

GARFIELD HEIGHTS BOARD OF EDUCATION
GARFIELD HEIGHTS, OHIO

RECORD OF PROCEEDINGS
Minutes – Regular Board Meeting
January 28, 2019

The Board of Education of the Garfield Heights City School District met special session on Monday, January 28, 2019 at the Garfield Board of Education Offices, 5640 Briarcliff Dr. Garfield Heights, Ohio 44125 at 6:00 p.m. with Mr. Gary Wolske, President of the Board, presiding.

ROLL CALL

Present: Mr. Wolske, Mrs. Kitson, Mrs. Chamberlin, Mr. Dobies, Mr. Juby
Absent:

RECOMMEND ADOPTION OF AGENDA AS PRESENTED

Moved by Mr. Dobies, seconded by Mr. Juby to approve the agenda as adopted.

Ayes: Dobies, Juby, Kitson, Chamberlin, Wolske
Nays: None

MOMENT OF SILENT REFLECTION & PLEDGE OF ALLEGIANCE

READING & APPROVAL OF MINUTES

Moved by Mr. Juby, seconded by Mrs. Chamberlin to approve the following minutes:

Minutes from the Special Board Meeting of December 3, 2018 as presented.
Minutes from the Regular Board Meeting of December 17, 2018 as presented.

Ayes: Juby, Chamberlin, Dobies, Kitson, Wolske
Nays: None

BOARD PRESIDENT'S REPORT

Welcome everyone to our January Board meeting. I would like to thank and congratulate Coach Lance Reisland for his dedication and successes as the head football coach. What Coach has done to help our young men grow into good young adults is very commendable. As we all know coaching does not just take place during the games and between the lines, but it is a passion that takes much much time everyday all year. Thanks Coach. And since it is Black History month and we recently honored Dr. Martin Luther King Jr., I felt it would be appropriate to quote him.

"The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education."

COMMITTEE REPORTS:

Cuyahoga Valley Career Center – Christine A. Kitson

Mr. James Gilbride, of Brecksville-Broadview Heights was elected as President and Mr. Gary Suchacki of Cuyahoga Heights was elected Vice President.

Mrs. Christine Kitson appointed as OSBA delegate and to the Curriculum Committee and as Policy Committee Chairperson.

Attached is the CVCC News Flash

Student Activities - Joseph Juby

Winter season is approaching the start of the state tournament series. Boys and girls basketball, wrestling, hockey and boys and girls bowling will all be playing in their sectional and district tournaments within the next month. The NEDAB has once again selected Garfield Hts to host the DIII district basketball tournament and the DIII district wrestling tournament. Recent purchases include: State playoff football patches, wrestling weight certification, wrestling tournament fees, middle school basketball tournament fee, middle school soccer socks, middle school wrestling head gear and GH letters for letterman's jacket.

Legislative Liaison – Gary Wolske

City Liaison – Robert A. Dobies Sr.

Policy Liaison – Christine A. Kitson & Joan Chamberlin

PRESENTATION

Mrs. Saxton presented to the Board of Education on January 28, 2019 an update on several key District initiatives that are funded through federal grants.

Mrs. Saxton gave an overview of the two parent/student engagement support programs being offered through Ohio Guidestone. "The Nurturing Parent" is an after school small group program currently being offered at Elmwood Elementary. The focus of the group is to provide parents with guidance around parenting, expectations and developing positive relationships between home and school. The goal is to expand the Nurturing Parent program to the other elementary buildings and the middle school.

The parent initiative through Ohio Guidestone is "Ross Greene's Cooperative Proactive Solutions Intervention Model (CPS). This is being offered at all three elementary buildings and the middle school. CPS looks at both teaching and parenting typically and behaviorally challenged kids at home and school. It is a collaborative effort between the parent, teacher, therapist and child. CPS looks at identifying the lagging skills students need to respond to demands. Basically, kids can do well if they can.

The District is the recipient of two federal competitive grants around literacy:

- Early Literacy Ohio Pilot grant (Maple Leaf only)
- Striving Readers Grant (K-12)

The Early Literacy Ohio Pilot is a five year grant awarded to Maple Leaf. It is currently in year three. The focus of the grant is around teacher professional development around how to deliver effective reading instruction for ALL students. Teachers received professional development in LETRS: Language Essentials for Teachers of Reading and Spelling. The PD consists of online learning, face to face training and embedded coaching.

The Striving Readers Grant is a 3 year grant with a focus on literacy K-12. It is basically a scaling up of the Early Literacy Pilot at Maple Leaf by extending it to the other elementary buildings. In addition, it includes a middle school focus on students with disabilities and ELA teachers. The SRG is also funding work at the secondary level around disciplinary literacy with the social studies teachers.

Mrs. Lee Ann Reisland reviewed the value of collaboration and data analysis for the Department of Teaching and Learning. She also shared the purpose of Value Added data, paying special attention to the focus on achievement vs. growth and why the two work together. Finally, we looked at a sample district report. Mrs. Reisland modeled how to read the report and what to do with the data.

RECOGNITIONS/COMMENDATIONS

Mr. Dale Krzynowek informed the Board of the invitation for Garfield Heights to join the Lake Erie League and that we have accepted. He then introduced Mr. Jason Osborn who is on the agenda to be approved as the next varsity football coach.

SUPERINTENDENT'S REPORT

Thank you, Mr. President. As we begin the official start of the second half of the 2018-2019 School Year, I want to share number of important updates with the Board this evening. First, this past weekend was the start of the highly anticipated Music Express competition season. The students did a great job in this inaugural performance for the 2019 season. As we all know, our Music Express organization is a beacon of opportunity for the students of Garfield Heights, and we wish the students, as well as Mr. Pernod and Miss Carey, the best of success as they kick-off their competition season. A special thank you is extended to the individuals who support this program during the Premier Night fundraiser and performance last Thursday as well. Our appreciation is extended to everyone who participated.

Testing season is right around the corner, and over the next several weeks, the Garfield Heights City Schools will be sharing important reminders for students and parents through online, video and social media sources so that students can maximize their performance on these tests. Please take advantage of the test taking preparation underway right now in classrooms at all grade levels. Vocabulary words, practice tests, engaging in word-of-the-week assignments and others are all designed to help our students with the testing seasons. Establishing routines of nightly reading, proper nutrition and sleep schedules will all payoff during this highly emphasized time of the year. Although the Garfield Heights City Schools places focus on the whole student, these tests are an inevitable reality of our public education evaluation system and we all will do everything we can to ensure success.

In other District news, a recent round of building upgrades have taken place at Garfield Heights Middle School and the High School that I would like to share. In an effort to help improve the overall learning environment for our 6th, 7th and 8th grade students, new ceiling tiles have been replaced throughout the building, more energy efficient LED lights have been installed, a new sound system has been installed throughout the building and new drinking fountains have also been mounted. At the High School, new LED lighting has been inserted throughout the buildings as well. With an eye on improving the academic setting in the buildings for students and seeking to optimize energy conservation, these upgrades have been made. We will keep the community informed on continual capital improvement efforts as they unfold in the near future.

Finally, Mr. President, the month of January in the State of Ohio is Board of Education recognition month. This is the time that we formally recognize the public service of the five dedicated members of the Garfield Heights Board of Education for their leadership and vision. The Board of Education plays a vital role in setting the strategic direction for our District. They make vital policy decisions in tandem with the administration on behalf of students and promote their best interests. The Board serves as an important liaison between the community-at-large and the administration of the schools. They are highly involved with the allocation of funds, the academic progress of the District, and improvement of public assets and facilities. Please join me in commending Mr. Gary Wolske, Mrs. Christine Kitson, Mrs. Joan Chamberlin, Mr. Bob Dobies and Mr. Joe Juby...our loyal and dedicated Board of Education.

Thank you, and as always, Goooooo Bulldogs!

REMARKS FROM THE PUBLIC REGARDING AGENDA ITEMS

REPORTS & RECOMMENDATIONS OF THE TREASURER:

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the financials for December 2019, as presented in Exhibit "A".

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to approve Resolution No. 2019-02, a resolution appropriating the following safety grant received from the state:

Fund	SCC	Appropriation Amount
499	919S	\$19,702

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske
Nays: None

RECOMMENDATIONS OF THE BOARD OF EDUCATION:

RECOMMENDATIONS OF THE SUPERINTENDENT TO THE BOARD:

PERSONNEL:

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to approve the Employee Leaves as presented in Exhibit "B".

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to accept the retirement resignation of Debra Woloszynek, Fifth Grade Teacher at Elmwood, effective June 30, 2019 after 20 years of service with Garfield Heights City Schools.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to accept the retirement resignation of Charlotte Hartman, Fourth Grade Teacher at Maple Leaf, effective May 28, 2019 after 34 years of service with Garfield Heights City Schools.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to accept the retirement resignation of Kathleen Golenski, Administrative Assistant to the Coordinator of Teaching and Learning at Central Office, effective June 30, 2019 after 32 years with Garfield Heights City Schools.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to accept the resignation of Kitana Eppinger, PT Vehicle Driver, effective December 21, 2018.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to accept the resignation of Christine Mullally, Instructional Assistant at the Middle School, effective January 2, 2019.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to accept the resignation of Edna Williams, Bus Aide, effective January 4, 2019.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to accept the resignation of Lashante Jackson, Bus Driver, effective January 11, 2019.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to accept the resignation of Reginald Parker, Bus Aide, effective January 7, 2019.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to terminate the probationary contract of Day'Twan Richardson, Housekeeper at the High School effective January 16, 2019.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to terminate the probationary contract of Cristofer Huff, Housekeeper at the Middle School effective January 16, 2019.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to approve the additional hours for Cory Francis, Vehicle Driver, from 5 hours per day to 6.5 hours per day effective January 28, 2019.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to accept the supplemental resignation of Lance Reiland, Head Football Coach at the High School, effective December 20, 2018.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to terminate the probationary contract of Kenyatta Pelham, General Cafeteria at the Middle School effective January 25, 2019.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to approve the classified contract(s) for the 2018-2019 school year as follows:

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Exp.</u>
Nicholas Howard (eff: 1/7/19)	Instructional Assistant (2B) - ML	6	0
Anthony Cloud (eff: 1/8/19)	Bus Aide (1E) - Garage	4	0
Carolyn Wells (eff: 1/9/19)	PT Vehicle Driver (3E) - Garage	4	0
Stacie Vialva (eff: 2/4/19)	Bus Aide (1E) - Garage	4	0
Breanna Williams (eff: 1/28/19)	Building Assistant (1B) - ML	3	0

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to approve additional hours for Clarence Mondie, PT Vehicle Driver, from 4 hours per day to 6 hours per day effective January 15, 2019.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to approve additional hours for Mary McCrary, Bus Driver, from 4 hours per day to 5.5 hours per day effective October 18, 2018.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to approve the following classified transfer/change of assignments for the 2018-2019 school year as follows:

<u>Name</u>	<u>Previous Position</u>	<u>New Position</u>	<u>Step</u>
Cheryl Shavel (eff: 1/7/19)	Instructional Assist (2B) -ML	Special Ed Attendant - (3B) – HS	15
Jaileen Cartagena (eff: 1/22/19)	General Cafeteria (1C) - WF	Building Assistant (1B) - WF	0

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to approve the Academic Supplemental Positions as presented below:

Terese LePelley - Noon Intramural Supervisor - EW (second 2 qtrs.)

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Kitson, seconded by Mrs. Chamberlin to amend line item to 22 to read Jana Jenkins – Middle School Coordinator of Athletics.

Ayes: Kitson, Chamberlin, Dobies, Juby, Wolske
Nays: None

Moved by Mrs. Kitson, seconded by Mr. Juby to approve the Athletic Supplemental Positions as presented below:

Kevin Kaliszewski - Head Girls Bowling Coach - HS
Jana Jenkins - Athletic/Student Activities Manager - MS (eff: 12/18/18)
James Hudeck - Head Hockey Coach – HS
Jason Osborne - Head Football Coach – HS

Ayes: Kitson, Juby, Chamberlin, Dobies(with reservations), Wolske
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the following classified substitute(s) for the 2018-2019 school year:

Kitana Eppinger - PT Vehicle Driver
Lashante Jackson - Bus Driver

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to approve a stipend for Sharon Regan for LETRS Professional development Face to Face after school trainings to be paid from the Striving Readers Grant not to exceed \$460.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to approve those teachers completing LETRS Professional development after school trainings and online coursework be compensated at the rate of \$25.76 per hour to be paid from the Striving Readers Grant.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to approve Maple Leaf teachers tutoring students in reading and math be compensated at the rate of \$25.76 hour to be paid out of Title I funds.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske
Nays: None

POLICY:

Moved by Mr. Juby, seconded by Mrs. Kitson approve the second reading of the proposed board policies as presented in Exhibit "C".

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske
Nays: None

CONTRACTS:

Moved by Mr. Juby, seconded by Mrs. Kitson approve the agreement between Lifestyle EAP and the Garfield Heights Board of Education effective January 1, 2019 through December 31, 2019.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson approve the Memorandum of Understanding between Notre Dame College and Garfield Heights City Schools for the purpose of student teacher placement.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske
Nays: None

RENTALS & FACILITY USAGES:

MISCELLANEOUS:

Moved by Mr. Juby, seconded by Mrs. Kitson approve the annual membership in the Ohio School Boards Association for the period January through December 2019 in the amount of \$7,894.00 including association publication fees.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske
Nays: None

REMARKS FROM THE PUBLIC REGARDING MISCELLANEOUS SCHOOL ITEMS**ANNOUNCEMENT OF NEXT BOARD MEETINGS**

Board of Education Regular Meeting – 6:00 P.M.
February 11, 2019
Board of Education Offices
5640 Briarcliff Dr.
Garfield Heights, Ohio 44125

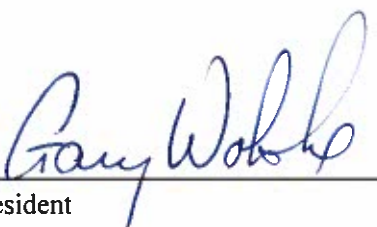
EXECUTIVE SESSION

Moved by Mr. Juby, seconded by Mrs. Chamberlin to enter into Executive Session at 7:08 P.M. for the purpose of evaluating the Treasurer and Superintendent.


Adjourned from executive session at 9:09 p.m.

Moved by Mrs. Kitson, seconded by Mr. Dobies to adjourn the regular meeting at 9:10 p.m.

Ayes: Kitson, Dobies, Chamberlin, Juby, Wolske
Nays: None



President



Treasurer

News Flash!

CVCC Board of Education-
Garfield Heights District



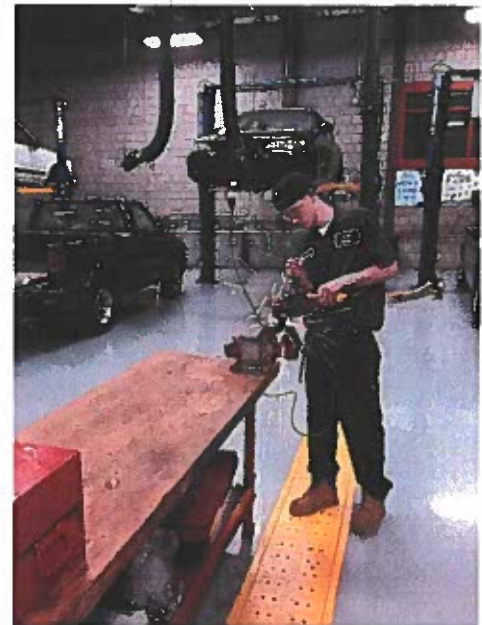
January 10, 2019

CVCC Auto Students Gain Skills through Rebuilding Custom Truck

CVCC's high school Auto Service Technology program, instructed by Mr. Joe Lamatrice, and Auto Body Repair and Refinishing program, instructed by Mr. Efrain Soto, are taking their skills to the next level! Both former and current students of these two CVCC high school programs have been actively involved in fabricating a custom truck by combining elements of two trucks, a 1995 Chevrolet S10, and a 1959 Chevrolet Apache. Modifications are numerous and include the adding of an air-ride suspension, modifying the truck's new V-8 engine, and preparing it for its new electrical and cooling system. The crew has shortened the truck's bed, and altered its stance while preparing the body for paint, which the students will apply. This project, which has spanned over a 3-5 year period, has gotten a fresh burst of energy. Both CVCC students and staff members stay after school to work on the truck, giving their time and working full throttle to complete it.



Much is being taught through this project, including fabrication, welding, measuring, and painting. The learning goes beyond the mechanics though, through the use of team analytic skills, building, working with others, and collaborating amongst programs. It is clear that both hard and soft skills are being taught. Real, hands-on work and life skills are being gained by all involved! Though this project has been in the works for quite some time, the hope is for it to be completed by the end of the current school year. The goal is for the truck to be finished in time to be displayed at the Piston Power Show, which is held in March at the IX Center. The ultimate endgame of this project is of course for students to learn, but also to resell the vehicle there to raise scholarship money for students.



CVCC students and staff are not the only ones involved in this project, as they are in collaboration with the Career and Technical School Foundation, a foundation that has given an incredible \$150,000 in scholarships to CVCC students over the years. CVCC staff members donate both time and money to this foundation, which Gerry Gonda explains is a, "blue-collar, self-funded foundation, whose objective is to help students learn career and life skills." Gerry is one of the founders of the Career and Technical School Foundation, and is a frequent substitute teacher at Cuyahoga Valley Career Center. The ultimate goal through the Career and Technical School Foundation is to give back to society. Through much group effort, the Career and Technical School Foundation sponsors events like the Motor Sports and More auction, which raises scholarship money for many CVCC students, and Wheels to Prosper, an effort that CVCC's Auto programs were also involved with which helped a person in need gain use of a car. This foundation could not be possible without the great efforts that its members, which includes CVCC staff, put forward. CVCC is abundantly grateful for all the good the Career and Technical School Foundation brings our students and community.

The projects and efforts of rebuilding a truck, as well as the many other projects that CVCC Auto students get to be a part of, would not be possible without the help of local business partners and sponsorships. CVCC's Auto Service Technology and Auto Body Repair and Refinishing programs thank Rural Trucking, D&S Color Supply, Summit Racing Equipment, Flaming River, Parma Transmission, and Arendas Insurance. These businesses do everything from supplying resources, to employing CVCC students and alumni. What incredible work by CVCC students, staff, as well as local foundations, businesses, and community members! This teamwork is what fuels the great learning that makes CVCC the place it is today!

Food Drive at CVCC

Throughout the holiday season, CVCC held its annual Food Drive. A total of 4,706.5 pounds of food was collected. CVCC's Hotels and Resorts Program, instructed by Mrs. April Mone and Educational Aide Mrs. Kim Schoeffler, won 3 of the 4 weeks of the food drive, bringing in the most food. The Hotels and Resorts Program also won the Overall Grand Turkey Award, bringing in the overall



most food with 998 pounds. They celebrated with a pizza party. A very big thank you to CVCC's Sales and Service instructor Mrs. Mindy Wracher and Educational Aide Mrs. Kristin Brauer for facilitating the food drive. Thank you as well to CVCC's HVAC instructor Mr. Matt Schoeffler and Building and Property Maintenance instructor Mr. Jason Hance, along with some of their students for delivering the food to the Emergency Assistance Center and the Brooklyn Heights Food Pantry. What a great way to give back!

SCRUBS

On Tuesday, December 18, 51 7th and 8th grade boys from our eight associate districts spent the day at CVCC exploring Health Care careers. In the morning, with the help of CVCC's instructors and students, boys participated in a variety of activities designed to provide them with information and encouragement to pursue



their interests in math and science, and continue with challenging coursework in high school. In the afternoon, students rotated through six "stations", presented by professionals from local hospitals and universities, each representing a different Health Care career field. In addition, the boys enjoyed lunch, prepared by our Culinary Arts students, in the Valley Inn Restaurant where they networked with Health Care professionals, asked questions and got advice. Participants also received an event T-shirt that was printed by CVCC's Graphic Imaging Technology program. The SCRUBS event is developed by CVCC Community Liaisons Mrs. Darden Blake and Mrs. Marie Elias.

IT's for Girls

On Friday, December 7, CVCC hosted IT's for Girls. Fifty-five 7th and 8th grade girls from our eight associate districts spent the day exploring careers in the Information Technology field. The girls participated in activities with CVCC instructors and students from Digital Design, Computer Networking Academy and Programming and Software Development programs. Through a group networking activity and luncheon (in the Valley Inn, prepared by the Culinary Arts program) the girls had the opportunity to meet twenty-two professionals, ask questions, get advice and learn about many different types of Information Technology careers. The students received an event T-shirt that was printed by CVCC's Graphic Imaging Technology program. IT's for Girls is developed by CVCC Community Liaisons Mrs. Darden Blake and Mrs. Marie Elias.



Health Careers Sponsored Blood Drive

On Friday, December 7, CVCC's Health Careers class hosted a blood drive to collect contributions to be donated to the American Red Cross. The blood drive had a festive holiday theme that added a lot of excitement to the day. What an awesome job well done!



Using Skills to Help Those in Need

CVCC is so proud of its Building and Property Maintenance class, instructed by Mr. Jason Hance, and its Heating and Air conditioning class, instructed by Mr. Matt Schoeffler. These students and staff members were a part of a project with New Horizons Housing Collaborative, in partnership with AXA Advisors and the City Mission, helping renovate houses for victims of domestic violence. This project allowed CVCC's students to gain hands-on job site training, as well as contribute to a wonderful cause! Great work! For more coverage of this amazing work, visit: <https://vimeo.com/306420499>.

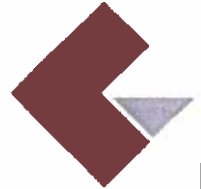
Upcoming Events

◆ Thursday, January 17 • 7:00 p.m. – 8:30 p.m. • Student/Parent Information Night

- ◆ Friday, January 18 ♦ Staff In-Service
- ◆ Monday, January 21 ♦ Martin Luther King Jr. Day Observed
- ◆ Friday, January 25 ♦ BPA Regional Competition
- ◆ Saturday, January 26 ♦ Pioneer Career Center – Shelby, OH♦ HOSA Regional Competition
- ◆ Friday, February 1 ♦ BPA Awards Ceremony
- ◆ Monday, February 4 – Friday, February 8 ♦ Career Tech Education Week
- ◆ Tuesday, February 5 ♦ AM Classes Only ♦ Bring Your Parent to School
- ◆ Wednesday, February 6 ♦ 10:00 a.m. – 1:00 p.m. ♦ College/Military Day
- ◆ Saturday, February 9 ♦ 9:30 a.m.- 11:30 a.m. ♦ STEM Career Showcase
- ◆ Wednesday, February 13 and Thursday, February 14 ♦ 11:30 a.m. – 1:15 p.m. ♦ Tenth Grade Visitations
- ◆ Monday, February 18 ♦ President's Day
- ◆ Thursday, February 21 and Friday, February 22 ♦ Columbus, OH ♦ Educator's Rising State Conference
- ◆ Thursday, February 28 ♦ 6:30 p.m. ♦ Board of Education Meeting



The Student Connection



With: Hannah Lundgren

From: Garfield Heights District



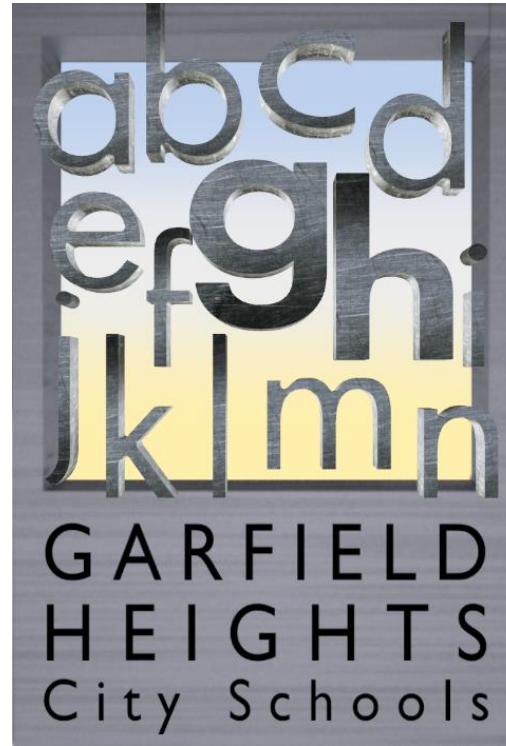
Garfield Heights High School senior, Hannah Lundgren is enrolled in CVCC's Digital Design program instructed by Mrs. Melissa Munro. Hannah choose this program because she has always enjoyed drawing and wanted to further improve her skills while learning more about the art and design field. Her favorite parts of the program are her classmates and the friends she has made. She also appreciates being able to express herself freely through her art and not be criticized, but commended for being creative. The most challenging part of the program is meeting all the assignment deadlines, however Hannah rises to the challenge!

The flexibility CVCC provides is a great benefit to Hannah, she loves coming to a place where she can learn more about what she is truly interested in. Hannah has also assisted in CVCC's Summer Camps as an assistant throughout her time here. Aside from schoolwork, Hannah works at a local movie theater, plays the trumpet in the marching band at GHHS, and is involved in a group called Students of Service, which is a community service-based organization that focuses on raising funds for charities. Each year this group hosts a dance marathon to raise money for the Leukemia and Lymphoma Society, that Hannah is thankful to take part in.

Hannah also spends some of her time dabbling in photography, as well as playing video games. Hannah plans to attend Ohio University after graduation, with the hope of playing in the marching band and enrolling in the Art program. Hannah's dream job would be to own an art and design business one day. Keep reaching for the stars Hannah, good luck in all you do!

Written By: Gabrielle Scorzino, CVCC Media Specialist

To nominate a student to be featured in *The Student Connection*, visit <http://tinyurl.com/y7yprd6o>



Financial Report

December 31, 2018

Garfield Heights City Schools



Forecast Comparison - General Operating Fund - December 2018



	December 2018 Estimate	December 2018 Actuals	December 2017 Actuals	Variance-Month Actuals to Estimate	Explanation of Material Variance (Greater than 5%)
Revenue:					
1.010 - General Property Tax (Real Estate)	\$ -	\$ -	\$ -	\$ -	
1.020 - Public Utility Property Tax	\$ -	\$ -	\$ 4,854	\$ -	
1.035 - Unrestricted Grants-in-Aid	\$ 2,050,000	\$ 2,067,250	\$ 1,921,475	\$ 17,250	
1.040 - Restricted Grants-in-Aid	\$ 44,000	\$ 43,683	\$ 50,407	\$ (317)	
1.050 - Property Tax Allocation	\$ -	\$ -	\$ -	\$ -	
1.060 - All Other Operating Revenues	\$ 10,000	\$ 22,247	\$ 4,449	\$ 12,247	Received Medicaid reimb of \$11,473 this month.
1.070 - Total Revenue	\$ 2,104,000	\$ 2,133,180	\$ 1,981,185	\$ 29,180	
Other Financing Sources:					
2.050 - Advances In	\$ -	\$ -	\$ -	\$ -	
2.060 - All Other Financing Sources	\$ -	\$ -	\$ 4,349	\$ -	
2.080 Total Revenue and Other Financing Sources	\$ 2,104,000	\$ 2,133,180	\$ 1,985,534	\$ 29,180	
Expenditures:					
3.010 - Personnel Services	\$ 1,897,000	\$ 1,920,677	\$ 1,938,023	\$ (23,677)	
3.020 - Employees' Retirement/Insurance Benefits	\$ 770,000	\$ 759,543	\$ 726,848	\$ 10,457	
3.030 - Purchased Services	\$ 705,000	\$ 567,533	\$ 476,410	\$ 137,467	Timing of utility billings not paid this month.
3.040 - Supplies and Materials	\$ 43,000	\$ 21,032	\$ 21,781	\$ 21,968	Payments for materials/supplies lower than estimated
3.050 - Capital Outlay	\$ -	\$ -	\$ 15,240	\$ -	
4.055 - Debt Service Other	\$ -	\$ -	\$ -	\$ -	
4.300 - Other Objects	\$ 7,000	\$ 7,017	\$ 10,039	\$ (17)	
4.500 - Total Expenditures	\$ 3,422,000	\$ 3,275,802	\$ 3,188,341	\$ 146,198	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ -	\$ -	\$ -	\$ -	
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
5.050 - Total Expenditures and Other Financing Uses	\$ 3,422,000	\$ 3,275,802	\$ 3,188,341	\$ 146,198	
Surplus/(Deficit) for Month	\$ (1,318,000)	\$ (1,142,622)	\$ (1,202,807)	\$ 175,378	

Garfield Heights City Schools



Forecast Comparison - General Operating Fund - July to June 2019



	FYTD 19 Estimate	FYTD 19 Actuals	FYTD 18 Actuals	Variance- Current FYTD Actual to Estimate	Explanation of Material Variance than 5% (Greater
Revenue:					
1.010 - General Property Tax (Real Estate)	\$ 6,813,700	\$ 6,813,732	\$ 6,879,764	\$ 32	
1.020 - Public Utility Property Tax	\$ 406,000	\$ 406,050	\$ 390,352	\$ 50	
1.035 - Unrestricted Grants-in-Aid	\$ 12,049,900	\$ 12,093,518	\$ 11,644,635	\$ 43,618	
1.040 - Restricted Grants-in-Aid	\$ 372,500	\$ 373,885	\$ 489,357	\$ 1,385	
1.050 - Property Tax Allocation	\$ 1,387,600	\$ 1,390,443	\$ 1,473,055	\$ 2,843	
1.060 - All Other Operating Revenues	\$ 494,200	\$ 519,592	\$ 581,910	\$ 25,392	Estimates are expected to come back to actuals due to timing of receipts incurred.
1.070 - Total Revenue	\$ 21,523,900	\$ 21,597,220	\$ 21,459,073	\$ 73,320	
Other Financing Sources:					
2.050 - Advances In	\$ 328,324	\$ 328,324	\$ 170,312	\$ -	
2.060 - All Other Financing Sources	\$ -	\$ -	\$ 4,349	\$ -	
2.080 Total Revenue and Other Financing Sources	\$ 21,852,224	\$ 21,925,544	\$ 21,633,734	\$ 73,320	
Expenditures:					
3.010 - Personnel Services	\$ 12,092,000	\$ 12,094,866	\$ 11,920,531	\$ (2,866)	
3.020 - Employees' Retirement/Insurance Benefits	\$ 4,616,000	\$ 4,635,859	\$ 4,347,577	\$ (19,859)	
3.030 - Purchased Services	\$ 4,175,000	\$ 4,098,679	\$ 4,270,701	\$ 76,321	
3.040 - Supplies and Materials	\$ 625,500	\$ 661,919	\$ 491,917	\$ (36,419)	Estimates are expected to come back to actuals due to timing of expenditures incurred.
3.050 - Capital Outlay	\$ 83,500	\$ 220,890	\$ 375,224	\$ (137,390)	Various expenditures will be reclassified to other funds to bring actuals back in line with estimate.
4.055 - Debt Service Other	\$ -	\$ -	\$ 133,514	\$ -	
4.300 - Other Objects	\$ 337,200	\$ 310,913	\$ 280,995	\$ 26,287	Actuals are expected to come back to estimates due to timing of expenditures incurred.
4.500 - Total Expenditures	\$ 21,929,200	\$ 22,023,126	\$ 21,820,459	\$ (93,926)	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ -	\$ -	\$ -	\$ -	
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
5.050 - Total Expenditures and Other Financing Uses	\$ 21,929,200	\$ 22,023,126	\$ 21,820,459	\$ (93,926)	
Surplus/(Deficit) FYTD	\$ (76,976)	\$ (97,582)	\$ (186,725)	\$ (20,606)	

Garfield Heights City Schools



Revenue Analysis Report - General Operating Fund Only - FY19



2018-2019	Local Revenue				Federal	State Revenue			Non-Operating*	Total Revenue
	Taxes		Interest	Other Local		Unrestricted Grants-in-Aid	Property Tax Allocation	Restricted Grants-in-Aid		
	Real Estate	Personal Property								
July	3,943,000	-	9,207	23,494	-	1,960,093	-	66,591	-	6,002,385
August	2,870,732	406,050	5,255	174,462	-	2,055,203	-	66,576	328,324	5,906,602
September	-	-	9,958	29,218	-	2,061,429	1,282,622	66,574	-	3,449,801
October	-	-	-	209,965	-	1,992,029	47	65,766	-	2,267,807
November	-	-	33,167	2,620	-	1,957,513	107,774	64,695	-	2,165,769
December	-	-	2,898	19,349	-	2,067,250	-	43,683	-	2,133,180
January										-
February										-
March										-
April										-
May										-
June										-
Totals	\$6,813,732	\$406,050	\$60,485	\$459,108	\$0	\$12,093,517	\$1,390,443	\$373,885	\$328,324	\$21,925,544
% of Total	31.08%	1.85%	0.28%	2.09%	0.00%	55.16%	6.34%	1.71%	1.50%	

*Non-Operating Revenue includes advances in, and refund of prior year expenditures.

Garfield Heights City Schools



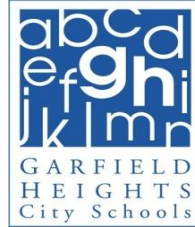
Expenditure Analysis Report - General Operating Fund - FY19



2018-2019	Salaries	Benefits	Services	Supplies	Equipment	Other	Non-Operating*	Total Expenses
July	1,892,516	739,928	802,621	211,502	-	82,960	-	3,729,527
August	2,658,098	808,108	605,201	184,747	8,422	198,494	-	4,463,070
September	1,840,747	811,948	599,118	69,625	124,581	5,850	-	3,451,869
October	1,878,669	758,133	589,983	114,594	87,887	6,826	-	3,436,092
November	1,904,159	758,199	934,223	60,419	-	9,777	-	3,666,777
December	1,920,677	759,543	567,533	21,032		7,017		3,275,802
January								-
February								-
March								-
April								-
May								-
June								-
TOTALS	\$12,094,866	\$4,635,859	\$4,098,679	\$661,919	\$220,890	\$310,924	\$0	\$22,023,137
% of Total	54.92%	21.05%	18.61%	3.01%	1.00%	1.41%	0.00%	

*Non-Operating expenses include advances and transfers out.

Garfield Heights City Schools

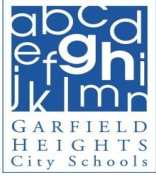


December 31, 2018

FINSUMM Financial Summary

Fund	Fund Name	Beginning Balance 7/1/2018	Monthly Receipts	Fiscal Year To Date Receipts	Monthly Expenditures	Fiscal Year To Date Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$1,078,458.00	\$2,133,179.00	\$21,925,543.00	\$3,275,802.00	\$22,023,128.00	\$980,873.00	\$2,252,902.00	(\$1,272,029.00)
002	Bond Retirement	\$3,283,865.00	\$0.00	\$2,015,739.00	\$3,607,476.00	\$3,881,730.00	\$1,417,874.00	\$0.00	1,417,874.00
003	Permanent Improvement	\$186,224.00	\$0.00	\$71,074.00	\$1,068.00	\$128,013.00	\$129,285.00	\$503,297.00	(374,012.00)
004	Building Fund	\$103,558.00	\$2,725.00	\$16,350.00	\$636.00	\$26,661.00	\$93,247.00	\$1,351,171.00	(1,257,924.00)
006	Food Service	\$1,458,612.00	\$206,522.00	\$816,132.00	\$96,882.00	\$957,904.00	\$1,316,840.00	\$741,005.00	575,835.00
007	Special Trust	\$25,001.00	\$0.00	\$750.00	\$0.00	\$10,212.00	\$15,539.00	\$6,650.00	8,889.00
008	Endowment Trust	\$100,665.00	\$203.00	\$1,122.00	\$0.00	\$500.00	\$101,287.00	\$0.00	101,287.00
009	Uniform Supplies	(\$7.00)	\$336.00	\$5,271.00	\$5,808.00	\$45,841.00	(\$40,577.00)	\$12,677.00	(53,254.00)
014	Rotary - Internal Services	\$75,364.00	\$2,034.00	\$9,180.00	\$414.00	\$2,319.00	\$82,225.00	\$1,900.00	80,325.00
018	Public School Support	\$6,311.00	\$591.00	\$7,615.00	\$626.00	\$10,855.00	\$3,071.00	\$11,091.00	(8,020.00)
019	Other Grants	\$55,897.00	\$62,818.00	\$64,868.00	\$16,827.00	\$160,160.00	(\$39,395.00)	\$39,123.00	(78,518.00)
022	District Agency	\$22,184.00	\$0.00	\$260.00	\$1,429.00	\$1,429.00	\$21,015.00	\$0.00	21,015.00
024	Employee Benefits Self Insurance	\$186,407.00	\$0.00	\$0.00	\$32,507.00	(\$47,249.00)	\$233,656.00	\$1,593,982.00	(1,360,326.00)
034	Classroom Facilities Maintenance	\$768,054.00	\$0.00	\$104,111.00	\$23,933.00	\$84,043.00	\$788,122.00	\$1,004,917.00	(216,795.00)
200	Student Managed Funds	\$10,151.00	\$1,378.00	\$20,757.00	\$3,002.00	\$12,789.00	\$18,119.00	\$10,532.00	7,587.00
300	District Managed Funds	\$11,040.00	\$8,803.00	\$50,470.00	\$20,589.00	\$152,924.00	(\$91,414.00)	\$40,286.00	(131,700.00)
401	Auxiliary Services	\$104,443.00	\$329.00	\$326,727.00	\$3,042.00	\$206,496.00	\$224,674.00	\$252,039.00	(27,365.00)
439	Public School Preschool	(\$1.00)	\$0.00	\$26,380.00	\$6,792.00	\$80,978.00	(\$54,599.00)	\$7.00	(54,606.00)
440	Entry Year Programs	\$183.00	\$0.00	\$0.00	\$0.00	\$0.00	\$183.00	\$0.00	183.00
451	OneNet (Data Communication)	\$9,083.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$13,583.00	\$0.00	13,583.00
452	Schoolnet Professional Development	\$9.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.00	\$0.00	9.00
461	Vocational Education Enhancements	\$3,199.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,199.00	\$0.00	3,199.00
463	Alternative Schools	\$334.00	\$0.00	\$0.00	\$0.00	\$0.00	\$334.00	\$0.00	334.00
499	Miscellaneous State Grants	\$992.00	\$0.00	\$21,798.00	(\$7,200.00)	\$0.00	\$22,790.00	\$12,942.00	9,848.00
506	Race to the Top	\$604.00	\$0.00	\$0.00	\$0.00	\$0.00	\$604.00	\$0.00	604.00
516	IDEA-B	\$146.00	\$294,395.00	\$491,342.00	\$60,489.00	\$825,941.00	(\$334,453.00)	\$381,988.00	(716,441.00)
533	Title IID Technology	\$76.00	\$0.00	\$0.00	\$0.00	\$0.00	\$76.00	\$0.00	76.00
536	Title I - School Improvement Part A	\$93.00	\$0.00	\$79,694.00	\$0.00	\$88,509.00	(\$8,722.00)	\$817.00	(9,539.00)
572	Title I - Disadvantaged Children	(\$549,843.00)	\$172,237.00	\$661,568.00	\$106,113.00	\$612,379.00	(\$500,654.00)	\$166,950.00	(667,604.00)
573	Title V	\$2,074.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,074.00	\$34.00	2,040.00
584	Drug Free School	\$7,777.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,777.00	\$0.00	7,777.00
587	Preschool Handicap	\$0.00	\$3,934.00	\$7,884.00	\$1,928.00	\$9,890.00	(\$2,006.00)	\$0.00	(2,006.00)
590	Title II-A - Improving Teacher Quality	\$40.00	\$34,278.00	\$63,853.00	\$14,157.00	\$106,061.00	(\$42,168.00)	\$30,154.00	(72,322.00)
599	Miscellaneous Federal Grants	\$3,378.00	\$5,535.00	\$13,582.00	\$253.00	\$13,421.00	\$3,539.00	\$3,718.00	(179.00)
	Grand Totals (ALL Funds)	\$6,954,371.00	\$2,929,297.00	\$26,806,570.00	\$7,272,573.00	\$29,394,934.00	\$4,366,007.00	\$8,418,182.00	(\$4,052,175.00)

Garfield Heights City Schools

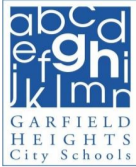


Record of Advances 2017/18 Initial - 2018/19 Returned



INITIAL ADVANCE INFORMATION						ADVANCE RETURN	
Date Approved	Board Resolution	FROM Fund	TO Fund	Fund Name	Amount	Date Returned	Amount
7/18/2018	2018-20	001	019-916A	Students of Promise	\$53,524.00	8/31/2018	\$53,524.00
7/18/2018	2018-20	001	439-9018	Public School Preschool	\$33,800.00	8/31/2018	\$33,800.00
7/18/2018	2018-20	001	516-9018	Title VI-B	\$140,000.00	8/31/2018	\$140,000.00
7/18/2018	2018-20	001	536-918I	Tilte I Sub A	\$76,800.00	8/31/2018	\$76,800.00
7/18/2018	2018-20	001	587-9018	Preschool Handicap	\$3,000.00	8/31/2018	\$3,000.00
7/18/2018	2018-20	001	590-9018	Title II-A	\$21,200.00	8/31/2018	\$21,200.00
					\$328,324.00		\$328,324.00
<i>Advances Outstanding</i>							\$0.00

Garfield Heights City Schools



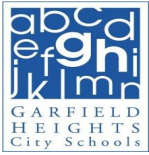
Approved Grant Funds for 2018/2019



This report is a listing of all grant funds authorized and received throughout the 2018/2019 fiscal year.

Fund	Description	Authorized Amount	Non-Public Authorized Amount	Monthly Amount Received	Amount Received Project-To-Date
	<u>State Grants</u>				
439/9019	Public School Preschool	\$80,000.00	\$0.00	\$0.00	\$11,655.00
451/9019	Data Communications	\$0.00	\$0.00	\$0.00	\$4,500.00
	<u>Auxiliary Services</u>				
401/9019	Trinity	\$0.00	\$0.00	\$0.00	\$152,510.00
401/9619	St. Benedict	\$0.00	\$0.00	\$0.00	\$172,460.00
	Total State Funds	\$80,000.00	\$0.00	\$0.00	\$341,125.00
	<u>Federal Grants</u>				
516/9019	IDEA-B Special Education	\$1,007,792.00	\$0.00	\$294,395.00	\$370,624.00
536/9191	Title I School Improvement Part A	\$0.00	\$0.00	\$0.00	\$79,694.00
572/9019	Title I	\$1,499,129.00	\$0.00	\$172,237.00	\$781,046.00
587/9019	Preschool Special Education	\$17,767.00	\$0.00	\$3,934.00	\$7,884.00
590/9019	Title II-A Improving Teacher Quality	\$214,832.00	\$0.00	\$34,278.00	\$63,853.00
599/9019	Title IV-A Student Supp/Academic Enrich	\$116,966.00	\$0.00	\$8,047.00	\$16,094.00
	Total Federal Funds	\$2,856,486.00	\$0.00	\$512,891.00	\$1,319,195.00

Garfield Heights City Schools



Cash Reconciliation



December 31, 2018

FINSUM Balance			\$4,366,007.00
Bank Balance:			
Key Bnk - Property Tax/Foundation Receipts	\$	680,814.00	
PNC - General	\$	302,969.00	
JP MorganChase - Payroll	\$	(9,332.00)	
			\$ 974,451.00
Investments:			
STAR Ohio		1,022,433.00	
Red Tree		2,310,317.00	
PNC-Sweep		4,072.00	
Citizens-Sweep		<u>113,568.00</u>	
			\$ 3,450,390.00
Change Fund:			
HS School Store		50.00	
HS Library		50.00	
High School Athletics		1,050.00	
			\$ 1,150.00
Less: Outstanding Checks-PNC Bank (General Fund)			(59,984.00)
Adjustments			0.00
In Transits			0.00
Bank Balance			\$ 4,366,007.00
Unreconcilable Difference			\$ -

Garfield Heights City Schools

112/31/2018



Appropriation Summary

Fund	FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
001 General Fund	\$45,331,655.00	\$514,032.00	\$45,845,687.00	\$22,023,128.00	\$3,275,802.00	\$2,252,902.00	21,569,657.00	52.95%
002 Bond Retirement	\$4,581,640.00	\$0.00	4,581,640.00	\$3,881,730.00	\$3,607,476.00	\$0.00	699,910.00	84.72%
003 Permanent Improvement	\$260,507.00	\$0.00	260,507.00	\$128,013.00	\$1,068.00	\$503,297.00	23,902.00	242.34%
004 Building Fund	\$26,100.00	\$0.00	26,100.00	\$26,661.00	\$636.00	\$1,351,171.00	51,171.00	0.00%
006 Food Service	\$2,105,000.00	\$16,886.00	2,121,886.00	\$957,904.00	\$96,882.00	\$741,005.00	422,977.00	80.07%
007 Special Trust	\$15,000.00	\$19,150.00	34,150.00	\$10,212.00	\$0.00	\$6,650.00	17,288.00	49.38%
008 Edowment Trust	\$500.00	\$500.00	1,000.00	\$500.00	\$0.00	\$0.00	500.00	50.00%
009 Uniform Supplies	\$60,000.00	\$3,369.00	63,369.00	\$45,841.00	\$5,808.00	\$12,677.00	4,851.00	92.34%
014 Rotary - Internal Services	\$66,000.00	\$0.00	66,000.00	\$2,319.00	\$414.00	\$1,900.00	61,781.00	6.39%
018 Public School Support	\$24,500.00	\$3,500.00	28,000.00	\$10,855.00	\$626.00	\$11,091.00	6,054.00	78.38%
019 Other Grants	\$264,324.00	\$188.00	264,512.00	\$160,160.00	\$16,827.00	\$39,123.00	65,229.00	75.34%
022 District Agency	\$23,000.00	\$8,408.00	31,408.00	\$1,429.00	\$1,429.00	\$0.00	29,979.00	0.00%
024 Employee Benefits	\$400,000.00	\$138,769.00	538,769.00	(\$47,249.00)	\$32,507.00	\$1,593,982.00	(1,007,964.00)	0.00%
034 Classroom Facilities Maintenance	\$625,200.00	\$0.00	625,200.00	\$84,043.00	\$23,933.00	\$1,004,917.00	39,167.00	0.00%
200 Student Managed Funds	\$57,000.00	\$619.00	57,619.00	\$12,789.00	\$3,002.00	\$10,532.00	34,298.00	40.47%
300 District Managed Funds	\$222,050.00	\$276.00	222,326.00	\$152,924.00	\$20,589.00	\$40,286.00	29,116.00	86.90%
401 Auxiliary Services	\$524,499.00	\$78,247.00	602,746.00	\$206,496.00	\$3,042.00	\$252,039.00	144,211.00	76.07%
439 Public School Preschool	\$115,190.00	\$7.00	115,197.00	\$80,978.00	\$6,792.00	\$7.00	34,212.00	70.30%
451 OneNet (Data Communication)	\$18,000.00	\$0.00	18,000.00	\$0.00	\$0.00	\$0.00	18,000.00	0.00%
499 Miscellaneous State Grants	\$0.00	\$0.00	0.00	\$0.00	(\$7,200.00)	\$12,942.00	6,347.00	#DIV/0!
516 IDEA-B	\$1,190,517.00	\$19,989.00	1,210,506.00	\$825,941.00	\$60,489.00	\$381,988.00	2,577.00	99.79%
536 Title I - School Improvement Part A	\$106,629.00	\$33,334.00	139,963.00	\$88,509.00	\$0.00	\$817.00	50,637.00	63.82%
572 Title I - Disadvantaged Children	\$1,853,191.00	\$84,292.00	1,937,483.00	\$612,379.00	\$106,113.00	\$166,950.00	1,158,154.00	40.22%
587 Preschool Handicap	\$37,685.00	\$0.00	37,685.00	\$9,890.00	\$1,928.00	\$0.00	27,795.00	26.24%
590 Title II-A - Improving Teacher Quality	\$261,864.00	\$3,194.00	265,058.00	\$106,061.00	\$14,157.00	\$30,154.00	128,843.00	51.39%
599 Miscellaneous Federal Grants	\$132,318.00	\$5,000.00	137,318.00	\$13,421.00	\$253.00	\$3,718.00	120,179.00	12.48%
Totals	\$58,302,369.00	\$929,760.00	\$59,232,129.00	\$29,394,934.00	\$7,272,573.00	\$8,418,148.00	\$23,738,871.00	63.84%

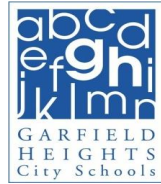
Garfield Heights City Schools



**Check Register for Checks > \$4,999.99
December 2018**



Vendor	Amount	Fund	Description
Kidslink Neurobehavioral	19,500.00	516	Tuition for placed students
Northcoast Therapy	\$ 5,249.00	001	Physical Therapy Services
Ohio Bureau of Workers Comp	\$ 12,524.00	Various	Workers Comp Payments
Star Therapy	\$ 31,772.00	001	Occupational Therapy Services
Suburban Health Consortium	\$ 470,463.00	024	Employee Health Care for November
PNC Bank	\$ 10,647.00	Various	Various credit card services
Nasco	\$ 5,683.00	009	Art Class Supplies
Universal Oil	\$ 9,762.00	001	Diesel Gas
Educational Service Center	\$ 27,977.00	516	OOD Tuition
Renhill	\$ 24,780.00	001	Substitute Services
Geauga County ESC	\$ 5,510.00	001	Tuition for placed students
Dairymans	\$ 8,740.00	006	Milk and Juice Purchases
LEAP	\$ 9,315.00	516	Tuition for placed students
Amazon.Com, LLC	\$ 6,726.00	Various	Classroom/Maintenance Supplies
Huntington Bank	\$ 3,607,600.00	002	Bond Principal/Interest Payments
Arbiter Pay	\$ 10,000.00	300	Athletics Referee Security Payments
JP Morgan Chase	\$ 1,071,965.00	Various	December #1 Payroll
JP Morgan Chase	\$ 1,011,495.00	Various	December #2 Payroll



**Investment Report
December 31, 2018**



<u>FINANCIAL INSTITUTION</u>	<u>INVESTMENT TYPE</u>	<u>COST</u>	<u>MARKET VALUE</u>	<u>YIELD RATE</u>	<u>MATURITY DATE</u>
Citizens Bank	Public Super NOW	\$ 6,705.22	\$ 6,705.22	0.00	N/A
Citizens Bank	Municipal Money Market	\$ 106,862.59	\$ 106,862.59	0.00	N/A
PNC Bank	Business Perf Money Market	\$ 4,072.12	\$ 4,072.12	1.10	N/A
Red Tree Investment	Money Mkt Fund	\$ 4,159.70	\$ 4,159.70	2.36	N/A
Red Tree Investment	Agency Note	\$ 90,000.00	\$ 89,575.65	1.30	24-May-19
Red Tree Investment	Agency Note	\$ 94,672.25	\$ 94,093.79	1.00	19-Jul-19
Red Tree Investment	Agency Note	\$ 90,000.00	\$ 88,233.66	1.42	27-Jul-20
Red Tree Investment	Agency Note	\$ 100,000.00	\$ 98,248.40	1.50	28-Aug-20
Red Tree Investment	U.S. Treasury Bill	\$ 159,676.22	\$ 159,704.80	2.35	31-Jan-19
Red Tree Investment	U.S. Treasury Bill	\$ 227,305.83	\$ 228,262.81	2.42	25-Apr-19
Red Tree Investment	U.S Treasury Bill	\$ 296,287.99	\$ 297,007.50	2.49	30-May-19
Red Tree Investment	Certificate of Deposit	\$ 99,700.00	\$ 98,715.10	2.07	13-Oct-20
Red Tree Investment	Certificate of Deposit	\$ 109,890.00	\$ 108,299.95	2.27	28-Oct-20
Red Tree Investment	Certificate of Deposit	\$ 75,000.00	\$ 72,289.12	1.76	17-Jun-21
Red Tree Investment	Certificate of Deposit	\$ 114,827.50	\$ 115,181.81	3.30	15-Nov-21
Red Tree Investment	Certificate of Deposit	\$ 114,770.00	\$ 115,134.09	3.64	05-Dec-23
Red Tree Investment	Commercial Paper	\$ 118,562.67	\$ 119,824.80	2.48	22-Jan-19
Red Tree Investment	Commercial Paper	\$ 295,695.00	\$ 298,746.00	2.50	25-Feb-19
Red Tree Investment	Commercial Paper	\$ 98,864.83	\$ 98,909.00	2.81	17-May-19
Red Tree Investment	Commercial Paper	\$ 108,432.50	\$ 108,409.80	2.92	17-Jun-19
Red Tree Investment	Commercial Paper	\$ 112,472.88	\$ 112,427.45	3.00	23-Sep-19
Red Tree Investment	Accrued Interest	\$ -	\$ 2,939.83		
STAROhio	State Pool	\$ 1,022,432.40	\$ 1,022,432.40	2.37	N/A

Total Investment Amount

\$ 3,450,389.70 **\$ 3,450,235.59**

**December 2019
Interest**

**FYTD 2019
Interest**

General Fund	\$ 2,898.00	\$ 60,485.06
Food Service	2,310.00	\$ 11,127.48
Auxiliary Services-Trinity	99.00	\$ 391.54
Auxiliary Services-St. Benedict	230.00	\$ 1,037.82
Blaugrund Scholarship	203.00	\$ 927.83
	\$ 5,740.00	\$ 73,969.73

Garfield Heights City Schools



Legal Fees Analysis Report - FY19



	General	Board of Revision	GHTA	OAPSE	Personnel	Cell Tower	Lighting Energy Project	Lease-Purchase Legal	Totals
July	\$1,423	\$271	\$15,252	\$31	\$1,333				\$18,310
August	\$6,045	\$4,320	\$7,192	\$155	\$8,487	\$547	\$858		\$27,604
September	\$2,511	\$31	\$5,518		\$4,850				\$12,910
October	\$2,108	\$3,751	\$4,402		\$2,132			\$29,750	\$42,143
November	\$2,046	\$1,240	\$1,996		\$1,263				\$6,545
December	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
January									\$0
February									\$0
March									\$0
April									\$0
May									\$0
June									\$0
TOTALS	\$14,133	\$9,613	\$34,360	\$186	\$18,065	\$547		\$29,750	\$107,512

Employee Leaves

<i>Last</i>	<i>First</i>	<i>Bldg</i>	<i>Type</i>	<i>Date Out</i>	<i>Date Back</i>	<i>Notes</i>
Biltz	Joanne	Cert-WF	Intermittent Medical LOA	1/2/2019	1/1/2020	Intermittent Medical LOA (FMLA)
Khol	Laurie	Ex-CO	Intermittent Medical LOA	11/21/2018	11/20/2019	Intermittent Medical LOA for Family Member (FMLA)
Santurri	Ashlyn	Cert-MS	Maternity LOA	4/19/2019	August, 2019	Maternity LOA (FMLA)

AUTHORIZED SIGNATURES
(Use of Facsimile Signatures)

~~The Treasurer's signature is used on checks, drafts, warrant checks, vouchers and other orders on public funds deposited in designated depositories.~~

The Treasurer authorizes ~~these~~ designated depositories to honor any instrument bearing ~~the Treasurer's~~ **an authorized** facsimile signature in a form as he/she may designate and to charge the same to the account as fully as though it bore a manually written signature.

A facsimile signature includes, but is not limited to, the reproduction of any authorized signature by a copper plate or a photographic, photostatic or mechanical device. **Written notice of the adoption of a facsimile signature is provided to the depositories. The notice includes a description of the device to be used and a sample of the facsimile signature. Written approval must be received from the depository before the facsimile signature can be used.** ~~The Treasurer must notify the designated depositories, in writing, a description of the device used to produce the facsimile signature and a sample of the signature.~~

The Board purchases a surety bond to protect the loss of any public funds.

[Adoption date:]

LEGAL REFS.: ORC 9.10 through 9.12; 9.14
1306.06

THIS IS A REQUIRED POLICY

STAFF-STUDENT RELATIONS

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

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

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

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

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.

File: GBH (Also JM)

10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

(Permissive language)

Social Media Networking Websites

1. District staff ~~who have a presence on social networking websites~~ are prohibited from posting data, documents, photographs or inappropriate information on any ~~website~~ **social media platform** that might result in a disruption of classroom activity **or that violates State or Federal law relating to staff and student privacy**. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff are prohibited from providing personal social ~~networking website~~ **media** passwords to students.
3. Fraternalization between District staff and students via the internet, personal email accounts, **text messaging**, personal social ~~networking websites~~ **media** and other modes of virtual technology is also prohibited.
4. Access of personal social ~~networking websites~~ **media** during school hours is prohibited.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the staff and student codes of conduct and handbooks and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social ~~networking websites~~ **media** created for curricular, cocurricular or extracurricular purposes.

[Adoption date:]

File: GBH (Also JM)

LEGAL REF.: ORC 3313.20

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

CONTRACT REFS.: Teachers' Negotiated Agreement
Support Staff Negotiated Agreement

NOTE: The success or failure of the instructional program is influenced heavily upon the relationship between staff and students. Boards are encouraged to use this policy as a tool in which to set the parameters for the relationship between staff and students. Specific provisions may be added, modified or removed.

*The popularity of social ~~networking websites~~ **media** is yet another concern for districts. These sites add another layer of responsibility and accountability to the relationship between staff and students. The language suggested in this section is permissive, meaning that boards may or may not choose to include this language in the policy.*

NOTIFICATION ABOUT SEX OFFENDERS

~~Megan's State Law~~ requires certain ~~sexual predators and~~ sex offenders to register with the sheriff in ~~the county of their residence~~ **accordance with law**. In some circumstances the sheriff notifies the Superintendent that a ~~sexual predator or habitual sex offender~~ **sex offender subject to community notification** ~~has moved into the area~~ **is residing, employed or attending school within the geographical region of the District**.

If the Superintendent receives information from the sheriff concerning a ~~sexual predator or habitual sex offender~~ subject to community notification, the Superintendent disseminates the information regarding the ~~sexual predator or habitual sex offender~~ **subject to community notification** to employees whose duties include supervision of or responsibility for students. Employees who receive the information are instructed to promptly notify the Superintendent if the ~~sexual predator or habitual sex offender~~ **subject to community notification** is observed in the vicinity of the school. The Superintendent notifies the local law enforcement agency if, in the judgment of the Superintendent, the presence of the ~~sexual predator or habitual sex offender~~ **subject to community notification** appears to be without a legitimate purpose or otherwise creates concern for the safety of the students. ~~The law enforcement agency evaluates the situation and takes whatever action it deems appropriate. The law enforcement agency informs the Superintendent of any action taken and may provide advice regarding any additional action that the Superintendent should consider taking.~~

If the Superintendent receives information from the sheriff concerning a ~~sexual predator or habitual sex offender~~ subject to community notification, the Superintendent may inform parents, guardians and adult students that he/she has received notice that a ~~sexual predator or habitual sex offender~~ **subject to community notification** is residing, **employed or attending school** within the **geographical region of the District** and that certain information concerning the offender is public record and is open to inspection at the office of the sheriff with whom the offender has registered.

~~With juvenile sex offenders, the Superintendent's notification duties are the same as with adult offenders. The Superintendent provides a copy of the county sheriff's sexual offender notice to his/her staff so that they are aware of the juvenile offender's information and photograph. The Superintendent must then notify parents that the school has received notice that a juvenile sex offender is attending school (or if an adult offender, working or attending school) in the District, and direct parents who want more information to the county sheriff's office.~~

If the Superintendent receives information from the sheriff concerning a ~~sexual predator or habitual sex offender~~ subject to community notification, he/she shall not release any other information and shall direct any inquiries to the office of the sheriff with whom the offender has registered.

File: JHH

[Adoption date:]

LEGAL REFS.: 42 USC 14071
 ORC 149.43
 2151.355
 2152.83; 2152.84
 Chapter 2950
 OAC 109:5-2

CROSS REFS.: GBQ, Criminal Records Check
 JO, Student Records

NOTE: THIS IS A REQUIRED POLICY

STAFF-STUDENT RELATIONS

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

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3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
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6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.

File: JM (Also GBH)

10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

(Permissive language)

Social Media Networking Websites

1. District staff ~~who have a presence on social networking websites~~ are prohibited from posting data, documents, photographs or inappropriate information on any ~~website~~ **social media platform** that might result in a disruption of classroom activity **or that violates State or Federal law relating to staff and student privacy**. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff are prohibited from providing personal social ~~networking website~~ **media** passwords to students.
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[Adoption date:]

File: JM (Also GBH)

LEGAL REF.: ORC 3313.20

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

CONTRACT REFS.: Teachers' Negotiated Agreement
Support Staff Negotiated Agreement

NOTE: The success or failure of the instructional program is influenced heavily upon the relationship between staff and students. Boards are encouraged to use this policy as a tool in which to set the parameters for the relationship between staff and students. Specific provisions may be added, modified or removed.

*The popularity of social ~~networking websites~~ **media** is yet another concern for districts. These sites add another layer of responsibility and accountability to the relationship between staff and students. The language suggested in this section is permissive, meaning that boards may or may not choose to include this language in the policy.*

STAFF HEALTH AND SAFETY

Through its overall safety program and various policies pertaining to school personnel, the Board attempts to ensure the safety of employees during their working hours and assist them in the maintenance of good health.

All employees are expected to observe commonly recognized practices that promote the health and safety of school personnel.

Bus drivers will have an annual physical examination in compliance with State law. The results of all such examinations are filed with the Superintendent.

Employees who are required by State or Federal law to have respiratory protection are required to have two physical examinations. The first examination must take place prior to the individual's wearing a respirator. The second examination must take place after the individual's exposure to any hazardous material (within 30 days if it is a one-time exposure, and at least annually if it is ongoing exposure).

The Board may require an individual examination of an employee whenever, in its judgment, it is necessary to protect the health and safety of students or other employees. Whenever the Board requires an employee to submit to a physical examination other than those required by law, the Board assumes the cost of the examination. All health examinations required of employees are made by one of the physicians approved for this purpose by the Board.

Any genetic information acquired as a result of individual examinations will be handled in accordance with Federal law.

Workers' Compensation

In case of injury while pursuing duties in keeping with the employee's contract, the employee may be eligible for payment of medical expenses under the Workers' Compensation Act of Ohio.

Any employee who is injured while at work should immediately report such injury to the central office and request the necessary forms to make application for payment under this act.

The injured employee may be requested to undergo chemical testing, as established by law and administrative regulation. The employee must prove that the injury was not proximately caused by the employee being intoxicated, under the influence of a controlled substance not prescribed by the employee's physician or under the influence of marihuana (marijuana). The results of, or the employee's refusal to submit to, any of the requested chemical tests may affect the employee's eligibility to receive workers' compensation benefits.

[Adoption date:]

LEGAL REFS.: Asbestos School Hazard Abatement Act; 20 USC 4011 et seq.
Asbestos Hazard Emergency Response Act; 15 USC 2641 et seq.
Comprehensive Environmental Response, Compensation and Liability Act;
42 USC 9601 et seq.
Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.
ORC 3313.643; 3313.71; 3313.711
3327.10
4113.23
4123.01 et seq.
4123.35
4123.54

CROSS REFS.: EB, Safety Program
EBBC, Bloodborne Pathogens
EEACD, Drug Testing for District Personnel Required to Hold a
Commercial Driver's License
GBCB, Staff Conduct
GBP, Drug-Free Workplace
GBQ, Criminal Records Check
GCBC, Professional Staff Fringe Benefits
GDDB, Support Staff Fringe Benefits
Staff Handbooks

NOTE: This category is for statements on staff physical and mental health examination requirements, the board's commitment to assisting employees in the maintenance of good health, its concern with occupational safety and so on.

Language regarding the handling of genetic information has been added in compliance with the Genetic Information Nondiscrimination Act of 2008. Additional language should be added to all medical request forms and is available upon request.

Observe the cross-references. Health insurance plans for employees are properly coded under Fringe Benefits for the appropriate category of staff.

File: GBE

House Bill (HB) 523 (2016) created a medical marijuana program. The medical marijuana program is primarily outlined in Ohio Revised Code (RC) Chapter 3796. Under this chapter marijuana means marihuana as defined in RC 3719.01. HB 523 also updated the workers' compensation drug testing provisions and here the terminology used is "marihuana."

THIS IS A REQUIRED POLICY

STAFF HEALTH AND SAFETY

Workers' Compensation Benefits Eligibility – Chemical Testing

Under Ohio's Workers' Compensation Law, every employee who is injured in the course of employment is entitled to benefits, if necessary, to compensate him/her for lost work time, payment for medical, nursing and hospital services, medicines and funeral expenses, unless the injury was proximately caused by the employee being intoxicated, under the influence of a controlled substance not prescribed by the employee's physician or under the influence of marihuana (marijuana).

Testing Procedures

An injury is deemed to have been proximately caused by the employee being intoxicated or under the influence of a controlled substance not prescribed by the employee's physician or under the influence of marihuana (marijuana) if any of the following apply.

1. Within eight hours of the injury, the employee's blood alcohol level tests equal to or greater than .08%*.
2. Within eight hours of the injury, the employee's breath alcohol level tests equal to or greater than .08g/210L*.
3. Within eight hours of the injury, the employee's urine alcohol level tests equal to or greater than .11g/100 ml*.
4. Within 32 hours of the injury, the employee tests above both the following levels established for an enzyme multiplied immunoassay technique (EMIT) screening test and above the following levels established for a gas chromatography/mass spectrometry test, or in the alternative, above the levels established for a gas chromatography/mass spectrometry (GC/MS) test alone as follows, for substances not prescribed by a physician or marihuana (marijuana):
 - A. for amphetamines, 1000 ng/ml of urine for the EMIT test and 500 ng/ml of urine for the GC/MS test;
 - B. for cannabinoids, 50 ng/ml of urine for the EMIT test and 15 ng/ml of urine for the GC/MS test;
 - C. for cocaine, including crack cocaine, 300 ng/ml of urine for the EMIT test and 150 ng/ml of urine for the GC/MS test;
 - D. for opiates, 2000 ng/ml of urine for the EMIT test and 2000 ng/ml of urine for the GC/MS test and

- E. for phencyclidine, 25 ng/ml of urine for the EMIT test and 25 ng/ml of urine for the GC/MS test.
- 5. The employee, through a chemical test administered within 32 hours of the injury, is determined to have barbiturates, benzodiazepines, methadone or propoxyphene in the employee's system that tests above levels established by laboratories certified by the U.S. Department of Health and Human Services (HHS).
- 6. The employee refuses to submit to a requested chemical test.

Legal Protections

All testing will be conducted by a qualified, federally certified testing laboratory or a laboratory that meets or exceeds HHS standards for laboratory certification selected by the Board, and any positive test result will be confirmed by a medical review officer.

Confidentiality

All test results will remain confidential as between the employee, the Board and the Bureau of Workers' Compensation.

*This represents the minimum testing level used to establish intoxication under current State law prohibiting the operation of a motor vehicle while intoxicated, otherwise known as the State "OMVI" law.

(Approval date:)

THIS IS A REQUIRED REGULATION

DRUG-FREE WORKPLACE

The Board endeavors to provide a safe workplace for all employees, realizing that the use/abuse of drugs and alcohol can endanger the health, safety and well-being of the nonuser, as well as the user.

Because of the Board's commitment to provide a safe workplace, no employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and/or Federal law, in the workplace. The Board also prohibits the use and possession of legally acquired medical marijuana in the workplace.

"Workplace" is the site for the performance of any work done in connection with the District. The workplace includes any District building, property, vehicles or Board-approved vehicle used to transport students to and from school or school activities (at other sites off District property) or any school-sponsored or District activity, event or function, such as a field trip or athletic event in which students are under the jurisdiction of District authorities.

As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five days after such conviction.

Employees are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory. When the District has reasonable suspicion an employee is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and/or Federal law, the employee may be subject to testing in accordance with prescribed administrative regulations, local, State and Federal law and/or the negotiated agreement and may be considered in violation of this policy. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed administrative regulations, local, State and Federal law and/or the negotiated agreement, up to and including termination. Any employee in violation of this policy may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board.

All employees are provided the opportunity to participate in a drug-free awareness program to inform them of requirements, services and penalties.

A list of local drug and alcohol counseling, rehabilitation and re-entry programs and services offered in the community is made available to employees.

[Adoption date:]

File: GBP

LEGAL REFS.: Drug-Free Workplace Act of 1988; 41 USC 701 et seq.;
20 USC 3474, 1221e-3(a)(1)
Drug-Free Campus and Schools Act; 20 USC 3224(a)
ORC 3796.28
4123.01 et seq.; 4123.35; 4123.54

CROSS REFS.: EB, Safety Program
EEACD, Drug Testing for District Personnel Required to Hold a
Commercial Driver's License
GBCB, Staff Conduct
GBE, Staff Health and Safety
GBQ, Criminal Records Check
Staff Handbooks

CONTRACT REFS.: Teachers' Negotiated Agreement
Support Staff Negotiated Agreement

NOTE: House Bill (HB) 523 (2016) created a medical marijuana program; the rules must still be adopted for implementation of the program. HB 523 allows employers to extend drug free workplace policies to include medical marijuana. Districts should review negotiated agreements when updating policies and procedures related to drug free workplaces and testing.

THIS IS A REQUIRED POLICY

HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

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

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

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

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

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

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

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

File: JFCF

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

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

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

[Adoption date:]

LEGAL REFS.: Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii);
(P.L. 106-554, HR 4577, 2000, 114 Stat 2763)

ORC 117.53
2307.44
2903.31
3301.22
3301.68
3313.666; 3313.667
3319.073; 3319.321

CROSS REFS.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACAA, Sexual Harassment
EDE, Computer/Online Services (Acceptable Use and Internet Safety)
IGAE, Health Education
IIBH, District Websites
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JFCK, Use of Electronic Communications Equipment by Students
JG, Student Discipline
JHG, Reporting Child Abuse
JO, Student Records
Student Handbooks

NOTE: The terminology of bullying in this policy also includes harassment and intimidation and is defined as an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Violence within a dating relationship is also included in this prohibition against harassment, intimidation and bullying.

The Children's Internet Protection Act added a requirement that effective July 1, 2012, all school districts participating in the E-Rate program must include language in their Internet safety policy regarding the education of minors concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response and to develop an educational plan to implement the program. Helpful resources are available at OnGuardOnline.gov.

HB 116 (The Jessica Logan Act), signed by the Governor on February 2, 2012, requires districts to update Hazing and Bullying policies to include several new requirements by November 2012. The majority of language changes appear in Ohio Revised Code Section (RC) 3313.666.

Senate Bill 216 (2018) enacted RC 3301.68 requiring the Ohio Department of Education (ODE) to establish, distribute and monitor a consolidated school mandate report for school districts. Except where specifically required by law, ODE cannot require a separate report for the items included in the report. Each district must complete and file the report by November 30 annually.

The report must require each district or school to denote “yes” to indicate compliance or “no” to indicate noncompliance with the following prescribed items and to provide any other information that the department requests regarding those items:

- *Training on the use of physical restraint or seclusion on students;*
- *Training on harassment, intimidation, or bullying;*
- *Training on the use of cardiopulmonary resuscitation and an automated external defibrillator;*
- *Training on crisis prevention intervention;*
- *The establishment of a wellness committee;*
- *The reporting of a district’s or school’s compliance with nutritional standards;*
- *Screening for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders of students enrolled for the first time in kindergarten or first grade and*
- *Compliance with interdistrict and intradistrict open enrollment requirements.*

If a district or school denotes “no” on any item it must provide a written explanation to the board within 30 days for why that item was not completed and a written plan of action for accurately and efficiently addressing the problem.

THIS IS A REQUIRED POLICY

HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
 - A. posting slurs on websites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening emails, website postings or comments and instant messages;

- C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence, as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

Complaints

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

4. False Complaints

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

Intervention Strategies

1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

When hazing and/or bullying is based on race, color, national origin, sex, or disability, and the behavior creates a hostile environment, the hazing and bullying investigation is suspended while the applicable nondiscrimination grievance procedures are implemented.

B. Nondisciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board, a committee of the Board or an impartial hearing officer designated by the Board in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required time lines.

Report to the Custodial Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the custodial parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from new or additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and His/Her Custodial Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the custodial parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the custodial parents or guardians of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the custodial parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of State law or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

(Approval date:)

NOTE: THIS IS A REQUIRED REGULATION