrals;](#)
- D. Evaluation and Data;
- E. Leadership and Advocacy; and
- F. Professional Responsibility, Knowledge and Growth.

Formal and Informal Observations

- A. School Counselors shall be evaluated based on at least two (2) formal observations of at least thirty (30) minutes each and informal observations each school year.
- B. A high performing school counselor will be evaluated less frequently as follows.
 - 1. A school counselor who receives a rating of "Accomplished" on his/her most recent evaluation may be evaluated every three (3) years, as long as the counselor's metrics for student outcomes for the most recent year for which data is available, is "skilled" or higher. If the determination is made to evaluate every three (3) years, the counselor will nevertheless be provided with at least one (1) observation and conference in any year that such counselor is not formally evaluated.

2. A school counselor who receives a rating of "Skilled" on his/her most recent evaluation may be evaluated every other year, as long as the counselor's metrics for student outcomes for the most recent year for which data is available, is "skilled" or higher. If the determination is made to evaluate every other year, the counselor will nevertheless be provided with at least one (1) observation and conference in any year that such counselor is not formally evaluated.

Evaluations will be completed by May 1st and each school counselor will be provided a written report of the results of his/her evaluation by May 10th.

Formal Observation Procedure

The observations will not be conducted when school counselors are engaged in counseling activities with students that require confidentiality.

The first formal observation shall be preceded by a conference between the evaluator and the employee prior to the observation in order for the employee to explain plans and objectives for the classroom situation to be observed. The second observation will be unannounced.

Informal Observation/Walkthrough Procedure

The observations will not be conducted when school counselors are engaged in counseling activities with students that require confidentiality.

An informal observation is a formative assessment process that focuses on one (1) or more of the components included in the State-adopted standards.

An informal observation should be of sufficient duration to allow the evaluator to assess the focus of the observation.

The school counselor and/or evaluator may request a face to face meeting to discuss observations relative to the identified focus of the informal observation.

- A. Informal observations shall not unreasonably disrupt and/or interrupt the work day.
- B. A final debriefing and completed form must be shared with the employee within a reasonable amount of time.

Assessment of Student Metrics

The board will authorize the local evaluation committee will select student metrics that will be utilized for school counselor evaluations in the areas of academics, career, and social emotional development. Any modifications to the metrics that will be used in school counselor evaluations will be adopted before the start of the school year.

Data from these approved measures of student growth will be scored on four (4) levels, with a score of "1" being the lowest and "4" being the highest.

Final Evaluation Procedures

Each school counselor's performance rating for each of the six (6) standards will be combined with the assessment of student metrics to produce the final summative.

The evaluator shall provide that each evaluation is submitted to the school counselor for his/her acknowledgement by written receipt.

Professional Growth Plans and Professional Improvement Plans

Based upon the results of the annual evaluations conducted in accordance with this policy, each school counselor must develop either a professional growth plan or professional improvement plan as follows:

- A. School counselors with a final summative rating of "Accomplished" will develop a professional growth plan.
- B. School counselors with a final summative rating of "Skilled" will develop a professional growth plan collaboratively with their evaluator.
- C. School counselors with a final summative rating of "Developing" will develop a professional growth plan collaboratively with their evaluator. A building administrator must approve the professional growth plan.
- D. School counselors with a final summative rating of "Ineffective" will

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WASHINGTON LOCAL SCHOOL DISTRICT**

PROFESSIONAL STAFF
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develop an improvement plan with their evaluator. A building administrator must approve the improvement plan.

Professional growth and improvement plans must be completed by October 1st each school year. The Board retains the discretion to place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.

Board Professional Development Plan

In accordance with the State Board of Education's Statewide evaluation framework, the Board has adopted a specific plan for the allocation of financial resources to support the professional development of school counselors covered by this policy. The plan will be reviewed annually.

"Poorly Performing School Counselors"- refers to school counselors identified through the evaluation process set forth in this policy who demonstrate an inability and/or unwillingness to meet the reasonable expectations of this standards-based evaluation system.

"Comparable Evaluations"- since seniority may not be the basis for school counselor retention or other employment decisions, except when deciding between counselors who have comparable evaluations, this refers to counselors within the categories of "Ineffective," "Developing," "Skilled," and "Accomplished."

Removal of Poorly Performing School Counselors

Removal of poorly performing school counselors will be in accordance with the nonrenewal and termination statutes of the Ohio Revised Code

Nothing in this policy will be deemed to prevent the Board from exercising its rights to nonrenew, terminate, or suspend a school counselor contract as provided by law and the terms of the collective bargaining agreement. The evaluation system and procedures set forth in this policy shall not create an expectation of continued employment for employees on a limited contract that are evaluated under this policy. The Board reserves the right to nonrenew a school counselor evaluated under this policy in accordance with R.C. 3319.11 notwithstanding the school counselor's final summative rating.

Adopted 9/21/16

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WASHINGTON LOCAL SCHOOL DISTRICT
R.C. 3319.02, 3319.11, 3319.113, R.C. 3319.16
A.C. 3301-24-05
H.B. 64

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Adopted 9/21/16

NEWREVISED POLICY - VOL. 35, NO. 1

GROUP HEALTH PLANS

The Board of Education shall have discretion to establish and maintain group health plans for the benefit of eligible employees. The definition of group health plans as used in this policy may include, but is not limited to, major medical, prescription drug, dental and/or vision plans. These group health plans may provide certain health benefit plans s through insurance or otherwise to employees as permitted by law.

[x] [OPTION #1]

The Board has elected to provide minimum value health coverage for some or all of its eligible employees. The terms and conditions of the health coverage are set forth in the appropriate plan documents.

~~[] Eligible employees who have coverage through the employer of a working spouse may receive additional compensation if they waive the District's medical coverage. Eligible employees who waive the medical coverage will be paid an additional () monthly () quarterly compensation equal to ___% of the cost of single medical coverage for that employee, with the understanding that this additional compensation is subject to FICA and Federal, State and local income tax. To receive this compensation, the eligible employee must provide the District with proof of medical coverage provided by the spouse's employer. [This policy should be adopted only if the District has established a flexible benefit plan qualified by the Internal Revenue Service].~~

[END OF OPTION #1]

[] _____ **[OPTION #2]**

The Board has elected not to provide minimum value health coverage for any of its eligible employees. The Board is aware that the failure to offer minimum value health coverage to employees may result in penalties under the Affordable Care Act.

[END OF OPTION #2]

NEW POLICY - VOL. 35, NO. 1

PATIENT PROTECTION AND AFFORDABLE CARE ACT

The Board of Education acknowledges that the Patient Protection and Affordable Care Act (“ACA”) imposes certain obligations upon the District. Such obligations may include the following:

- A. The District shall notify new employees of health insurance options available through the Health Insurance Marketplace within fourteen (14) days of an employee’s employment start date. Sample form notices are available from the U.S. Department of Labor at:

<http://www.dol.gov/ebsa/healthreform/regulations/coverageoptionsnotice.html>

- B. Employees of the District have the option to enroll in the Health Insurance Marketplace. If a full-time employee (as defined by the ACA) of the District enrolls in the Health Insurance Marketplace and receives a subsidy, then the District may be liable for a penalty.

In event that the District concludes that it is fiscally-wise to incur the potential penalty in lieu of providing affordable, minimum value coverage to all full-time employees, the District shall incur the potential penalty.

29 USC 218B
26 USC 4980H

NEWREVISED POLICY - VOL. 35, NO. 1

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~~[END OF OPTION #1]~~

~~[] [OPTION #2]~~

~~The Board has elected not to provide minimum value health coverage for any of its eligible employees. The Board is aware that the failure to offer minimum value health coverage to employees may result in penalties under the Affordable Care Act.~~

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In event that the District concludes that it is fiscally-wise to incur the potential penalty in lieu of providing affordable, minimum value coverage to all full-time employees, the District shall incur the potential penalty.

29 USC 218B
26 USC 4980H

STUDENT FUND-RAISING

The solicitation of funds from students by students must be limited since compulsory attendance laws make the student a captive donor and since such solicitation may disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include student solicitation and collection of money for any purpose including collection of money in exchange for tickets or any other goods or services.

The Board will permit student fund-raising in school, on school property, or at any school-sponsored event only when the profit is to be used for school purposes or for an activity connected with the schools.

Student fund-raising by approved school organizations, those whose funds are managed by the Treasurer, may be permitted in school by the principal. Student fund-raising by approved school organizations off school grounds may be permitted under administrative guidelines.

[x] Use of the name, logo, or any assets of the District, including but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the

(x) Superintendent.

[OPTION #1]

[x] The Board of Education does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular or extracurricular activities.

Fund raising by students on behalf of school-related organizations whose funds are not managed by the Treasurer may be permitted on school grounds in accordance with the administrative guidelines.

Advisors for approved school organizations shall not accept any form of compensation from vendors that might influence their selection of a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser. Furthermore, advisors for approved school organizations shall not accept any compensation from a vendor after a decision has been made regarding a fund-raising activity or a product that will be sold as a fund-raiser. In addition, advisors

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for approved school organizations who make the selection of a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser shall not enter into a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a fund-raising activity or a product that will be sold as a fund-raiser.

Such compensation includes, but is not limited to cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that an advisor of an approved school organization receives such compensation, albeit unsolicited, from a vendor, the individual shall notify the Treasurer, in writing, of such compensation and shall thereafter promptly transmit said compensation to the Treasurer.

This policy and the guidelines for implementation shall be distribute to each student organization and advisor granted permission to solicit funds.

R.C. 1716.02, 1716.03, 3313.811
Auditor of State Bulletin 2000-006

NEW POLICY - VOL. 35, NO. 1

CROWDFUNDING

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extracurricular activity. “Crowdfunding” refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for a specific cause. Through the use of personal networking, social media platforms, and other Internet based resources, funds are solicited or raised to support a specific campaign or project.

[OPTION #2]

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval

of the Superintendent.

~~REPLACEMENT~~ **REVISED POLICY - TECHNOLOGY UPDATE**

COMPUTER TECHNOLOGY AND NETWORKS

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations ~~within the school system.~~

[] ~~However, the Students' use of the District's network and t~~ Technology Resources (see definitions in Bylaw 0100) ~~by students~~ is a privilege, not a right. ~~As a prerequisite, s~~Students and their parents must sign and submit a Student Network and Internet Technology Acceptable Use and Safety form () annually. (See also, Policy 7540.03)

~~The Superintendent shall develop (), recommend for approval by the Board, [NOTE: END OF OPTION] and implement~~

~~() — implement~~

~~() — recommend for approval by the Board~~

~~a written District Technology Plan (DTP). One (1) of the primary purposes of the DTP is to evaluate new and emerging technologies and how they will play a role in student achievement and success and/or efficient and effective District operations. () The Board will financially support, as the budget permits, the DTP, including recommendations to provide new and developing technology for students and staff. [NOTE: END OF OPTION]~~

~~() The Superintendent shall create a Technology Governance Committee (see AG 7540B) to oversee and guide the development of the DTP. The Superintendent shall appoint individuals to the Technology Governance Committee that include representatives of all educational, administrative and business/operational areas in the District.~~

~~The DTP shall set forth procedures for the proper acquisition of technology. The DTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of District Technology Resources, as well as inform both staff and students about disciplinary actions that will be taken if its Technology Resources are abused in any way or used in an inappropriate, illegal, or unethical manner. See Policy 7540.03 and AG 7540.03 – Student Technology Acceptable Use and Safety, and Policy 7540.04 and AG 7540.04 – Staff Technology Acceptable Use and Safety.~~

~~The Superintendent (), in conjunction with the _____, [NOTE: END OF OPTION] shall review the DTP and~~

~~() report~~

~~() recommend the approval of~~

~~any changes, amendments, or revisions to the Board () annually.~~

~~This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (see Policy 5136 and Policy 7530.02). Users have no right or expectation of privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, e-mails and records of their online activity when using the District's computer network and/or Internet connection).~~

Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of [District Board](#) policy, and learning appropriate responses if they ~~are victims of~~ [experience](#) cyberbullying.

[For purposes of this policy, social media is defined as Internet-based applications that facilitate communication \(e.g., interactive/two-way conversation/dialogue\) and networking between individuals or groups. Social media is “essentially a category of online media where people are talking, participating, sharing, networking, and bookmarking online. Most social media services encourage discussion, feedback, voting, comments, and sharing of information from all interested parties.” \[Quote from Ron Jones of Search Engine Watch\] Social media provides a way for people to stay “connected or linked to other sites, resources, and people.” Examples include Facebook, Twitter, Instagram, webmail, text messaging, chat, blogs, and instant messaging \(IM\). Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.](#)

[CHOOSE ONE OF THE ~~TWO~~ THREE OPTIONS, IF DESIRED]

[OPTION 1]

Staff may use social media for business-related purposes. Authorized staff may use District Technology Resources to access and use social media to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided the Superintendent approves, in advance, such access and use. Use of social media for business-related purposes is subject to Ohio's public records laws and staff members are responsible for archiving their social media and complying with the District's record retention schedule. See Policy 8310 – Public Records, AG 8310A – Public Records, and AG 8310E – Records Retention and Disposal.

Instructional staff and their students may use District Technology Resources to access and use social media for educational purposes, provided the Principal approves, in advance, such access and use.

Students must comply with Policy 7540.03 and Policy 5136 when using District Technology Resources to access and/or use social media. Similarly, staff must comply with Policy 7540.04 and Policy 7530.02 when using District Technology Resources to access and/or use social media.

END OF OPTION #1

OR

~~[] [OPTION #2]~~

~~The Board prohibits students and staff members from using District Technology Resources to access and/or use social media.~~

~~[END OF OPTION #2]~~

OR

~~[] [OPTION 3]~~

~~The Board prohibits students from using District Technology Resources to access and/or use social media.~~

~~Staff may use social media for business related purposes. Authorized staff may use District Technology Resources to access and use social media to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided the Superintendent approves, in advance, such access and use. Use of social media for business related purposes is subject to Ohio's public records laws and staff members are responsible for archiving their social media and complying with the District's record retention schedule. See Policy 8310 – Public Records, AG 8310A – Public Records, and AG 8310E – Records Retention and Disposal.~~

~~Staff must comply with Policy 7540.04 and Policy 7530.02 when using District Technology Resources to access and/or use social media.~~

~~[END OF OPTION #3]~~

~~[END OF OPTIONS]~~

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~~REPLACEMENT~~ **REVISED POLICY - TECHNOLOGY UPDATE**

TECHNOLOGY PRIVACY

The Board of Education recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All District Technology Resources (as defined in Bylaw 0100) ~~computers, telephone systems, electronic mail systems, and voice mail systems~~ are the Board's property and are intended to be used for business purposes. The Board retains the right to access and review all Information Resources (as defined in Bylaw 0100), including but not limited to electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system/network, telephone system, electronic mail system, and voice mail system. Staff members shall be notified that they have no expectation that any personal information/data maintained, stored, or transmitted ~~contained~~ on or through such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. **(X)** All passwords or security codes must be registered with the Board. **[END OF OPTION]** A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

District Technology Resources ~~Computers, electronic mail, and voice mail~~ are to be used only for business and educational purposes.

~~[CHOOSE OPTION #1 or OPTION #2]~~

~~[] [OPTION #1]~~

~~No personal messages should be exchanged via Board owned technology. Because District Technology Resources the Board's computer and voice mail systems are to be used solely for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.~~

~~Staff members are encouraged to keep their personal records and personal business at home.~~

~~[END OF OPTION #1]~~

[OPTION #2]

Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home. Because District Technology Resources ~~the Board's computer and voice mail systems~~ are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

~~[END OF OPTION #2]~~

~~[END OF OPTIONS]~~

District Technology Resources must be used ~~The Board is interested in its resources being properly used.~~ Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the files/e-mail/voice mail constitute a public record or if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All District Technology Resources and District Information Resources~~computers and any information or software contained therein~~ are the property of the Board. Staff members shall not copy, delete, or remove any information ~~/or~~ data contained on District Technology Resources~~the Board's computers/servers~~ without the express permission of the Superintendent ~~or designee~~, or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on to any District Technology Resources~~Board computer~~ and may not bring software from outside sources for use on District Technology Resources~~Board equipment~~ without the prior approval of the Director of Technology_____. Such pre-approval ~~shall~~will include a review of any copyright infringements or virus problems associated with such outside software.

~~REPLACEMENT~~ **REVISED POLICY - TECHNOLOGY UPDATE**

~~DISTRICT-WEB CONTENT, PAGE-SERVICES AND APPS~~

Creating Web Pages/Sites/Services and Apps

The Board of Education authorizes staff members

(x) and students

to create web content, apps and web services (see Bylaw 0100 Definitions) that will be hosted by the Board on its servers or District-affiliated servers and published on the Internet.

The web content, services and apps must comply with State and Federal law (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Web content, services and apps must be consistent with the Board's Mission Statement and staff-created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or utilized with students.

[NOTE: CHOOSE EITHER OR BOTH OF THE FOLLOWING OPTIONS.]

Student-created web content, services and apps are subject to Policy 5722 - School-Sponsored Student Publications and Productions.

The creation of web content, services and apps by students must be done under the supervision of a professional staff member.

[END OF OPTIONS]

The purpose of web content, pages/sites services and apps hosted by the Board's on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web content, pages/sites services and apps:

A. **Educate**

Content should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

B. **Inform**

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. **Communicate**

Content may communicate information about the plans, policies and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

All links included on the Board's website(s) or web pages-services and apps must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, ~~Children's Internet Protection Act~~CIPA, Section 504, ADA, and COPPA). Nothing in this paragraph shall prevent the District from linking the Board's website(s) to 1) recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites) or 2) to websites, services and/or apps that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party websites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

Under no circumstances is ~~a-District-created~~ web content, site-services or apps, to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no web contentpages contained on the District's website may: 1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; 2) link to a website of another organization if the other website includes such a message; or 3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

[x] Under no circumstances is ~~a-staff member-created~~ web content,page/site, services or apps, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the ~~The~~ Board specified ~~maintains its own~~ website, service or app (e.g., _____ **[Progressbook]**) ~~that employees are required to use~~ for the purpose of conveying information to students and/or parents.

[x] Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, Instagram, Pinterest or MySpace pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

[x] If a staff member creates a web content, page/site services or apps, related to his/her class, it must be hosted on the Board's server or a District-affiliated server.

[x] Unless the web content, page/site service or app contains student personally-identifiable information, Board websites, services or apps that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), services and apps created pursuant to this policy.

Web content, Pages services and apps should reflect an understanding that both internal and external audiences will be viewing the information.

School website(s), services and apps must be located on Board-owned or District-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's website and the creation of web content, services and apps/pages/sites by staff (x) and students.

The Board retains all proprietary rights related to the design of web content, sites services and apps and/or pages that are hosted on the Board-owned's servers, or District-affiliated servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.

Prior written parental permission is necessary for a student to be identified by name on the Board's website.

Instructional Use of Web Services and Apps

The Board authorizes the use of web services and/or apps to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

~~[SELECT OPTION #1 or #2]~~

~~[] [OPTION #1]~~

~~The Board requires the () Superintendent () _____ pre approve each web service and/or app that a teacher intends to use to supplement and enhance student learning. To be approved, the web service or app must have a FERPA-compliant privacy policy, as well as comply with all requirements of the Children’s Online Privacy Protection Act (COPPA) and the Children’s Internet Protection Act (CIPA) () and Section 504 and the ADA.~~

~~[END OF OPTION #1]~~

[x] [OPTION #2]

A teacher who elects to supplement and enhance student learning through the use of web services and/or apps is responsible for verifying/certifying to the () Superintendent (x) Director of Technology _____ that the web service or app has a FERPA-compliant privacy policy, and it complies with all requirements of the Children’s Online Privacy Protection Act (COPPA) and the Children’s Internet Protection Act (CIPA) (x) and Section 504 and the ADA.

[END OF OPTION #2]

The Board further requires

(x) the use of a Board-issued e-mail address in the login process.

~~() prior written parental permission to use a student’s personal e-mail address in the login process.~~

STUDENT RECORDS

The educational interests of the student require the collection, retention, and use of information about individual students. At the same time, the student's right of privacy and other rights mandate careful custodianship and limitations on access to student records.

The Board of Education is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and necessary and relevant to the function of the District or specifically permitted by this Board may be compiled by District employees.

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents/guardians, adult students, and designated school officials and personnel, who have a legitimate educational interest in the information or as otherwise permitted by law.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students (eighteen (18) and older), parents may be allowed access to the records without the student's consent, providing the student is considered a dependent under section 152 of the Internal Revenue Code and has not graduated from the District.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" including, but not limited to those officials with legitimate educational interests.

The Board authorizes the administration to:

- A. forward education records on request to a school in which a student of this District seeks or intends to enroll;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student.
- BC. provide "personally identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;

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| ED. ensure that each person or party requesting access to a student's record abide by Federal regulations and State laws concerning the disclosure of information.

The District will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction.

The District shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent/guardian, without the written consent of the parent/guardian; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the District's policy and administrative guidelines and/or those in the law.

Student records which are not "directory information" and are requested under judicial order or lawfully issued subpoena, may only be disclosed if the district first makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with exceptions as noted in the Family Educational Rights and Privacy Act regulations or other relevant state or federal laws.

DIRECTORY INFORMATION

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The "directory information" shall be defined as: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received, honor rolls, or scholarships.

[] The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes () and for inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider () and internal users of the District's Education Technology.

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Directory information shall not be provided to any organization for profit-making purposes.

Parents and adult students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within five (5) days after receipt of the District's public notice.

In accordance with State law, the District shall release the names and addresses of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces who requests such information. Such data shall not be released if the adult student or student's parents submit a written request not to release such information. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever parental consent is required for the inspection and/or release of a student's health or educational records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The District may disclose "directory information" on former students without student or parental consent.

Administrative guidelines shall ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge District noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the Department of Education;
- F. obtain a copy of the District's policy and administrative guidelines on student records.

The administration shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of record;
- B. informing District employees of the Federal and State laws concerning student records.

The District is authorized to use the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

R.C. 9.01, 149.41, 149.43, 1347 et seq., 3113.33, 3319.321
34 C.F.R. Part 99
20 U.S.C., Section 1232 f through 1232i (FERPA)
26 USC 152
20 U.S.C. 1400 et seq., Individuals with Disabilities Act

Revised 10/17/12

RELATIONS WITH SPECIAL INTEREST GROUPS/SURVEYS

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group.

It is the policy of the Board of Education that students, staff members, and District facilities not be used for advertising or promoting the interests of any nonschool agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

A. **Political/Commercial Interests**

All materials or activities proposed by outside political or commercial sources for student or staff use or participation shall be reviewed by the Superintendent/designee on the basis of educational contribution to part or all of the school program and benefit to students, and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall permit the use of educational materials, programs, and equipment which contains commercial messages providing the content of such messages and the manner of presentation has been approved by the Superintendent/designee and is in compliance with the administrative guidelines.

In addition, the Board shall permit school organizations and/or school-affiliated groups to sell space in District facilities, on District property, or in District publication for the express purpose of advertising the products or services of a commercial organization, providing the content of such advertisements and manner of their presentation has been approved by the Superintendent and is in compliance with the District's administrative guidelines.

B. Contests/Exhibits

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;
2. involve any direct cost to the District;
3. interrupt the regular school program unless the student body as a whole derives benefit from such activities;
4. cause the participants to leave the School District, unless the Board's Policy 2340 - Field and Other District-Sponsored Trips - has been complied with in all aspects;

C. Distribution/Posting of Literature

No outside organization or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on District property either during or after school hours without the permission and prior review of the administration.

Administrative guidelines shall ensure that:

1. criteria established in Policy 5722 - Student Publications and Productions - are used to make a decision regarding materials that students seek to post or distribute;
2. distribution or posting of materials employees wish to distribute on behalf of an employee organization comply with the terms of negotiated agreements;
3. materials must be approved by the Assistant Superintendent;
4. the time, place, and manner of distribution of all nonschool-related materials is clearly established and communicated.

D. **Solicitation of Funds**

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission from the Superintendent/designee.

Permission to solicit funds will be granted only to those organizations, ~~or~~ individuals, or staff members who meet the criteria established in the administrative guidelines. Solicitation must take place at such times and places and in such a manner as specified in the administrative guidelines.

The District disclaims all responsibility for the protection of, or accounting for, such funds.

Solicited funds are not to be deposited in any regular or special accounts of the District.

This policy does not apply to the raising of funds for District-sponsored or school-sponsored activities.

[x] Use of the name, logo, or any assets of the District, including, but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the

[x] Superintendent.

[OPTION #2]

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval

(x) of the Superintendent.

E. **Scholarship**

No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.

The principal, together with a committee of staff members designated by the administration, may be involved in the selection of the recipient and, if agreeable to the sponsoring organization, the selection shall be left entirely to the administration and staff committee.

F. **Surveys and Questionnaires**

Neither District-related nor nondistrict-related organizations shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and the proposed plan is submitted, in advance, to the Superintendent. If approved, a copy of the results and the proposed manner of their communication are to be provided to the Superintendent for review and approval before release.

12. Board of Education Policies – First Reading

The Superintendent recommends that the Board of Education hold First Reading on the Board policies as presented:

- A. Policy 2430 – District-Sponsored Clubs and Activities – REVISED
- B. Policy 2430.02 – Participation of Community / STEM School Students in Extra-Curricular Activities – REVISED
- C. Policy 2431 – Interscholastic Athletics – REVISED
- D. Policy 2461 – Recording of District Meetings Involving Students and/or Parents – REVISED
- E. Policy 2623 – Student Assessment and Academic Intervention Services – REVISED
- F. Policy 3120.08 – Employment of Personnel for Co-Curricular / Extra-Curricular Activities – REVISED
- G. Policy 5111 – Eligibility of Resident / Nonresident Students – REVISED
- H. Policy 5111.01 – Homeless Students – NEW
- I. Policy 5111.03 – Children and Youth in Foster Care – NEW
- J. Policy 5200 – Attendance – REVISED
- K. Policy 5460 – Graduation Requirements – REVISED
- L. Policy 5610 – Removal, Suspension, Expulsion, and Permanent Exclusion of Students – REVISED
- M. Policy 5630.01 – Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion – REVISED
- N. Policy 6110 – Grant Funds (Uniform Grant Guidance) – REVISED
- O. Policy 6111 – Internal Controls – NEW
- P. Policy 6112 – Cash Management of Grants – NEW
- Q. Policy 6114 – Cost Principles – Spending Federal Funds – NEW
- R. Policy 6116 – Time & Effort Reporting – NEW
- S. Policy 6320 – Purchases – REVISED
- T. Policy 6325 – Procurement – Federal Grants / Funds – REVISED
- U. Policy 6423 – Use of Credit Cards – REPLACEMENT
- V. Policy 6700 – Fair Labor Standards Act (FLSA) – REVISED
- W. Policy 7310 – Disposition of Surplus Property – REVISED
- X. Policy 7450 – Property Inventory – REVISED
- Y. Policy 8300 – Continuity of Organizational Operations Plan – NEW
- Z. Policy 8305 – Information Security – NEW
- AA. Policy 8310 – Public Records – REVISED
- BB. Policy 8320 – Employment Record Files – REVISED
- CC. Policy 8330 – Student Records – REVISED
- DD. Policy 8340 – Letters of Reference – NEW
- EE. Policy 8452 – Automated External Defibrillators (AED) – REVISED
- FF. Policy 8500 – Food Services – REVISED
- GG. Policy 8510 – Wellness – REVISED
- HH. Policy 9270 – Equivalent Education Outside the Schools & Participation in Extra-Curricular for Students Not Enrolled in the District – REVISED

Motion to waive First Reading:

Moved by: _____

Seconded by: _____

Mr. Kiser _____ Mrs. Carmean _____ Mr. Hunter _____ Ms. Canales _____ Mr. Langenderfer _____

RECOMMENDATION IF FIRST READING IS WAIVED:

The Superintendent recommends that the Board of Education approve Board policies as presented:

- A. Policy 2430 – District-Sponsored Clubs and Activities – REVISED
- B. Policy 2430.02 – Participation of Community / STEM School Students in Extra-Curricular Activities – REVISED
- C. Policy 2431 – Interscholastic Athletics – REVISED
- D. Policy 2461 – Recording of District Meetings Involving Students and/or Parents – REVISED
- E. Policy 2623 – Student Assessment and Academic Intervention Services – REVISED
- F. Policy 3120.08 – Employment of Personnel for Co-Curricular / Extra-Curricular Activities – REVISED
- G. Policy 5111 – Eligibility of Resident / Nonresident Students – REVISED
- H. Policy 5111.01 – Homeless Students – NEW
- I. Policy 5111.03 – Children and Youth in Foster Care – NEW
- J. Policy 5200 – Attendance – REVISED
- K. Policy 5460 – Graduation Requirements – REVISED
- L. Policy 5610 – Removal, Suspension, Expulsion, and Permanent Exclusion of Students – REVISED
- M. Policy 5630.01 – Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion – REVISED
- N. Policy 6110 – Grant Funds (Uniform Grant Guidance) – REVISED
- O. Policy 6111 – Internal Controls – NEW
- P. Policy 6112 – Cash Management of Grants – NEW
- Q. Policy 6114 – Cost Principles – Spending Federal Funds – NEW
- R. Policy 6116 – Time & Effort Reporting – NEW
- S. Policy 6320 – Purchases – REVISED
- T. Policy 6325 – Procurement – Federal Grants / Funds – REVISED
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- W. Policy 7310 – Disposition of Surplus Property – REVISED
- X. Policy 7450 – Property Inventory – REVISED
- Y. Policy 8300 – Continuity of Organizational Operations Plan – NEW
- Z. Policy 8305 – Information Security – NEW
- AA. Policy 8310 – Public Records – REVISED
- BB. Policy 8320 – Employment Record Files – REVISED
- CC. Policy 8330 – Student Records – REVISED
- DD. Policy 8340 – Letters of Reference – NEW
- EE. Policy 8452 – Automated External Defibrillators (AED) – REVISED
- FF. Policy 8500 – Food Services – REVISED
- GG. Policy 8510 – Wellness – REVISED
- HH. Policy 9270 – Equivalent Education Outside the Schools & Participation in Extra-Curricular for Students Not Enrolled in the District – REVISED

Moved by: _____

Seconded by: _____

Mr. Kiser _____ Mrs. Carmean _____ Mr. Hunter _____ Ms. Canales _____ Mr. Langenderfer _____



washington local schools

TO: Dr. Susan Hayward
FROM : Rachael Novak
DATE: March 23, 2016
RE: Policy Recommendations

Policy 2430 - District-Sponsored Clubs and Activities (Revised)

Policy 2430.02 - Participation of Community/STEM School Students in Extra-Curricular Activities (Revised)

Policy 2431 - Interscholastic Athletics (Revised)

These policies have been revised to reflect the changes made by Sub. S.B. 3 as adopted in December 2016. The Athletic Director and/or Principal shall require that each student athlete, who participates in either an interscholastic or intramural sport, submits the Ohio Department of Health information Sheet signed by the student and his/her parent or guardian, or by a person having care or charge of the student, affirming that each has received the Ohio Department of Health's concussion and head injury information sheet. The forms shall be signed and submitted on an annual basis.

No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in college credit plus program as long as the student fulfills all academic, nonacademic and financial requirements.

Revisions to these policies reflect the current State of Ohio law and should be adopted to maintain accurate policies.

Policy 2461 - Recording of District Meetings Involving Students and/or Parents (Revised)

This policy has been revised to address the AngelSense Technology issue in Schools. AngelSense is a "GPS and Voice-Monitoring solution" that enables the one-way transmission of audio such that the parent can "listen-in" on his/her child's surrounding to ensure the child is safe. The product and service allows a parent or guardian to monitor his/her child's location and environment. This "solution" was designed for families with children with special needs. This language should be considered if there is intent to control the use of such monitoring technology in District schools.

Policy 2623 - Student Assessment and Academic Intervention Services (Revised)

This policy has been revised to reflect the changes made by Sub. S.B. 3 as adopted in December 2016. The Superintendent shall develop a program of testing that includes norm referenced achievement tests.

Revisions to this policy reflect the current State of Ohio law and should be adopted to maintain accurate policies.

Policy 3120.08 – Employment of Personnel for Co-Curricular/Extra-Curricular Activities (Revised)

This policy has been revised in response to recent issues raised regarding employee licensure, particularly as it pertains to part-time activities and pupil activity program permits. An employee must submit a copy of an active Pupil Activity Program Permit to both the Treasurer/CFO and the Superintendent before the Board will pay any compensation.

Revisions to this policy should be adopted to maintain accurate policies.

Policy 5111 - Eligibility of Resident/Nonresident Students (Revised)

Policy 5111.01 – Homeless Students

Policy 5111.03 – Children and Youth in Foster Care

This policy has been revised to reflect the changes made by H.B. 359, which established Ohio’s “Safe at Home” Address Confidentiality Program. (See policy description for 8310/8320/8330 below.) Students who are considered by Federal law to be illegal aliens, children or youth in foster care, and/or homeless students who are required to be admitted by Federal law and in accordance with State guidelines.

Revisions to this policy reflect the current State of Ohio law and should be adopted to maintain accurate policies.

Policy 5200 – Attendance (Revised)

This policy has been revised to reflect the changes made by Sub. H.B. 410 as adopted in December 2016. This legislation makes significant changes to the truancy, compulsory school attendance laws, and student discipline laws. For purposes of this Update, House Bill 410 converted days to hours for purposes of determining whether a student is “habitually” truant or excessively absent, and removed the term “chronic” truant. Additionally, the Bill revised the law to state that a child of compulsory school age who has been adjudicated as habitually truant and who violates the court order regarding such adjudication may be further adjudicated a “delinquent child.”

Further, House Bill 410 revised R.C. §3313.66 to prohibit school districts from carrying over the remaining portion of a student’s suspension into the following school year. In accordance with the Bill, school districts may instead require students to participate in community service or an alternative consequence for the number of hours equal to time left on the suspension. Accordingly, Policy and Administrative Guideline 5610 -- Removal, Suspension, Expulsion, and Permanent Exclusion of Students were revised to include changes concerning student out-of-school suspensions.

Revisions to this policy reflect the current State of Ohio law and should be adopted to maintain accurate policies. Additional revisions will be made to Board Policy 5200 and other relevant policies and guidelines in the spring of 2017 to incorporate the remaining changes to the truancy and compulsory school attendance laws and corresponding guidance from ODE (See, Legal Alert concerning House Bill 410, and the changes to truancy and compulsory school attendance Laws). The revised Policies and Guidelines will be sent to clients so that they can be adopted prior to the start of the 2017-2018 school year.

Policy 5460 – Graduation Requirements (Revised)

Revisions to this policy reflect changes made by Sub. S.B. 3 and Sub. H.B. 113. The requirements for graduation from high school include earning twenty-five (25) units of credit in grades nine through twelve and passing the graduation tests required by the State Board of Education or meeting the alternative pathway to graduation for classes graduating prior to 2021. Starting with the graduating class of 2021, students will be required to earn 21 units of credit.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants. Participation in any senior prank is prohibited. For the purpose of this policy, prank will be defined as anything that is illegal, destructive, involves trespassing, causes a disruption of education, or has the intent to create harm or chaos. A student will be excluded from the graduation ceremony and will not be permitted to work for the school district for five (5) years if found to have been involved in any senior prank vandalism activity.

Revisions to this policy should be adopted to maintain accurate policies.

Policy 5610 - Removal, Suspension, Expulsion, and Permanent Exclusion of Students (Revised)

This policy has been revised to reflect the changes made by Sub. H.B. 410 as adopted in December 2016. The Superintendent cannot require a student to serve the remainder of a suspension, at the beginning of the corresponding school year. As an alternative, the Superintendent may require a student to participate in a community service program or offer other alternative consequence as a result of a suspension that occurs at the end of a school year.

Revisions to this policy reflect the current State of Ohio law and should be adopted to maintain accurate policies.

Policy 5630.01 – Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion (Revised)

This policy has been revised in response to the latest guidance issued by the Ohio Department of Education (ODE). Staff members are now required to assess the student for injury or psychological distress after the use of seclusion/restraint, and monitor the student as needed following the incident. In accordance with the Board's Emergency Management Plan (see Policy 8400), District personnel shall contact law enforcement and/or appropriate emergency response personnel if at any point they determine that an intervention (either a restraint or seclusion) is insufficient to maintain the safety of all involved.

Policy 6320 – Purchases (Revised)

Policy 6325 – Procurement - Federal Grants/Funds (Revised)

These policies have been revised to reflect the changes made by Sub. S.B. 3 as adopted in December 2016. This legislation changed the bid threshold from \$25,000 to \$50,000.

Revisions to these policies reflect the current State of Ohio law and should be adopted to maintain accurate policies.

Policy 6423 - Use of Credit Cards (Revised)

Revisions to this policy are in response to Auditor of State (AOS) Bulletin 2016-004, Credit Card Cash Withdrawals and Credit Card Controls in General. Use of the District credit card for any cash withdrawal transaction is strictly prohibited.

Revisions to these policies are recommended to maintain accurate policies.

Policy 6700 - Fair Labor Standards Act (FLSA) (Revised)

This policy has been revised to remove specific salary amounts, referencing those thresholds “as established by the Department of Labor.” The Board shall pay at least the minimum wage required by the FLSA and Ohio law and local municipal law/ordinance/regulation to all covered, non-exempt employees, unless an employee’s individual contract or the terms of an applicable collective bargaining agreement provide for greater benefits than mandated by Federal, State or local law. Non-exempt employees who work (i.e., perform work on behalf of or for the benefit of the Board) more than forty (40) hours during a given work week will receive overtime pay in accordance with the FLSA for all hours worked in excess of forty (40).

Revisions to this policy reflect the current state of Federal regulations and should be adopted to maintain accurate policies.

Policy 8310 - Public Records (Revised)

Policy 8320 - Personnel Files (Revised)

Policy 8330 - Student Records (Revised)

These policies have been revised to reflect the changes made by H.B. 359, which established Ohio’s “Safe at Home” Address Confidentiality Program. An adult may now apply to the Secretary of State (SOS) for an address designated by the SOS to serve as the individual’s address to shield their actual residential address from public records if the individual fears for his/her safety and/or the safety of a member of the applicant’s household. In order to participate in the Address Confidentiality Program, the individual and/or a member of his/her household must be a victim of domestic violence, stalking, human trafficking, rape or sexual battery.

Revisions to these policies reflect the current State of Ohio law and should be adopted to maintain accurate policies.

Policy 8452 - Automated External Defibrillators (AED) (Revised)

This has been revised to reflect the changes made by Sub H.B. 113, which modifies the instruction and staff training requirements regarding cardiac arrest and use of an AED. To enhance school safety and in compliance with State law, the Board of Education will have an automated external defibrillator(s) (AED) placed in designated building(s) within the School District.

Revisions to this policy reflect the current State of Ohio law and should be adopted to maintain accurate policies.

Policy 8500 – Food Services (Revised)

Revisions to this policy are in response to the requirements of the United States Department of Agriculture (USDA) regarding bad debt and unpaid meal charges.

Revisions to this policy reflect current USDA regulations and should be adopted to maintain accurate policies.

Policy 8510 - Wellness (Revised)

Revisions to this policy are in response to the issuance of the final rule of the Healthy, Hunger-Free Kids Act by the USDA. Additional requirements call for the assessment of the District's Wellness Policy at least once every 3 years, regulate all foods and beverages available on the school campus during the school day, regulate marketing and advertising of foods and beverages, and expand public involvement in the District's wellness initiatives.

Revisions to this policy reflect current USDA regulations and should be adopted to maintain accurate policies.

Policy 9270 - Equivalent Education Outside the Schools & Participation in Extra-Curricular for Students not Enrolled in the District (Revised)

This policy has been revised to reflect the changes made by Sub. S.B. 3 as adopted in December 2016. No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in college credit plus program as long as the student fulfills all academic, nonacademic and financial requirements.

Revisions to this policy reflect the current State of Ohio law and should be adopted to maintain accurate policies.

Policy 6110 – Grant Funds (Uniform Grant Guidance) (Revised)

Policy 6111 – Internal Controls (New)

Policy 6112 – Cash Management of Grants (New)

Policy 6114 – Cost Principles – Spending Federal Funds (New)

Policy 6116 – Time & Effort Reporting (New)

Policy 7310 – Disposition of Surplus Property (Revised)

Policy 7450 – Property Inventory (Revised)

The revisions to current policies and the new policies included in this Special Release reflect the current state of federal regulations (EDGAR) and should be adopted to maintain accurate policies.

DISTRICT-SPONSORED CLUBS AND ACTIVITIES/ELIGIBILITY

District goals and objectives are best achieved by a diversity of learning experiences, including those not conducted in regular classrooms but which are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational goals for students as adopted by the Board in Policy 2131.

Curricular-related activities are defined as those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the administration.

Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

The Board expressly declines to create a limited open forum for clubs and activities, initiated by students, that cannot meet one of the four criteria stated above.

Noncurricular student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however will not:

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;
- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours s/he is functioning as a member of the staff.

Nondistrict-sponsored organizations may not use the name of the School District or any other name which would associate an activity with the District.

In order to be eligible for any co-curricular, interscholastic and noninterscholastic extra-curricular activity, a student must have maintained at least a 1.0 grade-point average for the grading period prior to the grading period in which s/he wishes to participate. Students who are educated at home or enrolled in nonpublic schools are eligible to participate in accordance to Policy 9270. Students attending community or STEM schools may participate in extra-curricular activities in accordance to Policy 2430.02. If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period enough to meet the eligibility standard, s/he may be reinstated at the beginning of the next grading period.

Students identified as disabled under R.C. Chapter 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the terms of their individualized education program (IEP) which specifies the criteria by which a grade will be determined for [a] course[s], given the individual student's disability.

In order to remain a member of a District-established student group or national organization such as National Honor Society, a student must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or organization.

The Athletic Director and/or Principal shall require that each student athlete, who participates in either an interscholastic or intramural sport, submits ~~Form 2431-F1 and Form 2431-F2~~ the Ohio Department of Health information Sheet signed by the student and his/her parent or guardian, or by a person having care or charge of the student, affirming that each has received the Ohio Department of Health's concussion and head injury information sheet. The forms shall be signed and submitted on an annual basis. No student may practice or compete in interscholastic or intramural athletics until ~~Form 2431-F1 and Form 2431-F2~~ the Ohio Department of Health information Sheet are received by the Athletic Director or Principal. No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in college credit plus program as long as the student fulfills all academic, nonacademic and financial requirements.

Students shall be fully informed of the curricular-related and extra-curricular activities available and of the eligibility standards established for participation. Students will be further informed that participation in these activities is a privilege and not a right, and they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policy 5610.05 – Prohibition from Extra-Curricular Activities). District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

R.C. 3313.53, [3313.5341](#), 3313.537, 3313.664, 3315.062
A.C. 3301-35-03

Revised 1/21/15

**PARTICIPATION OF COMMUNITY/STEM SCHOOL STUDENTS IN
EXTRA-CURRICULAR ACTIVITIES**

A student enrolled in community school established under R.C. Chapter 3314 or in a science, technology, engineering, and mathematics (“STEM”) school established under Chapter 3326 and entitled to attend school in the District under R.C. 3313.64 or R.C. 3313.65, shall be provided with the opportunity to participate in any extra-curricular activities, offered by the District.

The eligible community or STEM school student may participate in any extra-curricular activities offered by the school building to which the student would otherwise be assigned. In the event the District operates more than one (1) school building at the student's grade level, the student may participate in those extra-curricular activities offered by the school building to which the student would otherwise be assigned by the Superintendent in accordance with R.C. 3319.01.

Eligibility Requirements

In order to participate in any extra-curricular activity, an eligible community or STEM school student must be of the appropriate age and grade level, as determined by the Superintendent. The student will also be subject to the same eligibility requirements (i.e., academic and nonacademic eligibility standards and financial requirements) applied to all other participants. No eligible community or STEM school student will be charged any fees in excess of those fees charged to other students for participation in the same extra-curricular activity. Further, the District will not impose any additional rules upon a student participating under this policy, if those rules do not apply to other students participating in the same extracurricular activity. No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in college credit plus program as long as the student fulfills all academic, nonacademic and financial requirements.

| R.C. [3313.5341](#), 3313.537

Adopted 1/21/15

EXTRACURRICULAR ACADEMIC ELIGIBILITY 7 - 12

Extracurricular Activity:

- A. any student club or activity sponsored by the District;
- B. does not include any activity contained in a graded course of study.

In order to be eligible to participate in any extracurricular activity:

- A. Students are required to have earned a minimum grade point average of 1.0 on a 4.0 scale during the preceding grading period.
- B. Students may have received a failing grade in no more than one subject during the previous grading period.
- C. Students enrolling in seventh grade for the first time are eligible to participate for the first grading period regardless of previous academic achievement.

Interscholastic Athletic Competition:

Students participating in interscholastic athletic competition are governed by the Ohio High School Athletic Association (OHSAA) standards for academic eligibility.

No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in college credit plus program as long as the student fulfills all academic, nonacademic and financial requirements.

R.C. 3313.5341

NEWREVISED POLICY - VOL. 35, NO. 2

RECORDING OF DISTRICT MEETINGS INVOLVING STUDENTS
AND/OR PARENTS

~~[SELECT OPTION # 1 OR OPTION # 2]~~

~~[OPTION #1]~~

Recording of IEP Team and 504 Meetings

- In order to facilitate parents' ability to fully participate in the IEP and/or 504 process, parents of students with disabilities are ordinarily permitted to audio record IEP Team meetings and 504 Team meetings in accordance with the following procedures:
- A. Parents wishing to audio record an IEP Team meeting or 504 Team meeting must utilize their own recording device and provide notice to the District prior to the date of the scheduled IEP Team or 504 Team meeting.
 - B. If parent(s) elects to audio record an IEP Team meeting, the District will also record the meeting.

[OPTION #2]

Recording of IEP Team and 504 Team Meetings

~~{ } The recording of IEP Team meetings and 504 Team meetings is prohibited unless it is necessary in order for a parent to understand the IEP process or 504 process and/or his/her child's IEP or 504 Plan, or otherwise necessary to implement other parental rights under the IDEIA, Section 504 of the Rehabilitation Act of 1973, as amended, and/or the Americans with Disabilities Act, as amended.~~

- ~~A. If a parent believes that audio recording an IEP Team or 504 Team meeting is necessary, s/he should notify _____ [Principal or Director of Pupil Services or Director of Special Education] in writing, preferably at least two (2) school days before the IEP Team or 504 Team meeting, of his/her desire to audio record the meeting and the reason the recording is required. _____ will notify the parent at least one (1) school day before the meeting if s/he intends to deny the parent's request to record the meeting.~~
- ~~B. If the District representative denies the request, s/he will state in writing the reasons for the denial. Authorized exceptions to the general prohibition against the audio recording of IEP Team meetings and 504 Team meetings will typically involve situations when a parent or other IEP Team or 504 Team member has a disability recognized under Section 504/ADA or a language barrier that would preclude the individual's ability to understand and/or meaningfully participate in the IEP process or 504 process. The District representative may ask for documentation of the existence of any such disability or language barrier. If a parent is permitted to audio record the meeting, s/he must use his/her own recording device and the District will similarly record the meeting.~~

[END OF OPTIONS]

Recording of Other District Meetings Involving Students and/or Parents (e.g., Parent-Teacher Conferences)

~~**[SELECT OPTION #3 or OPTION #4]**~~

[OPTION #3]

- Parents are permitted to audio record meetings with the District provided they notify the District prior to the date of the scheduled meeting of their intent to record the meeting. If a parent provides the requisite notice and is permitted to audio record the meeting, s/he must use his/her own recording device and the District will similarly record the meeting.

~~**[OPTION #4]**~~

- ~~Parents are prohibited from audio recording meetings with the District unless a parent or District staff member has a disability recognized under Section 504/ADA or a language barrier that would preclude the individual's ability to understand and/or participate in the meeting. The District representative may ask for documentation of the existence of any such disability or language barrier. If a parent is permitted to audio record the meeting, s/he must use his/her own recording device and the District will similarly record the meeting.~~

~~**[END OF OPTIONS]**~~

Video recording any District meeting is strictly prohibited.

Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the _____ [e.g. ~~Principal or Director of Pupil Services~~]. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

If the District audio records any meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with State and Federal law.

STUDENT ASSESSMENT AND
ACADEMIC INTERVENTION SERVICES

The Board of Education shall assess student achievement and needs in all program areas in compliance with State law and the rules adopted by the State Board of Education. The purpose of such assessments will be to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of this District.

The Board shall administer the State-mandated tests (e.g., diagnostic assessments and achievement tests) to students at the times designated by the State Board of Education. The Board may, for medical reasons or other good cause, excuse a student from taking a State-mandated test on the date scheduled, but any such test shall be administered to such excused student not later than nine (9) days following the scheduled date. The Board shall annually report, not later than June 30th, the number of students who have not taken one (1) or more of the State-mandated tests to the State Board of Education.

The District shall require that all appropriate staff have knowledge of the prescribed standards of ethical assessment practice and shall monitor the assessment practices for compliance with these standards. These duties shall include:

- A. communicating standards of ethical assessment practice;
- B. communicating security procedures for assessment;
- C. establishing procedures for reviewing assessment materials and procedures and assessment preparation materials and procedures;
- D. establishing channels of communication that allow teachers, other educators, students, parents, and other members of the community to voice concerns about assessment practices;
- E. establishing written procedures for investigating complaints, allegations, and/or concerns about assessment practices, protecting the rights of an individual, the integrity of an assessment, and the results of an assessment.

The Board shall provide academic intervention services in pertinent subject areas to students who score below the proficient level in reading, writing, mathematics, social studies, or science achievement test, or who do not demonstrate academic performance at their grade level based on the results of a diagnostic assessment.

At least annually, staff members will assess the academic achievement and learning needs of each student. Procedures for such assessments may include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, and physical examinations.

The Superintendent shall develop a program of testing that includes:

- A. administration of State-mandated tests (e.g., diagnostic assessment and achievement tests), at no cost to students, in accordance with the provisions of A.C. 3301-13-02;
- B. performance-based tests at appropriate grade levels to measure achievement of performance objectives in composition, mathematics, science, social studies, and reading;
- C. norm referenced achievement tests.
- D. other assessments as deemed appropriate.

“Achievement test” means “a test, aligned with the Ohio academic content standards and model curriculum, designed to measure a student's level of knowledge or skill in a specific subject area that is expected at the end of a designated grade and/or is required as part of the Ohio graduation requirement.”

"Alternate assessment" means "the use of an assessment instrument, other than the Ohio achievement tests or diagnostic assessments, that meets the requirements of all applicable Federal and State laws and A.C. 3301-13-03."

“Diagnostic assessment” means "an assessment aligned with Ohio academic content standards and model curriculum, designed to measure student comprehension of academic content and mastery of related skills for a relevant subject area at each grade level, kindergarten through three, as defined in R.C. 3301.079."

"Ohio graduation tests" means "the achievement tests, aligned with academic content standards and model curriculum, designed to measure a student's level of academic achievement expected at the end of the tenth grade in writing, reading, mathematics, social studies, and science."

"Performance standards" means "a score adopted by the State Board of Education indicative of a particular level of academic achievement at a designated grade for each achievement test or alternate assessment."

"Statewide tests" means "any assessment that is provided by the Ohio Department of Education (ODE) for use in all participating schools in the State."

The Superintendent shall develop:

- A. procedures for the regular collection of student performance data;
- B. a plan for the design of classroom-based intervention services to meet the instructional needs of individual students as determined by the results of diagnostic assessments; and
- C. procedures for using student performance data to evaluate the effectiveness of intervention services and, if necessary, to modify such services.

For any student who failed to demonstrate at least a score at the proficient level on an achievement test during the preceding school year, the Board shall provide appropriate intervention services commensurate with the student's test performance in each such test area, including intensive prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608, or R.C. 3313.6012.

The Board shall require that:

- A. parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- B. data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the Board's student records policy.

Summer remediation services shall meet the following conditions:

- A. the remediation methods are based on reliable educational research
- B. testing will be conducted before and after students participate in the program to facilitate monitoring results of the remediation services
- C. the parents of participating student will be involved in programming decisions
- D. the services will be conducted in a school building or community center and not on an at-home basis

The Board shall keep records for each student including the following:

- A. a unique State student identification code or a student data verification code as required in accordance with R.C. 3301.0714(D)(2)
- B. a list or designation of which tests are required and which tests are not required
- C. a list or designation of which tests, required or not required, are taken and which are not taken at each test administration period
- D. score for each test taken, required or not
- E. whether each student attained the requisite performance standard designated for each required test
- F. what if any tests must still be taken
- G. whether or not intervention must be provided
- H. for each test required for graduation, the date passed must be recorded on the student's transcript

No information shall be on the student's transcript for a test not passed.

When a student who has taken State-mandated tests in one (1) school leaves that school to enroll in another school, the school previously attended shall provide, immediately upon request by a school official from the enrolling school, all applicable records set forth above.

For each student required to be offered intervention services, the Board shall involve the student's parent or guardian and classroom teacher in developing the intervention strategy, and shall offer to the parent or guardian the opportunity to be involved in the intervention services.

During the school year following the year in which the tests prescribed by R.C. 3301.0710(A)(1) are administered to any student, the Board shall provide appropriate intervention services, commensurate with the student's test performance, including any intensive prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608 or R.C. 3313.6012, in any skill in which the student failed to demonstrate at least a score of proficient level on an achievement test.

Except as authorized by State law, the Board shall not use any student's failure to attain a specified score on any State-mandated test as a factor in any decision to deny the student promotion to a higher grade level.

All identified students with disabilities in the School District shall be considered for participation in the State-mandated testing. The extent of the student's participation shall be determined by the IEP Team. Accordingly, the student's IEP shall require that s/he take:

- A. the required assessments in the same manner as other students;
- B. the required assessments with accommodations appropriate for his/her disability; or
- C. an alternate assessment that has been approved by the State Department of Education.

To the extent possible, and in accordance with law, a student with disabilities shall not be excused from taking a required assessment unless no reasonable accommodation can be made to enable the student to take the assessment.

The Superintendent shall implement administrative guidelines that comply with the State Department's regulations with regard to the administration of the State-mandated tests, including the reporting of results.

Program evaluations will be reviewed and updated every five (5) years. A schedule for such will be developed and implemented by the Superintendent.

[X] [OPTION #1]

After July 1, 2017, no student will spend more than two percent (2%) of the school year taking state assessments, including the Ohio graduation tests, college and work ready assessment systems and any District-wide assessment for all students in a specified subject area or grade level. Students will not spend more than one percent (1%) of the school year on diagnostic or practice assessments to prepare for the above assessments. Students with disabilities are exempt from this requirement, as are related diagnostic assessments for students who failed the English language arts achievement assessment, substitute examinations, or examinations to identify a gifted student.

This policy shall be reviewed and updated annually.

See Policy 2623.02 - Third Grade Reading Guarantee

R.C. 3301.079, 0710, .0711, .0714, .0715, .0729, 3313.608, 3313.608(D), 3313.6012
A.C. 3301-13, 3301-35

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REVISED POLICY - VOL. 35, NO. 2

EMPLOYMENT OF PERSONNEL FOR
CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

The Board of Education may employ professional staff for co-curricular/extra-curricular activities. However, the Board may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees

- may be members of the District's
- classified staff
- support staff
- or individuals from the community or nearby areas.

The Board authorizes the Superintendent

- to recommend candidates for employment by the Board.
- to act for the Board in employing such part-time staff.

Each coach or activity sponsor shall hold a valid Pupil Activity Program Permit issued by the State Board of Education under R.C. 3319.303(A), have any other necessary qualifications, have been properly interviewed, and shall sign an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures. An employee must submit a copy of an active Pupil Activity Program Permit to both the Treasurer/CFO and the Superintendent before the Board will pay any compensation.

Personnel must also pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation (see Policy 3121).

~~The Board may renew the contract of any nonlicensed individual, currently employed by the Board for one or more years, without first offering the position held by that individual to employees of the District who are licensed individuals or advertising the position as available to any qualified licensed individuals who are not currently employed by the Board unless otherwise prohibited by a collective bargaining agreement.~~

No individual employed by the Board for any co-curricular or extra-curricular activity may accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties or as a supplement to his/her compensation from the Board.

No individual serving as a volunteer for co-curricular/extra-curricular activities may accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties as a volunteer on behalf of the Board.

R.C. 2909.34, 3319.303, 3313.53, 3313.539, 3319.39
A.C. 3301-27-01, Ohio Ethics Commission Advisory Opinion 2008-01

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education establishes the following residency policy for determining eligibility to attend the schools of this District.

The Board shall provide tuition-free education for the benefit of children at least five (5) but under twenty-two (22) years of age whose parents reside in the District and such others as may be eligible pursuant to Federal and/or State law and the policies of the Board, including disabled preschool children who are at least three (3) years of age but not of compulsory school age and who are not currently enrolled in kindergarten.

In addition, the Board shall provide tuition-free education for the benefit of a child whose grandparent(s) resides in the District and who is the subject of a:

- A. power of attorney designating the grandparent as the attorney-in-fact; or
- B. caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress.

In accordance with State law, the grandparent shall be considered the "parent" of the child who is the subject of the power of attorney (Form 5111 F7) or caretaker authorization affidavit (Form 5111 F8). The child may attend the schools of this District (Form 5111 F9) unless the power of attorney or caretaker authorization form was created for the sole purpose of enrolling the child in the District so that the child may participate in the academic or interscholastic programs of this District or another reason exists to exclude the child under State law. Additionally, the child may attend the schools of the District until the power of attorney or caretaker authorization affidavit terminates upon the occurrence of one (1) of the following events:

- A. the child ceases to reside with the grandparent(s);
- B. the document is terminated by court order; or
- C. either the child who is the subject of the document or the grandparent dies.

Additionally, the power of attorney terminates if it is revoked in writing by the person who created it and that person gives written notice of the revocation to the grandparent and the juvenile court with which the power of attorney was filed. Further, the caretaker authorization affidavit terminates if the parent, guardian, or custodian of the child acts to negate, reverse, or otherwise disapprove of an action or decision of the grandparent(s) who signed the affidavit with respect to the child, and the grandparent either voluntarily returns the child to the physical custody of the parent, guardian or custodian or fails to file a complaint to seek custody within fourteen (14) days after delivery of the written notice of negation, revocation or other disapproval. It is the responsibility of the grandparent(s) to notify the District within one (1) week of the termination of the power of attorney or caretaker authorization affidavit.

The Board reserves the right to verify each student's residency and other conditions of eligibility for tuition-free education as well as the validity of the claim of any student to an education in the District. In addition, if a student has recently been discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, such students will not be admitted until the records required to be released by DHS to the Superintendent have been received (see AG 5111 for listing of required records). Within twenty-four (24) hours of admission into the District, the Superintendent shall request a copy of the student's school records from the school the student most recently attended.

Nonresident Eligibility for Tuition-Free Education

A student shall be entitled to attend school in this District free of any tuition obligation under the following circumstances:

- A. A child whose parent has signed a contract to buy or build a house in this District and provides proper sworn statements shall be enrolled without payment of tuition for a period not to exceed ninety (90) days. The Superintendent is authorized to determine the number of days. The parent shall provide:
 1. a sworn statement explaining the situation, the location of the house being purchased or built, and stating the parent's intention to reside there upon its completion; and
 2. a statement from the builder that the house is being built for the parent and its location or a statement from a real estate broker or bank officer confirming that the parent has a contract to purchase, that the parent is waiting upon a closing date, and that the house is at the location identified in the parent's sworn statement.

Such child shall also be eligible to participate in interscholastic athletics, if released by formal action of the district of current residency and the OHSAA.

- B. Children under a shared-parenting plan establishing both parents as "residential parents" when the child is residing with the parent, if one (1) parent resides in the District. If a student resides in another school district but attends school in this District (where one (1) parent resides), it is the obligation of the parents to provide transportation for that student from the home of the nonresident parent. Where a court has vested legal custody with only one (1) parent, the child is entitled to attend school tuition-free only in the district in which the custodial parent resides.
- C. A child under the age of eighteen (18) years of age who is married and resides in the District.
- D. Students between the ages of eighteen (18) and twenty-two (22) who support themselves by their own labor, live apart from their parents, reside in the District, and have not successfully completed the District's high school program or their I.E.P.
- E. Students who are considered by Federal law to be illegal aliens, children or youth in foster care, and/or homeless students who are required to be admitted by Federal law and in accordance with State guidelines.
- F. A child with a medical condition that may require emergency medical attention providing a parent is employed in the District and submits the proper certification required by the Board, including a medical statement from the child's physician.
- G. A child, living with a resident other than a parent and whose parent is in the armed services outside the State of Ohio, providing the child's parent submits the appropriate affidavit stating that the parent is in the armed forces outside the State of Ohio, intends to reside in the District upon return to the State, and provides the name and address of the person with whom the child will reside. The child may attend school in the District tuition-free for a period not to exceed twelve (12) months. If the parent does not intend to reside in the District, the child may attend school as a tuition student only.
- H. A student who is living with a parent under the care of a shelter program for victims of domestic violence located in the District.

- I. A nonresident child who has been or is currently being placed for adoption with a resident of this District, unless the adoption has been terminated or another district is required to educate the child.
- J. Any student who enrolls in the District under the District's open enrollment policy.

Optional Tuition-Free Education

The Board may admit students tuition-free under the following circumstances:

- A. Children under the age of twenty-two (22), who are:
 - 1. in the legal custody of their parent;
 - 2. residing with a resident grandparent; and
 - 3. not in need of special education, provided the Board and the board of education of the child's district of residence enter into a written agreement specifying there is good cause for the transfer, describing the nature of the good cause, and consenting to the attendance.

The grandparent, and, if possible, the custodial parent shall sign the consent form providing the necessary authorizations. This option does not apply to children who are residing with a resident grandparent and are the subject of either a power of attorney or caretaker authorization affidavit that provides the grandparent with authority over the care, physical custody, and control of the child, as set forth in an earlier section of this policy. The Board shall admit children who are the subject of either a power of attorney or caretaker authorization affidavit tuition-free.

- B. Foreign-exchange students participating in a bona fide foreign-exchange program or residents of foreign nations who request admission as foreign-exchange students or the student is a non-Ohio, U.S. resident admitted under an exchange program operated by a student exchange organization.
- C. Twelfth grade students whose parents move out of the District after the commencement of classes shall be allowed to attend school tuition-free for the remainder of the current year and one (1) additional semester.

The Superintendent may allow a student to remain in school beyond the additional semester, if, in his/her opinion, the student is making adequate progress toward completion of the high school program or I.E.P. but, due to circumstances such as illness, personal hardship, family responsibilities, or the need to work part-time has been unable to complete the program or I.E.P. within the school year and/or one (1) additional semester.

- D. Natural or legally-adopted children of full-time staff members who reside outside the District provided proper application, prior to the first day of school, has been made.
- E. A nonresident student under the age of twenty-two (22) is entitled to attend school in the District if the superintendent of the student's district of residence and the Superintendent enter into a written agreement consenting to the attendance and specifying that the purpose of the attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the superintendents.

If the student is not receiving special education, there shall be no requirement for either district to provide transportation for the student.

Any student admitted to the District under this provision shall be allowed to participate in all District student activities, including interscholastic athletics, on the same basis as any student who has attended the District's schools while of compulsory age.

- F. A child may enroll free of any tuition obligation for a period not to exceed sixty (60) days, on the sworn statement of an adult resident of the District that s/he has initiated legal proceedings for custody of the child. If the court fails to grant the adult resident custody, continued enrollment beyond the sixty (60) days will be at the discretion of the Board. If enrollment continues, tuition shall be assessed in accordance with law. If the court awards custody to the adult resident, s/he shall produce the journal entry awarding custody and tuition shall be determined in accordance with State law and/or the court order.
- G. A child who becomes a nonresident at the time of a parent's death may continue to attend school in the District on a nontuition basis for the remainder of the school year.

Students Suspended or Expelled from Other District

After offering an opportunity for a hearing, the Superintendent, at his/her discretion, may deny admission to a student who has been suspended or expelled from another public school within or outside the State, for the period of unexpired time of the suspension or expulsion. If the expulsion is from an out-of-state public school, the lesser of the period of such expulsion or the period of expulsion which would have been applied had the student committed the offense in this District will be imposed. When the suspension or expulsion from the other district has expired, the student is to be admitted providing all other eligibility requirements have been met. This provision also applies to a student who is the subject of power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent.

Mandatory Admission/Payment of Tuition

The Board shall admit students who reside in the District but his/her parents do not reside in the District and tuition payments shall be assessed pursuant to State law if:

- A. the student is in the legal or permanent custody of a governmental agency or a person other than his/her natural or adoptive parents;
- B. the student resides in a home as defined by State law;
- C. the student requires special education;
- D. the child resides in the District and the child's parent is in a residential facility, correctional facility, or juvenile placement and the other parent, if living and not in such a facility or placement, is not known to reside in this State.

If the District admits a student to the District who is not otherwise entitled to attend or whose attendance tuition is not an obligation of another district, the Board shall collect tuition from the student's parents.

The Superintendent shall develop administrative guidelines for the enrollment of nonresident children which:

- A. admit such children only on the proper application of the parent or guardian; release by the board of education of residency, if required; and the approval of the Board;

- B. do not exclude any child, otherwise eligible, on the basis of such child's race, color, national origin, sex (including sexual orientation and transgender identity), disability, religion, or ancestry;
- C. verify claims of residency;
- D. deny admission where the educational program maintained for the children of this District is inadequate to meet the needs of the applicant;
- E. make continued enrollment of any nonmandatory nonresident, regular-education student contingent upon maintaining good standards of citizenship and discipline.

The Superintendent shall recommend to the Board for their approval the admission of qualified applicants.

Tuition rates shall be determined as required by Ohio Statutes.

Tuition shall be charged on a schedule determined by the Treasurer.

Enrollment in Washington Local Schools does not automatically qualify a student to participate in interscholastic athletics. Athletic eligibility is determined under more restrictive rules of the Ohio High School Athletic Association.

Safe at Home/Address Confidentiality

If a parent (or adult student), presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Secretary of State, the Board shall use the address designated by the Secretary of State to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.

R.C. 111.41, 111.42, 111.43, 111.46, 111.47, 111.99

R.C. 3313.48, 3313.64, 3313.645, 3313.649, 3313.65, 3313.66, 3313.90, 3313.97

R.C. 3313.98, 3317.08, 3317.081, 3321.01(B), 3321.03, 3323.141

R.C. 3327.04, 3327.05, 3327.06, 2152.18, 5139.05, 3313.672, 3313.533

A.C. 3301-42-01

42 U.S.C. 11431 et seq.

**BOARD OF EDUCATION
WASHINGTON LOCAL SCHOOL DISTRICT**

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NEWREPLACEMENT POLICY- ESSA

HOMELESS STUDENTS

Definitions

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that impact homeless students or those who may be a member of any of the Protected Classes (Policy 2260).

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include children and youth who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. have a primary night time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or
- F. live in a car, park, public space, abandoned building, substandard housing¹, bus or train station, or similar setting

¹ According to nonregulatory guidance from the U.S. Department of Education (ED), standards for adequate housing may vary by locality. Please see ED guidance for factors to consider when determining whether a child or youth is living in "substandard housing."

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-F above are also considered homeless.

Services to Homeless Children and Youth

The District will provide services to homeless students that are comparable to other students in the District, including:

- A. transportation services;
- B. public preschool programs and other educational programs and services for which the homeless student meets eligibility criteria including:
 - 1. programs for children with disabilities;
 - 2. programs for English Learners (ELs) (i.e., students with Limited English Proficiency (LEP));
 - 3. programs in career and technical education;
 - 4. programs for gifted and talented students;
 - 5. school nutrition programs; and
 - 6. before - and after-school programs.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths. For more information on the role of the Liaison, refer to AG 5111.01.

School Stability

Maintaining a stable school environment is crucial to a homeless student's success in school. To ensure stability, the District must make school placement determinations based on the "best interest" of the homeless child or youth based on student-centered factors. The District must:

- A. continue the student's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; and for the remainder of the academic year even if the child or youth becomes permanently housed during an academic year; or
- B. enroll the student in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

When determining a child or youth's best interest, the District must assume that keeping the homeless student in the school of origin is in that student's best interest, except when doing so is contrary to the request of the student's parent or guardian, or the student if he or she is an unaccompanied youth. The school of origin is the school the student attended or enrolled in when permanently housed, including a public preschool. The school of origin also includes the designated receiving school at the next level for feeder school patterns, when the student completes the final grade level at the school of origin.

When determining the student's best interest, the District must also consider student-centered factors, including the impact of mobility on achievement, education, health, and safety of homeless students and give priority to the request of the student's parent or guardian, or youth (if an unaccompanied youth). The District also considers the school placement of siblings when making this determination.

If the District finds that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian, or unaccompanied youth, the District must provide the individual with a written explanation and reason for the determination in a manner and form understandable to the parent, guardian or unaccompanied youth. This written explanation will include appeal rights and be provided in a timely manner.

Immediate Enrollment

The District has an obligation to remove barriers to the enrollment and retention of homeless students. A school chosen on the basis of a best interest determination must immediately enroll the homeless student, even if the student does not have the documentation typically necessary for enrollment, such as immunization and other required health records, proof of residency, proof of guardianship, birth certificate or previous academic records. The homeless student must also be enrolled immediately regardless of whether the student missed application or enrollment deadlines during the period of homelessness or has outstanding fines or fees.

The enrolling school must immediately contact the school last attended by the homeless student to obtain relevant academic or other records. If the student needs immunization or other health records, the enrolling school must immediately refer the parent, guardian or unaccompanied youth to the local liaison, who will help obtain the immunizations, screenings or other required health records. Records usually maintained by the school must be kept so that they are available in a timely fashion if the child enters a new school or district. These records include immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs. Procedures for inter-State records transfer between schools should be taken into account in order to facilitate immediate enrollment.

In addition, the District will also make sure that, once identified for services, the homeless student is attending classes and not facing barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs (if available).

Transportation

The District provides homeless students with transportation services that are comparable to those available to non-homeless students. The District also provides or arranges for transportation to and from the school of origin at the parent or guardian's request, or the liaison's request in the case of an unaccompanied youth. Transportation is arranged promptly to allow for immediate enrollment and will not create barriers to a homeless student's attendance, retention, and success.

- A. If the homeless student continues to live in the District, where the school of origin is located, transportation will be provided or arranged for the student's transportation to or from the school of origin.
- B. If the homeless student moves to an area served by another district, though continuing his/her education at the school of origin (which is in the District), the District and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs will be shared equally.
- C. When the student obtains permanent housing, transportation shall be provided to and from the school of origin until the end of the school year.

The District determines the mode of transportation in consultation with the parent or guardian and based on the best interest of the student.

In accordance with Federal law, the above transportation requirements still apply during the resolution of any dispute. The District will work with the State to resolve transportation disputes with other districts. If the disputing district is in another State, the District will turn to the State for assistance as Federal guidance says that both States should try to arrange an agreement for the districts.

Dispute Resolution

Homeless families and youths have the right to challenge placement and enrollment decisions. If a dispute arises between a school and a parent, guardian or unaccompanied youth regarding eligibility, school selection, or enrollment of a homeless student, the District must follow its dispute resolution procedures, consistent with the State's procedures. If such a dispute occurs, the District will immediately enroll the homeless student in the school in which enrollment is sought pending final resolution of the dispute, including all appeals. The student will receive all services for which they are eligible until all disputes and appeals are resolved.

Pursuant to State, District and Board of Education policies, the District will provide the parent, guardian or unaccompanied youth with a written explanation of all decisions regarding school selection and enrollment made by the school, District, or State, along with a written explanation of appeal rights.

The District's notice and written explanation about the reason for its decision will include, at a minimum, an explanation of how the school reached its decision regarding eligibility, school selection, or enrollment, including 1) a description of the proposed or refused action by the school, 2) an explanation of why the action is proposed or refused, 3) a description of other options the school considered and why those options were rejected, 4) a description of any other relevant factors to the school's decision and information related to the eligibility or best interest determination such as the facts, witnesses, and evidence relied upon and their sources, and 5) an appropriate timeline to ensure deadlines are not missed. The District must also include contact information for the Liaison and the State Coordinator, and a brief description of their roles. The District will also refer the parent, guardian or unaccompanied youth to the Liaison, who will carry out the dispute resolution process.

The District ensures that all decisions and notices are drafted in a language and format appropriate for low-literacy, limited vision readers, and individuals with disabilities. For children and youth and/or parents or guardians who are English learners or whose dominant language is not English, the District will provide translation and interpretation services in connection with all phases of the dispute resolution process pursuant to federal laws. The District will also provide electronic notices via email if the parent, guardian or unaccompanied youth has access to email followed by a written notice provided in person or sent by mail.

Homeless Children in Preschool

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs, including Head Start programs, administered by the District. Additionally, the homeless child must remain in the public preschool of origin, unless a determination is made that it is not in the child's best interest. When making such a decision on the student's best interest, the District takes into account the same factors as it does for any student, regardless of age. It also considers pre-school age specific factors, such as 1) the child's attachment to preschool teachers and staff; 2) the impact of school climate on the child, including school safety; the quality and availability of services to meet the child's needs, including health, developmental, and social-emotional needs; and 3) travel time to and from school.

The District must also provide transportation services to the school of origin for a homeless child attending preschool. It is the District's responsibility to provide the child with transportation to the school of origin even if the homeless preschooler who is enrolled in a public preschool in the District moves to another district that does not provide widely available or universal preschool.

Public Notice

In addition to notifying the parent or guardian of the homeless student or the unaccompanied youth of the applicable rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school. In addition, the District shall post public notice of the McKinney-Vento rights in places that homeless populations frequent, such as shelters, soup kitchens, and libraries in a manner and form understandable to the parents and guardians and unaccompanied youths.

Records

The local liaison will assist the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students shall be maintained, subject to the protections of the Family Educational Rights and Privacy Act (FERPA) and Policy 8330, and in such a manner so that they are available in a timely fashion and can be transferred promptly to the appropriate parties, as required. Pursuant to the McKinney-Vento Act, information regarding a homeless student's living situation is not considered directory information and must be provided the same protections as other non-directory personally identifiable information (PII) contained in student education records under FERPA. The District shall incorporate practices to protect student privacy as described in AG 5111.01, AG 8330, and in accordance with the provisions of the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA).

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Note:

Education for Homeless Children and Youth Programs, Non-Regulatory Guidance, U.S. Department of Education (ED), Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act, at A-3 (July 27, 2016).

42 U.S.C. 11431 et seq. (McKinney - Vento Homeless Act)

NEW POLICY - ESSA

CHILDREN AND YOUTH IN FOSTER CARE

The Board of Education recognizes the importance of educational stability for children and youth in foster care. Further, the Board recognizes these children and youth as a vulnerable subgroup of students in need of safeguards and supports in order to facilitate a successful transition through elementary and secondary education and into college and/or careers. To that end, the District will collaborate with the Ohio Department of Education (ODE), other schools and school districts, and the appropriate custodial agencies (child welfare agencies and/or local Title IV-E courts) to provide educational stability for children and youth in foster care.

Definitions

Children who meet the Federal definition of "in foster care", including those children who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, students in foster care will not be stigmatized or segregated on the basis of their status. The District shall establish safeguards that protect foster care students from discrimination on the basis of their foster care status or other of the recognized Protected Classes (Policy 2260). The District shall regularly review and revise its policies, including school discipline policies that may impact students in foster care.

Consistent with the Fostering Connections Act, "foster care" means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the custodial agency has placement and care responsibility. This includes, but is not limited to, placements in:

- A. foster family homes;
- B. foster homes of relatives;
- C. group homes;
- D. emergency shelters;
- E. residential facilities;

- F. child care institutions; and
- G. preadoptive homes.

A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made. (45 C.F.R. 1355.20 (a)).

School Stability

The District shall remove barriers to the enrollment and retention of children and youth in foster care in schools in the District. Foster care students shall be enrolled immediately, even if they do not have the necessary enrollment documentation such as immunization and health records, proof of residency or guardianship, birth certificate, school records, and other documentation, in order to prevent educational discontinuity. Within twenty-four (24) hours of a student's enrollment in school, the District shall contact the school last attended by the student and request that it send all appropriate records and documentation concerning the student.

The District shall meet the Title I requirements for educational stability for children and youth in foster care, including those awaiting foster care placement. The District shall identify which students are in foster care and shall collaborate with State and tribal custodial agencies to provide educational stability for these children and youth. District staff will work closely with custodial agency personnel to develop and implement processes and procedures that include these enrollment safeguards:

- A. a child/youth in foster care shall remain in his/her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest;
- B. if it is not in the child's best interest to stay in his/her school of origin, the child shall be immediately enrolled in the determined new school even if the child is unable to produce records normally required for enrollment; and

- C. the new (enrolling) school shall immediately contact the school of origin to obtain relevant academic and other records, including the student's Individualized Education Program (IEP) if applicable. (ESEA Section 1111(g)(1)(E)(i)-(iii)).

School of Origin

The school of origin is the school in which a student is enrolled at the time of placement in foster care. If a student's foster care placement changes, the school of origin would then be considered the school in which the child is enrolled at the time of the placement change. A student in foster care shall remain in his/her school of origin, if it is determined to be in the student's best interest, for the duration of the student's placement in foster care.

When a student exits foster care, the District will continue to prioritize the student's educational stability in determining placement, supports, and services deemed to be in the child's best interests.

- A student who has exited foster care shall be permitted remain in the school of origin until the end of the school year.
- A student who has exited foster care shall be permitted to remain in the school of origin until the end of the () semester () quarter.
- A student who has exited foster care shall not be permitted to remain in the school of origin, unless there are extenuating circumstances and documentation to demonstrate that the child should remain in the school of origin through the end of the () school year () semester () quarter.

Best Interest Determination

In making the best interest determination, the District will follow the guidelines established by ODE and the State or tribal custodial agencies. The District shall utilize the prescribed process in conjunction with local custodial agencies in making best interest determinations, and shall make such determination within five (5) school days of the child's placement in foster care or change in child's living arrangement. Once a determination is made the District shall provide the decision in writing to all relevant parties, in collaboration with the appropriate custodial agency. When making decisions regarding educational placement of students with disabilities under IDEA and Section 504, the District shall provide all required special educational and related services and supports provided in the least restrictive placement where the child's unique needs, as described in the student's IEP or Section 504 plan, can be met.

Dispute Resolution

If there is a dispute regarding whether the educational placement of a child in foster care is in the best interest of that child, the dispute resolution process established by the Ohio Department of Education (ODE) shall be used.

The District's representatives shall collaborate fully in this process, considering relevant information regarding academic programming and related service needs of the child, and advocating for what the District believes is in the best interest of the child.

To the extent feasible and appropriate, the child will remain in his/her school of origin while disputes are being resolved in order to minimize disruption and reduce the possible number of moves between schools. (ESEA Section 1111(g)(1)(E)(i)).

Since the custodial agency holds ultimate legal responsibility for making the best interest determination for the foster child in their care, if the dispute cannot be resolved the dispute, the custodial agency will make the final determination. Such final determination will be made within five (5) school days of the child's placement in foster care or change in the child's living arrangement.

All notifications and reports regarding foster care placement, changes in school enrollment, transportation services, and changes in the child's living arrangements shall be provided to the affected parties, in writing, in accordance with the forms, procedures, and requirements of the ODE and the State or tribal custodial agencies.

Local Point of Contact

The Superintendent shall designate and make public a local point of contact who will perform the duties as assigned by the Superintendent. The point of contact shall serve as a liaison to coordinate with child protection agencies, lead the development of a process for making the best determination for a student, facilitate the transfer of records, and oversee the enrollment and regular school attendance of students in foster care.

Records

The District shall provide privacy protections for children and families and shall facilitate appropriate data-sharing pertaining to children in foster care between custodial and educational agencies, in accordance with the Family Educational Rights and Privacy Act (FERPA) and Policy 8330 – Student Records.

Services to Children and Youth in Foster Care

Foster care children and their families shall be provided equal access to the educational services for which they are eligible comparable to other students in the District including:

- A. educational services for which the student in foster care meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- B. preschool programs;
- C. programs in career and technical education;
- E. programs for gifted and talented students;

- E. school nutrition programs; and
- F. before - and after-school programs.

Transportation Services

The District shall provide that transportation services for children in foster care consistent with the procedures developed by the District in collaboration with the State or local custodial agency. These requirements apply whether or not the LEA already provides transportation for children who are not in foster care.

In order for a student in foster care to remain in his/her school of origin, when in his/her best interest, transportation services shall be provided, arranged, and funded for the duration of the child's placement in foster care. The District's transportation services will provide that:

- A. Children in foster care needing transportation to their schools of origin will promptly receive that transportation in a cost effective manner and in accordance with Section 475(4)(A) of the Social Security Act; and
- B. If there are additional costs incurred in providing transportation to the school of origin, the District shall provide such transportation if 1) the local custodial agency agrees to reimburse the District for the cost of such transportation; 2) the District agrees to pay for the cost; or 3) the District and the local custodial agency agree to share the cost. (ESEA 1112(c)(5)(B)).

The District will collaborate with the SEA, other LEAs, and custodial agencies to pursue possible funding sources and arrangements to deal with transportation costs.

Coordination of Service

Since foster care placements may occur across district, county, or State boundary lines, coordination among multiple agencies may be necessary. The District will work with appropriate State and local agencies to address such placement and transportation issues that arise. The District shall provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of children and youth in foster care.

45 C.F.R. 1355.20

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ATTENDANCE

The success of the educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which students have been assigned.

In accordance with statute, the District shall require, from the parent of each student of compulsory school age or from an independent adult student as defined in administrative guidelines who has been absent from school or from class for any reason, a written statement of the cause for such absence. The District reserves the right to verify statements and to investigate the cause of a single absence or prolonged absence.

Absences are classified as excused or unexcused.

Repeated violation of Board policy on attendance may result in suspension or expulsion.

Reasonable excuses for absence include:

- A. personal illness (a written physician's statement verifying the illness may be required);
- B. illness in the family (the absence under this condition shall not apply to children under fourteen (14) years of age);
- C. quarantine of the home;
- D. death in the family;
- E. medical or dental appointment (written physician's or dentist's statement may be required);
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s);
- G. observation or celebration of bona fide religious holy days;

H. college visitation (verification from the college, university or technical college may be required);

G. out-of-state travel (up to a maximum of four (4) days per twenty-four (24) hours per school year that the student's school is open for instruction school year) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

I. such good cause as may be acceptable to the Superintendent.

Attendance need not always be within the school facilities. A student will be considered to be in attendance at any place where class is in session by authority of the Board.

Students assigned to programs of other guided learning experiences are considered to be in regular attendance for the program provided they report to staff members assigned at the place in which they are conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attending school for a future limited period for the purpose of performing essential work directly or exclusively for parents or guardians. Such excuse should not exceed five (5) days and may be renewed twice if necessary in any one (1) school year.

A written explanation of each past absence shall be made by the parent or guardian to the building administrator/designee to determine absence as excused or unexcused.

Future absences are those which have prior approval of a building administrator/designee. These may include, but not be limited to, school-sponsored field trips and college visitation (limit one (1) in junior year and three (3) in senior year). Special forms are required to be completed, returned to, and approved by the appropriate building administrator/designee.

Make-Up Work

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It is the responsibility of students or parent/guardian to contact teachers and obtain make-up assignments. Students who know when they will be absent should obtain assignments prior to being absent.

All absences may be considered by teachers in determining the participation portion of students' grades.

Students will receive credit for work missed during an excused absence as long as the work is satisfactorily completed in a timely fashion.

Family Vacation

While family vacations are not recognized as excused absences by State law, work may be made up for credit if:

- A. The vacation/leave form was completed and received by a building administrator/designee.
- B. All work given to students prior to the vacation must be completed and returned to the teachers on the first day of attendance in school following the vacation.
- C. All work not given prior to the vacation must be completed in a timely fashion as determined by teachers.
- D. Due to the nature of some work missed (e.g. group work, labs, etc.) it may not be possible to make up the work.

A student will be considered habitually truant if the student is absent without a legitimate excuse for ~~five (5) or more consecutive school days~~ thirty (30) or more consecutive hours, for ~~seven (7) or more school days~~ forty-two (42) or more hours in one (1) school month, or ~~twelve (12) or more school days~~ for seventy-two (72) or more hours in one (1) school year.

Whenever any student of compulsory school age has ~~ten (10) sixty (60) consecutive hours in a single month or a days or a total of fifteen (15) days~~ ninety (90) hours of unexcused absence from school during ~~any semester~~ the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

R.C. 3313.664, 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.191, 3321.22

R.C. 3321.38, 3331.05

A.C. 3301-35-03(G), 3301-47-01, 3301-51-13

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GRADUATION REQUIREMENTS

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (I.E.P.) including either the exemption from or the requirement to complete the achievement tests required by the State Board of Education in order to graduate. In addition to earning course credits, each student must earn the required number of points, unless exempted, on the tests required by the State Board of Education to graduate.

For the Class of 2018 and beyond, a diploma shall be awarded to students meeting the curriculum credit requirements and who achieve one of the following three options: a cumulative passing score with the required number of points in each area on end of course exams, earn the required points on the WorkKeys assessment and an approved industry-recognized credential, or earn a remediation-free score in English language arts and mathematics-, math and reading on the ACT or Writing, Math and Reading on the SAT, subject to limitations on assessments as outlined below.

The requirements for graduation from high school include earning twenty-five(25) units of credit in grades nine through twelve and passing the graduation tests required by the State Board of Education or meeting the alternative pathway to graduation for classes graduating prior to 2021 as follows: Starting with the graduating class of 2021, students will be required to earn 21 units of credit.

Students under an IEP may receive a diploma under the alternative pathway to graduation as defined by O.R.C. 3313.603 with the approval of the IEP team, high school principal, and director of student services.

The requirements for graduation from high school include earning twenty-five(25) units of credit in grades nine through twelve and passing the graduation tests required by the State Board of Education or meeting the alternative pathway to graduation for classes graduating prior to 2021 as follows:

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Subject	Units required to graduate
English Language Arts	4
Science	3
Mathematics	4
Social Studies	3
Health	1/2
Physical Education	1/2
Business/Technology, Arts or Foreign Language	1
Electives	9
Total	25

Starting with the graduating class of 2021, students will be required to earn 21 units of credit.

All students must receive instruction in economics and financial literacy during Grades 9 – 12. Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during Grades 9-12, unless the student is exempted from such training due to disability or by written request of the parent.

[NOTE: Credit requirements in State law must still be met]

Students who achieve an industry credential or license that requires an examination shall not be required to take additional technical assessments. If the student does not participate in licensure or license examination, the student shall take the applicable technical assessments. Students must attain specified scores on assessments as required to demonstrate workforce readiness on a nationally recognized job skills assessment in order to obtain a diploma.

Certain students are not required to take the college and career readiness assessments administered to all eleventh (11th) grade students:

- A. students who demonstrate they are remediation-free on the English, math and reading nationally-recognized assessments prior to the administration of the college and career readiness assessments;
- B. students with significant cognitive disabilities who take an alternative assessment and students with intellectual disabilities outlined in state guidance, and
- C. Limited English proficient students enrolled in United States schools

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for less than two years for whom no appropriate accommodations is available.

Students may take the assessment even if they are not required to do so.

Credit may be earned by:

- A. completing coursework;
- B. testing out of or demonstrating mastery of course content; or
- C. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Credit may be earned at an accredited postsecondary institution.

Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward the graduation requirements if it was both:

- A. taught by a person who possesses a license/certificate issued under State law that is valid for teaching high school;
- B. designated by the Board as meeting the high school curriculum requirements.

For students graduating in the class of 2018 and beyond:

The District will comply with State Board of Education requirements for graduation. Students shall earn required credits for graduation in the appropriate subject areas, and achieve one of three pathways:

- A. earning a State Board of Education approved, industry-recognized credential or group of credentials and a workforce readiness score on the Workkeys assessment; or
- B. earning a cumulative score on end of course exams equal to State Board requirements for the year of graduation; or
- C. earning remediation-free scores in language arts, math, and reading on a nationally recognized college admission exam.

An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of his/her I.E.P.; attains the

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applicable scores on the achievement tests required by the State Board of Education for graduation; and meets any additional criteria the State Board may establish.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants. Participation in any senior prank is prohibited. For the purpose of this policy, prank will be defined as anything that is illegal, destructive, involves trespassing, causes a disruption of education, or has the intent to create harm or chaos. A student will be excluded from the graduation ceremony and will not be permitted to work for the school district for five (5) years if found to have been involved in any senior prank vandalism activity.

The Superintendent shall establish whatever administrative guidelines are necessary to comply with State rules and regulations.

~~R.C. 3313.60, 3313.6021, 3313.603, 3313.61, 3313.611, 3313.6111, 3313.614~~
~~R.C. 3313.615, 3313.618, 3313.647, 3313.903, 3323.08~~
~~R.C. 3301.07, 0710, 0711~~
~~A.C. 3301-41-01, 3301-13-01 to 07~~
~~R.C. 3313.60, 3313.603, 3313.61, 3313.611, 3313.614, 3313.647, 3323.08~~
~~R.C. 3301.07, 0710, 0711~~
~~A.C. 3301-41-01, 3301-13-01 to 07~~

Revised 4/19/06

Revised 8/6/08

Revised 6/16/10

Revised 4/16/14

Revised 6/30/15

REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION
OF STUDENTS

Exclusion from the educational program of the district, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student, and one that requires due process. However, the Board has zero tolerance of violent, disruptive or inappropriate student behavior.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless the behavior represents misconduct as specified in the Student Code of Conduct. The Code shall specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. [See Policy 2465, "Suspension/Expulsion of Disabled Students."]

Students may be subject to discipline for violation of the Student Code of Conduct even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student whose conduct poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process: [See Policy 5610.03 "Emergency Removal]

- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, associate principal, or any other administrator for a period not to exceed ten (10) school days. Suspension ~~shall not may~~ extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. ~~The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct and Board Policy 5611 "Due Process Rights:"~~

[X] The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such community service program or alternative consequence during the first full week day of summer break.

In the event, the student fails to complete the required community service or the assigned alternative consequence, the Superintendent may determine the next course of action. Such course of action, however, shall not include requiring the student to serve the remaining time of the suspension at the beginning of the following year.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

- C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct and Board Policy 5611 "Due Process Rights:"

1. **Firearm or Knife**

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board; except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned,

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controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board; the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. In compliance with federal law, the Superintendent shall also refer any student expelled for possession of a firearm to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as a ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973, a recommendation from the group of persons knowledgeable of the student's educational needs;
- b. the student was unaware that s/he was possessing a firearm or knife;
- c. the student did not understand that the item s/he possessed was considered a firearm or knife;
- d. the student brought the item to school as part of an educational activity and did not realize it would be considered a firearm or knife;
- e. other extenuating circumstances.

2. **Violent Conduct**

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult;

and
- b. results in serious physical harm to person(s) as defined in Revised Code Section 2901.01(A)(5), or to property as defined in Revised Code Section 2901.01(A)(6)

The Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973, a recommendation from the group of persons knowledgeable of the student's educational needs;

or

- b. other extenuating circumstances.

If at the time of the ~~suspension or~~ expulsion, there are fewer days remaining in the school year than the number of days of the ~~suspension or~~ expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

3. **Bomb Threats**

If a student makes a bomb threat to a school building or to any premises (at which a school activity is occurring at the time of the threat), the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;

or

- b. other extenuating circumstances.

If at the time of the ~~suspension or~~ expulsion, there are fewer days remaining in the school year than the number of days of the ~~suspension or~~ expulsion, the Superintendent may apply any or all of the remaining period to the following school year. This policy encompasses all look-alike items, false fire reports or alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

- D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents/guardians with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, the student may be suspended from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled.

The district may temporarily deny admittance to any student who has been expelled from the school of another Ohio district or an out-of-state district if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing.

The district may temporarily deny admittance to any student who has been suspended from the school of another Ohio district if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Board/designee.

When a student is expelled from this district, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in Policy 2271 under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

A copy of this policy is to be posted in a central location in each school and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

In matters relating to the discipline of special needs students, the District shall abide by federal and state laws regarding suspension and expulsion as well as Policy 5610.

R.C. 2919.222, 3313.534, 3313.66, 3313.661, 3313.662, 3313.663, 3313.664
R.C. 3321.13 (B)(3) and (C), 3327.014
18 USC Section 921
20 U.S.C. 3351, 20 U.S.C. 8921, 20 U.S.C. 1401 et seq., 29 U.S.C. 701 et seq.,
Section 504, 1973 Rehab. Act;
34 C.F.R. 300.520 et seq.
U.S. Supreme Court, *Honig v. Doe*, 56 USLW 4091

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE
OF RESTRAINT AND SECLUSION

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential conflicts. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy.

The Board shall annually notify parents of this policy, and publish it on the District's website.

~~This Policy shall be made available to parents annually and shall be published on the District's website.~~

DEFINITIONS

Aversive behavioral interventions means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as application of noxious, painful, and/or intrusive stimuli, including any form of noxious, painful or intrusive spray, inhalant, or taste.

Chemical restraint means a drug or medication used to control a student's behavior or restrict freedom of movement that is not:

- A. Prescribed by a licensed physician, or other qualified health professional acting under the scope of the professional's authority under Ohio law, for the standard treatment of a student's medical or psychiatric condition; and
- B. Administered as prescribed by the licensed physician or other qualified health professional acting under the scope of the professional's authority under Ohio law.

De-escalation techniques are strategically employed verbal or non-verbal interventions used to reduce the intensity of threatening behavior before a crisis situation occurs.

Functional behavior assessment ("FBA") is a collaborative problem-solving process that is used to describe the "function" or purpose that is served by a student's behavior. Understanding the "function" that an impeding behavior serves for the student assists directly in designing educational programs and developing behavior plans with a high likelihood of success.

Mechanical restraint means any method of restricting a student's freedom of movement, physical activity, or normal use of the student's body, using an appliance or device manufactured for this purpose. Mechanical restraint does *not* mean devices used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed, including:

- A. restraints for medical immobilization;
- B. adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; or

- C. vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Parent means:

- A. a biological or adoptive parent;
- B. a guardian generally authorized to act as the child's parent, or authorized to make decisions for the child (but not the State if the child is a ward of the State);
- C. an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare;
- D. a surrogate parent who has been appointed in accordance with Ohio Administrative Code 3301-51-05(E); or
- E. any person identified in a judicial decree or order as the parent of a child or the person with authority to make educational decisions on behalf of the child.

Physical escort means the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

Physical restraint means the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. Physical restraint does *not* include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does *not* include brief physical contact for the following or similar purposes to:

- A. break up a fight;
- B. knock a weapon away from a student's possession;
- C. calm or comfort;
- D. assist a student in completing a task/response if the student does not resist the contact; or
- E. prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

Positive Behavior Intervention and Supports ("PBIS") means a school-wide systematic approach to embed evidence-based practice and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

Positive Behavior Support Plan means the design, implementation, and evaluation of individual or group instructional and environmental modifications, including programs of behavioral instruction, to produce significant improvements in behavior through skill acquisition and the reduction of problematic behavior.

Prone restraint means physical or mechanical restraint while the student is in the face-down position for an extended period of time.

Seclusion means the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier. It does not include a timeout.

Student means a child or adult aged three (3) to twenty-one (21) enrolled in the District.

Student Personnel means teachers, principals, counselors, social workers, school resource officers, teacher's aides, psychologists, bus drivers, or other District staff who interact directly with students.

Timeout means a behavioral intervention in which the student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

Positive Behavior Intervention and Supports ("PBIS") creates structure in the environment using a non-aversive effective behavioral system to improve academic and behavior outcomes for all students.

The PBIS prevention-oriented framework or approach shall apply to all students and staff, and in all settings.

PBIS shall include:

- A. school staff trained to identify conditions such as where, under what circumstances, with whom, and why specific inappropriate behavior may occur;
- B. preventative assessments that include:
 - 1. review of existing data;
 - 2. interviews with parents, family members, and students; and
 - 3. examination of previous and existing behavioral intervention plans.
- C. development and implementation of preventative behavioral interventions, and the teaching of appropriate behavior, including:
 - 1. modification of environmental factors that escalate inappropriate behavior;
 - 2. supporting the attainment of appropriate behavior; and
 - 3. use of verbal de-escalation to defuse potentially violent dangerous behavior.

~~The Superintendent/designee(s) shall develop emergency procedures for the District.~~

SECLUSION

Seclusion may be used only when a student's behavior poses an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible. Seclusion may be used only as a last resort safety intervention that provides the student with an opportunity to regain control of his/her actions. Seclusion must be used in a manner that is age and developmentally appropriate, for the minimum amount of time necessary for the purpose of protecting the student and/or others from physical harm, and otherwise in compliance with this Policy and the Ohio Department of Education's ("ODE") corresponding policy.

Seclusion shall be implemented only by Student Personnel who have been trained in accordance with this Policy to protect the care, welfare, dignity and safety of the student.

Additional requirements for the use of seclusion:

If Student Personnel use seclusion, they must:

- A. continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;
- C. remove the student from seclusion when the immediate risk of physical harm to the student and/or others has dissipated;
- D. assess the student for injury or psychological distress after the use of seclusion, and monitor the student as needed following the incident;
- ~~D~~E. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- ~~E~~F. complete all required reports and document their observations of the student.

Requirements for a room or area used for seclusion:

A room or area used for seclusion must provide for adequate space, lighting, ventilation, clear visibility, and the safety of the student.

A room or area used for seclusion *must not be locked* or otherwise prevent the student from exiting the area should staff become incapacitated or leave the area.

Additional prohibited seclusion practices:

Seclusion shall never be used as a punishment or to force compliance.

Seclusion shall not be used:

- A. for the convenience of staff;
- B. as a substitute for an educational program;
- C. as a form of discipline or punishment;
- D. as a substitute for less restrictive alternatives;
- E. as a substitute for inadequate staffing;
- F. as a substitute for staff training in positive behavior supports and crisis prevention and intervention;
- G. as a means to coerce, retaliate, or in a manner that endangers a student; or
- H. if it deprives the student of basic needs.

Seclusion of preschool-age children is prohibited, except that a preschool-age child may be secluded from his or her classmates, either in the classroom or in a safe, lighted, and well-ventilated space, for an amount of time that is brief in duration and appropriate to the child's age and development, if the child is always within sight and hearing of a preschool staff member.

RESTRAINT

There are different types of restraint, as defined above, including physical restraint, prone restraint, mechanical restraint, and chemical restraint. The use of restraint other than physical restraint is prohibited.

Physical restraint may be used only when the student's behavior poses an immediate risk of physical harm to the student and/or others and no other safe and/or effective intervention is possible. The physical restraint must be implemented in a manner that is age and developmentally appropriate, does not interfere with the student's ability to communicate in his/her primary language or mode of communication, and otherwise in compliance with this Policy and the ODE's corresponding policy.

Physical restraint shall be implemented only by Student Personnel who have been trained in accordance with this Policy to protect the care, welfare, dignity and safety of the student, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Additional requirements for the use of physical restraint:

If Student Personnel use physical restraint, they must:

- A. continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control;
- C. remove the student from physical restraint immediately when the immediate risk of physical harm to the student and/or others has dissipated;
- D. assess the student for injury or psychological distress after the use of physical restraint, and monitor the student as needed following the incident;
- ~~E.~~ conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- ~~F.~~ complete all required reports and document their observations of the student.

Physical restraint shall not be used for punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control.

Prohibited Restraint Practices

The following restraint practices are prohibited under all circumstances, including emergency safety situations:

- A. prone restraint as defined in Executive Order 2009-13 (which defines prone restraint to mean "all items or measures used to limit or control the movement or normal functioning of any portion, or all, of an individual's body while the individual is in a face-down position for an extended period of time");
- B. physical restraint that restricts the airway of a student or obstructs the student's ability to breathe;
- C. physical restraint that impacts the student's primary mode of communication;
- D. restraint of preschool-age students, except for holding a child for a short period of time, such as in a protective hug, so that the child may regain control;
- E. restraint that deprives the student of basic needs;
- F. restraint that unduly risks serious harm or needless pain to the student, including physical restraint that involves the intentional, knowing, or reckless use of any of the following techniques:
 - 1. using any method that is capable of causing loss of consciousness or harm to the neck or restricting/obstructing respiration in any way;
 - 2. pinning down the student by placing knees to the torso, head and/or neck of the student;

3. using pressure points, pain compliance, or joint manipulation;
 4. dragging or lifting of the student by the hair or ear or by any type of mechanical restraint;
 5. using other students or untrained staff to assist with the hold or restraint; or
 6. securing the student to another student or to a fixed object.
- G. mechanical restraint (that does not include devices used by trained Student Personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed); or
- H. chemical restraint (which does not include medication administered as prescribed by a licensed physician).

ADDITIONAL PROHIBITED PRACTICES

The following practices are prohibited under all circumstances, including emergency safety situations:

- A. corporal punishment;
- B. child endangerment as defined in Ohio Revised Code 2919.22; and
- C. aversive behavioral interventions.

CONTACT LAW ENFORCEMENT AND/OR EMERGENCY RESPONSE PERSONNEL

In accordance with the Board's Emergency Management Plan (see Policy 8400), District personnel shall contact law enforcement and/or appropriate emergency response personnel if at any point they determine that an intervention (either a restraint or seclusion) is insufficient to maintain the safety of all involved.

FUNCTIONAL BEHAVIORAL ASSESSMENT AND BEHAVIOR INTERVENTION PLAN

If a student repeatedly engages in dangerous behavior that leads to instances of restraint and/or seclusion, District personnel shall conduct a functional behavioral assessment to identify the student's needs and more effective ways of addressing those needs. If necessary, District personnel shall also develop a behavior intervention plan that incorporates positive behavioral interventions.

TRAINING AND PROFESSIONAL DEVELOPMENT

The District shall provide training as follows:

- A. All Student Personnel, as defined in this Policy, shall be trained annually on the requirements of the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion; Ohio Administrative Code 3301-~~3551~~-15; and this Policy.
- B. the Superintendent, in consultation with each school building's principal and/or assistant/associate principal, shall identify which District employees should receive additional training so that an adequate number of personnel in each building are trained in crisis management and de-escalation techniques, including the use of restraint and seclusion. District employees who receive such additional training must keep their training current in accordance with the requirements of the provider of the training.
- C. The Superintendent shall develop a plan to provide training to school personnel, as defined in this Policy, so that Positive Behavior Intervention and Supports are implemented on a District-wide basis.

The District shall maintain written or electronic documentation on training provided and lists of participants in each training.

Only individuals trained in accordance with this Policy in the appropriate use of restraint and seclusion may use those techniques.

MONITORING AND COMPLAINT PROCEDURES

The Superintendent shall monitor the implementation of this policy.

~~The Superintendent shall develop a monitoring procedure to ensure that this Policy is appropriately implemented.~~

Any parent of a child enrolled in school in the District may submit a written complaint to the Superintendent regarding an incident of restraint or seclusion. The Superintendent shall investigate each written complaint and respond in writing to the parent's complaint within thirty (30) days of receipt of the complaint.

~~[] A parent of a child with a disability (as defined by Ohio Revised Code 3323.01) may file a complaint with the Ohio Department of Education, Office of Exceptional Children, in accordance with the complaint procedures available under Ohio Administrative Code Section 3301-51-05(K)(4)-(6).~~

REQUIRED DATA AND REPORTING

Each use of restraint or seclusion shall be:

- A. documented in writing;
- B. reported to the building administration immediately;
- C. reported to the parent immediately; and
- D. documented in a written report.

A copy of the written report shall be made available to the student's parent or guardian within twenty-four (24) hours of the use of restraint or seclusion. A copy of the written report shall also be maintained in the student's file.

All written documentation of the use of restraint or seclusion are educational records pursuant to the Family Educational Right to Privacy Act ("FERPA"), and district personnel are prohibited from releasing any personally identifiable information to anyone other than the parent, in accordance with FERPA's requirements.

The Superintendent shall develop a process for the collection of data regarding the use of restraint and seclusion.

The Superintendent shall report information concerning the use of restraint and seclusion annually to the Ohio Department of Education as requested by that agency, and shall make the District's records concerning restraint and seclusion available to the staff of the Ohio Department of Education upon request.

* Adapted from the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion, adopted January 15, 2013.

Adopted 6/28/13

REPLACEMENTREVISED POLICY - VOL. 34, NO. 2

GRANT FUNDS

It is the objective of the Board of Education to provide equal educational opportunities for all District students. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that benefits students and the educational program. Therefore, it is the intent of the Board to consider grant proposals and applications for their potential to enhance the educational opportunities, the educational environment, and the physical and mental growth for each student.

The Superintendent shall review new Federal education legislation and prepare proposals for programs s/he deems would be of aid to the students of this District. The Superintendent shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in ~~accord~~accordance with Federal regulations and guidelines~~on discrimination~~.

No Federal funds received by the ~~Board~~District shall be used to:

- A. develop or distribute materials, or operate programs or courses of instruction directed at youths, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual;
- B. distribute or aid in the distribution by any organization of legally obscene materials to minors on school grounds;
- C. provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or
- D. operate a program of contraceptive distribution in schools.

Grant Proposal Development

- A. All grant proposals must support at least one (1) District goal or priority.
- B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

- A. Each grant proposal shall be reviewed and approved by the Superintendent prior to submission to the funding source.

~~() The Superintendent shall present the following proposals to the Board for approval:~~

~~() government funded proposals, regardless of the amount;~~

~~() proposals with budgets exceeding \$_____.00; or~~

~~() multi-school or District-wide proposals.~~

Grant Administration

- A. The administration of grants will adhere to all applicable Federal, State, local and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as ~~Board~~ District policies and administrative guidelines.
- B. The Superintendent is responsible for the efficient and effective administration of grant awards through the application of sound management practices.
- C. The Superintendent is responsible for administering grant funds in a manner consistent with underlying agreements, program applicable statutes, regulations and objectives, and the terms and conditions of the grant award.

- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including the organizational and management strategies necessary to assure proper and efficient administration of grant awards.
- E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The Superintendent shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash advance or a combination). If funds are permitted to be drawn in advance, all draws will be is as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.
- (X) The Superintendent is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.
- ~~(+) Written amendments requiring the Superintendent's signature shall be presented to the Board for approval.~~
- (X) Employee positions established through the use of grant funding ~~(+)~~ shall ~~(+) may~~ terminate if and when the related grant funding ceases.
- (X) Program reports including but not limited to audits, site visits and final reports shall be submitted to the Superintendent for review and distribution to the Board and other appropriate parties.

Fiscal-Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local and grantor rules, regulations, and assurances as well as Board District policies and administrative guidelines.

The Superintendent-District shall provide for the following:

- A. Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance ("CFDA") title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable.
- A.B. Accurate, current, and complete disclosure of the financial results of each Federal award or program Federally sponsored project in accordance with the reporting requirements of the grant.
- B.C. Records that identify adequately the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation. Effective control over and accountability for all funds, property, and other assets in their use solely for authorized purposes.

D. Effective control over, and accountability for, all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes.

Further, the District must:

1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
2. comply with Federal statutes, regulations and the terms and conditions of the Federal award;
3. evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of the Federal award;
4. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;
5. take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.

E. Comparison of expenditures with budget amounts for each Federal award.

- ~~C.F.~~ Recordkeeping and written procedures to the extent required as may be required by Federal, State, local and grantor rules and regulations pertaining to the grant award and accountability, including, but not limited to, the following areas: such provisions as may be applicable as cost sharing and matching requirements, budget revisions, audit requirements, reasonableness, allocability, and allowability of costs, procurement, property management and disposition, and payment/repayment requirements.
1. cash management
 2. allowability
 3. conflict of interest
 4. procurement
 5. equipment management
 6. conducting technical evaluations of proposals and selecting recipients
 7. compensation and fringe benefits
 8. travel
- ~~G.~~ Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass through agency in accordance with applicable Federal policy.
- ~~D.H.~~ Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District, the coverage obtained for Board owned property of a similar nature.

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment or supplies are not program income.

Unless it has received prior approval to use a different method **or the terms and conditions of the grant authorize a different method**, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal awarding agency or pass-through entity.

Applicable laws, regulations and guidance:

34 C.F.R. 75.707, 76.563, 76.565, 76.707

2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.302, 200.307

2 C.F.R. 200.309, 200.310, 200.313, 200.318-.320, 200.343(b)&(e)

Compliance Supplement for Single Audits of State and Local Governments
20 U.S.C. 7906

NEW POLICY - VOL. 34, NO. 2

INTERNAL CONTROLS

The Superintendent shall establish and maintain effective internal controls over Federal awards that provide reasonable assurance that the District is managing all awards in compliance with applicable statutes, regulations and the terms and conditions of the awards. The District will have a process that provides reasonable assurance regarding the achievement of the following objectives:

- A. effectiveness and efficiency of operations
- B. reliability of reporting for internal and external use
- C. compliance with applicable laws and regulations

The internal controls must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal reports; maintain accountability over assets; and demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. The internal controls must also provide reasonable assurance that these transactions are executed in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal award, as well as any other Federal statutes and regulations that are identified in the Compliance Supplement. Finally, the District's internal controls must provide reasonable assurance that all Federal funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

The District shall:

- A. comply with Federal statutes, regulations, and the terms and conditions of the Federal awards;
- B. evaluate and monitor its compliance with statutes, regulations, and the terms and conditions of the award;
- C. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and

- D. take reasonable measures to safeguard protected “personally identifiable information” (PII) and other information the awarding agency or pass-through entity designated as sensitive or the District considers sensitive consistent with applicable Federal, State, local, and tribal laws and District policies regarding privacy and obligations of confidentiality

PII is defined at 2 C.F.R. 200.79 as “information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.”

However, the definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified.

2 C.F.R. 200.61-61, 200.79, 200.303

- A. “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States;
- B. “Internal Control Integrated Framework” (commonly referred to as the Green Book) issued by the Committee of Sponsoring Organizations of the Treadway Commission;
- C. “Compliance Supplement” issued by the U.S. Office of Management and Budget; and
- D. Internal control guidance issued by the U.S. Department of Education.

NEW POLICY - VOL. 34, NO. 2

CASH MANAGEMENT OF GRANTS

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The District's payment methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or the Ohio Department of Education (ODE) (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The District shall request grant fund payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Superintendent is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payment to contractors in accordance with contract provisions.

- C. To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
- D. The District shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments will be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
 - 1. The District receives less than \$120,000 in Federal awards per year.
 - 2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
 - 3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 - 4. A foreign government or banking system prohibits or precludes interest bearing accounts.

- G. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System ("PMS") through an electronic medium using either Automated Clearing House ("ACH") network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from ASAP, NSF or another Federal agency payment system.

Applicable Laws, Regulations, and Guidance:
2 C.F.R. 200.305

NEW POLICY - VOL. 34, NO. 2

COST PRINCIPLES - SPENDING FEDERAL FUNDS

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal and other laws and regulations;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and

5. whether the cost represents any significant deviation from the established practices or Board of Education policy which may increase the expense.

While Federal regulations do not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

- a. the cost is needed for the proper and efficient performance of the grant program;
- b. the cost is identified in the approved budget or application;
- c. there is an educational benefit associated with the cost;
- d. the cost aligns with identified needs based on results and findings from a needs assessment;
- e. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.

- B. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles.
- F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.

- H. Be adequately documented:
1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;
 2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

Determining Whether a Cost is Direct or Indirect:

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Ohio Department of Education ("ODE") or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

Timely Obligation of Funds

Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

The following table illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Public utility services - when the District receives the services.
- E. Travel - when the travel is taken.
- F. Rental of property - when the District uses the property.
- G. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance is dictated by statute and will be indicated in the Grant Award Notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, obligations under a grant may not be made until the grant funding period begins or all necessary materials are submitted to the granting agency, whichever is later. In the case of a direct grant, obligations may begin when the grant is, unless an agreement exists with ODE or the pass-through entity to reimburse for pre-approval expenses.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all obligations incurred under the award not later than ninety (90) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

2 C.F.R. 200.403-.406, 200.413(a)-(c), 200.430(a), 200.431(a), 200.458
C.F.R. 200.474(b)

NEW POLICY - VOL. 34, NO. 2

TIME AND EFFORT REPORTING

As a recipient of Federal funds, the District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects. This process is intended to verify that compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 C.F.R. 200.431 Compensation—fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

- A. is reasonable for the services rendered, conforms to the District's established written policy, and is consistently applied to both Federal and non-Federal activities; and
- B. follows an appointment made in accordance with the District's written policies and meets the requirements of Federal statute, where applicable.

Time and Effort Reports

The reports:

- A. are supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
- B. are incorporated into the official records of the District;

- C. reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;
- D. encompass both Federally assisted and other activities compensated by the District on an integrated basis;
- E. comply with the District's established accounting policies and practices;
- F. support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two (2) or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The District will also follow any time and effort requirements imposed by the pass-through entity to the extent that they are more restrictive than the Federal requirements. The Payroll Office is responsible for the distribution, collection, and retention of all employee effort reports. Individually reported data will be made available only to authorized auditors.

Reconciliations

Budget estimates are not used as support for charges to Federal awards. However, the District may use budget estimates for interim accounting purposes. The system used by the District to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the District and entered into the District's records in a timely manner.

The District's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

Applicable Laws, Regulations, and Guidance:
2 C.F.R. 200.430, 200.431

PURCHASES

Quotations and Bids

It is the policy of the Board of Education that employees seek and submit at least two (2) price quotations on purchases (purchase order/contract) of more than \$15,000, except in cases of emergency or when the materials or services purchased are of such a nature that price negotiations would not result in a savings to the District or when the item is subject to formal bid.

Unless exempted by law, when the Board determines to build, repair, enlarge, improve, or demolish a school building the cost of which will exceed \$~~5025~~5,000, the Treasurer shall obtain competitive bids.

The Superintendent/designee shall ensure that the specifications for any public improvement project for which bids are solicited do not require any bidder

- A. to enter into agreements with labor organizations on said public improvement; or
- B. to enter into an agreement that requires its employees to become members of or pay fees or dues to a labor organization as a condition of employment or continued employment.

Bids shall be sealed and shall be opened by the Treasurer in the presence of at least one (1) witness.

Soliciting of Bids

The Board, by resolution, may award a bid to the lowest responsive and responsible bidder. For a bidder to be considered responsive, the proposal must respond to all bid specifications in all material respects and contain no irregularities or deviations from the bid specifications which would affect the amount of the bid or otherwise provide a competitive advantage. For a bidder to be deemed responsible, the Board may request evidence from the bidder concerning:

- A. the experience (type of product or service being purchased, etc.) of the bidder;
- B. the financial condition;

- C. the conduct and performance on previous contracts (with the District or other agencies);
- D. the bidder's facilities;
- E. management skills;
- F. the ability to execute the contract properly.
- G. a signed affidavit ensuring that neither the bidder nor any sub-contractor has entered into an agreement with any labor organization regarding the public improvement project.

Awarding of Bids

The Board shall approve all contracts resulting from competitive bids prior to being awarded. The Board reserves the right to reject any or all bids.

In situations in which the Board has resolved to award a bid to the lowest responsible and responsive bidder and the low bidder does not meet the considerations specified above, the Board shall so notify the bidder, in writing, by certified mail. The bidder may protest the award of a bid within five (5) days of the notification and the Board shall meet with the protesting bidder and then reaffirm or reverse its decision.

Limitations (Purchase Order/Contract

All purchases (purchase order/contract) except utilities and emergency purchases, that are within the amount contained in the appropriation and were originally contemplated in the budgeting process may be made upon authorization of the Treasurer unless the contemplated purchase is for more than \$25,000, in which case prior approval is required from the Board of Education.

The Treasurer is authorized to adjust appropriations within a fund in order to make necessary purchases and shall report such modifications at the following regular Board meeting.

The Treasurer is authorized to make emergency purchases, without prior adjustment, or Board approval of those goods and/or services needed to keep the schools in operation. Emergency purchases that exceed \$25,000 will be submitted for approval at the next Board meeting.

Contracts for Development and Improvement of Facilities

All contemplated contracts for professional design services such as from an architect or for construction management shall be in accordance with R.C. 9.33, 9.333, and 153.54 et seq.

Lease-Purchase Agreements

Lease-purchase agreements entered into by the Board shall be in accordance with R.C. 3313.375. Such agreements shall be a series of not more than thirty (30) one-year renewable lease terms, after which time ownership is transferred to the Board if all obligations of the Board under the agreement have been satisfied.

Purchases from the State

In accordance with State law (R.C. 4115.31 et seq.), the Superintendent/designee shall purchase products and services which are available from the Ohio Industries for the Handicapped (OIH) when such products or services are needed by the District. The Superintendent/designee is to maintain the current catalog provided by OIH and inform all District personnel who may be purchasing products or services of the catalog's current listings.

Requirements

Before the Treasurer certifies a purchase order, s/he shall check whether the proposed purchase is subject to bid or quotation and whether sufficient funds exist in the budget. All purchase orders shall be numbered consecutively.

| R.C. 9.25, 9.30, 9.31, 9.311, 9.312, 153.12, 153.54, 153.02, 3313.37, 3313.375
3313.46
R.C. 4115.32 et. seq., 4116.02, 4116.03, 5705.41, 5705.45

Revised 6/15/11
Revised 11/20/13

NEWREVISED POLICY - VOL. 35, NO. 2

PROCUREMENT – FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320A.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3113 and Policy 4113 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business
- B. unnecessary experience and excessive bonding requirements
- C. noncompetitive contracts to consultants that are on retainer contracts
- D. organizational conflicts of interest
- E. specification of only a “brand name” product instead of allowing for an “*or equal*” product to be offered and describing the performance or other relevant requirements of the procurement
- F. any arbitrary action in the procurement process

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; or (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

~~To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list _____ **[insert frequency. see Drafting Note].**~~

~~**[Drafting Note: The District shall allow vendors not on the pre-qualified list to apply for placement on the list periodically. The District may determine how frequently the pre-qualified list becomes open for new vendors or whether it is open continuously.]**~~

Solicitation Language

The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall utilize the following methods of procurement:

~~Micro purchases~~

~~Procurement by micro purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$ _____ [not to exceed \$3,500]. To the extent practicable, the District shall distribute micro purchases equitably among qualified suppliers. Micro purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.~~

Small Purchases

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$15,000.00. Small purchase procedures require that price or rate quotations shall be obtained from ~~()~~ () an adequate number of qualified sources.

Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to ~~\$25,000~~ \$50,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed ~~\$25,000~~ \$50,000.

In order for sealed bidding to be feasible, the following conditions shall be present:

1. a complete, adequate, and realistic specification or purchase description is available;
2. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

1. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from ~~(+)====(+)~~ an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
2. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
3. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

4. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
5. The Board reserves the right to reject any or all bids for sound documented reason.

~~(+) Competitive Proposals~~

~~Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method. [Drafting Note: Like sealed bids, Federal law does not require a competitive proposal unless the procurement is for over \$150,000. The State/District may set a lower threshold for sealed bids and competitive proposals. Ohio law requires sealed bids for a purchase of \$25,000\$50,000 or more (see Policy 6320).]~~

~~If this method is used, the following requirements apply:~~

- ~~1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.~~
- ~~2. Proposals shall be solicited from an () _____ () adequate number of sources.~~
- ~~3. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.~~

4. ~~Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.~~

~~The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.~~

~~(+) Noncompetitive Proposals~~

~~Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:~~

- ~~1. the item is available only from a single source~~
- ~~2. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation~~
- ~~3. the Federal awarding agency or pass through entity expressly authorizes noncompetitive proposals in response to a written request from the District~~
- ~~4. after solicitation of a number of sources, competition is determined to be inadequate~~

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only 1) after a determination that no other contract is suitable; and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as 1) contractor integrity; 2) compliance with public policy; 3) record of past performance; and 4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 CFR Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (2 CFR Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 CFR Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District maintains records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Applicable laws and regulations:
2 C.F.R. 200.317 - .326

NEWREVISED POLICY - VOL. 35, NO. 2

USE OF CREDIT CARDS

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of District credit cards. The authorization, handling and use of credit cards has been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit card. However, under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

[CHOOSE OPTION #1 OR OPTION #2]

[X] [OPTION #1 RECOMMENDED]

Use of the District credit card for any cash withdrawal transaction is strictly prohibited.

OR

[] [OPTION # 2]

Use of the District credit card for a cash withdrawal transaction may only be permitted with the prior approval of the Superintendent and only under the following circumstances:

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~~Such approved cash withdrawal transactions shall be limited to no more than \$_____ per transaction.~~

The (X) Superintendent ~~() Treasurer/CFO~~ shall develop administrative guidelines that specify those employees authorized to use credit cards, the types of expenses which can be paid by credit card, and their proper supervision and use. Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

~~[] _____ The Board authorizes the following employees to use District credit cards:~~

~~**[insert the titles of the position for each individual]**~~

A. _____

B. _____

C. _____

D. _____

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| The Board directs the Superintendent ~~Treasurer/CFO~~ to determine and specify those employees authorized to use District credit cards. The Superintendent **and or the** ~~Treasurer/CFO~~ shall be responsible for giving direction to and supervising such employees' use of District credit cards.

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NEWREVISED POLICY - VOL. 35, NO. 2

FAIR LABOR STANDARDS ACT (FLSA)

It is the Board of Education's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. The Board shall pay at least the minimum wage required by the FLSA and Ohio law ~~(+)~~ and local municipal law/ordinance/regulation to all covered, non-exempt employees, unless an employee's individual contract or the terms of an applicable collective bargaining agreement provide for greater benefits than mandated by Federal, State or local law. ~~rights to its employees. To that end, the Board shall pay at least the minimum wage required by the FLSA to all covered, non-exempt employees. Further, the Board recognizes the safe and efficient operation of the District may occasionally require covered, non-exempt employees to work more than forty (40) hours during a given work week.~~ **CHOOSE ONE (1) OF THE FOLLOWING:** ~~() Work week is defined as a fixed and regularly recurring period of 168 hours (i.e., seven (7) consecutive twenty four (24) hour period). () Work week is defined as the seven (7) day period of time beginning on Sunday at 12:00 a.m. and continuing to the following Saturday at 11:59 p.m. [or Monday at 12:00 a.m. and continuing to the following Sunday at 11:59 p.m.]. [NOTE: End of Choice]~~ Covered, non-exempt employees who work (i.e., perform work on behalf of or for the benefit of the Board) more than forty (40) hours in a given work week will receive premium pay (i.e., one and one half (1 1/2) times the employee's regular hourly rate of pay) for all hours worked in excess of forty (40).

Non-exempt employees are hourly employees, or salaried employees who do not qualify for a professional, administrative, executive, computer, or any other exemption under the FLSA.

Non-exempt employees who work (i.e., perform work on behalf of or for the benefit of the Board) more than forty (40) hours during a given work week will receive overtime pay in accordance with the FLSA for all hours worked in excess of forty (40). ~~[CHOOSE ONE (1) OF THE FOLLOWING:] () Work week is defined as a fixed and regularly recurring period of 168 hours (i.e., seven (7) consecutive twenty four (24) hour period). () Work week is defined as the seven (7) day period of time beginning on (+) Sunday at 12:00 a.m. and continuing to the following Saturday at 11:59 p.m. () Monday at 12:00 a.m. and continuing to the following Sunday at 11:59 p.m.. [NOTE: END OF CHOICE]~~

The Superintendent ~~or his/her designee~~ shall determine the necessity and availability of overtime work. ~~(-)~~ Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. ~~[NOTE: END OF CHOICE]~~ Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action up to and including termination.

Exempt employees are individuals who are exempt from the FLSA minimum wage and overtime provisions. These employees include, but are not limited to, persons employed in bona fide executive, administrative, and professional positions, and certain computer employees. To qualify for the exemption, employees generally must meet certain tests regarding their ~~specific~~ specific job duties and be paid a on minimum per week salary as established by the Department of Labor. ~~basis at not less than \$913 per week (i.e., \$47,476 for a full year worker).~~ The salary requirement does not apply to teachers. Exempt computer employees must also meet a minimum per week or per hour salary established by the Department of Labor. ~~may be paid at least \$913 per week on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour.~~ Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. Additionally, the predetermined amount cannot be reduced because of variation in the quality or quantity of the employee's work. Subject to the exceptions listed below, an exempt employee must receive the full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked.

~~Notwithstanding the fact that exempt school employees continue to meet the salary basis requirements and are not disqualified from exemption even if the employee's pay is reduced or the employee is placed on a leave without pay for absences for personal reasons or because of illness or injury of less than one (1) work-day because accrued leave is not used for specific reasons, the Board reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances:~~

Deductions may be made to an otherwise exempt employee's salary in certain circumstances without jeopardizing the employee's exempt status. Deductions may occur under the following circumstances:

- A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability
- B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness
- C. to offset amounts employees receive as jury or witness fees, or for military pay
- D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions
- E. for penalties imposed in good faith for infractions of safety rules of major significance

In addition to the foregoing, exempt employees who accrue personal leave and sick leave may have their pay reduced or may be placed on unpaid leave for absences due to personal reasons of less than one (1) full day when leave is not used by the employee because:

- A. permission to use leave has not been sought or permission has been sought and denied;
- B. the employee's accrued leave has been exhausted; or
- C. the employee chooses to use leave without pay.

Deductions from an exempt employee's pay for absences due to a budget-required furlough shall not disqualify the employee from being paid on a salary basis except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced.

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The Board shall also not be required to pay the full salary in the initial or terminal week of employment if the employee does not work the entire week, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions as described, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to the ~~(-) Superintendent,~~ ~~(-) Business Manager,~~ ~~(-) _____~~ **Payroll Department**, or his/her immediate supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

~~The Board directs the Superintendent~~ This policy shall be to distribute distributed ~~this policy~~ to all employees upon initial hire, and to all employees on an annual basis.

~~29 U.S.C. 201 et seq.~~
~~29 C.F.R. Part 541~~

~~[DRAFTING NOTE: This rate represents the standard per week salary at the 40th percentile of weekly earnings of full-time nonhourly workers in the lowest wage Census Region, which in 2016 was the South. Beginning January 1, 2020, and every three (3) years thereafter, the Labor Secretary shall update the required salary amount.]~~

[DRAFTING NOTE: Job titles do not determine exempt status, nor does receipt of a particular salary. If an employee does not meet all of the applicable criteria for a specific exemption, the employee will be covered by the FLSA and entitled to overtime if s/he works more than forty (40) hours in a week, regardless of whether the individual is paid a salary. Under the standard duties test, an employee's primary duty (i.e., principal, main, major, or most important duty) – based on all of the facts in a particular case – must be that of an exempt executive, administrative or professional employee, or an exempt computer employee.

***Executive Exemption:* 1) the employee's primary duty must be managing the enterprise in which the employee is employed, or managing a customarily recognized department or subdivision of the enterprise; 2) the employee must customarily and regularly direct the work of at least two (2) or more other full-time employees or their equivalent (for example, one (1) full-time and two (2) half-time employees are equivalent to two (2) full-time employees); and 3) the employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion, or any other change of status of other employees must be given particular weight.**

***Administrative Exemption:* 1) the employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and 2) the employee's primary duty must include the exercise of discretion and independent judgment with respect to matters of significance.**

Additionally, academic administrative personnel whose primary duty is performing administrative functions directly related to academic instruction or training in an educational institution, such as principals and vice-principals responsible for the operation of an elementary or secondary school, academic counselors who perform work such as administering school testing programs, assisting students with academic problems, and advising students concerning degree requirements, and others with similar responsibilities, are eligible for a special alternative salary level that does not apply to white collar employees outside of an educational institution. Specifically, these academic administrative personnel are exempt from the FLSA's minimum wage and overtime requirements if they are paid at least as much as the entrance salary for teachers in the District.

***Computer employee exemption:* 1) the employee must be employed as a computer systems analyst, computer programmer, software engineer, or other similarly skilled worker in the computer field; and 2) the employee's primary duty must consist of: (a) the application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications; (b) the design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications; (c) the design, documentation, testing, creation or modification of computer programs related to machine operating systems; or (d) a combination of the aforementioned duties, the performance of which requires the same level of skills.]**

[29 U.S.C. 201 et seq.](#)
[29 C.F.R. Part 541](#)
[R.C. Chapter 4111](#)

DISPOSITION OF SURPLUS OR OBSOLETE PROPERTY

The Board of Education requires the Treasurer to review the property of the District periodically and to dispose of that material and equipment no longer usable in accordance with the terms of this policy.

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance to current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum, State standards, or outcomes
2. information that may not be current
3. worn beyond salvage

B. Equipment

The District shall periodically inspect the equipment used in the instructional program and for district operations, to determine condition and usability. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate equipment has no usable life remaining
3. obsolete and/or no longer contributing to the educational program
4. some potential for sale at a school auction
5. creates a safety or environmental hazard

C. Disposition

The Treasurer is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal. ~~Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.~~

Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal awarding agency.

Except as provided in §200.312 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent (10%) of the proceeds, whichever is less, for its selling and handling expenses.

The District may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the District shall be entitled to compensation for its attributable percentage of the current fair market value of the property.

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PROPERTY INVENTORY

Efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The District shall maintain and update a continuous inventory of all equipment and supplies at such intervals as will coincide with property insurance renewal and G.A.A.P. conversion requirements.

For purposes of this policy "equipment" shall mean a unit of furniture or furnishings, an instrument, machine, apparatus, or set of articles which retains its shape and appearance with use, is nonexpendable, costs at least \$500 as a single unit and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than \$500.

It shall be the duty of the Treasurer/designee to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation. Any major loss shall be reported to the Board.

The Treasurer/designee shall maintain a system of property records which shall show, as appropriate to the item recorded, the:

- A. description and identification;
- B. manufacturer;
- C. year of purchase;
- D. initial cost;
- E. location.

Equipment acquired under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.

- B. The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
- C. The equipment may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300 and Policy 7310.
- D. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the FAIN), title entity, acquisition date, cost of the equipment, percentage of Federal participation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the equipment.
- E. A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years.
- F. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
- G. Adequate maintenance procedures shall be implemented to keep the property in good condition.

2 C.F.R. 200.313

Revised 11/20/13

NEW POLICY - TECHNOLOGY UPDATE

CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN

The Continuity of Organizational Operations Plan (COOP) provides the District with the capability of conducting its essential operations under all threats and conditions with or without warning. Having a plan to recover from any type of disaster regardless of the severity and consequences of the emergency is critical to recovery of operations and can minimize the impact on the District's teaching and learning, personnel, facilities, technology, transportation, food service, and other functional resources.

Scope of the Continuity Plan

The primary objective of the COOP is to restore the District's critical operational functions and the learning environment as quickly as possible after a crisis or threat event has occurred. A COOP contains critical and sensitive information that is confidential and exempt from public disclosure.

Planning for the continuity of operations of a school system in the aftermath of a disaster is a complex task. The current changing threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, and terrorist attacks and threats, have increased the need for viable continuity capabilities and plans that enable the District to resume and continue the essential functions in an all-hazards environment across a full spectrum of emergencies. Such conditions have increased the importance of having continuity plans in place that provide stability of essential functions across the various levels of public government and private enterprises.

The planning and development of continuity of an organizational operations plan, as well as the ongoing review and revision of such a plan, is important for the overall District ~~() and also for each school () and department in the District.~~

The District-wide plan describes how the District will respond as a total organization to a given emergency and describes the centralized resources and how they will be organized to implement command and control necessary to function during the life cycle of the event. Individual school and departmental plans contain the details related to the continuity plan for those specific sites and functional areas to prepare for an event, communicate throughout the duration of an event, assess the impact of an event on essential functions in the unit, respond to the event, and detail what will be done to recover from the event.

Preparation for, response to, and recovery from a disaster affecting administrative, educational, and support functions of the District's operations requires the cooperative efforts of external organizations, in partnership with the functional areas supporting the business of the District. This includes local government agencies, law enforcement, emergency management, medical services, and vendors necessary to District operations. The COOP outlines and coordinates all efforts by the District in cooperation with other local and State agencies and businesses to restore the essential functions of the District to the larger local community post-disaster.

The Superintendent shall recommend the COOP for Board of Education review and approval; however, the COOP shall be considered a confidential document not subject to release under State public records laws and accordingly no copies shall be provided for public review during the adoption process.

The Superintendent shall conduct:

- | ~~an annual~~
- | periodic

review of the COOP.

NEW POLICY - TECHNOLOGY UPDATE

INFORMATION SECURITY

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This information may be in hard copy or digital format, and may be stored in the District or offsite with a third party provider.

Data/information collected by the District shall be classified as Confidential, Controlled, or Published. Data/information will be considered Controlled until identified otherwise.

Protecting District Information Resources (as defined in Bylaw 0100) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board of Education members, staff members/employees, students, parents, contractors/vendors, and visitors who use District Technology Resources (as defined in Bylaw 0100) and Information Resources.

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the information is protected and preserved. Board members, administrators, and all District staff members, as well as contractors, vendors, and their employees, granted access to data/information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (Form 7540.04F1) shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District Technology Resources on which it is stored.

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to him/her or how they apply to him/her, the individual should contact the District's Technology Director or Information Technology Department/Office.

The Superintendent shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

Further, the Superintendent is authorized to develop procedures that would be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally-identifiable information occurs.

The Superintendent shall require the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be responsible for the security protocols.

Third-party contractors/vendors who require access to Confidential Data/Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of Information Resources, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and retained by the District at risk. Employees who violate this policy and/or the administrative guidelines promulgated consistent with this policy may have disciplinary consequences imposed, up to and including termination of employment, and/or referral to law enforcement. Students who violate this Policy and/or AGs will be subject to disciplinary action, up to and including expulsion, and/or referral to law enforcement. Contractors/vendors who violate this Policy and/or AGs may face termination of their business relationships with and/or legal action by the District. Parents and visitors who violate this Policy and/or AGs may be denied access to the District's Technology Resources.

The Superintendent shall conduct

- | ~~an annual~~
- | a periodic

assessment of risk related to the access to and security of the data/information collected and retained by the District.

PUBLIC RECORDS

The Board of Education recognizes its responsibility to maintain the public records of this district and to make such records available to residents of Ohio for inspection and reproduction. The Board will utilize the following procedures regarding the availability of public records.

"Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in statute as having been created, generated, sent, communicated, received, or stored by electronic means, created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Public records" do not include medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C.149.43. No public records, including, but not limited to personnel records, personnel files, or staff directories or student records shall include the actual/confidential addresses of students, parents, or employees who are participating in the Safe at Home/Address Confidentiality Program administered by the Secretary of State. Such public records and student records shall only contain the address designated by the Secretary of State to serve as the student's, parent's or employee's address.

The public records of this district shall be available during regular business hours, with the exception of published holidays. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time. The district's public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the district to review and redact non-public/confidential information contained in the record.

Each request for public records shall be evaluated for a response at the time of the public records request. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the district to identify, retrieve, and review the record(s). The request for records need not be in writing. The requestor shall not be required to provide his/her identity or the intended use of the requested public record(s).

At the time of the request, the records official shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the district promptly

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following receipt of the request. If the request for records is in writing, the acknowledgement by the district shall also be in writing.

Any request deemed significantly beyond routine, such as seeking a voluminous number of copies and/or records, or requiring extensive research, the acknowledgement shall include the following:

- A. an estimated number of business days necessary to satisfy the request
- B. an estimated cost if copies are requested
- C. any items within the request that may be exempt from disclosure

The Superintendent is authorized to grant or refuse access to the records of this district in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records is in writing, the explanation shall also be in writing.

A person may purchase copies of the district's public records upon payment of a fee. A person who chooses to purchase a copy of a public record may request to have said record duplicated on paper, on the same medium on which the District keeps the record, or on any other medium in which the records official determines that said record reasonably can be duplicated as an integral part of normal operations. A person who chooses to purchase a copy of a public record may also choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as costs for postage and supplies used in the mailing.

The number of records requested by a person that the district will transmit by U.S. mail shall be limited to ten (10) per month, unless the person certifies, in writing to the District, that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" shall be narrowly defined and does not include reporting or gathering news, reporting gathering information to assist citizen oversight or understanding of the operation or activities of the District, or nonprofit educational research. (R.C. 149.43(B)(7))

Those seeking public records will be charged only the actual cost of making copies.

Documents in electronic mail format are records as defined by Ohio Revised Code when their content relates to the business of the district. E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of the district shall retain e-mails that relate to public business and shall copy them to their business e-mail account(s) or to the records official.

The records official shall treat e-mail from private accounts that are used to conduct public business, thus subject to disclosure, as records of the district. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member, in the performance of his/her official duties, from inspecting any record of this district, except student records and certain portions of personnel records.

A school district Records Commission shall be established consisting of the Board President, Treasurer, and Superintendent in accordance with law to judge the advisability of destroying district records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.

The Superintendent shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. Administrative guidelines shall be developed to provide guidance to district employees in responding to public records requests. The Superintendent shall require the posting and distribution of this policy in accordance with statute.

| R.C. 9.01, 102.03(B), [111.41, 111.42, 111.43, 111.46, 111.47, 111.99,](#)
149.011, 149.41, 149.43, 1306.01, 1347 et seq., 3313.26
R.C. 3319.32, 3319.321
20 U.S.C. 1232g

Revised 9/18/07
Revised 12/21/11

EMPLOYMENT RECORD FILES

Orderly operation of the District requires a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that sufficient records exist to ensure an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with District rules, and evidence of completed evaluations. Such records will be kept in compliance with Ohio law.

The Board delegates the maintenance of an employee personal information system to the Superintendent and/or Director of Human Resources.

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

A copy of each such entry shall be given to the employee except for matters pertaining to pending litigation and/or a copying cost will be charged for each copy given to the employee at his/her request at the rate determined by the Treasurer.

The employee shall have access to his/her file upon request.

Personnel records shall be available to school administrators as may be required in the performance of their jobs.

Personnel records are predominantly public records and to that extent must be made available for inspection and copying in accordance with State and Federal laws pertaining to same. In accordance with the Federal Privacy Act and case law, the Board shall refrain from disclosing an employee's social security number when releasing personnel records. Further, if an employee presents information to the District certifying that s/he is a participant in the Safe at Home/Address Confidentiality Program administered by the Secretary of State, the Board shall refrain from including the employee's actual/confidential residential address in any personnel records, personnel files, or staff directories (including electronic records and files) or disclosing the employee's actual/confidential residential address when releasing personnel records. The Board shall only list the address designated by the Secretary of State to serve as the employee's address in any personnel records, personnel files, or staff directories. Further, the Board shall use the employee's designated address for any and all communications and correspondence between the Board and the employee. The employee's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. Additionally, if applicable, the employee's school, institution of higher education, business, or other place of

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employment (as specified on an application to be a program participant or on a notice of change of name or address) shall be maintained in a confidential manner. The intentional disclosure of an employee's actual/confidential residential address is prohibited. Any violations could result in disciplinary action or criminal prosecution.

Personnel records shall be monitored regularly to assure compliance with this policy and the law. Records deemed no longer accurate, relevant or necessary under this policy may be submitted to the District Records Commission for disposal in accordance with law.

R.C. 111.41, 111.42, 111.43, 111.46, 111.47, 111.99

R.C. 149.41, 149.43, 1347 et seq.

Federal Privacy Act, 5 U.S.C. Section 552a note

State ex rel. Beacon Journal Publishing Company v. City of Akron (1994),
70 Ohio St. 3d, 640 N.E. 2d 164

R.C. 149.41, 149.43, 1347 et seq.

STUDENT RECORDS

The educational interests of the student require the collection, retention, and use of information about individual students. At the same time, the student's right of privacy and other rights mandate careful custodianship and limitations on access to student records.

The Board of Education is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and necessary and relevant to the function of the District or specifically permitted by this Board may be compiled by District employees.

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents/guardians, adult students, and designated school officials and personnel, who have a legitimate educational interest in the information or as otherwise permitted by law.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students (eighteen (18) and older), parents may be allowed access to the records without the student's consent, providing the student is considered a dependent under section 152 of the Internal Revenue Code and has not graduated from the District.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" including, but not limited to those officials with legitimate educational interests.

The Board authorizes the administration to:

- A. ~~A.~~ forward education records on request to a school in which a student of this District seeks or intends to enroll;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling

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| school's request;

| ~~BD~~. provide "personally identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;

| ~~CE~~. ensure that each person or party requesting access to a student's record abide by Federal regulations and State laws concerning the disclosure of information.

The District will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction.

The District shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent/guardian, without the written consent of the parent/guardian; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the District's policy and administrative guidelines and/or those in the law.

Student records which are not "directory information" and are requested under judicial order or lawfully issued subpoena, may only be disclosed if the district first makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with exceptions as noted in the Family Educational Rights and Privacy Act regulations or other relevant state or federal laws.

DIRECTORY INFORMATION

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The "directory information" shall be defined as: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received, honor rolls, or scholarships.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and adult students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within five (5) days after receipt of the District's public notice.

In accordance with State law, the District shall release the names and addresses of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces who requests such information. Such data shall not be released if the adult student or student's parents submit a written request not to release such information. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever parental consent is required for the inspection and/or release of a student's health or educational records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The District may disclose "directory information" on former students without student or parental consent.

Administrative guidelines shall ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge District noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the Department of Education;
- F. obtain a copy of the District's policy and administrative guidelines on student records.

The administration shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of record;
- B. informing District employees of the Federal and State laws concerning student records.

The District is authorized to use the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

SAFE AT HOME/ADDRESS CONFIDENTIALITY PROGRAM

If a parent (or adult student), presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Secretary of State, the Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. Since student records are available to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals or organizations as permitted by law (including the public in some situations), the Board shall only list the address designated by the Secretary of State to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's designated address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose.

Although the student's actual/confidential address will not be available for release as directory information, the parent (or adult student) may also request that the student's name and telephone number be withheld from any release of directory information. Additionally, if applicable, the student's parent's school, institution of higher education, business, or place of employment (as specified on an application to be a program participant or on a notice of change of name or address) shall be maintained in a confidential manner.

If a non-custodial parent presents a subpoena or court order stating that s/he should be provided with copies or access to a student's records, the District will redact the student's confidential address and telephone number from the student's records before complying with the order or subpoena. The District will also notify the custodial/residential parent of the release of student records in accordance with the order or subpoena.

The intentional disclosure of student's actual/confidential residential address is prohibited. Any violations could result in disciplinary action or criminal prosecution.

R.C. 9.01, 111.41, 111.42, 111.43, 111.46, 111.47, 111.99

R.C. 9.01, 149.41, 149.43, 1347 et seq., 3113.33, 3319.321

34 C.F.R. Part 99

20 U.S.C., Section 1232 f through 1232i (FERPA)

26 USC 152

20 U.S.C. 1400 et seq., Individuals with Disabilities Act

Revised 10/17/12

NEWREVISED POLICY - ESSA

LETTERS OF REFERENCE

The Board of Education recognizes that an employee or former employee's request to an administrator for a letter of reference is an opportunity to share information about the staff member's performance with a prospective employer or other interested party. A current or former employee shall have no expectation that a letter of reference will be written upon request. The decision to comply with such a request shall be solely at the discretion of the administrator.

If an administrator opts, however, to prepare a reference letter, the Board expects that administrator to provide specific and truthful comments concerning the employee or former employee's actual performance that can be substantiated by the administrator's personal knowledge and/or the individual's personnel file.

In accordance with law, an administrator who, in the scope of his/her employment, provides a letter of reference or employment reference may be entitled to a qualified privilege for statements included in that reference letter, provided such statements were made in good faith, without malice, and in accordance with this policy.

All District employees, including but not limited to an administrator who prepares a letter of reference or provides an employment reference pursuant to this policy, are prohibited from assisting a District employee, contractor or agent in obtaining a new job if s/he knows or has reasonable cause to believe that such District employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of State or Federal law. "Assisting" does not include the routine transmission of administrative and personnel files. The only exceptions permitted are those authorized by the Every Student Succeeds Act, such as where the matter has been investigated by law enforcement and the matter was officially closed due to lack of probable cause or where the individual was acquitted or otherwise exonerated of the alleged misconduct.

~~The Superintendent shall develop the administrative guidelines necessary to implement this policy.~~

Section 8546 of the Every Student Succeeds Act (ESSA)

© **NEOLA 200417**

NEWREVISED POLICY - VOL. 35, NO. 2

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

~~The Board of Education has determined that it may enhance school safety to have an automated external defibrillator (AED) placed in building(s) within the School District.~~
To enhance school safety and in compliance with State law, the Board of Education will have an automated external defibrillator(s) (AED) placed in designated building(s) within the School District.

An AED is a medical device that interprets the cardiac rhythm of a person in cardiac arrest and, if appropriate, delivers an electrical shock to the heart intended to allow it to resume effective electrical activity.

The Superintendent is authorized to develop guidelines that govern AEDs, including the use of the AED, placement of the AED, and appropriate training in the use of the AED. ~~(+) in consultation with a healthcare professional.~~

R.C. 2305.235, 3701.85, 3313.717, 3313.6021, 3313.6023
A.C. 3301-27-01

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Washington Local School District

Bylaws & Policies

8500 - FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students. The Board shall annually encumber the funds needed to operate the program.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult with a dietitian licensed under R.C. Chapter 4759, a dietetic technician registered by the commission on dietetic registration, or a school nutrition specialist certified or credentialed by the school nutrition association;
- C. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
- D. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

The Board shall provide a Federal food service program for students during summer intervention programs that are mandated under Federal law. If the Board determines that it is unable to provide a Federal food service program during the summer, for financial reasons, the Board will communicate that decision to its residents in a manner it determines to be appropriate.

During all times while the food service program is operating and students are being served food, at least one (1) employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Ohio has provided medical certification that the student has a disability that restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons," but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For non-disabled students who need a nutritionally equivalent milk substitute, only a signed request by a parent or guardian is required.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with administrative guidelines established by the Superintendent. Lunches may be made available, free of charge, to senior citizens who are serving as volunteers to the District.

The operation and supervision of the food-service program shall be the responsibility of the Supervisor of Nutrition Services. In accordance with Federal law, the Supervisor of Nutrition Services shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

[Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.](#)

[x] Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable by the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the district general fund, state or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service.

This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.

A periodic review of the food-service accounts shall be made by the Treasurer. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the food-service program.

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the purchase of food and supplies in accordance with State and Federal law, USDA regulations, and Board policy; (see Policy [1130](#), Policy 1214, Policy [3113](#), Policy 3214, Policy [4113](#), Policy 4214, and Policy [6460](#));
- D. the accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- E. the safekeeping and storage of food and food equipment pursuant to USDA regulations;
- F. the regular maintenance and replacement of equipment.

In accordance with the nutritional standards adopted by the Board, the placement of vending machines in any classroom where students are provided instruction, unless the classroom is also used to serve meals to students, is prohibited.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District shall serve only nutritious food in accordance with the nutritional standards adopted by the Board in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages in competition with the District's food-service program must comply with the current Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy [8550](#).

The Superintendent will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

R.C. 3313.81, 3313.811-815

A.C. 3301-91

42 U.S.C. 1758

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

7 C.F.R. Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245, 3015

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

Revised 10/19/11

Revised 1/21/15

Revised 12/16/15

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Washington Local School District

Bylaws & Policies

8510 - WELLNESS

As required by law, the Board of Education establishes the following wellness policy for the Washington Local School District.

The Board recognizes that good nutrition and regular physical activity affect the health and well being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education, the District shall:
 - 1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
 - 2. Nutrition education posters, such as the Food Pyramid, will be displayed in the cafeteria.
 - 3. The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
 - 4. The District shall provide information to parents that is designed to encourage them to reinforce at home healthy nutritional habits through school newsletters and the District website.

- B. With regard to physical activity and education, the District shall:

Physical Education

1. The physical education curriculum shall stress the importance of remaining physically active for life and provide opportunities as well as sequential instruction related to knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
2. Physical activity should not be employed as a form of discipline or punishment.
3. The Washington Local School District feels that recess is an appropriate and useful part of the school day. The District discourages the exclusion of recess as a form of punishment.

- C. With regard to other school-based activities the District shall:

School Health Advisory Council will continue at each Washington Local school building with the goal of promoting wellness. The Advisory Council shall adopt the Center for Disease Control and Prevention School Health Index Evaluation Tool as a framework.

- D. ~~With regard to nutrition promotion, the District shall:~~ any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

- E. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, or from vending machines, ~~for classroom parties, or at holiday celebrations.~~

- F. All food and beverages that are provided, other than through sale, on the school campus during the school day (which may include for classroom parties and at holiday celebrations) shall comply with the
- (x) food and beverage standards approved by the Principal.

With the objectives of enhancing student health and well being, and reducing childhood obesity, the following nutrition guidelines for all food available on campus during the school day are established:

- A. In accordance with Policy [8500](#), entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.
- B. As set forth in Policy [8531](#), entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- C. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- D. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- E. Nutrition programs such as [Mealviewer](#) ~~[Snackwise](#)~~, ~~[Nutrikids](#)~~, etc. for cafeteria foods available during the school day shall be readily accessible ~~near the point of purchase~~.

The Board designates the building principals as the individuals charged with operational responsibility for measuring and evaluating the District's implementation and progress under this policy. The administration shall develop administrative guidelines necessary to implement this policy.

The Superintendent shall appoint a District-wide Wellness Committee that includes parents, representatives of the school food authority, educational staff (including health and physical education teachers), school health professionals, members of the public, and school administrators to oversee development, implementation, evaluation and periodic update of this policy. The Wellness Committee shall be an ad hoc committee with members recruited and appointed annually.

The Wellness Committee shall be responsible for:

- A. assessment of the current school environment;
- B. review of the District's Wellness policy;
- C. presentation of the Wellness policy to the Board for approval;
- D. measurement of the implementation of the policy; and
- E. recommendation for the revision of the policy, is necessary.

Before the end of each school year, the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary and/or appropriate. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.

The administration shall report on the District's compliance with this policy and the progress toward achieving the goals set forth herein when requested to do so by the Board.

Review of this policy shall occur every three (3) years, by a committee appointed by the Board, consisting of a representative(s) of the Board, the administration, the food service provider, the parents, the students, and the public. The committee shall provide the Board with any recommended changes to this policy.

42 U.S.C. 1751, Sec. 204
42 U.S.C. 1771

Adopted 6/21/06
Revised 1/21/15

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EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS & PARTICIPATION IN
EXTRA-CURRICULAR FOR STUDENTS NOT ENROLLED IN THE DISTRICT
(HOME-SCHOOLING)

The Board of Education encourages the enrollment of all school age children resident in this District in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

The Board recognizes its responsibility for assuring that every resident school-age child is enrolled in an approved school or is offered an equivalent education elsewhere and designates the Superintendent to act in its behalf.

All requests to educate a child in an equivalent education (home-schooling) program are to be submitted to the Educational Service Center Superintendent.

The Educational Service Center Superintendent shall verify that, prior to approval of a home-schooling request, all requirements specified in the State Department of Education regulations and the conditions established in Policy 5463 - Credits from State-Chartered, Special, and Nonchartered Schools have been met.

A student who is educated at home is permitted to participate in any extracurricular activity offered in the school district to which the student would otherwise be assigned during the school year. If the District operates more than one (1) school that serves the student's grade level (as determined by the student's age and academic performance), the student shall be permitted to participate in the extracurricular activities at the school to which the student would be assigned by the Superintendent pursuant to R.C. 3319.01. If the student elects to participate in an extracurricular activity offered by the District, the student is not allowed to participate in that activity at another school or school district to which the student is not entitled to attend.

Similarly, a student who is enrolled in a nonpublic school is entitled to participate in any extracurricular activity not offered by the nonpublic school in the school district to which the student would otherwise be assigned during the school year. If the District operates more than one (1) school that serves the student's grade level (as determined by the student's age and academic performance), the student shall be permitted to participate in that extracurricular activity at the school to which the student would be assigned by the Superintendent pursuant to R.C. 3319.01.

Eligibility Requirements

In order to participate in any extracurricular activity as detailed above, a student being educated at home or enrolled in a nonpublic school must be the appropriate age and grade level for the school that offers the extracurricular activity and must fulfill the same academic, nonacademic, and financial requirements as any other participant as specified in Board policy, administrative guidelines, the student handbooks and/or the Athletic Handbook. A student educated at home must meet the following academic requirements:

- A. If the student received home instruction in the preceding grade period, the student shall meet any academic requirements established by the State Board of Education for the continuation of home instruction.
- B. If the student did not receive home instruction in the preceding grading period, the student's academic performance during the preceding grading period shall have met any academic standards for eligibility to participate in the program established by the District.
- C. Eligibility for a student who leaves a school district mid-year for home instruction shall be determined based on an interim academic assessment issued by the district in which the student was enrolled based on the student's work while enrolled in the District.
- D. Any student who commences home instruction after the beginning of a school year and who is, at the time home instruction commences, ineligible to participate in an extracurricular activity due to failure to meet academic standards or any other requirements of the District shall not participate in the extracurricular activity until the student meets the academic requirements established by the State Board of Education for continuation of home instruction as verified by the Superintendent. No student shall be eligible to participate in the same semester in which the student as determined ineligible.

No eligible home schooled or nonpublic school student will be charged any fees in excess of those fees charged to other students for participation in the same extracurricular activity. No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in college credit plus program as long as the student fulfills all academic, nonacademic and financial requirements.

R.C. 3313.5311, 3313.5312, 3313.5341, 3321.03, 3321.04
A.C. 3301-34

Revised 11/20/13

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13. Executive Session

The Superintendent recommends that the Board of Education enter into Executive Session to:

1. Consider the **APPOINTMENT** of a public employee or official.
2. Consider the **EMPLOYMENT** of a public employee or official.
3. Consider the **DISMISSAL** of a public employee or official.
4. Consider the **DISCIPLINE** of a public employee or official.
5. Consider the **PROMOTION** of a public employee or official.
6. Consider the **DEMOTION** of a public employee or official.
7. Consider the **COMPENSATION** of a public employee or official.
8. Consider the **INVESTIGATION OF CHARGES OR COMPLAINTS** against a public employee, official, licensee, or student.
9. Consider the **PURCHASE OF PROPERTY** for public purposes.
10. Consider the **SALE OF PROPERTY** at competitive bidding.
11. **CONFER WITH AN ATTORNEY** for the Board of Education concerning disputes involving the Board that are the subject of pending or imminent court action.
12. **CONSIDER INFORMATION THAT CONCERNS A DISPUTE** which is or may become subject to litigation or other legal proceeding, and would be harmful to the interests of the School District if disclosed to any opposing party or parties.
13. **CONSIDER INFORMATION THAT CONCERNS A PROPOSED NEGOTIATION AND/OR CONTRACTUAL AGREEMENT** with a person, firm, labor organization, or governmental entity, and would impair the School District’s position with respect to such negotiations or agreement(s) if such information were to be disclosed publicly.
14. **PREPARE FOR NEGOTIATIONS OR BARGAINING SESSIONS** with public employees concerning their compensation or other terms and conditions of employment.
15. **CONDUCT NEGOTIATIONS OR BARGAINING SESSIONS** with public employees concerning their compensation or other terms and conditions of employment.
16. **REVIEW NEGOTIATIONS OR BARGAINING SESSIONS** with public employees concerning their compensation or other terms and conditions of employment.
17. **CONSIDER MATTERS REQUIRED TO BE KEPT CONFIDENTIAL** by federal law or regulations or state statutes.
18. **DISCUSS DETAILS RELATIVE TO THE SECURITY ARRANGEMENTS** and emergency response protocols for the Board of Education.
19. **CONSIDER CONFIDENTIAL INFORMATION** related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance.
20. **CONSIDER CONFIDENTIAL INFORMATION** related to negotiations with other political subdivisions respecting requests for economic development assistance.

Moved by: _____ Seconded by: _____

Mr. Kiser _____ Mrs. Carmean _____ Mr. Hunter _____ Ms. Canales _____ Mr. Langenderfer _____

TIME ENTERED INTO EXECUTIVE SESSION: _____ P.M.

Let the minutes reflect that at _____ P.M., the Washington Local Board of Education **RETURNED FROM** Executive Session and did, in fact:

- # _____ (list numbers from above list as appropriate)

- All board of education members returned to the meeting.
- The following board member(s) did not return to the meeting: _____

14. Personnel

RECOMMENDATION #1 OF 2: The Superintendent recommends that the Board of Education approve, via consent motion, personnel items as presented:

1. RESIGNATIONS

A. Certified Personnel

- | | | |
|--------------------|-------------------------|---------------------------|
| 1. Angelique Lewis | Special Ed.
Hiawatha | 08/10/2017
Resignation |
| 2. Joy Schall | Math
CTC | 08/10/2017
Resignation |

B. Classified Personnel

- | | | |
|-------------------------|--|-------------------------------------|
| 1. Shelley Ditmyer | Nutrition Service Manager
Monac | 06/30/2017
Retirement
24 yrs. |
| 2. Karen Ferguson | Secretary – 12 Month
CTC | 06/30/2017
Retirement
19 yrs. |
| 3. Karen Singer | Classroom Aide
Whitmer | 06/30/2017
Retirement
17 yrs. |
| 4. Conni Urbanski-Brown | Secretary – 12 Month
Central Office | 06/30/2017
Retirement
13 yrs. |
| 5. Tammy VanSant | Bus Driver
Transportation | 03/17/2017
Resignation |
| 6. Tammy VanSant | Floating Bus Monitor – Mid-day
Transportation | 03/09/2017
Resignation |
| 7. Florence Warnke | Classroom Aide
Hiawatha | 06/30/2017
Retirement
20 yrs. |

C. Extra Duty Personnel

- | | | |
|------------------|---------------------------------|------------|
| 1. Jennifer Nino | #165L-c Pep Club | 06/30/2017 |
| 2. Jason Rubley | #165L-a Pep Club | 06/30/2017 |
| 3. Brett Smith | #002 Athletic Director/Jr. High | 06/30/2017 |
| 4. Heather Steer | #165L-b Pep Club | 06/30/2017 |

D. Substitute Classified Personnel

- | | | |
|-------------------|--|------------|
| 1. Carol Michalak | | 03/31/2017 |
|-------------------|--|------------|

2. LEAVES OF ABSENCE

A. Classified Personnel

- | | | |
|---------------|---------------|-------------------------|
| 1. Erica Roos | Medical Leave | 02/28/2017 – 04/04/2017 |
|---------------|---------------|-------------------------|

B. Workers Compensation

- | | | |
|-----------------|--------------|-------------------------|
| 1. Peter Gramza | Unpaid Leave | 04/12/2017 – 05/16/2017 |
| 2. Denise Mack | Unpaid Leave | 04/12/2017 – 05/16/2017 |

3. NOMINATIONS – 2016/17

A. Classified Personnel

- | | | |
|---------------------|---|------------|
| 1. Loretta McCaster | Bus Driver – Transportation
4 hrs./day
Sched. L, step 0 @ \$17.39/hr. | 04/13/2017 |
| 2. Laurence Swint | Bus Driver – Transportation
4 hrs./day
Sched. L, step 0 @ \$17.39/hr. | 04/13/2017 |

B. Extra Duty Personnel

- | | | |
|----------------------|---|--------------|
| 1. Amy Adams | #171L-15a Safety Patrol Coord-Shore | \$ 1,257.00 |
| 2. Austin Hogan** | #020-5a Basketball-Jr High Coach | \$ 1,820.00 |
| 3. Justin Johnson | #210-5a Dept. Chair – CTC
Partial Contract-Replacing Alexa Kehres | \$ 1,154.00 |
| 4. Kimberly Molnar | #160L-2b Youth to Youth | \$ 718.00 |
| 5. Jona Polesovsky** | #160L-2a Youth to Youth | \$ 718.00 |

**Consultants

C. Substitute Certified Personnel

1. Robert Dunlap
2. Janice Gedert
3. Christopher Wilhelm
4. Shelby Willhahn

D. Substitute Classified Personnel

- | | |
|----------------------------|------------------|
| 1. George Chatzidakis | 6. Brandy Rheams |
| 2. Gino Giovanoli | 7. David Simrell |
| 3. Laureen Kasparian | 8. La'Toya Swain |
| 4. Erin King | 9. Adam Swisher |
| 5. Kristen Koester-Kennedy | |

E. Home Instruction Personnel @ \$26.33/hr.

1. Leanne Meiring

F. Presenters for February 17, 2017 Professional Development Day @ \$50.00 per session

- | | |
|------------------------------|------------|
| 1. Colleen Aiken | 3 sessions |
| 2. Maria Burmeister (LEWESC) | 1 session |
| 3. Martha Champa (LEWESC) | 3 sessions |
| 4. Tammera Conlan | 3 sessions |
| 5. Carrie Frey | 3 sessions |
| 6. Anna Hays | 3 sessions |
| 7. Jordan Hede | 3 sessions |
| 8. Sara Hoffman | 3 sessions |
| 9. Alexa Kehres | 2 sessions |
| 10. Jean Kornowa | 1 session |
| 11. Kimberly Kovin | 3 sessions |
| 12. John Mohn | 3 sessions |
| 13. Eric Puffenberger | 3 sessions |
| 14. Dolores Swineford | 3 sessions |
| 15. Rebecca Swisher | 1 session |
| 16. Jodie Tucker | 2 sessions |
| 17. Aaron Wolfe | 2 sessions |
| 18. Elizabeth Ziegler | 1 session |

G. Training for AIR testing @ \$15.69/hr.

1. Penny Ganchou (long-term Substitute)
2. Cory Guenther (long-term Substitute in a Prof. Tutor position)
3. Martha Puffenberger (long-term Substitute in a Prof. Tutor position)

H. Panther + (After School Tutoring) @ \$26.33/hr.

1. Brian Kaser

I. Physical Education Programs @ \$200.00 per program

1. Jamie Hesselbein Monac
Hot Shot Competition, Hot Shot Finals, 6th Grade Volleyball Tournament
2. Chad Pennywitt McGregor
Hot Shot Competition, Hot Shot Finals, 6th Grade Volleyball Tournament
3. Charles Townsend Hiawatha/Jackman
Hot Shot Competition, Hot Shot Finals, 6th Grade Volleyball Tournament

**J. Summer Lunch Program
June 12, 2017 – August 18, 2017**

1. Gail Herman Contracted Rate of Pay

**K. Registration Office Summer Help @ \$11.00/hr.
As Needed Basis**

1. Jennifer Jensen
2. Agata Piestrak
3. Robin Samples
4. Sonya Tenney

**L. Registration Office Summer Help
As Needed Basis**

1. Kimberly Knakiewicz Contracted Rate of Pay

M. Credit Recovery (After School Tutoring) @ \$26.33/hr.

1. Karleigh Kocar

N. Golf Chair Stipends

1. Melissa Cogar Golf Co-Chairperson \$ 666.00
2. Rebecca Swisher Golf Co-Chairperson \$ 666.00

**O. Tech Prep Summer Camp @ \$473.00 each
June 8 and June 9, 2017
Perkins Grant and a Northwest Ohio Tech Prep Consortium Grant**

1. Brian Anderson
2. Joseph Brower
3. Teresa Crozier
4. Kimberlee Farnham
5. Linda Good
6. Justin Johnson
7. David Napierala
8. Andrew Schober
9. Jodie Tucker
10. Mark White
11. Carrie Wray

**P. Career Tech Program Career Passport Project
Perkins Grant**

1. Jamie Squibb \$ 2,100.00

**Q. Career Tech Publication Projects
Perkins Grant**

1. Linda Hergenrather \$ 1,800.00

**R. Work on English 12 – Technical Literacy Curriculum
Perkins Grant**

1. Megan Kosakowski \$ 300.00

2. Heather Steer \$ 300.00

**S. Medical Mania Summer Camp
Perkins Grant**

1. Bernadette Terry \$ 1,000.00

**T. Construction Industry Summer Camp
Perkins Grant**

1. Andrew Schober \$ 500.00

4. NOMINATIONS – 2017/18

A. Classified Personnel – Limited Contracts

- | | | |
|-----------------------|-------------------------|------------------------|
| 1. Jennifer Bal | 10. Roseann Harwick | 19. Pamela Reynolds |
| 2. Victoria Bocanegra | 11. Darren Heminger | 20. Sierra Sharp |
| 3. Elizabeth Chambers | 12. Susan Korecki | 21. Darlene Stark |
| 4. Jessica Cordrey | 13. Kelsey Lenhart | 22. Belinda Sutherland |
| 5. Ginger Dauterman | 14. Tonya Lewallen | 23. Laurence Swint |
| 6. Jennifer Dayvolt | 15. Loretta McCaster | 24. Deborah Tubbs |
| 7. Tonya Gibson | 16. Kyle McClure | 25. Deborah Whiting |
| 8. Jessica Guerra | 17. Kathryn Mikolajczyk | |
| 9. Anneliesje Hamid | 18. Jamie Redd | |

B. Classified Personnel – Continuing Contracts

- | | | |
|------------------------|---------------------|------------------------|
| 1. Pamela Appleman | 10. Ashley Lipscomb | 19. Elisa Shine |
| 2. David Bauman | 11. Jeffery Mack | 20. Vicki Swartz |
| 3. Travis Galloway | 12. Melanie Mattox | 21. Henry Tobler, IV |
| 4. Kelli Hamilton | 13. Angela Pedelose | 22. Arthur Winzenried |
| 5. Rachel Hill | 14. Teresa Pierce | 23. Cynthia Winzenried |
| 6. Angela Jacobiak | 15. Randolph Roth | 24. Kerry Woodward |
| 7. Joseph Jones | 16. Sarah Rowland | 25. Courtney Zenz |
| 8. Tonya King | 17. John Rybarczyk | 26. Nancy Zimmer |
| 9. Bradford Kotlarczyk | 18. Douglas Sams | |

5. CHANGE OF CONTRACT

A. Administrative Personnel

1. Sean Flemmings From Elementary Principal – Monac Sched. 2,
Step 0 @ \$81,440 + Educ.Stipend \$3,600 = \$85,040
to Elementary Principal – Monac, Sched. 2,
Step 1 @ \$83,601 + Educ. Stipend \$3,600 = \$87,201
Effective: August 1, 2017
2 yr. Contract

B. Classified Personnel

1. Melanie Mattox* From Safety Aide – McGregor (2 hrs./day) to
Floating Bus Monitor – Mid-day (2 hrs./day)
No change in Schedule, Step or Hourly Rate
Effective: March 20, 2017
*She remains a two (2) position employee.
2. Pamela Parker From Secretary – Computer Services, Sched. A,
Step 11 @ \$26.10/hr. + Longevity \$1.10/hr. =
\$27.20/hr. to Secretary – 12 month – Whitmer,
Sched. C, Step 11 @ \$23.79/hr. + Longevity \$1.10/hr.
= \$24.89/hr.
Effective: April 17, 2017
3. Jamie Redd From Safety Aide – Monac (2 hrs./day), Sched. K,
Step 0 @ \$15.17/hr. to Classroom Aide – Jackman
(4 hrs./day), Sched. J, Step 0 @ \$14.76/hr.
Effective: March 20, 2017

RECOMMENDATION #2 OF 2: The Superintendent recommends that the Board of Education approve, via consent motion, personnel items as presented:

1. NOMINATIONS – 2016/17

A. Golf Chair Stipends

1. Wendy Kiser Golf Co-Chairperson \$ 666.00

Moved by: _____ Seconded by: _____

Mr. Kiser _____ Mrs. Carmean _____ Mr. Hunter _____ Ms. Canales _____ Mr. Langenderfer _____

15. Adjournment

Moved by: _____

Seconded by: _____

Mr. Kiser _____ Mrs. Carmean _____ Mr. Hunter _____ Ms. Canales _____ Mr. Langenderfer _____

Motion to adjourn carried

_____ Yes

_____ No

_____ Absent

_____ Abstention

Let the record show that an audio recording of this meeting has been made and is on file in the Office of the Treasurer.

The meeting stands adjourned at _____ P.M.