

GARFIELD HEIGHTS BOARD OF EDUCATION  
GARFIELD HEIGHTS, OHIO

RECORD OF PROCEEDINGS  
Minutes – Regular Board Meeting  
March 18, 2019

The Board of Education of the Garfield Heights City School District met regular session on Monday, March 18, 2019 at William Foster Elementary School, 12801 Bangor, 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. Juby, seconded by Mrs. Chamberlin to approve the agenda as adopted.

Ayes: Juby, Chamberlin, Dobies, Kitson, 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 February 5, 2019

Minutes from the Regular Board Meeting of February 11, 2019

Ayes: Juby, Chamberlin, Dobies, Kitson, Wolske

Nays: None

**BOARD PRESIDENT'S REPORT**

Good evening, welcome to William Foster and this month's Board meeting. Thank you Ms. Morris and your staff for inviting us to have our meeting in your building. We are looking forward to your report and having your students perform for us. This school year has gone rather quickly as we are about 9 weeks from the end of another exciting school year.

I will conclude with our district's mission statement:

“To educate, guide, and ensure all students graduate prepared to meet high expectations and serve as responsible citizens in a global society”

**COMMITTEE REPORTS:****Cuyahoga Valley Career Center – Christine A. Kitson****Student Activities - Joseph Juby**

Winter season is now complete. Highlights for the winter season include the wrestling team having a state qualifier in Leon Webb. Girls bowling qualifying as a team for districts, boys basketball making it to the district semifinals and varsity boys bowler Isaiah Hinton qualifying for districts.

Garfield Hts successfully hosted the DIII district wrestling and DIII district boys basketball tournaments.

Recent major purchases include: Bowling tournament fees, wrestling tournament fees, parent night flowers, new basketball rims and nets, Hudl viewing and editing software, softball bats, baseball helmets and bats, spring season game and practice balls, varsity football coaches clinic, middle school banners and varsity boys basketball showcase in Dayton.

**Legislative Liaison – Gary Wolske**  
**City Liaison – Robert A. Dobies Sr.**

Good evening!

A reminder if you are signing up for T -Ball, we will continue signups through Monday April 11st Extended office hours to accommodate signups are available. Please call the Rec. for hours or any questions.

Softball Signups will begin March 18<sup>th</sup> and run through April 22<sup>nd</sup>. One difference this year is that we are offering Co-ed Softball. This has worked in all of our other programs over the years and we will introduce this season. We have had positive feedback from those inquiring. We will still partner with Bedford, with the only difference; we will be handling all the signups for softball. This is not to dissuade any from participating in baseball but to only offer a different opportunity to stay active. All information is on the web site or call our office.

Baseball signups are taking place. If you have interest, you may pick up an application at the Bedford Rec. Center or visit their web site. All baseball registration will be done through Bedford. You may go to the Garfield Hts. Web and obtain the flyer or if you have questions please call 1-440-735-6570.

We are taking registration for the Spring Fitness classes which begin April 1<sup>st</sup>. Classes will be for a 12 week session Mon & Wed held at Fire Station #1. All program information can be viewed on the city's website .Just click on the recreation department and go to your point of interest.

As we wind down our ice season, I would like to remind all to come out and enjoy our 51<sup>st</sup> Annual Ice Show, which will be held this Saturday March 23<sup>rd</sup> from 7-9 PM. This year's theme will be "CINEMA SKATES" will feature all of our figure skaters from our tots to our advanced soloists displaying their talent and gracefulness developed during all the hard work they put in this season. We are very fortunate to have this facility and dedicated coaches who spend countless hours developing our children's talents. I ask all to come out and enjoy our children performing. We also have with us "Our Own Ms. Katie McBeath" who over the last 6 years has skated at the national levels of the sport. She also began her skating career right here at the Garfield Heights Recreation Center in our Learn to Skate Program. Her latest accomplishment was earning 5<sup>th</sup> place overall at the 2018 Ondrej Nepala Trophy Show in Slovakia as part of TeamUSA.

Lastly, I would just like to say thank you to Elmwood & Maple Leaf schools for coming over to the ice rink to enjoy our facility. Over the years, students have been rewarded for their achievements through our PAWS program and awarded a day at the rink. All enjoyed their day and experience. All students were great representatives of our District. Thank you to our principals, teachers, aides and parent volunteers to make it happen. You are always welcome.

**Policy Liaison – Christine A. Kitson & Joan Chamberlin**

## **PRESENTATION**

Mrs. Morris and Mrs. Frimel welcomed the Board of Education to William Foster and discussed the enrollment. We currently are sitting with 703 students, the largest elementary school in the district. We reviewed the acronym PAWS that we focus on throughout the elementary schools in the district and its importance to both our academics and behavior. We explained the State of Ohio Recognition that William Foster has been awarded the past three years, and that our goal is to have the Gold Award by 2020. We shared one of the videos we are creating for our students to see the expectations of PAWS to all common areas and the plan to add to this video as a welcome video to all new students and families. We discussed the data of 301 of our 703 (43%) students that are new to William Foster this year and our plan for next year on how we will welcome new students to our building (start in the Bounce Back Room, welcome to the school, introduction video, buddy for the day, etc)

## **RECOGNITIONS/COMMENDATIONS**

## **SUPERINTENDENT'S REPORT**

Thank you, Mr. President. I would like to take this opportunity to thank the many parents who attended the annual Little Bulldogs Kindergarten Information Night, which was held on Wednesday, March 13, at Garfield Heights High School. At this annual event, the District provides the opportunity for parents to learn about the kindergarten registration process, obtain materials, meet elementary school principals and teachers and also enjoy a little bit of fun. This event targets future students who will turn five years old on or before August 1st, and we appropriately call them our "little bulldogs." Hot dogs and refreshments were served, mock-bus rides were given to students, face painting took place courtesy of volunteer high school students and much more. So that the community knows, Kindergarten registration begins on Monday, April 1<sup>st</sup> and runs through April 11<sup>th</sup>. Please contact the main office of the GHCS to set up an appointment or to ask any questions. Thank you, once again, to all of the parents, students and staff members who made the 2019 Little Bulldogs Kindergarten Information Night a success.

Next, nearly 30 students who comprise our very talented Garfield Heights High School Jazz Band performed an exciting and up-tempo assortment of swinging jazz, blues and funk music to more than 100 senior citizens at City Hall as part of the yearly tradition at the annual Saint Patrick's Day celebration. Senior citizens were not only clapping their hands and tapping their toes, by the performance's end; they were literally dancing and swaying to the music. Our Instrumental Music Director Devlin Pope led the group of blended instruments from trumpets, trombones and saxophones to the funk and vibe of the rhythm section's percussion and guitars. At one point, a senior citizen even said, 'when you first began performing for us many years ago, there were only five or six members of the jazz band....now there are SO MANY!' This is a direct result of the growing interest in the instrumental music program in our district. Great job to everyone involved!

Congratulations goes out to Garfield Heights High School senior, Leon Webb, for doing a great job representing the District and qualifying for the state tournament. Individuals such as Leon have taken it upon their shoulders to dedicate themselves to a hard-working and dedicated co-curricular activity and he is to be commended. Also, worthy of recognition is the Music Express program, which officially finished its competition season this past weekend. We thank Mr. Pernod and Ms. Carey for their leadership of this successful school organization and congratulate the students for another remarkable season of outstanding performances.

Finally, as we have mentioned many times leading up to the testing season, please do all that you can to prepare your children for this time of the year. Ensuring their attendance in school, along with proper rest and nutrition and positive encouragement go a long way to helping your student.  
Thank you, Mr. President, and as always... GO 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 February 2019, as presented in Exhibit "A".

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

Treasurer Sluka gave the Board an overview on how the tax amounts and rates being submitted for approval were determined and that the tax rates have decreased for the Emergency Levies and Bond Retirement due to the increase in the district's property valuation from the triennial reappraisal.

Moved by Mr. Juby, seconded by Mrs. Kitson to approve Resolution No. 2019-04, a resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Fiscal Officer, as presented in Exhibit "B".

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. Kitson, seconded by Mr. Juby to approve the Employee Leaves as presented in Exhibit "C".

Ayes: Juby, Chamberlin, Dobies, Wolske  
Nays: Kitson

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to accept the retirement resignation of Maryann Ryan, Science Teacher at the Learning Center, effective May 28, 2019 after 10 years of service with Garfield Heights City Schools.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske  
Nays:

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to accept the resignation of Casie Mruk, Language Arts Teacher at the Middle School, effective July 2, 2019.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske

Nays:

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to accept the verbal resignation of Stacie Vialva, Bus Aide effective February 15, 2019 for failure to begin her employment due to personal reasons.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske

Nays:

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to terminate the probationary contract of Gregory Perkins, Building Assistant at Elmwood for job abandonment effective March 5, 2019.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske

Nays:

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to terminate the probationary contract for Jeanette Todd, PT Vehicle Driver, for job abandonment effective March 5, 2019.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske

Nays:

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to terminate the probationary contract for Jeanette Donald, Bus Driver, effective March 13, 2019.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske

Nays:

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to approve the Qualified salaries for the 2018-19 school year as presented in Exhibit "D".

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske

Nays:

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>
Janise Wells (eff: 3/4/19)	Housekeeper (1D) - HS	6	0
Sherrie Harris (eff: 3/4/19)	Bus Aide (1E) - Garage	4	2
Gregory Perkins (eff: 3/4/19)	Building Asst. (1B) - EW	6	0
Kelly Bossone (eff: 3/13/19)	General Café (1C) - WF	6	0
Jeanette Todd (eff: 3/5/19)	PT Vehicle Driver (3E)	4	0
Michael Williams (eff: 3/11/19)	Bus Driver (4E)	4	0

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske  
Nays:

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>Hours</u>	<u>Step</u>
Carmen Gilberry (eff: 1/7/19)	Bus Aide (1E)	PT Vehicle Driver (3E)	5	0

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske  
Nays:

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to approve new supplemental PBIS Chairperson positions for each building. The title of each position is "PBIS Chairperson." The rate is .03 of the teacher base salary for each position. The job description is presented in Exhibit "E".

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske  
Nays:

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to approve stipends for the teachers attending the Dan Reynolds disciplinary literacy professional development at the rate of \$25.76 per hour to be paid from the Striving Readers Grant.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske  
Nays:

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to approve an hourly stipend at the Curriculum rate of \$25.76 for the teachers that participated in the Little Bulldog Night at the high school on March 13, 2019 to be paid from Title I Funds.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske  
Nays:

### **POLICY:**

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to approve the first reading of the proposed board policies as presented in Exhibit " F".

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske  
Nays:

### **CONTRACTS:**

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the amendment of contract with PSI Services to add an additional Title I Teacher for St. Bridget of Kildare to be paid from their Non Public Title Funds.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske  
Nays:

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the contract with Connect for internet access of 1 gigabyte for the 2019-2020 school year.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske  
Nays:

**RENTALS & FACILITY USAGES:**

**MISCELLANEOUS:**

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to approve the Garfield Heights City Schools Music Department's out of district field trip for the Field trip to Orlando, Florida for the 2019-2020 school year.

Ayes: Chamberlin, Kitson, Dobies, Juby, Wolske  
Nays:

**REMARKS FROM THE PUBLIC REGARDING MISCELLANEOUS SCHOOL ITEMS**

Mr. Rudy Breglia, a citizen advocate for seat belts on school busses, gave the Board a hand out on and talked about how seat belts save lives and reduced injuries. He cited a Chattanooga, Tennessee accident and referenced a North Carolina study on side crashes of buses causing more injuries. Asked by a few Board members about going the legislative route and prohibitive costs involved, he stated the he has reached out to Senator Sherrod Brown and offered to come back out to the district to raise money to install seat belts on our busses.

**ANNOUNCEMENT OF NEXT BOARD MEETINGS**

Board of Education Regular Meeting – 6:00 P.M.  
April 15, 2019  
High School  
4900 Turney Road  
Garfield Heights, Ohio 44125

**EXECUTIVE SESSION**

Moved by Mrs. Kitson, seconded by Mrs. Chamberlin to enter into Executive Session at 6:45 p.m. for the purpose of evaluating the Treasurer and Superintendent.


Ayes: Kitson, Chamberlin, Dobies, Juby, Wolske  
Nays:


Adjourned from Executive Session at 9:14 p.m.

Moved by Mrs. Kitson, seconded by Mrs. Chamberlin to adjourn at 9:15 p.m.

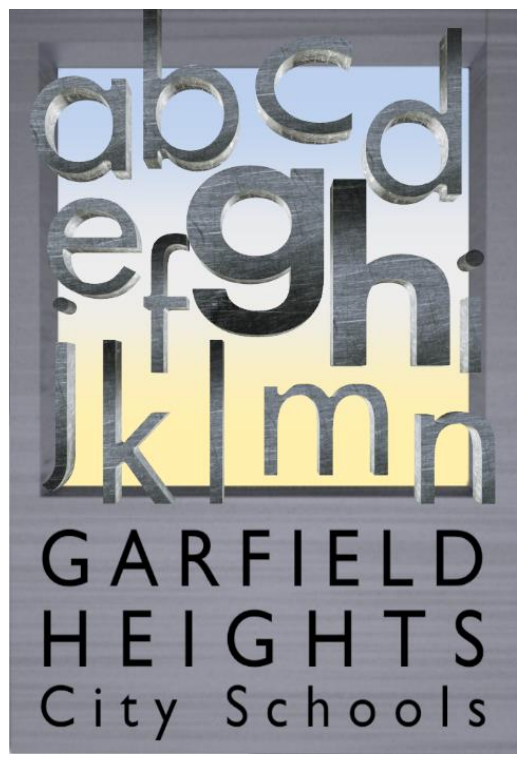
Ayes: Kitson, Chamberlin, Dobies, Juby, Wolske

Nays:

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Treasurer





# **Financial Report**

## **February 28, 2019**

**Garfield Heights City Schools**



**Forecast Comparison - General Operating Fund - February 2019**



February 2019 Estimate	February 2019 Actuals	February 2018 Actuals	Variance-Month Actuals to Estimate	Explanation of Material Variance (Greater than 5%)
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<b>Revenue:</b>					
1.010 - General Property Tax (Real Estate)	\$ 5,010,000	\$ 6,511,000	\$ 5,711,000	\$ 1,501,000	District received second of two advances.
1.020 - Public Utility Property Tax	\$ -		\$ -	\$ -	
1.035 - Unrestricted Grants-in-Aid	\$ 1,967,000	\$ 1,965,815	\$ 1,902,845	\$ (1,185)	
1.040 - Restricted Grants-in-Aid	\$ 41,000	\$ 53,834	\$ 46,364	\$ 12,834	
1.050 - Property Tax Allocation	\$ -		\$ -	\$ -	
1.060 - All Other Operating Revenues	\$ 47,000	\$ 539,312	\$ 35,469	\$ 492,312	District received a TIF payment from the City for \$495,644
<b>1.070 - Total Revenue</b>	<b>\$ 7,065,000</b>	<b>\$ 9,069,961</b>	<b>\$ 7,695,678</b>	<b>\$ 2,004,961</b>	

<b>Other Financing Sources:</b>					
2.050 - Advances In	\$ -	\$ -	\$ -	\$ -	
2.060 - All Other Financing Sources	\$ -	\$ -	\$ -	\$ -	
<b>2.080 Total Revenue and Other Financing Sources</b>	<b>\$ 7,065,000</b>	<b>\$ 9,069,961</b>	<b>\$ 7,695,678</b>	<b>\$ 2,004,961</b>	

<b>Expenditures:</b>					
3.010 - Personnel Services	\$ 1,871,000	\$ 1,895,222	\$ 1,810,618	\$ 24,222	
3.020 - Employees' Retirement/Insurance Benefits	\$ 770,000	\$ 746,691	\$ 746,576	\$ (23,309)	
3.030 - Purchased Services	\$ 857,000	\$ 831,047	\$ 639,722	\$ (25,953)	
3.040 - Supplies and Materials	\$ 43,000	\$ 57,531	\$ 44,906	\$ 14,531	Instructional supply purchases in all buildings exceeded estimates
3.050 - Capital Outlay	\$ -		\$ 9,844	\$ -	
4.055 - Debt Service Other	\$ -		\$ -	\$ -	
4.300 - Other Objects	\$ 20,000	\$ 9,719	\$ 11,733	\$ (10,281)	
<b>4.500 - Total Expenditures</b>	<b>\$ 3,561,000</b>	<b>\$ 3,540,210</b>	<b>\$ 3,263,399</b>	<b>\$ 20,790</b>	

<b>Other Financing Uses:</b>					
5.010 - Operating Transfers-Out	\$ -	\$ -	\$ 100,000	\$ -	
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
<b>5.050 - Total Expenditures and Other Financing Uses</b>	<b>\$ 3,561,000</b>	<b>\$ 3,540,210</b>	<b>\$ 3,363,399</b>	<b>\$ 20,790</b>	

<b>Surplus/(Deficit) for Month</b>	<b>\$ 3,504,000</b>	<b>\$ 5,529,751</b>	<b>\$ 4,332,279</b>	<b>\$ 2,025,751</b>	
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**Garfield Heights City Schools**



**Forecast Comparison - General Operating Fund - July to June 2019**



**Revenue:**

- 1.010 - General Property Tax (Real Estate)
- 1.020 - Public Utility Property Tax
- 1.035 - Unrestricted Grants-in-Aid
- 1.040 - Restricted Grants-in-Aid
- 1.050 - Property Tax Allocation
- 1.060 - All Other Operating Revenues

**1.070 - Total Revenue**

**Other Financing Sources:**

- 2.050 - Advances In
- 2.060 - All Other Financing Sources

**2.080 Total Revenue and Other Financing Sources**

**Expenditures:**

- 3.010 - Personnel Services
- 3.020 - Employees' Retirement/Insurance Benefits
- 3.030 - Purchased Services
- 3.040 - Supplies and Materials
- 3.050 - Capital Outlay
- 4.055 - Debt Service Other
- 4.300 - Other Objects

**4.500 - Total Expenditures**

**Other Financing Uses:**

- 5.010 - Operating Transfers-Out
- 5.020 - Advances Out

**5.050 - Total Expenditures and Other Financing Uses**

**Surplus/(Deficit) FYTD**

	FYTD 19 Estimate	FYTD 19 Actuals	FYTD 18 Actuals	Variance- Current FYTD Actual to Estimate	
	\$ 13,605,700	\$ 15,695,732	\$ 14,438,764	\$ 2,090,032	Awaiting the final second half settlement to determine where the property taxes fall compared to the estimate.
	\$ 406,000	\$ 406,050	\$ 390,352	\$ 50	
	\$ 16,036,900	\$ 16,114,258	\$ 15,559,625	\$ 77,358	
	\$ 456,500	\$ 469,549	\$ 582,947	\$ 13,049	
	\$ 1,387,600	\$ 1,390,443	\$ 1,473,055	\$ 2,843	
	\$ 563,200	\$ 1,238,521	\$ 644,651	\$ 675,321	District received a TIF payment from the City for \$495,644 this month that was not anticipated.
<b>1.070 - Total Revenue</b>	<b>\$ 32,455,900</b>	<b>\$ 35,314,553</b>	<b>\$ 33,089,394</b>	<b>\$ 2,858,653</b>	
	\$ 328,324	\$ 328,324	\$ 170,312	\$ -	
	\$ -	\$ -	\$ 4,349	\$ -	
<b>2.080 Total Revenue and Other Financing Sources</b>	<b>\$ 32,784,224</b>	<b>\$ 35,642,877</b>	<b>\$ 33,264,055</b>	<b>\$ 2,858,653</b>	
	\$ 15,860,000	\$ 15,898,221	\$ 15,586,472	\$ (38,221)	
	\$ 6,156,000	\$ 6,137,915	\$ 5,844,452	\$ 18,085	
	\$ 6,114,000	\$ 6,114,968	\$ 5,993,098	\$ (968)	
	\$ 712,500	\$ 812,432	\$ 592,499	\$ (99,932)	Doe to a timing issue, actual is anticipated to fall in line by fiscal year end
	\$ 83,500	\$ 220,890	\$ 386,436	\$ (137,390)	Various equipment expenditures will need to be reclassified to other funds.
	\$ -	\$ -	\$ 133,514	\$ -	
	\$ 371,700	\$ 361,176	\$ 324,616	\$ 10,524	
<b>4.500 - Total Expenditures</b>	<b>\$ 29,297,700</b>	<b>\$ 29,545,602</b>	<b>\$ 28,861,087</b>	<b>\$ (247,902)</b>	
	\$ 119,105	\$ 119,105	\$ 100,000	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>5.050 - Total Expenditures and Other Financing Uses</b>	<b>\$ 29,416,805</b>	<b>\$ 29,664,707</b>	<b>\$ 28,961,087</b>	<b>\$ (247,902)</b>	
<b>Surplus/(Deficit) FYTD</b>	<b>\$ 3,367,419</b>	<b>\$ 5,978,170</b>	<b>\$ 4,302,968</b>	<b>\$ 2,610,751</b>	

## 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	2,371,000		1,911	177,706		2,054,925		41,830		4,647,372
February	6,511,000		8,137	531,175		1,965,815		53,834		9,069,961
March										-
April										-
May										-
June										-
<b>Totals</b>	<b>\$15,695,732</b>	<b>\$406,050</b>	<b>\$70,533</b>	<b>\$1,167,989</b>	<b>\$0</b>	<b>\$16,114,257</b>	<b>\$1,390,443</b>	<b>\$469,549</b>	<b>\$328,324</b>	<b>\$35,642,877</b>
<b>% of Total</b>	<b>44.04%</b>	<b>1.14%</b>	<b>0.20%</b>	<b>3.28%</b>	<b>0.00%</b>	<b>45.21%</b>	<b>3.90%</b>	<b>1.32%</b>	<b>0.92%</b>	

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

## Garfield Heights City Schools



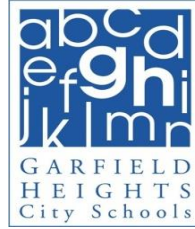
### Expenditure Analysis Report - General Operating Fund - FY19



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	1,908,133	755,365	1,185,242	92,981	-	40,544	119,105	4,101,370
February	1,895,222	746,691	831,047	57,531	-	9,719	-	3,540,210
March								-
April								-
May								-
June								-
<b>TOTALS</b>	<b>\$15,898,221</b>	<b>\$6,137,915</b>	<b>\$6,114,968</b>	<b>\$812,431</b>	<b>\$220,890</b>	<b>\$361,187</b>	<b>\$119,105</b>	<b>\$29,664,717</b>
<b>% of Total</b>	<b>53.59%</b>	<b>20.69%</b>	<b>20.61%</b>	<b>2.74%</b>	<b>0.74%</b>	<b>1.22%</b>	<b>0.40%</b>	

\*Non-Operating expenses include advances and transfers out.

# Garfield Heights City Schools

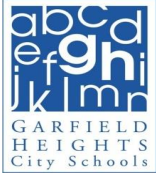


February 28, 2019

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	\$9,069,961.00	\$35,642,876.00	\$3,540,210.00	\$29,664,708.00	\$7,056,626.00	\$1,835,701.00	\$5,220,925.00
002	Bond Retirement	\$3,283,865.00	\$1,576,000.00	\$4,227,739.00	\$0.00	\$3,881,730.00	\$3,629,874.00	\$0.00	3,629,874.00
003	Permanent Improvement	\$186,224.00	\$53,443.00	\$145,894.00	(\$13,378.00)	\$239,578.00	\$92,540.00	\$29,149.00	63,391.00
004	Building Fund	\$103,558.00	\$2,725.00	\$22,800.00	\$26,235.00	\$52,896.00	\$73,462.00	\$53,657.00	19,805.00
006	Food Service	\$1,458,612.00	\$169,912.00	\$1,157,436.00	\$170,115.00	\$1,362,920.00	\$1,253,128.00	\$496,688.00	756,440.00
007	Special Trust	\$25,001.00	\$0.00	\$750.00	\$0.00	\$10,712.00	\$15,039.00	\$6,650.00	8,389.00
008	Endowment Trust	\$100,665.00	\$198.00	\$1,536.00	\$0.00	\$500.00	\$101,701.00	\$0.00	101,701.00
009	Uniform Supplies	(\$7.00)	\$2,073.00	\$8,223.00	\$1,818.00	\$49,471.00	(\$41,255.00)	\$13,790.00	(55,045.00)
014	Rotary - Internal Services	\$75,364.00	\$4,264.00	\$15,948.00	\$0.00	\$4,201.00	\$87,111.00	\$7,368.00	79,743.00
018	Public School Support	\$6,311.00	\$4,033.00	\$13,359.00	\$2,218.00	\$16,126.00	\$3,544.00	\$9,613.00	(6,069.00)
019	Other Grants	\$55,897.00	\$27,356.00	\$92,224.00	\$52,309.00	\$262,879.00	(\$114,758.00)	\$39,021.00	(153,779.00)
022	District Agency	\$22,184.00	\$0.00	\$260.00	\$0.00	\$1,429.00	\$21,015.00	\$0.00	21,015.00
024	Employee Benefits Self Insurance	\$186,407.00	\$0.00	\$0.00	\$84,775.00	\$73,965.00	\$112,442.00	\$686,561.00	(574,119.00)
034	Classroom Facilities Maintenance	\$768,054.00	\$76,557.00	\$211,291.00	\$68,393.00	\$173,161.00	\$806,184.00	\$3,870.00	802,314.00
200	Student Managed Funds	\$10,151.00	\$261.00	\$21,095.00	\$0.00	\$14,433.00	\$16,813.00	\$21,209.00	(4,396.00)
300	District Managed Funds	\$11,040.00	\$7,515.00	\$194,296.00	\$25,391.00	\$206,565.00	(\$1,229.00)	\$41,613.00	(42,842.00)
401	Auxiliary Services	\$104,443.00	\$322,317.00	\$649,456.00	\$24,948.00	\$315,382.00	\$438,517.00	\$228,116.00	210,401.00
439	Public School Preschool	(\$1.00)	\$13,688.00	\$53,653.00	\$6,896.00	\$94,770.00	(\$41,118.00)	\$7.00	(41,125.00)
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	\$11,243.00	\$14,190.00	\$8,600.00	\$8,083.00	517.00
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	\$181,477.00	\$931,131.00	\$69,728.00	\$1,073,836.00	(\$142,559.00)	\$154,644.00	(297,203.00)
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)	\$98,803.00	\$866,484.00	\$111,521.00	\$822,703.00	(\$506,062.00)	\$195,208.00	(701,270.00)
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	\$2,584.00	\$12,368.00	\$1,928.00	\$14,296.00	(\$1,928.00)	\$0.00	(1,928.00)
590	Title II-A - Improving Teacher Quality	\$40.00	\$12,608.00	\$90,618.00	\$20,130.00	\$138,798.00	(\$48,140.00)	\$24,926.00	(73,066.00)
599	Miscellaneous Federal Grants	\$3,378.00	\$1,800.00	\$15,635.00	\$450.00	\$15,671.00	\$3,342.00	\$17,953.00	(14,611.00)
	<b>Grand Totals (ALL Funds)</b>	<b>\$6,954,371.00</b>	<b>\$11,627,575.00</b>	<b>\$44,481,064.00</b>	<b>\$4,204,930.00</b>	<b>\$38,593,429.00</b>	<b>\$12,842,006.00</b>	<b>\$3,874,678.00</b>	<b>\$8,967,328.00</b>

## Garfield Heights City Schools

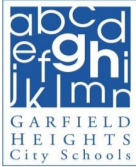


### Record of Advances 2017/18 Initial - 2018/19 Returned



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
					<b>\$328,324.00</b>		<b>\$328,324.00</b>
<b><i>Advances Outstanding</i></b>							<b>\$0.00</b>

**Garfield Heights City Schools**



**Approved Grant Funds for 2018/2019**

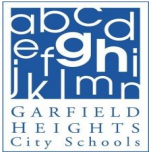


This report is a listing of all grant funds authorized and received throughout the 2018/2019 fiscal year.

<b>Fund</b>	<b>Description</b>	<b>Authorized Amount</b>	<b>Non-Public Authorized Amount</b>	<b>Monthly Amount Received</b>	<b>Amount Received Project-To-Date</b>
<b><u>State Grants</u></b>					
439/9019	Public School Preschool	\$80,000.00	\$0.00	\$13,688.00	\$25,343.00
451/9019	Data Communications	\$0.00	\$0.00	\$0.00	\$4,500.00
<b><u>Auxiliary Services</u></b>					
401/9019	Trinity	\$0.00	\$0.00	\$171,022.00	\$323,532.00
401/9619	St. Benedict	\$0.00	\$0.00	\$150,418.00	\$322,878.00
	<b>Total State Funds</b>	<b>\$80,000.00</b>	<b>\$0.00</b>	<b>\$335,128.00</b>	<b>\$676,253.00</b>
<b><u>Federal Grants</u></b>					
516/9019	IDEA-B Special Education	\$1,007,792.00	\$0.00	\$181,477.00	\$257,706.00
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	\$98,803.00	\$707,612.00
587/9019	Preschool Special Education	\$17,767.00	\$0.00	\$2,584.00	\$6,534.00
590/9019	Title II-A Improving Teacher Quality	\$214,832.00	\$0.00	\$12,608.00	\$42,183.00
599/9019	Title IV-A Student Supp/Academic Enrich	\$116,966.00	\$0.00	\$8,047.00	\$16,094.00
	<b>Total Federal Funds</b>	<b>\$2,856,486.00</b>	<b>\$0.00</b>	<b>\$303,519.00</b>	<b>\$1,109,823.00</b>



Garfield Heights City Schools



Cash Reconciliation



February 28, 2019

<b>FINSUM Balance</b>			<b>12,842,006</b>
<b>Bank Balance:</b>			
Key Bnk - Property Tax/Foundation Receipts	1,356,744		
PNC - General	769,931		
JP MorganChase - Payroll	1,063,900		
		3,190,575	
<b>Investments:</b>			
STAR Ohio	7,531,753		
Red Tree	2,319,786		
PNC-Sweep	4,080		
Citizens-Sweep	<u>116,162</u>		
		9,971,781	
<b>Change Fund:</b>			
HS School Store	50		
HS Library	50		
High School Athletics	1,050		
		1,150	
Less: Outstanding Checks-PNC Bank (General Fund)		(321,693)	
Adjustments		-	
In Transits		193	
<b>Bank Balance</b>			<b>12,842,006</b>
<b>Unreconcilable Difference</b>			<b>-</b>

## Garfield Heights City Schools

February 28, 2019



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	\$29,664,708.00	\$3,540,210.00	\$1,835,701.00	14,345,278.00	68.71%
002 Bond Retirement	\$4,581,640.00	\$0.00	4,581,640.00	\$3,881,730.00	\$0.00	\$0.00	699,910.00	84.72%
003 Permanent Improvement	\$260,507.00	\$0.00	260,507.00	\$239,578.00	(\$13,378.00)	\$29,149.00	23,902.00	103.16%
004 Building Fund	\$26,100.00	\$0.00	26,100.00	\$52,896.00	\$26,235.00	\$53,657.00	51,171.00	0.00%
006 Food Service	\$2,105,000.00	\$16,886.00	2,121,886.00	\$1,362,920.00	\$170,115.00	\$496,688.00	262,278.00	87.64%
007 Special Trust	\$15,000.00	\$19,150.00	34,150.00	\$10,712.00	\$0.00	\$6,650.00	16,788.00	50.84%
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	\$49,471.00	\$1,818.00	\$13,790.00	108.00	99.83%
014 Rotary - Internal Services	\$66,000.00	\$0.00	66,000.00	\$4,201.00	\$0.00	\$7,368.00	54,431.00	17.53%
018 Public School Support	\$24,500.00	\$3,500.00	28,000.00	\$16,126.00	\$2,218.00	\$9,613.00	2,261.00	91.93%
019 Other Grants	\$264,324.00	\$188.00	264,512.00	\$262,879.00	\$52,309.00	\$39,021.00	(37,388.00)	114.13%
022 District Agency	\$23,000.00	\$8,408.00	31,408.00	\$1,429.00	\$0.00	\$0.00	29,979.00	0.00%
024 Employee Benefits	\$400,000.00	\$138,769.00	538,769.00	\$73,965.00	\$84,775.00	\$686,561.00	(221,757.00)	0.00%
034 Classroom Facilities Maintenance	\$625,200.00	\$0.00	625,200.00	\$173,161.00	\$68,393.00	\$3,870.00	39,167.00	0.00%
200 Student Managed Funds	\$57,000.00	\$619.00	57,619.00	\$14,433.00	\$0.00	\$21,209.00	21,977.00	61.86%
300 District Managed Funds	\$222,050.00	\$276.00	222,326.00	\$206,565.00	\$25,391.00	\$41,613.00	(25,852.00)	111.63%
401 Auxiliary Services	\$524,499.00	\$78,247.00	602,746.00	\$315,382.00	\$24,948.00	\$228,116.00	59,248.00	90.17%
439 Public School Preschool	\$115,190.00	\$7.00	115,197.00	\$94,770.00	\$6,896.00	\$7.00	20,420.00	82.27%
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	\$19,702.00	\$0.00	19,702.00	\$14,190.00	\$11,243.00	\$8,083.00	(2,571.00)	113.05%
516 IDEA-B	\$1,190,517.00	\$19,989.00	1,210,506.00	\$1,073,836.00	\$69,728.00	\$154,644.00	(17,974.00)	101.48%
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	\$822,703.00	\$111,521.00	\$195,208.00	919,572.00	52.54%
587 Preschool Handicap	\$37,685.00	\$0.00	37,685.00	\$14,296.00	\$1,928.00	\$0.00	23,389.00	37.94%
590 Title II-A - Improving Teacher Quality	\$261,864.00	\$3,194.00	265,058.00	\$138,798.00	\$20,130.00	\$24,926.00	101,334.00	61.77%
599 Miscellaneous Federal Grants	\$132,318.00	\$5,000.00	137,318.00	\$15,671.00	\$450.00	\$17,953.00	103,694.00	24.49%
<b>Totals</b>	<b>\$58,322,071.00</b>	<b>\$929,760.00</b>	<b>\$59,251,831.00</b>	<b>\$38,593,429.00</b>	<b>\$4,204,930.00</b>	<b>\$3,874,644.00</b>	<b>\$16,538,502.00</b>	<b>71.67%</b>

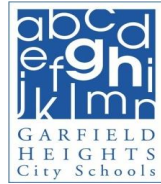
**Garfield Heights City Schools**



**Check Register for Checks > \$4,999.99  
February 2019**



<b>Vendor</b>	<b>Amount</b>	<b>Fund</b>	<b>Description</b>
Educational Service Center	\$ 17,070.00	516	OOD Tuition
Ohio Bureau of Workers Comp	\$ 12,524.00	Various	Workers Comp Payments
PNC Bank	\$ 5,521.00	Various	Various credit card purchases
Amazon.Com	\$ 6,888.00	Various	Instructional/Office Supplies
IdeaStream WVIZ/PBS	\$ 6,000.00	590	Instructional Support
Ohio Bureau of Workers Comp	\$ 43,128.00	Various	Workers Comp Fees
Educational Service Center	\$ 22,602.00	572	Reading Corp Members
Sound Com Systems	\$ 17,210.00	003	CPA Projector
Suburban Health Consortium	\$ 479,706.00	024	Employee Health Care for November
Universal Oil, Inc	\$ 7,318.00	001	Diesel/Gas Fuel
Zenith Systems	\$ 14,723.00	034	Camera Replacement
Lakeshore Learning	\$ 9,029.00	019	UPK Instructional Materials
ABA Outreach Services	\$ 17,006.00	516	Special Education Contracted Services
Dairymans	\$ 9,519.00	006	Milk and Juice Purchases
De Lage Landen Public	\$ 49,317.00	003	Bus Lease Payments
Educational Service Center	\$ 90,740.00	001	Personnel Costs
Gordon Food Service	\$ 69,813.00	006	Food Purchases
Grainger	\$ 5,012.00	001	Building Supplies
Kidslink Neurobehavioral	\$ 19,200.00	516	Tuition for placed students
Qualtrics	\$ 6,000.00	001	Personnel Analytic Software
American Financial Res In	\$ 12,364.00	401	Trinity Equipment Lease Payment
Cleveland Public Auditorium	\$ 5,660.00	001	Commencement
Educational Service Center	\$ 47,015.00	001	OOD Tuition
Fisher & Phillips, LLC	\$ 10,545.00	001	Legal Fees
LEAP	\$ 10,125.00	001	Tuition for placed students
Renhill Group	\$ 31,980.00	Various	Substitute Services
Illuminating Company	\$ 86,083.00	001	Electricity Service-January
Arbiter Pay	\$ 20,000.00	300	Referee Fees
JP Morgan Chase	\$ 1,020,737.00	Various	February #1 Payroll
JP Morgan Chase	\$ 1,055,864.00	Various	February #2 Payroll



**Investment Report  
February 28, 2019**



<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	\$ 109,456.18	\$ 109,456.18	0.00	N/A
PNC Bank	Business Perf Money Market	\$ 4,080.02	\$ 4,080.02	1.21	N/A
Red Tree Investment	Money Mkt Fund	\$ 4,074.66	\$ 4,074.66	2.28	N/A
Red Tree Investment	Agency Note	\$ 90,000.00	\$ 89,776.89	1.30	24-May-19
Red Tree Investment	Agency Note	\$ 94,672.25	\$ 94,433.99	1.00	19-Jul-19
Red Tree Investment	Agency Note	\$ 90,000.00	\$ 88,401.24	1.42	27-Jul-20
Red Tree Investment	Agency Note	\$ 100,000.00	\$ 98,424.90	1.50	28-Aug-20
Red Tree Investment	U.S. Treasury Bill	\$ 299,980.24	\$ 300,000.00	2.37	01-Mar-19
Red Tree Investment	U.S. Treasury Bill	\$ 54,355.74	\$ 54,799.19	2.42	25-Apr-19
Red Tree Investment	U.S. Treasury Bill	\$ 296,287.99	\$ 298,201.80	2.49	30-May-19
Red Tree Investment	Certificate of Deposit	\$ 99,700.00	\$ 99,395.90	2.07	13-Oct-20
Red Tree Investment	Certificate of Deposit	\$ 109,890.00	\$ 109,131.22	2.27	28-Oct-20
Red Tree Investment	Certificate of Deposit	\$ 75,000.00	\$ 73,093.95	2.22	17-Jun-21
Red Tree Investment	Certificate of Deposit	\$ 114,827.50	\$ 116,318.24	3.30	15-Nov-21
Red Tree Investment	Certificate of Deposit	\$ 114,942.50	\$ 115,195.61	2.92	31-Jan-22
Red Tree Investment	Certificate of Deposit	\$ 114,885.00	\$ 115,187.91	2.94	07-Feb-22
Red Tree Investment	Certificate of Deposit	\$ 114,770.00	\$ 117,693.76	3.64	05-Dec-23
Red Tree Investment	Commercial Paper	\$ 98,864.83	\$ 99,450.00	2.81	17-May-19
Red Tree Investment	Commercial Paper	\$ 108,432.50	\$ 109,133.20	2.89	19-Jun-19
Red Tree Investment	Commercial Paper	\$ 113,395.75	\$ 113,916.70	2.83	09-Jul-19
Red Tree Investment	Commercial Paper	\$ 113,234.46	\$ 113,530.30	2.71	23-Aug-19
Red Tree Investment	Commercial Paper	\$ 112,472.88	\$ 113,256.60	3.00	23-Sep-19
Red Tree Investment	Accrued Interest	\$ -	\$ 545.43		
STAROhio	State Pool	\$ 7,531,753.10	\$ 7,531,753.10	2.55	N/A

**Total Investment Amount**

**\$ 9,971,780.82**      **\$ 9,975,956.01**

**Month-to-Date  
Interest**

**FYTD 2019  
Interest**

General Fund	\$ 8,137.00	\$ 70,533.06
Food Service	2,429.00	\$ 16,119.48
Auxiliary Services-Trinity	431.00	\$ 988.54
Auxiliary Services-St. Benedict	446.00	\$ 1,730.82
Blaugrund Scholarship	198.00	\$ 1,341.83
	<b>\$ 11,641.00</b>	<b>\$ 90,713.73</b>

## 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	\$1,240	\$4,681	\$9,393		\$6,806				\$22,120
February	\$1,365	\$3,213	\$775		\$4,491				\$9,844
March									\$0
April									\$0
May									\$0
June									\$0
<b>TOTALS</b>	<b>\$16,738</b>	<b>\$17,506</b>	<b>\$44,528</b>	<b>\$186</b>	<b>\$29,362</b>	<b>\$547</b>		<b>\$29,750</b>	<b>\$139,475</b>

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

(BOARD OF EDUCATION)  
Revised Code, Secs. 5705.34-5705.35

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The Board of Education of the Garfield Heights School District,  
Cuyahoga County, Ohio,

met in \_\_\_\_\_ session on the \_\_\_\_\_ day of \_\_\_\_\_, 2019  
(Regular Or Special)

at the office of \_\_\_\_\_ with the following members present:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mr./Mrs. \_\_\_\_\_ moved the adoption of the following Resolution:

WHEREAS, This Board of Education in accordance with the provisions of law has previously adopted  
a Tax Budget for the next succeeding fiscal year commencing January 1st, 2020 ; and

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

RESOLVED, By the Board of Education of the Garfield Heights School District,  
Cuyahoga County, Ohio, that the amounts and rates, as determined

by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

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

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

FUND	Amount to Be Derived from Levies Outside 10 M. Limitation	Amount Approved by Budget Commission Inside 10 M. Limitation	County Fiscal Officer's Estimate of Tax Rate to be Levied	
			Inside 10 M. Limit	Outside 10 M. Limit
	Column II	Column IV	V	VI
Sinking Fund			0.00	0.00
Bond Retirement Fund			0.00	10.40
General Fund			4.86	63.30
Library Fund				
For <b>Permanent</b> improvement				1.50
State				
<b>TOTAL</b>	\$0	\$0	4.86	75.20

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to Be Levied	Co. Fiscal Officer's Est. of Yield of Levy (Carry to Schedule A, Column II)
<b>GENERAL FUND:</b>		
Current Expense Levy authorized by voters on for not to exceed _____ years.	.20	
Current Expense Levy authorized by voters on for not to exceed _____ years.	.20	
Fund: Levy authorized by voters on for not to exceed _____ years.	.20	
Fund: Levy authorized by voters on for not to exceed _____ years.	.20	
Fund: Levy authorized by voters on for not to exceed _____ years.	.20	
Fund: Levy authorized by voters on for not to exceed _____ years.	.20	
Fund: Levy authorized by voters on for not to exceed _____ years.	.20	
Fund: Levy authorized by voters on for not to exceed _____ years.	.20	

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

Mr./Mrs. \_\_\_\_\_ seconded the Resolution and the roll being called

upon its adoption the vote resulted as follows:

Mr./Mrs. \_\_\_\_\_

Mr./Mrs. \_\_\_\_\_

Mr./Mrs. \_\_\_\_\_

Adopted the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Clerk of the Board of Education of the  
Garfield Heights School District,  
Cuyahoga County, Ohio.



CERTIFICATE OF COPY  
ORIGINAL ON FILE

Exhibit "B"  
Resolution No. 2019-04

The State of Ohio, Cuyahoga County, ss.

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

\_\_\_\_\_

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

WITNESS my signature, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Clerk of the Board of Education of the

Garfield Heights School District,

Cuyahoga County, Ohio.

No. \_\_\_\_\_

\_\_\_\_\_  
BOARD OF EDUCATION

GARFIELD HEIGHTS SCHOOL DISTRICT

Cuyahoga County, Ohio.

\_\_\_\_\_  
RESOLUTION  
ACCEPTING THE AMOUNTS AND RATES  
AS DETERMINED BY THE BUDGET  
COMMISSION AND AUTHORIZING THE  
NECESSARY TAX LEVIES AND CERTIFYING  
THEM TO THE COUNTY FISCAL OFFICER

( Board of Education )

Adopted \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Clerk.

Filed \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
County Fiscal Officer

By \_\_\_\_\_  
Deputy.

***Employee Leaves***

<b><i>Last</i></b>	<b><i>First</i></b>	<b><i>Bldg</i></b>	<b><i>Type</i></b>	<b><i>Date Out</i></b>	<b><i>Date Back</i></b>	<b><i>Notes</i></b>
Cieplowski	Carolyn	Class-WF	Unpaid LOA	3/4/2019	3/18/2019	Unpaid LOA due to family/medical circumstances
Dillon	Doug	Qual-MS	Medical LOA	1/16/2019	3/6/2019	Medical LOA (FMLA)
Evans	Pat	Class-Gar.	Medical LOA	3/20/2019	6-12 weeks	Medical LOA
Farmer	Brad	Cert-MS	Paid Admin. LOA	3/12/2019	TBD	Paid Administrative LOA
Gehring	James	Cert-EW	Paternity LOA	4/8/2019	4/22/2019	Paternity LOA (FMLA)
Granfors	Lisa	Cert-WF	Intermittent FMLA	2/25/2019	2/24/2020	Intermittent FMLA
Hill	Michelle	Class-Gar.	Unpaid LOA	3/21/2019	4/1/2019	Unpaid LOA
LePelley	Terese	Cert-EW	Medical LOA	3/1/2019	2/28/2020	Intermittent Medical LOA for Family Member (FMLA)
Lias	Bonnie	Cert-WF	Unpaid LOA- Vacation	3/1/2019	4/2/2019	Unpaid LOA - Vacation
Pordash	Debbie	Class-HS	Medical LOA	2/12/2019	2/25/2019	Medical LOA for Family Member
Rigutto	Amanda	Cert-EW	Unpaid LOA- Vacation	3/18/2019	4/1/2019	Unpaid LOA - Vacation
Roscoe	Terrence	Qual-WF	Paid Admin. LOA	3/6/2019	3/11/2019	Paid Administrative LOA
Shamblin	Robin	Class-HS	Medical LOA	3/11/2019	TBD	Medical LOA
Sutton	Pamela	Class-HS	Paid Admin. LOA	3/8/2019	TBD	Paid Administrative LOA

Qualified Staff -- Salary Exhibit				
Last Name	First Name	Title	FY 19 Step	FY 19 Salary
McQueen	Michael	Intervention Manager	0	\$31,129
Ringfield	James	Intervention Manager	0	\$31,129
Roscoe	Terrence	Intervention Manager	5	\$38,832

## **GARFIELD HEIGHTS CITY SCHOOLS JOB DESCRIPTION**

- Position:** PBIS Chairperson
- Reports to:** Principal
- Employment Status:** Supplemental
- Description:** Is responsible for tracking and organizing all PBIS incentives, activities, and structure for the school building.
- NOTE:** The below lists are not ranked in order of importance

### **Essential Functions:**

- Ensure safety of students
- Maintain respect at all times for confidential information, e.g., student grades and economic status
- Interact in a positive manner with staff, students, and parents
- Attend meetings and professional development
- Serve as a role model and leader
- Respond to routine questions and requests in an appropriate manner
- Facilitator of PBIS Committees
- Maintain accurate, complete and correct records as required
- Establish and maintain cooperative professional relationships
- Attend monthly meetings with Central Office Personnel
- Assist in district-wide PBIS calendar and framework development
- Assist in developing district-wide monthly PBIS themes
- Assist teachers with implementation of PBIS strategies and framework
- Assist teachers with technical problems with PBIS implementation
- Follow and report on changes and trends with PBIS
- Work cooperatively with building principal, special education coordinator, and other personnel as directed
- Report monthly at building level staff meetings on PBIS initiatives
- Interact with other departments, grade levels, central office, and school personnel as directed.
- Facilitate the coordination of the curriculum
- Coordinates and assists with the curriculum review process including: courses of study and pacing guide development, evaluation, selection and purchases of instructional materials and equipment
- Perform other related duties and assignments as assigned

### **Other Duties and Responsibilities:**

- Promote good public relations by attitude, and conversation
- Make contacts with tact and diplomacy
- Encourage and motivate team
- Delegate work when appropriate

### **Qualifications:**

- Bachelor's degree or equivalent from four-year college or university
- Five to ten years related experience
- Credentials in subject area
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

### **Required Knowledge, Skills, and Abilities:**

- Demonstrate management and leadership skills

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of PBIS Framework and Methodology
- Excellent public relations skills
- Knowledge of board policy, district mission, vision, and goals
- Ability to facilitate meetings

**Equipment Operated:**

- Telephone
- Various Technologies

**Additional Working Conditions:**

- Exposure to blood, bodily fluids, and tissue
- Interaction among unruly children
- Occasional requirement to travel between school buildings if necessary
- Occasional evening/weekend/summer work
- Frequent requirement to sit, walk, talk, hear, see, read, and speak
- Occasional standing

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## QUALIFICATIONS AND DUTIES OF THE TREASURER

Title: Treasurer

Department: Administration

Building/Facility: Central Office

Reports to: Board of Education

Employment Status: Regular/Full-time

FLSA Status: Exempt

General Description: Serve as the District's chief financial officer; assume responsibility for receipt, safekeeping and disbursement of all District funds; direct and manage all financial accounting programs and systems

### Essential Functions:

1. attend all Board meetings
2. record proceedings of Board meetings
3. prepare annual budget and appropriations resolution with assistance of the Superintendent
4. receive, deposit and account for all school funds of the District
5. adhere to purchase order system with purchase order to be approved by the Treasurer only on a "funds available" basis
6. render monthly statement to the Board and, as needed, to the Superintendent
7. sign all checks in accordance with law
8. make available to members of the Board or administration all papers and documents entrusted to the Treasurer for filing for public inspection whenever necessary and as prescribed by law
9. keep on record for the Board's information a complete listing of all insurance policies and premiums on all District properties
10. complete and file at proper times all forms, reports, papers and other requirements as prescribed by the Auditor of State, Ohio Department of Education, or other state or local agencies
11. prepare and maintain on file all employee contracts
12. receive all moneys belonging to the District, including payment of taxes from county treasurer
13. assist in decisions concerning investment of idle District funds
14. prepare and submit monthly report on the District's fiscal status
15. render full annual report at the end of each fiscal year
16. pay out District moneys on written order of designated Board officials

17. supervise staff members of the Treasurer's office
18. maintain filing system for Board business and transactions
19. handle communications and correspondence for the Board
20. prepare salary notices
21. maintain record of retirement contributions
22. prepare all purchase orders
23. certify all purchase orders and requisitions for supplies and services
24. maintain complete and systematic set of financial records
25. record all sick leave, personal leave and vacation leave for all employees
26. prepare advertisement of all legal notices concerning Board business
27. prepare long-range financial projections with the Superintendent for the Board
28. act as financial resource person for the Board's negotiating team and at all public meetings
29. provide and counsel staff members in areas of insurance benefits, retirement provisions, local tax laws, provisions of sick leave policy and other information concerning fringe benefits
30. prepare necessary paperwork for operating levies and bond issues
31. make contacts with the public with tact and diplomacy
32. maintain respect at all times for confidential information, e.g., personnel information
33. interact in positive manner with staff, students and parents
34. promote good public relations by personal appearance, attitude and conversation
35. attend meetings and in-services as required

Other Duties and Responsibilities:

1. evaluate staff members of the Treasurer's office
- ~~2. obtain and file teaching certificates~~
2. prepare and issue written notice of intention not to re-employ professional and support staff
3. respond to routine questions and requests in appropriate manner
4. cooperate with the Superintendent in development and implementation of administrative and Board policies
5. attend meetings and conferences designed to enhance professional qualifications
6. serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
7. instill in students belief in and practice of ethical principles and democratic values
8. perform other duties as assigned

Qualifications:

1. state of Ohio Treasurer's license
2. degree in accounting, business management or related field from accredited college or university
3. formal training/experience in accounting and fiscal procedures
4. alternatives to above qualifications as the Board may find appropriate

Required Knowledge, Skills and Abilities:

1. knowledge of accounting principles, financial statements and investments
2. ability to research, comprehend and interpret applicable laws
3. knowledge of accounting software
4. organizational and problem-solving skills
5. ability to work effectively with others
6. ability to communicate ideas and directives clearly and effectively, both orally and in writing
7. effective, active listening skills
8. records management skills
9. experience in payroll and accounts payable procedures

Equipment Operated:

1. computer/printer
2. calculator
3. copy machine
4. fax machine
5. telephone

Additional Working Conditions:

1. occasional travel
2. occasional evening and/or weekend work
3. requirement to lift, carry, push and pull various items
4. repetitive hand motion
5. occasional exposure to blood, bodily fluids and tissue
6. occasional interaction among unruly children
7. regular requirement to sit, stand, walk, talk, hear, see, read, reach, stretch with hands and arms, crouch, climb, kneel and stoop

**NOTE:** The above lists are not ranked in order of importance.



This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor/appointing authority.

---

Board President

---

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

---

Signature

---

Date

[Adoption date:]

LEGAL REFS.: ORC 131.18  
3301.074  
3311.19  
3313.14; 3313.15; 3313.22; 3313.24; 3313.26 through 3313.32; 3313.51  
5705.41; 5705.412; 5705.45

CROSS REFS.: BCCA, Incapacity of the Treasurer  
BCCB, Evaluation of the Treasurer (Also AFBA)  
BCCC, Treasurer's Contract  
BCCD, Board-Treasurer Relationship  
BDDG, Minutes  
DFA, Revenues from Investments  
DH, Bonded Employees and Officers

*NOTE: Many other sections of the law also set forth duties of the treasurer.*

*The treasurer's job description is usually presented as policy in a local district's policy manual because the person serving in this capacity is appointed by and reports directly to the board; however, some districts treat the job description as a board-approved regulation.*

## ADMINISTRATION OF FEDERAL GRANT FUNDS

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the Ohio Department of Education (ODE) or other applicable pass-through entity.

The Board directs the Treasurer to develop, monitor, and enforce effective financial management systems and other internal controls over federal awards that provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of Federal law and regulation, including the Uniform Guidance issued by the U.S. Office of Management and Budget (OMB) and any applicable state requirements, and shall be based on best practices.

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award.

The financial management systems and internal controls must provide for:

1. identification of all federal funds received and expended and their program source;
2. accurate, current, and complete disclosure of financial data in accordance with federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes and
5. comparison of expenditures against budget.

In addition, written procedures must be established for cash management and for determining the allowability of costs, as required by the Uniform Guidance.

At a minimum, the financial management systems and internal controls will address the following areas:

1. Allowability

Costs charged by the school system to a federal grant must be allowed under the individual program and be in accordance with the cost principles established in the Uniform Guidance, including how charges made to the grant for personnel are to be determined. Costs will be charged to a federal grant only when the cost is:

- A. reasonable and necessary for the program;
- B. in compliance with applicable laws, regulations, and grant terms;
- C. allocable to the grant;
- D. adequately documented and
- E. consistent with District policies and procedures that apply to both federally-funded and non-federally funded activities.

Internal controls will be sufficient to provide reasonable assurance that charges to federal awards for personnel expenses are accurate, allowable, and properly allocated and documented.

Controls include time and effort reporting in accordance with Uniform Guidance and the requirements of ODE or other applicable pass-through-entity. Records are sufficient to verify that time spent and compensation (including salary and benefits) are allocable to the fund.

2. Cash Management and Fund Control

Payment methods must be established in writing that minimize the time elapsed between the draw-down of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of ODE or other applicable pass-through-entity.

### 3. Procurement

Prior to July 1, 2018, the District followed the requirements outlined in previous OMB guidance. Effective July 1, 2018 all purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases. **The District performs a cost and price analysis for every procurement over the established simplified acquisition threshold.**

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

**The District takes all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.**

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

### 4. Conflict of Interest and Mandatory Disclosures

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, board member, or agent of the school system who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Treasurer. The Treasurer discloses in writing any potential conflict of interest to ODE or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization, which employs or is about to employ any of those parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict will not participate in the selection, award, or administration of a contract supported by a federal grant or award.

**Employees, Board members, or agents of the District** ~~Covered individuals~~ will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

The Treasurer discloses in writing to ODE or other applicable pass-through-entity in a timely manner all violations of Federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The Treasurer fully addresses any such violations promptly and notifies the Board accordingly.

5. Equipment and Supplies Purchased with Federal Funds

Equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds.

6. Accountability and Certifications

All fiscal transactions must be approved by the Treasurer/designee who can attest that the expenditure is allowable and approved under the federal program. The Treasurer submits all required certifications.

7. Monitoring and Reporting Performance

The Treasurer will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District submits all reports as required by federal or state authorities.

[Adoption date:]

LEGAL REFS.: ORC 9.314  
117.101; 117.43  
3313.33; 3313.46  
3319.04  
5705.39; 5705.41; 5705.412  
2 C.F.R. Part 200

CROSS REFS.: BBFA, Board Member Conflict of Interest  
BCC, Qualifications and Duties of the Treasurer  
DI, Fiscal Accounting and Reporting  
DID, Inventories (Fixed Assets)  
DJ, Purchasing  
DJC, Bidding Requirements  
DJF, Purchasing Procedures  
DK, Payment Procedures  
EF/EFB, Food Services Management/Free and Reduced-Price Food Services  
GBCA, Staff Conflict of Interest  
IGBJ, Title I Programs

*NOTE: The Uniform Grant Guidance (Uniform Guidance) issued by the U.S. Office of Management and Budget (OMB) effects certain federal funds districts receive. The guidance replaces requirements found in eight previous OMB circulars. The new rules are in effect for new or noncompeting continuation grants awarded by OMB on or after December 26, 2014.*

*Districts are required to have written policies and/or procedures for the management of funds subject to the Uniform Guidance. The new rules are outlined in the Code of Federal Regulations (CFR) 200 and emphasize the need for strong financial management systems and other internal controls aimed at controlling fraud, waste and abuse. Internal controls should be in compliance with guidance in the Standards for Internal Control in the Federal Government issued by the comptroller general of the United States or the Internal Control Integrated Framework issued by the Committee of Sponsoring Organizations of the Treadway Commission.*

*This policy is intended to establish the board's expectations and standards for financial management and other internal controls necessary to meet its obligations when receiving federal grant awards. This policy is not sufficient, alone, to serve as the written controls required by the Uniform Guidance. It must be supplemented with written procedures that should be developed by the Treasurer.*

BONDED EMPLOYEES AND OFFICERS

**The Board authorizes the use of an employee dishonesty policy in a coverage amount determined and approved by the Board in lieu of a Treasurer's surety bond. This policy must be in place at the time of appointment or reappointment of the Treasurer.**

The Superintendent, Board President and employees who handle school funds are included, at Board expense, in a position schedule bond. Position schedule bonds pertain to a specific position, not to an individual.

[Adoption date:]

LEGAL REFS.: ORC 3.06; **3.061**  
131.18  
3313.25; 3313.83  
3319.05  
5705.412

CROSS REFS.: DM, Cash in School Buildings  
EI, Insurance Management

*NOTE: House Bill 291 (2018) allows the board to adopt a policy to allow for the use of an employee dishonesty and faithfulness of duty policy in lieu of a surety bond for the treasurer. The board must adopt a policy if they want to take advantage of this option.*

## STUDENT ABSENCES AND EXCUSES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
4. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
5. quarantine for contagious disease;
6. observance of religious holidays consistent with a student's truly held religious belief;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
8. college visitation;
9. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
10. absences due to a student being homeless or
11. as determined by the Superintendent.

**The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's unexcused absence within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.**



Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments **in accordance with District level policies and procedures**. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

[Adoption date:]

LEGAL REFS.: ORC 3313.609; 3313.66  
3321.01; 3321.03; 3321.04; 3321.13; 3321.14; **3321.141**; 3321.19;  
3321.38  
4510.32  
OAC 3301-69-02

CROSS REFS.: IGAC, Teaching About Religion  
IKB, Homework  
JEDB, Student Dismissal Precautions  
**JEE, Student Attendance Accounting (Missing and Absent Children)**  
JHC, Student Health Services and Requirements  
JHCC, Communicable Diseases

*NOTE: In 2009, the Ohio General Assembly enacted House Bill (HB) 1, which directed school districts to count – up to 24 school hours as excused absences – time that a student is absent from school for the sole purpose of traveling out of state to a board-approved enrichment activity or an extracurricular activity. The student is required to make up all missed classroom assignments.*

*In addition, if the student will be out of the state for 24 or more consecutive school hours for a board-approved enrichment activity or extracurricular activity, a classroom teacher employed by the board must accompany the student to provide instructional assistance.*

***HB 66 added a requirement that districts will attempt to contact the parent, guardian, or other person having care of a student regarding that student's unexcused absence within 120 minutes of the start of the school day using a method consistent with State law. The following methods are acceptable:***

- *A telephone call placed in-person*
- *An automated telephone call (via a system that includes verification that each call was actually placed)*
- *A notification sent through the school's automated student information system*
- *A text message*
- *An email*
- *An in-person visit*
- *Any other notification procedure that has been adopted by resolution of the board of education*

*Schools are not required to notify a parent who notifies the school of the student's absence within the first 120 minutes after the beginning of the school day. In addition, an immunity provision is included in the new law, which states that a school district or any officer, director, employee, or any member of the district board of education is not liable in a civil action for injury, death, or loss to person or property from an employee's action or inaction in good faith compliance with the law.*

*HB 491 requires boards to adopt a policy establishing parameters for completing and grading assignments missed due to a student's suspension. The policy must permit the completion of classroom assignments missed and students must receive at least partial credit for completed assignments. The policy may permit grade reductions and must prohibit the receipt of a failing grade solely on account of the student's suspension. Districts may further customize this policy to reflect parameters or outline in detail in student handbooks.*

***THIS IS A REQUIRED POLICY***

## STUDENT ATTENDANCE ACCOUNTING (Missing and Absent Children)

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

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

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

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

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

Parents must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. ~~The principal or his/her designee is also required to notify a student's parent(s) when the student is absent from school.~~ **The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's unexcused absence with 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.**

~~The parent(s) or other responsible person shall be notified by telephone or written notice, which is mailed on the same day that the student is absent.~~ Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home addresses and any emergency telephone numbers.

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

[Adoption date:]

LEGAL REFS.: ORC 109.65  
2901.30  
3313.205; 3313.672; 3313.96  
3319.321; 3319.322  
3321.12  
**3321.141**  
3705.05

CROSS REFS.: JEC, School Admission  
JECOA, Admission of Homeless Students  
JED, Student Absences and Excuses  
JEDB, Student Dismissal Precautions  
JHF, Student Safety

*NOTE: In developing your own policy and complying with the spirit of the law, you may want to consider the following:*

- *Building administrators should be consulted during the development of this policy and any related regulations.*
- *Materials for informational programs may be obtained from the State Department of Education.*
- *Ohio Revised Code Section (RC) 3313.96 authorizes school districts to develop a voluntary student-fingerprinting program in conjunction with local law enforcement agencies.*
- *RC 3319.322 requires the school principal to request any person authorized to take student photographs to provide a wallet size photograph of each student for inclusion in his file.*

*Each school district should make its own decision as to what best suits the needs of their particular district.*

*House Bill (HB) 367 (2014) defines a “protected child” as a child placed in a foster home as defined by Ohio Revised Code Section (RC) 5103.02 or in a residential facility defined as a group home for children, a children’s crisis care facility, children’s residential center, residential parenting facility that provides 24-hour childcare, county children’s home or district children’s home. A protected child or their parent/guardian has 90 days from initial entry to the school to present a birth certificate or comparable document. The definition and accompanying prohibition on denying a protected child admission based solely on inability to present a birth certificate upon enrollment is found in RC 3313.672.*

***HB 66 added a requirement that districts will attempt to contact the parent, guardian, or other person having care of a student regarding that student’s unexcused absence within 120 minutes of the start of the school day using a method consistent with State law. The following methods are acceptable:***

- *A telephone call placed in-person*
- *An automated telephone call (via a system that includes verification that each call was actually placed)*
- *A notification sent through the school’s automated student information system*
- *A text message*
- *An email*
- *An in-person visit*
- *Any other notification procedure that has been adopted by resolution of the board of education*

***Schools are not required to notify a parent who notifies the school of the student’s absence within the first 120 minutes after the beginning of the school day. In addition, an immunity provision is included in the new law, which states that a school district or any officer, director, employee, or any member of the district board of education is not liable in a civil action for injury, death, or loss to person or property from an employee’s action or inaction in good faith compliance with the law.***

***THIS IS A REQUIRED POLICY***

## USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS

Students may be allowed to possess ~~paggers, cellular telephones and other~~ electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are ~~turned off during school hours.~~ **used in compliance with building regulations.**

**Students violating District procedures for use of electronic devices may have their device confiscated and may be subject to discipline.**

~~First time violators of this policy are reported to the principal, who confiscates the device and holds it in his/her office until the end of the school day.~~

The District assumes no liability if these devices are broken, lost or stolen. Notices of this policy are posted in a central location in every school building and in the student handbooks.

[Adoption date:]

LEGAL REFS.: ORC 3313.20; 3313.753

CROSS REFS.: AC, Nondiscrimination  
EDE, Computer/Online Services (Acceptable Use and Internet Safety)  
JFC, Student Conduct (Zero Tolerance)  
JFCEA, Gangs  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)  
Student Handbooks

***NOTE: If districts want to prohibit or restrict the use of cell phones and other electronic communications devices by students the board must adopt a policy. This policy can be customized to reflect district requirements for use or possession. Most districts leave the details of how these devices can be used within student handbooks. Districts also may revise this policy to completely prohibit the possession of electronic communications devices on school property or while attending school-sponsored activities on or off school property.***

## STUDENT SUSPENSION

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following year.

The Superintendent may instead require a student to perform community service or another alternative consequence for the number of hours remaining in the student's suspension. The Board directs the Superintendent to develop a list of alternative consequences that may be used. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete the community service or assigned alternative consequence, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to suspending a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

The District permits students to complete any classroom assignments missed due to suspension. **Students will receive at least partial credit upon completion of any assignment missed due to suspension. The Board directs the Superintendent to develop written procedures for completing and grading these assignments. Grade reductions are permitted, but students will not receive a failing grade on a completed assignment solely due to the student's suspension.**

The guidelines listed below are followed for all out-of-school suspensions.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within one school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.

5. Notice of this suspension is sent to the:
  - A. Superintendent and
  - B. student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion — If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

#### Appeal Procedure

Should a student or a student's parent(s) choose to appeal the principal's suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. If dissatisfied with the Superintendent's decision, an appeal may be made to the Board. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

#### Appeal to the Court

Under State law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

[Adoption date:]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662; 3313.668

CROSS REFS.: IGCI, Community Service  
JEGA, Permanent Exclusion  
JFC, Student Conduct (Zero Tolerance)  
JFCEA, Gangs  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)  
JFCJ, Weapons in the Schools  
JG, Student Discipline  
JGE, Student Expulsion



*NOTE: House Bill (HB) 410 (2016) prohibits districts from extending a suspension into the next school year if there are less than 10 days remaining in the current school year. The superintendent may instead require the student to complete community service or another alternative consequence determined appropriate. Districts also are prohibited from disciplining a student based solely on the basis of the student being absent from school without legitimate excuse.*

*HB 318 (2018) restricts out-of-school suspensions and expulsions for students in grades pre-K through three unless the behavior rises to a certain level specified in State law. It is recognized that these forms of discipline are commonly used as a behavior management tool and therefore the General Assembly established a gradual phase in.*

*For each of the school years 2018-2019, 2019-2020, 2020-2021 and 2021-2022 each school district must report to Ohio Department of Education (ODE) the number of out-of-school suspensions and expulsions issued to a student in grades pre-K through three categorized by the following offenses:*

- Type 1 - A serious offense for which suspension or expulsion is required or authorized by law*
- Type 2 - An offense not classified as a Type 1 serious offense, but for which the school determined suspension or expulsion was necessary to protect the immediate health and safety of the student, the student's classmates, or the staff and teachers*
- Type 3 - Any other offense not described above*

*Using the numbers reported for the 2018-2019 school year as a baseline each district must reduce the number of Type 3 suspensions and expulsions according to the following schedule to be in compliance with the revised law:*

- 2017-2018 and 2018-2019 – 0% reduction in Type 3 suspensions and expulsions*
- 2019-2020 – 25% reduction in Type 3 suspensions and expulsions*
- 2020-2021 – 50% reduction in Type 3 suspensions and expulsions*
- 2021-2022 – 100% reduction in Type 3 suspensions and expulsions*

*For the 2021-2022 school year and going forward all suspensions and expulsions for students in any of grades pre-K through three can only be for Type 1 or Type 2 offenses. Type 3 offenses must be at zero.*

*Reporting after the 2021-2022 school year will only be required if ODE determines that continued reporting of the information is needed to effectively carry out the requirements of HB 318.*

***HB 477 addresses the potential liability related to the procurement of mental health services for students. Under amended Ohio Revised Code 3313.668 a school district, school board member, or district employee is not liable for damages in a civil action for injury, death, or loss to person or property allegedly arising from a district employee's decision not to procure mental health services for a suspended or expelled student. There is an exception to this liability protection where the decision is made with malicious purpose, in bad faith, or in wanton or reckless manner. This new language does not eliminate, limit or reduce any other immunity or defense to which the district, board member, or employee may be entitled to under the law.***

***HB 491 requires boards to adopt a policy establishing parameters for completing and grading assignments missed due to a student's suspension. The policy must permit the completion of classroom assignments missed and students must receive at least partial credit for completed assignments. The policy may permit grade reductions and must prohibit the receipt of a failing grade solely on account of the student's suspension. Districts may further customize this policy to reflect parameters or outline in detail in student handbooks.***

***THIS IS A REQUIRED POLICY***

## REPORTING CHILD ABUSE AND MANDATORY TRAINING

All employees of the District who know or have reasonable cause to suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered, is suffering or faces a threat of suffering any type of abuse or neglect are required to immediately report such information to the public children services agency or the local law enforcement agency.

Conversely, public children services agencies must notify the Superintendent of any allegations of child abuse and neglect reported to them involving the District, as well as the disposition of the investigation.

To ensure prompt reports, procedures for reporting are made known to the school staff. A person who participates in making such reports is immune from any civil or criminal liability, provided the report is made in good faith.

The Board directs the Superintendent/designee to develop a program of in-service training in child abuse prevention; **violence; school safety and violence prevention including human trafficking; substance abuse, the promotion of positive youth development and youth suicide awareness and promotion.** ~~for all school nurses, teachers, counselors, school psychologists and administrators.~~ **Training is also provided on the Board's harassment, intimidation, or bullying policy. Where required** this program is developed in consultation with public or private agencies or persons involved in child abuse prevention, **school safety, violence prevention** or intervention programs **or youth suicide awareness and prevention.**

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of **the established** in-service training ~~in the prevention of child abuse, violence and substance abuse, school safety and the promotion of positive youth development~~ within two years of commencing employment with the District, and every five years thereafter.

~~In addition,~~ Middle and high school employees who work as teachers, counselors, nurses, school psychologists and administrators must receive training in dating violence prevention. The curriculum for training in dating violence prevention is developed by the Superintendent/designee and training must occur within two years of commencing employment and every five years thereafter.

**Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist, administrator or any other personnel the Board deems appropriate shall complete training in youth suicide awareness and prevention once every two years.**

[Adoption date:]

File: JHG

LEGAL REFS.: ORC 2151.011; 2151.421  
3313.662; 3313.666  
3319.073

CROSS REFS.: EB, Safety Program  
EBC, Emergency Management and Safety Plans  
IGAE, Health Education  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)  
JHF, Student Safety

***THIS IS A REQUIRED POLICY***

## STAFF CONDUCT

All staff members have a responsibility to make themselves familiar with, and to abide by, the laws of the state of Ohio and the negotiated agreement, the policies of the Board and the administrative regulations designed to implement them.

The Board expects staff members to conduct themselves in a manner that not only reflects credit to the District, but also presents a model worthy of emulation by students. Unless otherwise permitted by law, staff members are not permitted to bring a deadly weapon or dangerous ordnance into a school safety zone.

All staff members are expected to carry out their assigned responsibilities. Essential to the success of ongoing operations and the instructional program are the following specific responsibilities, which are required of all personnel:

1. faithfulness and promptness in attendance at work;
2. support and enforcement of policies of the Board and regulations of the administration;
3. diligence in submitting required reports promptly at the times specified;
4. care and protection of District property and
5. concern and attention toward their own and the District's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

[Adoption date:]

LEGAL REFS.: Gun-Free Schools Act; 20 USC 7151  
Gun-Free School Zones Act; 18 USC 922  
ORC 124.34  
2923.1210; 2923.1212; 2923.122  
3319.081; 3319.16; 3319.31; 3319.36

CROSS REFS.: GBCA, Staff Conflict of Interest  
GBCC, Staff Dress and Grooming  
GBH, Staff-Student Relations (Also JM)  
JFC, Student Conduct (Zero Tolerance)  
JHF, Student Safety  
KGB, Public Conduct on District Property

*NOTE: Ohio's concealed-carry gun laws enable an individual with a valid concealed-carry license or temporary emergency license who is either a driver or passenger in a motor vehicle in a school safety zone to have a loaded handgun if one of the following applies: (1) the loaded handgun is in a holster on the person's person; (2) the loaded handgun is in a closed case, bag, box or other container that is in plain sight and that has a lid, cover or closing mechanism with a zipper, snap or buckle, which lid, cover or closing mechanism must be opened for a person to gain access to the handgun; or (3) the loaded handgun is securely encased by being stored in a closed glove compartment or vehicle console or in a case that is locked.*

*Senate Bill 199 revisions to Ohio Revised Code Section (RC) 2923.122, effective March 19, 2017, now allow a person who has a valid concealed handgun license to leave the firearm in a motor vehicle while in a school safety zone, so long as the vehicle is locked.*

*In addition, new RC 2923.1210 states that a public or private employer may not establish, maintain, or enforce a policy that prohibits a person who has a valid concealed handgun license from transporting or storing a firearm or ammunition when both of the following conditions are met:*

- Each firearm and all of the ammunition remains inside the person's privately-owned motor vehicle while the person is physically present inside the motor vehicle, or each firearm and all of the ammunition is locked within the trunk, glove box, or other enclosed compartment or container within or on the person's privately-owned motor vehicle and*
- The vehicle is in a location where it is otherwise permitted to be.*

## STUDENT EXPULSION

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. A student cannot be expelled from school solely because of unexcused absences. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to expelling a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.

Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

### Permanent Exclusion

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

[Adoption date:]

LEGAL REFS.: ORC Chapter 2506  
3313.66; 3313.661; 3313.662; 3313.668

CROSS REFS.: ECAB, Vandalism  
IGCI, Community Service  
JEGA, Permanent Exclusion  
JFC, Student Conduct (Zero Tolerance)  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)  
JFCJ, Weapons in the Schools  
JG, Student Discipline  
JGD, Student Suspension  
JGDA, Emergency Removal of Student

*NOTE: House Bill (HB) 410 (2016) prohibits districts from disciplining a student based solely on the basis of the student being absent from school without legitimate excuse.*



*HB 318 (2018) restricts out-of-school suspensions and expulsions for students in grades pre-K through three unless the behavior rises to a certain level specified in State law. It is recognized that these forms of discipline are commonly used as a behavior management tool and therefore the General Assembly established a gradual phase in.*

*For each of the school years 2018-2019, 2019-2020, 2020-2021 and 2021-2022 each school district must report to Ohio Department of Education (ODE) the number of out-of-school suspensions and expulsions issued to a student in grades pre-K through three categorized by the following offenses:*

- *Type 1 - A serious offense for which suspension or expulsion is required or authorized by law*
- *Type 2 - An offense not classified as a Type 1 serious offense, but for which the school determined suspension or expulsion was necessary to protect the immediate health and safety of the student, the student's classmates, or the staff and teachers*
- *Type 3 - Any other offense not described above*

*Using the numbers reported for the 2018-2019 school year as a baseline each district must reduce the number of Type 3 suspensions and expulsions according to the following schedule to be in compliance with the revised law:*

- *2017-2018 and 2018-2019 – 0% reduction in Type 3 suspensions and expulsions*
- *2019-2020 – 25% reduction in Type 3 suspensions and expulsions*
- *2020-2021 – 50% reduction in Type 3 suspensions and expulsions*
- *2021-2022 – 100% reduction in Type 3 suspensions and expulsions*

*For the 2021-2022 school year and going forward all suspensions and expulsions for students in any of grades pre-K through three can only be for Type 1 or Type 2 offenses. Type 3 offenses must be at zero.*

*Reporting after the 2021-2022 school year will only be required if ODE determines that continued reporting of the information is needed to effectively carry out the requirements of HB 318.*

***HB 477 addresses the potential liability related to the procurement of mental health services for students. Under amended Ohio Revised Code 3313.668 a school district, school board member, or district employee is not liable for damages in a civil action for injury, death, or loss to person or property allegedly arising from a district employee's decision not to procure mental health services for a suspended or expelled student. There is an exception to this liability protection where the decision is made with malicious purpose, in bad faith, or in wanton or reckless manner. This new language does not eliminate, limit or reduce any other immunity or defense to which the district, board member, or employee may be entitled to under the law.***

***THIS IS A REQUIRED POLICY***

## PUBLIC CONDUCT ON DISTRICT PROPERTY

All persons on District grounds are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations.

No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, other District employees or students at any time. This prohibition is extended to all athletic officials, coaches and athletes in the District and all visiting teams.

Unless otherwise permitted by law, no person is permitted to bring deadly weapons or dangerous ordnances into a school safety zone.

No person may disrupt, disturb or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds at any time.

Whoever violates this policy and/or building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, law enforcement officials will be called. If the offender should be a student, the person in charge should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state and local ordinances.

### Good Conduct and Sportsmanship

The Board recognizes the value of cocurricular and extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the classroom.

Students and adults participating in cocurricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other cocurricular and extracurricular activities. Rules are posted at the entryways to all athletic events for all participants and spectators to review.

[Adoption date:]

LEGAL REFS.: Gun-Free Schools Act; 20 USC 1751  
Gun-Free School Zones Act; 18 USC 922  
ORC 2903.13; 2903.22  
2911.21  
2917.11  
2923.1212; 2923.122  
3313.20(A)

CROSS REFS.: GBCB, Staff Conduct  
IGD, Cocurricular and Extracurricular Activities  
JFC, Student Conduct (Zero Tolerance)  
KG, Community Use of School Premises (Equal Access)  
KGC, Smoking on District Property  
KK, Visitors to the Schools

*NOTE: Ohio Revised Code Section (RC) 3313.20(A) grants all school districts the authority to “make any rules necessary for the government of all persons entering upon school grounds or premises.” These rules must “be posted conspicuously at or near the entrance to the school grounds or premises or near the perimeter of the school grounds or premises, if there are no formal entrances, and at the main entrance to each school building.”*

*Because of the unsportsmanlike behavior exhibited by some spectators, districts may want to implement specific rules and regulations for spectators. Rules and regulations should include offenses and consequences for violations.*

*Ohio’s concealed carry gun laws enable an individual with a valid concealed-carry license or temporary emergency license who is either a driver or passenger in a motor vehicle in a school safety zone to have a loaded handgun if one of the following applies: (1) the loaded handgun is in a holster on the person’s person; (2) the loaded handgun is in a closed case, bag, box or other container that is in plain sight and that has a lid, cover or closing mechanism with a zipper, snap or buckle, which lid, cover or closing mechanism must be opened for a person to gain access to the handgun; or (3) the loaded handgun is securely encased by being stored in a closed glove compartment or vehicle console or in a case that is locked.*

*Senate Bill 199 revisions to RC 2923.122, effective March 19, 2017, now allow a person who has a valid concealed handgun license to leave the firearm in a motor vehicle while in a school safety zone, so long as the vehicle is locked.*