

GARFIELD HEIGHTS BOARD OF EDUCATION  
GARFIELD HEIGHTS, OHIO

RECORD OF PROCEEDINGS  
Minutes – Regular Board Meeting  
June 26, 2017

The Board of Education of the Garfield Heights City School District met Regular session on Monday, June 26, 2017 at the Garfield Heights Board of Education Offices, 5640 Briarcliff Drive, Garfield Heights, Ohio 44125 at 1:00 p.m. with Mr. Gary Wolske, President of the Board, presiding.

ROLL CALL

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

**RECOMMEND ADOPTION OF AGENDA AS PRESENTED**

Moved by Mrs. Kitson, seconded by Mr. Dobies to adopt the agenda as presented.

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

**MOMENT OF SILENT REFLECTION & PLEDGE OF ALLEGIANCE**

**READING & APPROVAL OF MINUTES**

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

Minutes from the Special Board Meeting of May 8, 2017  
Minutes from the Regular Board Meeting of May 15, 2017  
Minutes from the Special Board Meeting of May 30, 2017

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

**BOARD PRESIDENT'S REPORT**

Good afternoon everyone, thank you for taking time out of your day to join us for an afternoon Board meeting. I would like to thank the entire administration, teaching staff and support staff for another great year at the Garfield Heights City Schools. Also, a thanks to Mr. Sluka for his recent efforts in lobbying the Ohio Senate and now the General Assembly Conference Committee in trying to keep the funding level where it was at a 5% increase under the House's proposed budget instead of the 3% increase in the Senate version.

## COMMITTEE REPORTS:

### **Cuyahoga Valley Career Center – Christine A. Kitson**

Mrs. Kitson reported that Mr. Dave Mangus was selected as the new Superintendent at CVCC.

### **Student Activities - June Geraci**

**Legislative Liaison – Gary Wolske**

**City Liaison – Robert A. Dobies Sr.**

**Policy Liaison – Christine A. Kitson & Joseph M. Juby**

## PRESENTATION

Dr. Dupree gave a presentation about some of the services and programs that are provided to the children and families of the district. Some of these services include mental health services (like Family Solutions and Ohio Guidestone), agency services (like Big Brothers/Big Sisters and the Boys & Girls Club), and crime prevention services (like the annual Court in the Classroom presentation for the Middle School).

Another part of the presentation focused upon the safety and security services that are provided to all of the schools. These services include annual building-wide evacuations, drug dog sweeps for the Middle School and high school, and the Gun Safety Program that is given to all 3<sup>rd</sup> graders in the district.

Mention was also made of the annual Kindergarten Registration activities, residency verification activities, and the English Language Learner (ELL) program that is in all of our schools.

Mrs. Reisland and Ms. Hager gave a presentation on the Laude System, which is a tiered-system that replaces class rank as a way to recognize students. By implementing this system, student-recognition will be based on student GPA, the rigor of their academic program, and the successes they have had in their courses. Following the national trend, GHHS will use the following structure:

- Cum Laude – “with honor” – students graduating Cum Laude would have earned a GPA between a 3.5-3.74
- Magna Cum Laude – “with great honor” – students graduating Magna Cum Laude would have earned a GPA between 3.75-3.99
- Summa Cum Laude – “with highest honors” – students graduating Summa Cum Laude would have earned a GPA above 4.0

By rolling out this structure with the incoming freshmen (class of 2021), GHHS will focus on the many benefits associated with this tiered-system, including: enrolling in rigorous courses without the fear of losing class rank, allowing schools to celebrate the accomplishments of many more students, reducing student-stress, and encouraging more students to participate in our excellent fine arts programs!

## RECOGNITIONS/COMMENDATIONS

## SUPERINTENDENT'S REPORT

Thank you, Mr. President. For this month's report, I will share with the Board that the 2016-2017 School Year officially came to a close on Thursday, May 25, 2017. Students and staff celebrated during this week on the completion of another year of successful academic, arts-related and co-curricular achievements. Commencement also took place on Friday, May 26, 2017 at Music Hall in downtown Cleveland, and this event was as memorable as we have had in my time as superintendent. On behalf of the entire district, congratulations to the entire departing Class of 2017. Best of luck in all your future endeavors. A special congratulation goes out to Valedictorian Sierra Dalton and Salutatorian Justin Mills. Your hard work will pay off in the future.

In terms of activities in the district over the summer, Maple Leaf Elementary School is currently serving as home to three important programs that serve students in our district. First, the Kinderbound program is currently running, as an effort to better prepare incoming kindergarten students for the 2017-2018 school year. Second, a Summer Literacy Program is underway as well, for students going into grades 1<sup>st</sup> through 3<sup>rd</sup>, which is designed to supply reading intervention to students who need it most. Thank you to the parents and families who have taken advantage of this opportunity. Finally, Safety Town is also taking place at Maple Leaf Elementary as well, in an effort to teach basic safety skills, including swimming, interpersonal and traffic safety skills, to those who sign up. Thank you to the City of Garfield Heights for their partnership.

To keep the board updated on the work of the district nutritionist, Ms. Cates had focused on three priorities, including, the increase of school breakfast and lunch participation, next, the introduction of students to new food items such as fresh vegetable grab-n-go options, and finally, to decrease plate waste while increasing the amount of food consumed by each student. What Ms. Cates has found, through her analysis the last few months is that:

- when students have options, they are more likely to consume what they choose
- taste tests help promote healthy products since students are always willing to try free food items
- Each schools' students have different taste palates that will require different menu items which she will be taking into consideration when creating our new four-week menu cycle
- The Garfield Heights City Schools' food service staff members are very passionate about serving fresh, healthy and new food items to our students!

Students and staff members appear to have been pleased with the new choices and the amount of choices given each day, and next year, she will be planning to create a new four-week cycle breakfast menu, purchase new breakfast equipment to ensure breakfast quality and nutrition are up to par, and give nutrition education during lunch periods as feasible.

Finally, I will close my report by sharing an update from the Student Services department, which recently received new funding by submitting a proposal for Universal Pre-Kindergarten funding through the Cuyahoga County Office of Early Childhood Education. Specifically, the district applied for and will receive funding from the UPK 2.0 contract of up to \$45,000.00. In addition, based on the revenue numbers that submitted, the GHCS have a scholarship amount of \$4,750.00 to assist parents with the cost of care. That brings the total amount of UPK 2.0 assistance for the 2017-18 school year to \$49,750.00. Congratulations to Megan Rutkowski and Brooke Pillets for all their hard work and diligence in obtaining the universal pre-kindergarten funding.

This concludes my report.

**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 May 2017 as presented in Exhibit "A".

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

Moved by Mr. Juby seconded by Mrs. Kitson to approve Resolution No. 2017-06, a resolution approving temporary appropriations for the months of July, August, and September 2017, as presented in Exhibit "B".

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

Moved by Mr. Juby seconded by Mrs. Kitson to approve Resolution No. 2017-07, a resolution approving the appropriation amendments, as presented in Exhibit "C".

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

Mr. Sluka explained why the appropriation amendment was needed and the reasoning behind some of the amendment request amounts.

**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 "D".

Ayes: Juby, Dobies, Wolske  
Nays: Kitson

Moved by Mrs. Kitson, seconded by Mr. Juby to approve the retirement incentive for Doreen Mays, Attendance Clerk at the High School at the end of the 2016-2017 school year.

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

Moved by Mrs. Kitson, seconded by Mr. Juby to accept the retirement resignation of Michelle Walendzik, Instructional Assistant at Maple Leaf, effective June 30, 2017 after 21 years with Garfield Heights City Schools.

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

Moved by Mrs. Kitson, seconded by Mr. Juby to accept the resignation of Greg Hovan, Transportation Supervisor at the Bus Garage effective June 23, 2017.

Ayes: Kitson, Juby, Dobies, Wolske

Nays: None

Moved by Mrs. Kitson, seconded by Mr. Juby to approve the certified contract(s) for the 2017-2018 school year as follows:

<u>Name</u>	<u>Position</u>	<u>Degree</u>	<u>Step</u>
Marcie O'Hanlon	Grade 4 – WF	M+0	5
Angela Johnson	LA – MS	B+0	3
Noor Arif	Grade 1 – WF	M+10	1
Casie Mruk	English/Lang. Arts – MS	M+0	1
William Richter	Intervention Spec. – MS	M+0	5
Danielle Leppla	Math – MS	B+20	5
Britny Snodgrass	Math – MS	B+10	3

Ayes: Kitson, Juby, Dobies, Wolske

Nays: None

Moved by Mrs. Kitson, seconded by Mr. Juby to extend a continuing contract to the following teacher(s) effective at the beginning of the 2017-2018 school year as follows:

George Hasenohrl

Ayes: Kitson, Juby, Dobies, Wolske

Nays: None

Moved by Mrs. Kitson, seconded by Mr. Juby to approve 10 additional days for the 2017-2018 school year for the Guidance Counselors as listed below:

Sheri Williams – HS

Stacey Wielgus - MS

Robin Castagnola – HS

Kristen Richardson – MS

Bobbie Marksberry – HS

Ayes: Kitson, Juby, Dobies, Wolske

Nays: None

Moved by Mrs. Kitson, seconded by Mr. Juby to approve the following teachers for the OGT Summer Program as follows:

Brian Petsche – Social Studies

Jamison Hultine – Math

Katie Skocdopole – Reading/English

Ayes: Kitson, Juby, Dobies, Wolske

Nays: None

Moved by Mrs. Kitson, seconded by Mr. Juby to approve the following academic supplemental positions for the 2017-2018 school year as presented in Exhibit "E".

Ayes: Kitson, Juby, Dobies, Wolske

Nays: None

Moved by Mrs. Kitson, seconded by Mr. Juby to approve the following teachers as Credit Recovery Course Graders to be paid a stipend of \$2005.00 from student course fees, effective June 10, 2017 and end June 9, 2018:

Carla Saunders – English/LA  
Lance Reiland – Health  
Michelle Milosevic – Math  
Cheryl Carano – Social Studies  
Paula Kijowski – Math

Helen Lindsay – English/LA  
Jeff Papesh – Physical Education  
Christy Walcoff – Math  
Melissa Francis – Science

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

Moved by Mrs. Kitson, seconded by Mr. Juby to approve the following classified transfer/change of assignments for the 2017-2018 school year as follows:

<u>Name</u>	<u>Previous Position</u>	<u>New Position</u>
Marisela Murillo	MS General Café (1C) 6 hrs.	MS General Café (1C) 3 hrs.
Teresa Baller	EW General Café (1C) 3 hrs.	EW General Café (1C) 6 hrs.
Noel Hanks	MS General Café (1C) 6 hrs.	ML Office Assistant (2A) 6 hrs.
Darlene Studnicka	EW Office Assistant (2A) 6 hrs.	EW Elementary Secretary (6A) 7 hrs.
Angela Talion	EW Library Clerk (3A) 5.5 hrs.	EW Office Assist. (2A) 6 hours
Elizabeth Wygonski	EW Building Asst. (1B) – 3 hrs.	EW Library Clerk (3A) – 5.5 hrs.

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

Moved by Mrs. Kitson, seconded by Mr. Juby to approve the classified contract(s) for the 2017-2018 school year as follows:

<u>Name</u>	<u>Position</u>	<u>Hrs.</u>	<u>Exp.</u>
Lanita Scott (eff: 8/15/17)	MS General Café (1C)	6	0
Tarryl Davis Jr. (eff: 7/5/17)	MS Housekeeper (1D)	6	0
DeCarlo Mealing (eff: 8/15/17)	HS Building Assistant (1B)	6	0
Kyle Semall (eff: 6/12/17)	Maintenance Mechanic (1F)	8	0
Antoine Battle (eff: 8/15/17)	Bus Aide (1E)	2	1
James Wallace Jr. (eff: 8/15/17)	WF Instructional Assistant	6	0

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

Moved by Mrs. Kitson, seconded by Mr. Juby to accept the supplemental resignation of John Howells, Head Coach (Grade 8) at the Middle School effective May 18, 2017.

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

Moved by Mrs. Kitson, seconded by Mr. Juby to approve the Athletic supplemental position(s) for the 2017-2018 school year as follows:

<u>Name</u>	<u>Position</u>
Dennis Markiewicz	Assistant Football Coach - HS
John Howells	Assistant Football Coach (Grade 8) - MS
Melissa Murphy	Head Volleyball Coach (Grade 7) – MS
Kyra Gates	Assistant Volleyball Coach (FR) – HS
Paul Glazer	Head Cross Country Coach – MS
Ryan Schuman	Head Soccer Girls Coach – MS

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

Moved by Mrs. Kitson, seconded by Mr. Juby to approve Rosie Daddario, Psychologist and preschool supervisor, an additional 15 days /per diem for 2016-17 and also for 2017-2018 school year to be paid out of IDEA-B grant.

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

Moved by Mrs. Kitson, seconded by Mr. Juby to approve hours for the following teachers that completed Module 4 of the LETRS Program at a rate of \$25.44 per hour, to be paid from the LETRS Grant:

Jean Rizi – 10 hours	Jody Saxton – 10 hours
Sarah Meyer – 12 hours	Robin Wiggers – 12 hours
Jenice Willis – 12 hours	Sharon Regan – 12 hours
Cheryl Dettling – 12 hours	Kate Abbey – 12 hours
Cynthia Artrip – 12 hours	Abby Banning – 12 hours
Candice Booher – 12 hours	Tonia Byers – 12 hours
Laura DiRienzo – 12 hours	Julie Frederick – 12 hours
Amy Halusker – 12 hours	Melissa Herman – 12 hours
Janet Kaliszewski – 12 hours	April Knight – 12 hours
Liz Kosta – 10 hours	Robert Kusnerik – 12 hours
Gina Lewis – 12 hours	Jennifer Molnar – 12 hours
Sherry Pastor – 10 hours	Lisa Perko – 12 hours
Leigh Ann Pustai – 12 hours	Maryanne Ratka – 12 hours
Nikki Rose – 12 hours	Jennifer Schmalz – 10 hour
Connie Watt – 12 hours	Kelli Buttolph – 40 hours *
	(Modules 1-4) *

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

Moved by Mrs. Kitson, seconded by Mr. Juby to approve a stipend for the following teachers that attended the Summer School Professional Development on May 31, 2017 to be paid from Title I Funds, not to exceed \$50:

Elizabeth Whalen  
Melissa Murphy  
Dana Ogorek  
Connie Watt

Laura Thornton  
Christine Kalessis  
Diane Horvath  
Leigh Ann Pustai

Janet Kaliszewski  
Cynthia Artrip  
Melissa Herman  
Allison Davila

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

Moved by Mrs. Kitson, seconded by Mr. Juby to approve hours for the following teachers that attended UDL Planning on June 5, 2017 at a rate of \$25.44 per hour to be paid from Title I funds:

Janine El-Amin – 4.25 hours  
April Smith – 4.25 hours  
Stephanie Czech – 4.25 hours  
Maria Kolodziej – 4.25 hours  
Matt Mihalyov – 4.25 – hours

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

Moved by Mrs. Kitson, seconded by Mr. Juby to approve hours for the following teachers that attended the Reach for Reading Professional Development on June 5, 2017 and June 6, 2017 at a rate of \$25.44 per hour to be paid from Title I Funds:

Abby Banning – 10 hours  
Charlotte Hartman – 10 hours  
Cristy Bowman – 10 hours  
Sarah Meyer – 10 hours

Sherry Pastor – 10 hours  
Rebecca Bauman - 10 hours  
Daniel Bobeczko – 10 hours

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

Moved by Mrs. Kitson, seconded by Mr. Juby to approve hours for the following teacher that attended Science Summit on June 6, 2017 at a rate of \$25.44 per hour to be paid from Title I funds:

Matt Mihalyov – 6 hours  
Ben Harreld – 7 hours  
Paul Glazer – 7 hours

Valerie Hudak – 7 hours  
Victoria Tomasheski – 7 hours  
Bethany Guzowski – 7 hours

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



**POLICY:**

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the first reading of the Board Policies as presented in Exhibit "F".

Ayes: Juby, Kitson, Dobies, Wolske

Nays: None

**CONTRACTS:**

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the service agreement between Garfield Heights City Schools and ASG Education Services, Inc. (Leap) to provide alternative educational services for the 2017-2018 school year for students on Individualized Education Programs.

Ayes: Juby, Kitson, Dobies, Wolske

Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the contract for Re-education ACCESS (All Children with Autism Can Experience School Success) program is for students with Autism. The program provides educational, communication, and social/behavioral needs for students with Autism for 2017-2018 school year.

Ayes: Juby, Kitson, Dobies, Wolske

Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the service agreement between Garfield Heights City Schools and ESC –Positive Education Program in 2017-2018 school year. PEP is able to provide students on Individualized Education Programs educational services.

Ayes: Juby, Kitson, Dobies, Wolske

Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to approve Resolution No. 2017-08 a Resolution declaring an Urgent Necessity Exists to Replace Portions of the Building Automation System at the High and Middle Schools in an amount not to exceed \$100,000.00, as presented in Exhibit "H".

Ayes: Juby, Kitson, Dobies, Wolske

Nays: None

**RENTALS & FACILITY USAGES:****MISCELLANEOUS:**

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the Class of 2017 for graduation as presented in Exhibit "G".

Ayes: Juby, Kitson, Dobies, Wolske

Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson that the Board designate Guarantee Trust Life as the agent of record to provide student accident and sickness insurance and football insurance coverage to the Garfield Heights City Schools' parents at no cost to the Board for the 2017-2018 school year.

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

Moved by Mr. Juby, seconded by Mrs. Kitson accept the proposal from Todd Associates for property/fleet/liability insurance through Liberty Mutual, effective July 1, 2017 through June 30, 2018.

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

Moved by Mr. Juby, seconded by Mrs. Kitson adopt the textbook: Calculus: Graphical, Numerical, Algebraic (5th edition) by Finney, Demana, Waits, Pearson, 2016. The revised edition will further prepare our highest-level math students. It is fully aligned to Ohio's 2017 Learning Standards for Mathematics.

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

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


#### ANNOUNCEMENT OF NEXT BOARD MEETINGS

Board of Education Regular Meeting – 6:00 P.M.  
July 17, 2017  
Garfield Heights Board of Education Offices  
5640 Briarcliff Dr.  
Garfield Heights, Ohio 44125

Moved by Mrs. Kitson, seconded by Mr. Juby to adjourn at 1:54 p.m.

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

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Treasurer

**Exhibit "A"**

**GARFIELD HEIGHTS CITY SCHOOLS**

**FINANCIALS**

**May 2017**

## **RECONCILIATION**

**May-17**

Key Bank (checking)	\$225,997.59		
PNC Bank (checking)	229,634.48		
PNC Bank (deposits)	1,043,986.94	4,033.04	<b>PNC</b>
JPMorgan Chase (payroll)	127,764.50	5,095,756.77	<b>Star Ohio</b>
Investments	6,751,992.42	88,281.01	<b>Huntington</b>
<b>Total Bank Depositories</b>	<b>\$8,379,375.93</b>	88,455.69	<b>Citizens Bank</b>
		1,375,465.91	<b>RedTree Investment</b>
<b>Outstanding Checks</b>	<b>(449,924.03)</b>	100,000.00	<b>Blaugrund Scholarship</b>
		<b>6,751,992.42</b>	
Start up Cash-School Store	50.00		
Start up Cash-HS Library	50.00		
Start up Cash-Athletics	1,050.00		
Unreconcilable Difference	2,430.71		
<b>Total Adjustments</b>	<b>3,580.71</b>		
<b>Total Bank Balance</b>	<b>\$7,933,032.61</b>		
<b>Total Fund Balance</b>	<b>\$7,933,032.61</b>		
Difference	-		

Treasurer's Signature *Allen D. Sluka*

**STATEMENTS OF  
REVENUE  
EXPENDITURES  
FUND BALANCE AND UNENCUMBERED BALANCES  
BY FUND**

GARFIELD HTS. BOARD OF EDUC.  
 Fiscal Year Budget  
 Revenues & Expenditures  
 May 1, 2017 through May 31, 2017

GENERAL (001)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 1,561,444.54		\$ 812,300.09		
Revenue:					
TAXES	\$ 519,866.02	\$ 15,434,000.00	\$ 15,947,107.42		
TUITION	\$ 5,138.17	\$ 400,000.00	\$ 313,505.63		
TRANSPORTATION FEES					
EARNINGS ON INVESTMENTS	\$ 6,087.96	\$ 20,000.00	\$ 45,964.37		
FOOD SERVICES					
EXTRA CURRIC (STUDENT) ACTIVIT	\$ 2,573.00	\$ 45,000.00	\$ 39,928.01		
MISC. RECEIPTS - LOCAL SOURCES	\$ 144,572.24	\$ 256,500.00	\$ 255,394.11		
OTHER RECEIPTS - LOCAL SOURCES					
UNRESTRICTED GRANTS-IN-AID					
RESTRICTED GRANTS-IN-AID					
UNRESTRICTED GRANTS-IN-AID	\$ 3,217,732.85	\$ 24,285,000.00	\$ 23,029,793.13		
RESTRICTED GRANTS-IN-AID	\$ 113,223.17	\$ 1,585,000.00	\$ 1,149,347.82		
RESTRICTED GRANTS-IN-AID					
TRANSFERS-IN					
ADVANCES-IN		\$ 475,420.00	\$ 475,420.00		
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$ 4,009,193.41	\$ 42,500,920.00	\$ 41,256,460.49		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 1,856,953.40	\$ 23,448,400.00	\$ 21,690,275.39		\$ 1,758,124.61
FRINGE BENEFITS	\$ 699,682.07	\$ 8,260,228.03	\$ 7,656,976.82	\$ 72,648.96	\$ 530,602.25
TOTAL PERSONNEL:	\$ 2,556,635.47	\$ 31,708,628.03	\$ 29,347,252.21	\$ 72,648.96	\$ 2,288,726.86
PURCHASED SERVICES	\$ 1,026,002.95	\$ 7,921,289.27	\$ 8,536,117.77	\$ 942,742.37	\$ 1,557,570.87-
SUPPLIES AND MATERIALS	\$ 137,991.68	\$ 1,285,052.40	\$ 920,338.72	\$ 276,724.12	\$ 87,989.56
CAPITAL OUTLAY	\$ 1,494.38	\$ 380,903.52	\$ 451,117.19	\$ 13,243.62	\$ 83,457.29-
CAPITAL OUTLAY					
MISCELLANEOUS OBJECTS	\$ 16,632.33	\$ 1,013,842.00	\$ 914,553.55	\$ 3,331.55	\$ 95,956.90
OTHER USES OF FUNDS		\$ 550,000.00	\$ 67,500.00		\$ 482,500.00
Total Expenditures:	\$ 3,738,756.81	\$ 42,859,715.22	\$ 40,236,879.44	\$ 1,308,690.62	\$ 1,314,145.16
Increase (Decrease) for Period	\$ 270,436.60		\$ 1,019,581.05		
Fund Balance, End of Period	\$ 1,831,881.14		\$ 1,831,881.14		
Current Encumbrances	\$ 1,308,690.62		\$ 1,308,690.62		

Date: 06/07/17  
Time: 12:04 pm

GARFIELD HTS. BOARD OF EDUC.  
Fiscal Year Budget  
Revenues & Expenditures  
May 1, 2017 through May 31, 2017

GENERAL (001)( cont'd)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Unencumbered Cash Balance	\$ 523,190.52		\$ 523,190.52		



Date: 06/07/17  
 Time: 12:04 pm

GARFIELD HTS. BOARD OF EDUC.  
 Fiscal Year Budget  
 Revenues & Expenditures  
 May 1, 2017 through May 31, 2017

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 3,194,115.41		\$ 2,865,806.77		
Revenue:					
TAXES	\$ 75,000.00	\$ 3,145,000.00	\$ 3,535,406.03		
OTHER RECEIPTS - LOCAL SOURCES			\$ 15,022.82		
UNRESTRICTED GRANTS-IN-AID	\$ 361,037.36	\$ 716,000.00	\$ 717,746.01		
TRANSFERS-IN					
Total Revenues:	\$ 436,037.36	\$ 3,861,000.00	\$ 4,268,174.86		
Expenditures:					
PERSONNEL:					
FRINGE BENEFITS					
TOTAL PERSONNEL:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
PURCHASED SERVICES			\$ 13,500.00		\$ 13,500.00-
MISCELLANEOUS OBJECTS	\$ 1,470.41	\$ 3,171,009.00	\$ 3,491,799.27		\$ 320,790.27-
OTHER USES OF FUNDS					
Total Expenditures:	\$ 1,470.41	\$ 3,171,009.00	\$ 3,505,299.27		\$ 334,290.27-
Increase (Decrease) for Period	\$ 434,566.95		\$ 762,875.59		
Fund Balance, End of Period	\$ 3,628,682.36		\$ 3,628,682.36		
Current Encumbrances	\$ 0.00		\$ 0.00		
Unencumbered Cash Balance	\$ 3,628,682.36		\$ 3,628,682.36		

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PERMANENT IMPROVEMENT (003)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 740,081.18		\$ 135,313.55		
Revenue:					
TAXES	\$ 2,467.00	\$ 126,500.00	\$ 133,676.37		
MISC. RECEIPTS - LOCAL SOURCES			\$ 4,700.00		
OTHER RECEIPTS - LOCAL SOURCES			\$ 32,284.08		
UNRESTRICTED GRANTS-IN-AID	\$ 16,010.47	\$ 42,600.00	\$ 687,849.91		
TRANSFERS-IN		\$ 680,000.00			
ADVANCES-IN					
Total Revenues:	\$ 18,477.47	\$ 849,100.00	\$ 858,510.36		
Expenditures:					
PURCHASED SERVICES	\$ 69,705.61	\$ 339,500.00	\$ 204,378.19		\$ 135,121.81
CAPITAL OUTLAY	\$ 7,225.18	\$ 148,589.33	\$ 107,152.46	\$ 40,583.67	\$ 853.20
CAPITAL OUTLAY					
MISCELLANEOUS OBJECTS	\$ 52.72	\$ 1,500.00	\$ 718.12		\$ 781.88
OTHER USES OF FUNDS					
Total Expenditures:	\$ 76,983.51	\$ 489,589.33	\$ 312,248.77	\$ 40,583.67	\$ 136,756.89
Increase (Decrease) for Period	\$ 58,506.04-		\$ 546,261.59		
Fund Balance, End of Period	\$ 681,575.14		\$ 681,575.14		
Current Encumbrances	\$ 40,583.67		\$ 40,583.67		
Unencumbered Cash Balance	\$ 640,991.47		\$ 640,991.47		

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BUILDING (004)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 76,561.85		\$ 61,561.85		
Revenue:					
EARNINGS ON INVESTMENTS					
MISC. RECEIPTS - LOCAL SOURCES	\$ 1,500.00	\$ 18,000.00	\$ 16,500.00		
OTHER RECEIPTS - LOCAL SOURCES					
ADVANCES-IN					
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$ 1,500.00	\$ 18,000.00	\$ 16,500.00		
Expenditures:					
PURCHASED SERVICES		\$ 4,205.25		\$ 4,205.25	
SUPPLIES AND MATERIALS					
CAPITAL OUTLAY		\$ 7,500.00			\$ 7,500.00
OTHER USES OF FUNDS					
Total Expenditures:		\$ 11,705.25		\$ 4,205.25	\$ 7,500.00
Increase (Decrease) for Period	\$ 1,500.00		\$ 16,500.00		
Fund Balance, End of Period	\$ 78,061.85		\$ 78,061.85		
	=====		=====		
Current Encumbrances	\$ 4,205.25		\$ 4,205.25		
Unencumbered Cash Balance	\$ 73,856.60		\$ 73,856.60		
	=====		=====		

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FOOD SERVICE (006)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 1,506,688.90		\$ 1,295,267.89		
Revenue:					
EARNINGS ON INVESTMENTS	\$ 836.43	\$ 2,500.00	\$ 7,146.90		
FOOD SERVICES	\$ 15,899.78	\$ 215,000.00	\$ 211,988.87		
MISC. RECEIPTS - LOCAL SOURCES		\$ 3,000.00	\$ 6,049.00		
RESTRICTED GRANTS-IN-AID			\$ 4,000.00		
RESTRICTED GRANTS-IN-AID		\$ 25,000.00	\$ 26,672.92		
RESTRICTED GRANTS-IN-AID		\$ 1,425,000.00	\$ 1,264,130.78		
TRANSFERS-IN					
ADVANCES-IN					
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$ 16,736.21	\$ 1,670,500.00	\$ 1,519,988.47		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 58,245.63	\$ 625,000.00	\$ 580,584.60		\$ 44,415.40
FRINGE BENEFITS	\$ 13,087.67	\$ 181,800.00	\$ 130,497.18	\$ 80.22	\$ 51,222.60
TOTAL PERSONNEL:	\$ 71,333.30	\$ 806,800.00	\$ 711,081.78	\$ 80.22	\$ 95,638.00
PURCHASED SERVICES	\$ 2,482.70	\$ 16,500.00	\$ 32,955.67	\$ 55,873.05	\$ 72,328.72-
SUPPLIES AND MATERIALS	\$ 135,701.35	\$ 727,525.00	\$ 690,300.19	\$ 216,774.59	\$ 179,549.78-
CAPITAL OUTLAY	\$ 27,721.35	\$ 152,373.02	\$ 94,595.31	\$ 19,878.04	\$ 37,899.67
CAPITAL OUTLAY					
MISCELLANEOUS OBJECTS			\$ 137.00		\$ 137.00-
OTHER USES OF FUNDS					
Total Expenditures:	\$ 237,238.70	\$ 1,703,198.02	\$ 1,529,069.95	\$ 292,605.90	\$ 118,477.83-
Increase (Decrease) for Period	\$ 220,502.49-		\$ 9,081.48-		
Fund Balance, End of Period	\$ 1,286,186.41		\$ 1,286,186.41		
Current Encumbrances	\$ 292,605.90		\$ 292,605.90		
Unencumbered Cash Balance	\$ 993,580.51		\$ 993,580.51		

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SPECIAL TRUST (007)					
	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 20,901.11		\$ 28,997.76		
Revenue:					
EARNINGS ON INVESTMENTS					
EXTRA CURRIC (STUDENT) ACTIVIT					
MISC. RECEIPTS - LOCAL SOURCES		\$ 5,000.00	\$ 5,000.00		
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$ 5,000.00		\$ 5,000.00		
Expenditures:					
MISCELLANEOUS OBJECTS	\$ 250.00	\$ 28,550.00	\$ 13,346.65	\$ 18,200.00	\$ 2,996.65-
Total Expenditures:	\$ 250.00	\$ 28,550.00	\$ 13,346.65	\$ 18,200.00	\$ 2,996.65-
Increase (Decrease) for Period	\$ 250.00-		\$ 8,346.65-		
Fund Balance, End of Period	\$ 20,651.11		\$ 20,651.11		
Current Encumbrances	\$ 18,200.00		\$ 18,200.00		
Unencumbered Cash Balance	\$ 2,451.11		\$ 2,451.11		

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	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 100,081.93		\$ 100,581.93		
Revenue:					
EARNINGS ON INVESTMENTS		\$ 500.00			
MISC. RECEIPTS - LOCAL SOURCES					
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$	500.00			
Expenditures:					
MISCELLANEOUS OBJECTS		\$ 1,000.00	\$ 500.00	\$ 500.00	
Total Expenditures:	\$	1,000.00	\$ 500.00	\$ 500.00	
Increase (Decrease) for Period	\$ 0.00		\$ 500.00-		
Fund Balance, End of Period	\$ 100,081.93		\$ 100,081.93		
Current Encumbrances	\$ 500.00		\$ 500.00		
Unencumbered Cash Balance	\$ 99,581.93		\$ 99,581.93		

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UNIFORM SCHOOL SUPPLIES (009)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 49,560.35-		\$ 493.14		
Revenue:					
CLASSROOM MATERIALS AND FEES	\$ 5,638.09	\$ 25,000.00	\$ 16,137.14		
MISC. RECEIPTS - LOCAL SOURCES					
TRANSFERS-IN		\$ 25,000.00			
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$ 5,638.09	\$ 50,000.00	\$ 16,137.14		
Expenditures:					
SUPPLIES AND MATERIALS	\$ 124.23	\$ 49,942.20	\$ 60,676.77	\$ 15,147.25	\$ 25,881.82-
OTHER USES OF FUNDS					
Total Expenditures:	\$ 124.23	\$ 49,942.20	\$ 60,676.77	\$ 15,147.25	\$ 25,881.82-
Increase (Decrease) for Period	\$ 5,513.86		\$ 44,539.63-		
Fund Balance, End of Period	\$ 44,046.49-		\$ 44,046.49-		
Current Encumbrances	\$ 15,147.25		\$ 15,147.25		
Unencumbered Cash Balance	\$ 59,193.74-		\$ 59,193.74-		

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CLASSROOM FACILITIES (010)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 710.00-		\$ 929,114.33		
Revenue:					
EARNINGS ON INVESTMENTS			\$ 1,171.93		
MISC. RECEIPTS - LOCAL SOURCES					
OTHER RECEIPTS - LOCAL SOURCES					
REVENUE FOR/ON BEHALF SCL DIST					
TRANSFERS-IN					
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:			\$ 1,171.93		
Expenditures:					
PURCHASED SERVICES			\$ 1,764.00	\$ 256.00	\$ 2,020.00-
CAPITAL OUTLAY	\$ 1,054.00				\$ 1,054.00
OTHER USES OF FUNDS	\$ 929,232.00		\$ 929,232.26		\$ .26-
Total Expenditures:	\$ 930,286.00		\$ 930,996.26	\$ 256.00	\$ 966.26-
Increase (Decrease) for Period	\$ 0.00		\$ 929,824.33-		
Fund Balance, End of Period	\$ 710.00-		\$ 710.00-		
	=====		=====		
Current Encumbrances	\$ 256.00		\$ 256.00		
Unencumbered Cash Balance	\$ 966.00-		\$ 966.00-		
	=====		=====		



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ROTARY-INTERNAL SERVICES (014)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 105,534.38		\$ 57,336.13		
Revenue:					
TRANSPORTATION FEES	\$ 1,981.00	\$ 70,000.00	\$ 62,272.19		
EXTRA CURRIC (STUDENT) ACTIVIT	\$ 2,720.00	\$ 25,000.00	\$ 8,099.99		
MISC. RECEIPTS - LOCAL SOURCES		\$ 5,000.00	\$ 1,537.00		
TRANSFERS-IN					
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$ 4,701.00	\$ 100,000.00	\$ 71,909.18		
Expenditures:					
PERSONNEL:					
SALARIES					
FRINGE BENEFITS					
TOTAL PERSONNEL:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
PURCHASED SERVICES	\$ 21,413.94	\$ 151,245.60	\$ 38,997.87	\$ 13,596.57	\$ 98,651.16
SUPPLIES AND MATERIALS					
CAPITAL OUTLAY					
MISCELLANEOUS OBJECTS	\$ 2,508.00	\$ 5,000.00	\$ 3,934.00	\$ 932.10	\$ 133.90
OTHER USES OF FUNDS					
Total Expenditures:	\$ 23,921.94	\$ 156,245.60	\$ 42,931.87	\$ 14,528.67	\$ 98,785.06
Increase (Decrease) for Period	\$ 19,220.94-		\$ 28,977.31		
Fund Balance, End of Period	\$ 86,313.44		\$ 86,313.44		
Current Encumbrances	\$ 14,528.67		\$ 14,528.67		
Unencumbered Cash Balance	\$ 71,784.77		\$ 71,784.77		

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PUBLIC SCHOOL SUPPORT (018)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 6,234.31		\$ 21,836.87		
Revenue:					
EARNINGS ON INVESTMENTS			\$ 15.00		
FOOD SERVICES					
EXTRA CURRIC (STUDENT) ACTIVIT	\$ 189.79	\$ 40,000.00	\$ 16,222.74		
MISC. RECEIPTS - LOCAL SOURCES			\$ 5,452.27		
TRANSFERS-IN					
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$ 189.79	\$ 40,000.00	\$ 21,690.01		
Expenditures:					
PERSONNEL:					
SALARIES					
FRINGE BENEFITS					
TOTAL PERSONNEL:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SUPPLIES AND MATERIALS					
CAPITAL OUTLAY					
MISCELLANEOUS OBJECTS	\$ 5,166.60	\$ 52,393.78	\$ 42,269.38	\$ 14,863.46	\$ 4,739.06-
OTHER USES OF FUNDS					
Total Expenditures:	\$ 5,166.60	\$ 52,393.78	\$ 42,269.38	\$ 14,863.46	\$ 4,739.06-
Increase (Decrease) for Period	\$ 4,976.81-		\$ 20,579.37-		
Fund Balance, End of Period	\$ 1,257.50		\$ 1,257.50		
Current Encumbrances	\$ 14,863.46		\$ 14,863.46		
Unencumbered Cash Balance	\$ 13,605.96-		\$ 13,605.96-		

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	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 72,293.38-		\$ 4,275.64		
Revenue:					
MISC. RECEIPTS - LOCAL SOURCES	\$ 4,433.50	\$ 139,000.00	\$ 89,742.82		
RESTRICTED GRANTS-IN-AID	\$ 7,969.61	\$ 161,000.00	\$ 73,190.58		
RESTRICTED GRANTS-IN-AID					
TRANSFERS-IN					
ADVANCES-IN					
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$ 12,403.11	\$ 300,000.00	\$ 162,933.40		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 9,209.46	\$ 108,700.00	\$ 109,638.67		\$ 938.67-
FRINGE BENEFITS	\$ 2,097.45	\$ 31,600.00	\$ 24,409.17	\$ 13.95	\$ 7,176.88
TOTAL PERSONNEL:	\$ 11,306.91	\$ 140,300.00	\$ 134,047.84	\$ 13.95	\$ 6,238.21
PURCHASED SERVICES	\$ 11,539.04	\$ 22,000.00	\$ 35,077.79	\$ 628.96	\$ 13,706.75-
SUPPLIES AND MATERIALS		\$ 10,022.72	\$ 819.63	\$ 5,373.20	\$ 3,829.89
CAPITAL OUTLAY					
MISCELLANEOUS OBJECTS					
OTHER USES OF FUNDS		\$ 80,000.00	\$ 80,000.00		
Total Expenditures:	\$ 22,845.95	\$ 252,322.72	\$ 249,945.26	\$ 6,016.11	\$ 3,638.65-
Increase (Decrease) for Period	\$ 10,442.84-		\$ 87,011.86-		
Fund Balance, End of Period	\$ 82,736.22-		\$ 82,736.22-		
Current Encumbrances	\$ 6,016.11		\$ 6,016.11		
Unencumbered Cash Balance	\$ 88,752.33-		\$ 88,752.33-		

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DISTRICT AGENCY (022)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 21,716.99		\$ 19,960.71		
Revenue:					
EXTRA CURRIC (STUDENT) ACTIVIT			\$ 25,984.00		
Total Revenues:			\$ 25,984.00		
Expenditures:					
PERSONNEL:					
SALARIES			\$ 4,725.00		\$ 4,725.00-
FRINGE BENEFITS			\$ 1,054.47		\$ 1,054.47-
TOTAL PERSONNEL:	\$ 0.00	\$ 0.00	\$ 5,779.47	\$ 0.00	\$ 5,779.47-
PURCHASED SERVICES					
MISCELLANEOUS OBJECTS			\$ 18,448.25	\$ 3,261.06	\$ 21,709.31-
Total Expenditures:			\$ 24,227.72	\$ 3,261.06	\$ 27,488.78-
Increase (Decrease) for Period	\$ 0.00		\$ 1,756.28		
Fund Balance, End of Period	\$ 21,716.99		\$ 21,716.99		
Current Encumbrances	\$ 3,261.06		\$ 3,261.06		
Unencumbered Cash Balance	\$ 18,455.93		\$ 18,455.93		

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EMPLOYEE BENEFITS SELF INS. (024)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 35,088.72-		\$ 47,968.98		
Revenue:					
MISC. RECEIPTS - LOCAL SOURCES					
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:					
Expenditures:					
PERSONNEL:					
SALARIES					
TOTAL PERSONNEL:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
MISCELLANEOUS OBJECTS	\$ 35,136.00-	\$ 420,427.13	\$ 47,921.70	\$ 139,916.96	\$ 232,588.47
Total Expenditures:	\$ 35,136.00-	\$ 420,427.13	\$ 47,921.70	\$ 139,916.96	\$ 232,588.47
Increase (Decrease) for Period	\$ 35,136.00		\$ 47,921.70-		
Fund Balance, End of Period	\$ 47.28		\$ 47.28		
Current Encumbrances	\$ 139,916.96		\$ 139,916.96		
Unencumbered Cash Balance	\$ 139,869.68-		\$ 139,869.68-		

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CLASSROOM FACILITIES MAINT. (034)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 686,089.57		\$ 545,727.34		
Revenue:					
TAXES	\$ 3,533.00	\$ 189,000.00	\$ 190,487.27		
UNRESTRICTED GRANTS-IN-AID	\$ 15,042.39	\$ 30,000.00	\$ 30,461.73		
RESTRICTED GRANTS-IN-AID		\$ 72,000.00			
TRANSFERS-IN					
Total Revenues:	\$ 18,575.39	\$ 291,000.00	\$ 220,949.00		
Expenditures:					
PURCHASED SERVICES	\$ 5,008.83	\$ 102,307.17	\$ 58,312.91	\$ 11,570.36	\$ 32,423.90
SUPPLIES AND MATERIALS					
CAPITAL OUTLAY		\$ 450,000.00	\$ 8,625.51	\$ 2,940.00	\$ 438,434.49
MISCELLANEOUS OBJECTS	\$ 75.53		\$ 157.32		\$ 157.32-
Total Expenditures:	\$ 5,084.36	\$ 552,307.17	\$ 67,095.74	\$ 14,510.36	\$ 470,701.07
Increase (Decrease) for Period	\$ 13,491.03		\$ 153,853.26		
Fund Balance, End of Period	\$ 699,580.60		\$ 699,580.60		
Current Encumbrances	\$ 14,510.36		\$ 14,510.36		
Unencumbered Cash Balance	\$ 685,070.24		\$ 685,070.24		

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STUDENT MANAGED ACTIVITY (200)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 28,836.12		\$ 38,590.59		
Revenue:					
EXTRA CURRIC (STUDENT) ACTIVIT REFND OF PRIOR YEAR EXPENDITUR	\$ 20,395.00	\$ 56,387.00	\$ 53,700.50		
Total Revenues:	\$ 20,395.00	\$ 56,387.00	\$ 53,700.50		
Expenditures:					
PERSONNEL: SALARIES FRINGE BENEFITS					
TOTAL PERSONNEL:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
MISCELLANEOUS OBJECTS	\$ 14,330.09	\$ 72,749.24	\$ 57,390.06	\$ 49,262.53	\$ 33,903.35-
Total Expenditures:	\$ 14,330.09	\$ 72,749.24	\$ 57,390.06	\$ 49,262.53	\$ 33,903.35-
Increase (Decrease) for Period	\$ 6,064.91		\$ 3,689.56-		
Fund Balance, End of Period	\$ 34,901.03		\$ 34,901.03		
Current Encumbrances	\$ 49,262.53		\$ 49,262.53		
Unencumbered Cash Balance	\$ 14,361.50-		\$ 14,361.50-		

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DISTRICT MANAGED ACTIVITY (300)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 29,047.97		\$ 92,208.42		
Revenue:					
EXTRA CURRIC (STUDENT) ACTIVIT	\$ 3,479.32	\$ 93,000.00	\$ 87,227.99		
MISC. RECEIPTS - LOCAL SOURCES			\$ 1,440.00		
TRANSFERS-IN		\$ 90,000.00	\$ 67,500.00		
ADVANCES-IN					
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$ 3,479.32	\$ 183,000.00	\$ 156,167.99		
Expenditures:					
PERSONNEL:					
SALARIES		\$ 13,000.00	\$ 12,775.00		\$ 225.00
FRINGE BENEFITS		\$ 3,500.00	\$ 6,348.30	\$ 4.25	\$ 2,852.55-
TOTAL PERSONNEL:	\$ 0.00	\$ 16,500.00	\$ 19,123.30	\$ 4.25	\$ 2,627.55-
PURCHASED SERVICES	\$ 1,280.00	\$ 60,000.00	\$ 38,985.00	\$ 4,475.00	\$ 16,540.00
SUPPLIES AND MATERIALS	\$ 19,561.97	\$ 145,702.42	\$ 127,652.52	\$ 28,618.71	\$ 10,568.81-
CAPITAL OUTLAY		\$ 15,000.00	\$ 14,683.96	\$ 2,310.00	\$ 1,993.96-
***OBJECT CODE 0700 INVALID***					
MISCELLANEOUS OBJECTS	\$ 562.99	\$ 17,620.98	\$ 36,809.30	\$ 1,906.18	\$ 21,094.50-
OTHER USES OF FUNDS					
Total Expenditures:	\$ 21,404.96	\$ 254,823.40	\$ 237,254.08	\$ 37,314.14	\$ 19,744.82-
Increase (Decrease) for Period	\$ 17,925.64-		\$ 81,086.09-		
Fund Balance, End of Period	\$ 11,122.33		\$ 11,122.33		
Current Encumbrances	\$ 37,314.14		\$ 37,314.14		
Unencumbered Cash Balance	\$ 26,191.81-		\$ 26,191.81-		



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DMSA-MUSIC EXPRESS-HS (300 910E)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 12,375.70		\$ 12,871.26		
Revenue:					
EXTRA CURRIC (STUDENT) ACTIVIT	\$ 256.49	\$ 25,000.00	\$ 34,286.78		
MISC. RECEIPTS - LOCAL SOURCES					
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$ 256.49	\$ 25,000.00	\$ 34,286.78		
Expenditures:					
PERSONNEL:					
SALARIES					
FRINGE BENEFITS					
TOTAL PERSONNEL:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
PURCHASED SERVICES					
SUPPLIES AND MATERIALS	\$ 4,232.00	\$ 37,669.13	\$ 38,757.85	\$ 9,447.27	\$ 10,535.99-
MISCELLANEOUS OBJECTS					
Total Expenditures:	\$ 4,232.00	\$ 37,669.13	\$ 38,757.85	\$ 9,447.27	\$ 10,535.99-
Increase (Decrease) for Period	\$ 3,975.51-		\$ 4,471.07-		
Fund Balance, End of Period	\$ 8,400.19		\$ 8,400.19		
Current Encumbrances	\$ 9,447.27		\$ 9,447.27		
Unencumbered Cash Balance	\$ 1,047.08-		\$ 1,047.08-		

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DMSA-ATHLETICS (300 926A)					
	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 3,061.63		\$ 68,397.16		
Revenue:					
EXTRA CURRIC (STUDENT) ACTIVIT	\$ 155.17-	\$ 41,000.00	\$ 37,114.21		
MISC. RECEIPTS - LOCAL SOURCES					
TRANSFERS-IN		\$ 90,000.00	\$ 67,500.00		
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$ 155.17-	\$ 131,000.00	\$ 104,614.21		
Expenditures:					
PERSONNEL:					
SALARIES		\$ 13,000.00	\$ 12,775.00		\$ 225.00
FRINGE BENEFITS		\$ 3,500.00	\$ 6,348.30	\$ 4.25	\$ 2,852.55-
TOTAL PERSONNEL:	\$ 0.00	\$ 16,500.00	\$ 19,123.30	\$ 4.25	\$ 2,627.55-
PURCHASED SERVICES	\$ 1,280.00	\$ 54,000.00	\$ 37,610.00	\$ 4,475.00	\$ 11,915.00
SUPPLIES AND MATERIALS	\$ 11,112.97	\$ 85,779.76	\$ 77,946.12	\$ 6,144.96	\$ 1,688.68
CAPITAL OUTLAY		\$ 15,000.00	\$ 14,683.96	\$ 2,310.00	\$ 1,993.96-
***OBJECT CODE 0700 INVALID***					
MISCELLANEOUS OBJECTS	\$ 550.00	\$ 13,100.00	\$ 33,684.50	\$ 250.00	\$ 20,834.50-
OTHER USES OF FUNDS					
Total Expenditures:	\$ 12,942.97	\$ 184,379.76	\$ 183,047.88	\$ 13,184.21	\$ 11,852.33-
Increase (Decrease) for Period	\$ 13,098.14-		\$ 78,433.67-		
Fund Balance, End of Period	\$ 10,036.51-		\$ 10,036.51-		
Current Encumbrances	\$ 13,184.21		\$ 13,184.21		
Unencumbered Cash Balance	\$ 23,220.72-		\$ 23,220.72-		

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	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 267,944.93		\$ 17,374.91		
Revenue:					
EARNINGS ON INVESTMENTS	\$ 116.54		\$ 750.34		
RESTRICTED GRANTS-IN-AID		\$ 572,441.00	\$ 619,626.15		
ADVANCES-IN					
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$ 116.54	\$ 572,441.00	\$ 620,376.49		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 1,743.00	\$ 17,200.00	\$ 20,640.51		\$ 3,440.51-
FRINGE BENEFITS	\$ 273.14	\$ 3,400.00	\$ 3,248.29	\$ 2.82	\$ 148.89
TOTAL PERSONNEL:	\$ 2,016.14	\$ 20,600.00	\$ 23,888.80	\$ 2.82	\$ 3,291.62-
PURCHASED SERVICES	\$ 75,495.10	\$ 274,200.00	\$ 233,601.15	\$ 31,370.96	\$ 9,227.89
SUPPLIES AND MATERIALS	\$ 81,210.13	\$ 224,429.00	\$ 227,811.08	\$ 60,282.61	\$ 63,664.69-
CAPITAL OUTLAY					
CAPITAL OUTLAY					
MISCELLANEOUS OBJECTS		\$ 21,900.00			\$ 21,900.00
OTHER USES OF FUNDS		\$ 43,213.00	\$ 43,110.27		\$ 102.73
Total Expenditures:	\$ 158,721.37	\$ 584,342.00	\$ 528,411.30	\$ 91,656.39	\$ 35,725.69-
Increase (Decrease) for Period	\$ 158,604.83-		\$ 91,965.19		
Fund Balance, End of Period	\$ 109,340.10		\$ 109,340.10		
Current Encumbrances	\$ 91,656.39		\$ 91,656.39		
Unencumbered Cash Balance	\$ 17,683.71		\$ 17,683.71		

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PUBLIC SCHOOL PRESCHOOL (439)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 45,546.97-		\$ 88.98		
Revenue:					
TUITION					
RESTRICTED GRANTS-IN-AID		\$ 80,000.00	\$ 24,879.87		
TRANSFERS-IN		\$ 20,326.00			
ADVANCES-IN					
Total Revenues:	\$ 100,326.00		\$ 24,879.87		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 5,787.38	\$ 74,215.00	\$ 59,606.99		\$ 14,608.01
FRINGE BENEFITS	\$ 2,309.22	\$ 11,200.00	\$ 19,005.43	\$ 6.57	\$ 7,812.00-
TOTAL PERSONNEL:	\$ 8,096.60	\$ 85,415.00	\$ 78,612.42	\$ 6.57	\$ 6,796.01
PURCHASED SERVICES					
SUPPLIES AND MATERIALS					
CAPITAL OUTLAY					
OTHER USES OF FUNDS					
Total Expenditures:	\$ 8,096.60	\$ 85,415.00	\$ 78,612.42	\$ 6.57	\$ 6,796.01
Increase (Decrease) for Period	\$ 8,096.60-		\$ 53,732.55-		
Fund Balance, End of Period	\$ 53,643.57-		\$ 53,643.57-		
Current Encumbrances	\$ 6.57		\$ 6.57		
Unencumbered Cash Balance	\$ 53,650.14-		\$ 53,650.14-		

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DATA COMMUNICATION FUND (451)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 22,082.70		\$ 13,082.70		
Revenue:					
RESTRICTED GRANTS-IN-AID		\$ 9,000.00	\$ 9,000.00		
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00		
Expenditures:					
PURCHASED SERVICES		\$ 17,582.70		\$ 8,998.00	\$ 8,584.70
Total Expenditures:	\$ 17,582.70	\$ 17,582.70	\$ 8,998.00	\$ 8,584.70	
Increase (Decrease) for Period	\$ 0.00		\$ 9,000.00		
Fund Balance, End of Period	\$ 22,082.70		\$ 22,082.70		
	=====		=====		
Current Encumbrances	\$ 8,998.00		\$ 8,998.00		
Unencumbered Cash Balance	\$ 13,084.70		\$ 13,084.70		
	=====		=====		

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SCHOOLNET PROFESS. DEVELOPMENT (452)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 8.95		\$ 8.95		
Revenue:					
RESTRICTED GRANTS-IN-AID					
TRANSFERS-IN					
ADVANCES-IN					
Total Revenues:					
Expenditures:					
PERSONNEL:					
SALARIES					
FRINGE BENEFITS					
TOTAL PERSONNEL:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
PURCHASED SERVICES					
OTHER USES OF FUNDS					
Total Expenditures:					
Increase (Decrease) for Period	\$ 0.00		\$ 0.00		
Fund Balance, End of Period	\$ 8.95		\$ 8.95		
Current Encumbrances	\$ 0.00		\$ 0.00		
Unencumbered Cash Balance	\$ 8.95		\$ 8.95		

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VOCATIONAL EDUC. ENHANCEMENTS (461)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 3,198.82		\$ 3,198.82		
Revenue:					
RESTRICTED GRANTS-IN-AID					
ADVANCES-IN					
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:					
Expenditures:					
PERSONNEL:					
SALARIES					
FRINGE BENEFITS					
TOTAL PERSONNEL:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
PURCHASED SERVICES					
SUPPLIES AND MATERIALS					
OTHER USES OF FUNDS					
Total Expenditures:					
Increase (Decrease) for Period	\$ 0.00		\$ 0.00		
Fund Balance, End of Period	\$ 3,198.82		\$ 3,198.82		
Current Encumbrances	\$ 0.00		\$ 0.00		
Unencumbered Cash Balance	\$ 3,198.82		\$ 3,198.82		

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ALTERNATIVE SCHOOLS (463)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 6,175.09-		\$ 7.68		
Revenue:					
RESTRICTED GRANTS-IN-AID	\$ 4,786.46	\$ 47,069.00	\$ 40,308.51		
TRANSFERS-IN		\$ 19,600.00			
ADVANCES-IN					
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$ 4,786.46	\$ 66,669.00	\$ 40,308.51		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 4,786.46	\$ 62,224.00	\$ 40,684.91		\$ 21,539.09
FRINGE BENEFITS			\$ 1,396.37		\$ 1,396.37-
TOTAL PERSONNEL:	\$ 4,786.46	\$ 62,224.00	\$ 42,081.28	\$ 0.00	\$ 20,142.72
PURCHASED SERVICES					
OTHER USES OF FUNDS		\$ 4,410.00	\$ 4,410.00		
Total Expenditures:	\$ 4,786.46	\$ 66,634.00	\$ 46,491.28		\$ 20,142.72
Increase (Decrease) for Period	\$ 0.00		\$ 6,182.77-		
Fund Balance, End of Period	\$ 6,175.09-		\$ 6,175.09-		
Current Encumbrances	\$ 0.00		\$ 0.00		
Unencumbered Cash Balance	\$ 6,175.09-		\$ 6,175.09-		



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MISCELLANEOUS STATE GRANT FUND (499)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 3,610.24		\$ 10,147.24		
Revenue:					
RESTRICTED GRANTS-IN-AID					
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:					
Expenditures:					
PERSONNEL:					
SALARIES					
FRINGE BENEFITS					
TOTAL PERSONNEL:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
PURCHASED SERVICES	\$ 6,537.00	\$ 7,000.00	\$ 13,074.00	\$ 6,537.00	\$ 12,611.00-
SUPPLIES AND MATERIALS					
CAPITAL OUTLAY					
MISCELLANEOUS OBJECTS					
OTHER USES OF FUNDS					
Total Expenditures:	\$ 6,537.00	\$ 7,000.00	\$ 13,074.00	\$ 6,537.00	\$ 12,611.00-
Increase (Decrease) for Period	\$ 6,537.00-		\$ 13,074.00-		
Fund Balance, End of Period	\$ 2,926.76-		\$ 2,926.76-		
Current Encumbrances	\$ 6,537.00		\$ 6,537.00		
Unencumbered Cash Balance	\$ 9,463.76-		\$ 9,463.76-		

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	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
IDEA PART B GRANTS (516)					
Fund Balance, Beg. of Period	\$ 44,458.73-		\$ 27.75		
Revenue:					
RESTRICTED GRANTS-IN-AID	\$ 14,136.72		\$ 869,167.21		
ADVANCES-IN					
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$ 14,136.72		\$ 869,167.21		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 8,141.60	\$ 320,445.00	\$ 149,339.66		\$ 171,105.34
FRINGE BENEFITS	\$ 3,923.04	\$ 102,291.59	\$ 54,079.81	\$ 13.17	\$ 48,198.61
TOTAL PERSONNEL:	\$ 12,064.64	\$ 422,736.59	\$ 203,419.47	\$ 13.17	\$ 219,303.95
PURCHASED SERVICES	\$ 4,240.06	\$ 745,538.72	\$ 649,009.46	\$ 13,654.72	\$ 82,874.54
SUPPLIES AND MATERIALS	\$ 1,248.18	\$ 25,290.99	\$ 19,015.86	\$ 3,775.37	\$ 2,499.76
CAPITAL OUTLAY		\$ 3,904.06	\$ 3,225.06	\$ 679.00	
MISCELLANEOUS OBJECTS			\$ 42,400.00		\$ 42,400.00-
OTHER USES OF FUNDS					
Total Expenditures:	\$ 17,552.88	\$ 1,197,470.36	\$ 917,069.85	\$ 18,122.26	\$ 262,278.25
Increase (Decrease) for Period	\$ 3,416.16-		\$ 47,902.64-		
Fund Balance, End of Period	\$ 47,874.89-		\$ 47,874.89-		
Current Encumbrances	\$ 18,122.26		\$ 18,122.26		
Unencumbered Cash Balance	\$ 65,997.15-		\$ 65,997.15-		

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TITLE I SCHOOL IMPROVEMENT A (536)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 20,794.99-		\$ 8.77		
Revenue:					
RESTRICTED GRANTS-IN-AID	\$ 12,072.92		\$ 88,007.00		
TRANSFERS-IN					
ADVANCES-IN					
Total Revenues:	\$ 12,072.92		\$ 88,007.00		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 6,862.44	\$ 182,240.59	\$ 43,349.21		\$ 138,891.38
FRINGE BENEFITS	\$ 1,067.18	\$ 33,489.00	\$ 6,655.07	\$ 12.70	\$ 26,821.23
TOTAL PERSONNEL:	\$ 7,929.62	\$ 215,729.59	\$ 50,004.28	\$ 12.70	\$ 165,712.61
PURCHASED SERVICES	\$ 5,515.60	\$ 80,127.28	\$ 36,784.76	\$ 17,309.17	\$ 26,033.35
SUPPLIES AND MATERIALS		\$ 21,756.80	\$ 11,684.02	\$ 1,456.76	\$ 8,616.02
OTHER USES OF FUNDS			\$ 11,710.00		\$ 11,710.00-
Total Expenditures:	\$ 13,445.22	\$ 317,613.67	\$ 110,183.06	\$ 18,778.63	\$ 188,651.98
Increase (Decrease) for Period	\$ 1,372.30-		\$ 22,176.06-		
Fund Balance, End of Period	\$ 22,167.29-		\$ 22,167.29-		
	=====		=====		
Current Encumbrances	\$ 18,778.63		\$ 18,778.63		
Unencumbered Cash Balance	\$ 40,945.92-		\$ 40,945.92-		
	=====		=====		

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TITLE I DISADVANTAGED CHILDREN (572)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 378,338.38-		\$ 169.83		
Revenue:					
MISC. RECEIPTS - LOCAL SOURCES					
RESTRICTED GRANTS-IN-AID					
RESTRICTED GRANTS-IN-AID	\$ 109,957.66		\$ 1,106,164.80		
ADVANCES-IN					
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$ 109,957.66		\$ 1,106,164.80		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 71,835.80	\$ 1,308,856.15	\$ 761,617.48		\$ 547,238.67
FRINGE BENEFITS	\$ 18,487.23	\$ 362,000.00	\$ 202,028.64	\$ 105.12	\$ 159,866.24
TOTAL PERSONNEL:	\$ 90,323.03	\$ 1,670,856.15	\$ 963,646.12	\$ 105.12	\$ 707,104.91
PURCHASED SERVICES	\$ 15,456.59	\$ 355,166.58	\$ 128,992.97	\$ 66,479.17	\$ 159,694.44
SUPPLIES AND MATERIALS	\$ 817.24	\$ 130,862.03	\$ 66,173.12	\$ 3,108.61	\$ 61,580.30
CAPITAL OUTLAY					
MISCELLANEOUS OBJECTS					
OTHER USES OF FUNDS			\$ 322,500.00		\$ 322,500.00-
Total Expenditures:	\$ 106,596.86	\$ 2,156,884.76	\$ 1,481,312.21	\$ 69,692.90	\$ 605,879.65
Increase (Decrease) for Period	\$ 3,360.80		\$ 375,147.41-		
Fund Balance, End of Period	\$ 374,977.58-		\$ 374,977.58-		
Current Encumbrances	\$ 69,692.90		\$ 69,692.90		
Unencumbered Cash Balance	\$ 444,670.48-		\$ 444,670.48-		

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IDEA PRESCHOOL-HANDICAPPED (587)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 33,732.22-		\$ 5.86		
Revenue:					
RESTRICTED GRANTS-IN-AID	\$ 1,998.85		\$ 29,958.01		
TRANSFERS-IN					
ADVANCES-IN					
Total Revenues:	\$ 1,998.85		\$ 29,958.01		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 9,616.32	\$ 21,493.36	\$ 45,579.61		\$ 24,086.25-
FRINGE BENEFITS	\$ 5,092.30	\$ 1,200.00	\$ 13,094.15	\$ .46	\$ 11,894.61-
TOTAL PERSONNEL:	\$ 14,708.62	\$ 22,693.36	\$ 58,673.76	\$ 0.46	\$ 35,980.86-
PURCHASED SERVICES		\$ 3,322.00	\$ 3,332.10		\$ 10.10-
SUPPLIES AND MATERIALS			\$ 14,400.00		\$ 14,400.00-
OTHER USES OF FUNDS					
Total Expenditures:	\$ 14,708.62	\$ 26,015.36	\$ 76,405.86	\$ .46	\$ 50,390.96-
Increase (Decrease) for Period	\$ 12,709.77-		\$ 46,447.85-		
Fund Balance, End of Period	\$ 46,441.99-		\$ 46,441.99-		
Current Encumbrances	\$ 0.46		\$ 0.46		
Unencumbered Cash Balance	\$ 46,442.45-		\$ 46,442.45-		

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IMPROVING TEACHER QUALITY (590)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 13,418.73-		\$ 1,216.99		
Revenue:					
RESTRICTED GRANTS-IN-AID	\$ 12,979.69		\$ 100,931.18		
TRANSFERS-IN					
ADVANCES-IN					
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$ 12,979.69		\$ 100,931.18		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 11,183.66	\$ 96,312.00	\$ 80,460.79		\$ 15,851.21
FRINGE BENEFITS	\$ 4,146.64	\$ 29,181.77	\$ 36,456.72	\$ 10.63	\$ 7,285.58-
TOTAL PERSONNEL:	\$ 15,330.30	\$ 125,493.77	\$ 116,917.51	\$ 10.63	\$ 8,565.63
PURCHASED SERVICES		\$ 2,807.79	\$ 1,000.00	\$ 1,183.23	\$ 624.56
SUPPLIES AND MATERIALS	\$ 946.53	\$ 3,000.00	\$ 946.53	\$ 3,338.95	\$ 1,285.48-
MISCELLANEOUS OBJECTS					
OTHER USES OF FUNDS					
Total Expenditures:	\$ 16,276.83	\$ 131,301.56	\$ 118,864.04	\$ 4,532.81	\$ 7,904.71
Increase (Decrease) for Period	\$ 3,297.14-		\$ 17,932.86-		
Fund Balance, End of Period	\$ 16,715.87-		\$ 16,715.87-		
Current Encumbrances	\$ 4,532.81		\$ 4,532.81		
Unencumbered Cash Balance	\$ 21,248.68-		\$ 21,248.68-		

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MISCELLANEOUS FED. GRANT FUND (599)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 4,044.18		\$ 4,044.18		
Revenue:					
RESTRICTED GRANTS-IN-AID					
ADVANCES-IN					
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:					
Expenditures:					
PERSONNEL:					
SALARIES					
FRINGE BENEFITS					
TOTAL PERSONNEL:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
PURCHASED SERVICES					
SUPPLIES AND MATERIALS					
CAPITAL OUTLAY					
CAPITAL OUTLAY					
MISCELLANEOUS OBJECTS					
OTHER USES OF FUNDS					
Total Expenditures:					
Increase (Decrease) for Period	\$ 0.00		\$ 0.00		
Fund Balance, End of Period	\$ 4,044.18		\$ 4,044.18		
Current Encumbrances	\$ 0.00		\$ 0.00		
Unencumbered Cash Balance	\$ 4,044.18		\$ 4,044.18		

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Aggregate of Funds					
	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Total Fund Balance, Beg. of Period	\$ 7,688,821.02		\$ 7,117,439.15		
Revenue:					
TAXES	\$ 600,866.02	\$ 18,894,500.00	\$ 19,806,677.09		
TUITION	\$ 5,138.17	\$ 400,000.00	\$ 313,505.63		
TRANSPORTATION FEES	\$ 1,981.00	\$ 70,000.00	\$ 62,272.19		
EARNINGS ON INVESTMENTS	\$ 7,040.93	\$ 23,000.00	\$ 55,048.54		
FOOD SERVICES	\$ 15,899.78	\$ 215,000.00	\$ 211,988.87		
EXTRA CURRIC (STUDENT) ACTIVIT	\$ 29,357.11	\$ 259,387.00	\$ 231,163.23		
CLASSROOM MATERIALS AND FEES	\$ 5,638.09	\$ 25,000.00	\$ 16,137.14		
MISC. RECEIPTS - LOCAL SOURCES	\$ 150,505.74	\$ 426,500.00	\$ 381,115.20		
OTHER RECEIPTS - LOCAL SOURCES			\$ 19,722.82		
UNRESTRICTED GRANTS-IN-AID					
RESTRICTED GRANTS-IN-AID	\$ 7,969.61	\$ 161,000.00	\$ 77,190.58		
UNRESTRICTED GRANTS-IN-AID	\$ 3,609,823.07	\$ 25,073,600.00	\$ 23,810,284.95		
RESTRICTED GRANTS-IN-AID	\$ 118,009.63	\$ 2,390,510.00	\$ 1,869,835.27		
REVENUE FOR/ON BEHALF SCL DIST					
RESTRICTED GRANTS-IN-AID	\$ 151,145.84	\$ 1,425,000.00	\$ 3,458,358.98		
TRANSFERS-IN		\$ 834,926.00	\$ 755,349.91		
ADVANCES-IN		\$ 475,420.00	\$ 475,420.00		
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$ 4,703,374.99	\$ 50,673,843.00	\$ 51,544,070.40		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 2,044,365.15	\$ 26,278,086.10	\$ 23,599,277.82		\$ 2,678,808.28
FRINGE BENEFITS	\$ 750,165.94	\$ 9,019,890.39	\$ 8,155,250.42	\$ 72,898.85	\$ 791,741.12
TOTAL PERSONNEL:	\$ 2,794,531.09	\$ 35,297,976.49	\$ 31,754,528.24	\$ 72,898.85	\$ 3,470,549.40
PURCHASED SERVICES	\$ 1,244,677.42	\$ 10,102,792.36	\$ 10,025,883.64	\$ 1,178,879.81	\$ 1,101,971.09-
SUPPLIES AND MATERIALS	\$ 377,601.31	\$ 2,623,617.56	\$ 2,125,418.44	\$ 614,634.17	\$ 116,435.05-
CAPITAL OUTLAY	\$ 36,440.91	\$ 1,159,323.93	\$ 679,399.49	\$ 79,634.33	\$ 400,290.11
***OBJECT CODE 0700 INVALID***					
MISCELLANEOUS OBJECTS	\$ 5,912.67	\$ 4,805,992.13	\$ 4,627,984.60	\$ 232,173.84	\$ 54,166.31-
OTHER USES OF FUNDS		\$ 1,606,855.00	\$ 1,515,262.53		\$ 91,592.47
Total Expenditures:	\$ 4,459,163.40	\$ 55,596,557.47	\$ 50,728,476.94	\$ 2,178,221.00	\$ 2,689,859.53
Increase (Decrease) for Period	\$ 244,211.59		\$ 815,593.46		
Total Fund Balance, End of Period	\$ 7,933,032.61		\$ 7,933,032.61		



Date: 06/07/17  
Time: 12:04 pm

GARFIELD HTS. BOARD OF EDUC.  
Fiscal Year Budget  
Revenues & Expenditures  
May 1, 2017 through May 31, 2017

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Aggregate of Funds (cont'd)

	May Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Total Current Encumbrances	\$ 2,178,221.00		\$ 2,178,221.00		
Total Unencumbered Cash Balance	\$ 5,754,811.61		\$ 5,754,811.61		

**CHECKS PAID FOR MONTH**

Date: 06/07/2017  
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GARFIELD HTS. BOARD OF EDUC.  
SORT BY ISSUE DATE  
CHECK DATES BETWEEN 05/01/2017 AND 05/31/2017  
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SEQ	DESCRIPTION	TRAN NUMBER	P.O. NUMBER	IT NO	INVOICE NUMBER	TRAN DATE	TI	FND	FUNC	OBJ	SCC	SUBJ	OU	IL	JOB	ITEM	AMOUNT
Check: 022267 Type: W Date: 05/04/17 Vendor: 3M COMPANY Vendor#: 010126 Stat/Date: VOID: 05/04/17 Bank: 1																	
0001	Spousal Reimbursement		0171488	0001	TEKANCIC0417	05/04/17	05	024	2510	856	9241	000000	000	00	000		125.00
Check total: \$125.00																	
Check: 022268 Type: W Date: 05/04/17 Vendor: AMY BICAN Vendor#: 832330 Stat/Date: RECONCILED:05/05/17 Bank: 1																	
0001	Spousal Reimbursement		0171488	0001	BICAN0217	05/04/17	05	024	2510	856	9241	000000	000	00	000		125.00
0002	Spousal Reimbursement		0171488	0001	BICAN0317	05/04/17	05	024	2510	856	9241	000000	000	00	000		125.00
0003	Spousal Reimbursement		0171488	0001	BICAN0417	05/04/17	05	024	2510	856	9241	000000	000	00	000		125.00
Check total: \$375.00																	
Check: 022269 Type: W Date: 05/04/17 Vendor: BRADLEY WILSON Vendor#: 830697 Stat/Date: RECONCILED:05/05/17 Bank: 1																	
0001	Spousal Reimbursement		0171488	0001	WILSON0117	05/04/17	05	024	2510	856	9241	000000	000	00	000		96.00
0002	Spousal Reimbursement		0171488	0001	WILSON0217	05/04/17	05	024	2510	856	9241	000000	000	00	000		96.00
0003	Spousal Reimbursement		0171488	0001	WILSON0317	05/04/17	05	024	2510	856	9241	000000	000	00	000		96.00
Check total: \$288.00																	
Check: 022270 Type: W Date: 05/04/17 Vendor: BRYAN PETSCH Vendor#: 832447 Stat/Date: RECONCILED:05/05/17 Bank: 1																	
0001	Spousal Reimbursement		0171488	0001	PETSCH0417	05/04/17	05	024	2510	856	9241	000000	000	00	000		79.17
Check total: \$79.17																	
Check: 022271 Type: W Date: 05/04/17 Vendor: CHRISTY WALCOFF Vendor#: 030292 Stat/Date: RECONCILED:05/05/17 Bank: 1																	
0001	Spousal Reimbursement		0171488	0001	WALCOFF0430	05/04/17	05	024	2510	856	9241	000000	000	00	000		62.50
Check total: \$62.50																	
Check: 022272 Type: W Date: 05/04/17 Vendor: DONALD MEDER Vendor#: 832527 Stat/Date: RECONCILED:05/05/17 Bank: 1																	
0001	Spousal Reimbursement		0171488	0001	MEDER0417	05/04/17	05	024	2510	856	9241	000000	000	00	000		109.84
Check total: \$109.84																	
Check: 022273 Type: W Date: 05/04/17 Vendor: GEORGE HASENOHRL Vendor#: 831598 Stat/Date: RECONCILED:05/12/17 Bank: 1																	
0001	Spousal Reimbursement		0171488	0001	HASEN0417	05/04/17	05	024	2510	856	9241	000000	000	00	000		100.00
Check total: \$100.00																	
Check: 022274 Type: W Date: 05/04/17 Vendor: HEATHER SALUAN Vendor#: 832764 Stat/Date: RECONCILED:05/05/17 Bank: 1																	
0001	Spousal Reimbursement		0171488	0001	SALUAN0517	05/04/17	05	024	2510	856	9241	000000	000	00	000		80.19
Check total: \$80.19																	
Check: 022275 Type: W Date: 05/04/17 Vendor: KRISTEN HAGAN-IEZZI Vendor#: 110265 Stat/Date: RECONCILED:05/05/17 Bank: 1																	
0001	Spousal Reimbursement		0171488	0001	HAGAN0317	05/04/17	05	024	2510	856	9241	000000	000	00	000		99.52
0002	Spousal Reimbursement		0171488	0001	HAGAN0417	05/04/17	05	024	2510	856	9241	000000	000	00	000		99.52
Check total: \$199.04																	

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GARFIELD HTS. BOARD OF EDUC.  
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SEQ	DESCRIPTION	TRAN NUMBER	P.O. NUMBER	IT NO	INVOICE NUMBER	TRAN DATE	TI	FND	FUNC	OBJ	SCC	SUBJ	OU	IL	JOB	ITEM	AMOUNT	
Check: 022276 Type: W Date: 05/04/17 Vendor: KYLE KOVACH Vendor#: 702687 Stat/Date: RECONCILED:05/05/17 Bank: 1																		
0001	Spousal Reimbursement		0171488	0001	KOVACH0505	05/04/17	05	024	2510	856	9241	000000	000	00	000		89.34	
																	Check total:	\$89.34
Check: 022277 Type: W Date: 05/04/17 Vendor: LAUREN DIFRANCO Vendor#: 832278 Stat/Date: RECONCILED:05/05/17 Bank: 1																		
0001	Spousal Reimbursement		0171488	0001	DIFRANCO0428	05/04/17	05	024	2510	856	9241	000000	000	00	000		39.69	
																	Check total:	\$39.69
Check: 022278 Type: W Date: 05/04/17 Vendor: N. DOUGLAS SOMMERS Vendor#: 040254 Stat/Date: RECONCILED:05/05/17 Bank: 1																		
0001	Spousal Reimbursement		0171488	0001	SOMMERS0217	05/04/17	05	024	2510	856	9241	000000	000	00	000		110.94	
0002	Spousal Reimbursement		0171488	0001	SOMMERS0317	05/04/17	05	024	2510	856	9241	000000	000	00	000		110.94	
0003	Spousal Reimbursement		0171488	0001	SOMMERS0417	05/04/17	05	024	2510	856	9241	000000	000	00	000		110.94	
																	Check total:	\$332.82
Check: 022279 Type: W Date: 05/04/17 Vendor: STEPHANIE SEICHKO Vendor#: 832333 Stat/Date: RECONCILED:05/05/17 Bank: 1																		
0001	Spousal Reimbursement		0171488	0001	SEICHKO0117	05/04/17	05	024	2510	856	9241	000000	000	00	000		125.00	
0002	Spousal Reimbursement		0171488	0001	SEICHKO0417	05/04/17	05	024	2510	856	9241	000000	000	00	000		125.00	
																	Check total:	\$250.00
Check: 022280 Type: W Date: 05/04/17 Vendor: TERRANCE OLSZEWSKI Vendor#: 200129 Stat/Date: RECONCILED:05/05/17 Bank: 1 C/O GARFIELD HTS.																		
0001	Spousal Reimbursement		0171488	0001	OLSZEWSKI0317	05/04/17	05	024	2510	856	9241	000000	000	00	000		125.00	
0002	Spousal Reimbursement		0171488	0001	OLSZEWSKI0417	05/04/17	05	024	2510	856	9241	000000	000	00	000		125.00	
0003	Spousal Reimbursement		0171488	0001	OLSZEWSKI0517	05/04/17	05	024	2510	856	9241	000000	000	00	000		125.00	
																	Check total:	\$375.00
Check: 022281 Type: W Date: 05/04/17 Vendor: KELLY TEKANCIC Vendor#: 100126 Stat/Date: RECONCILED:05/05/17 Bank: 1																		
0001	Spousal Reimbursement		0171488	0001	TEKANCIC.0417	05/04/17	05	024	2510	856	9241	000000	000	00	000		125.00	
																	Check total:	\$125.00
Check: 103679 Type: W Date: 05/04/17 Vendor: ABEL TRUCK PARTS Vendor#: 832828 Stat/Date: RECONCILED:05/05/17 Bank: 1																		
0001	7/1/16 - 12/31/16 Misc Bu		0170067	0001	0609614	04/18/17	05	001	2840	581	0000	000000	705	00	078		177.57	
																	Check total:	\$177.57
Check: 103680 Type: W Date: 05/04/17 Vendor: AMERICAN READING COMPANY Vendor#: 830732 Stat/Date: RECONCILED:05/09/17 Bank:																		
0001	PD - Two days - Proposal		0171821	0001	0000083462	04/25/17	05	572	2213	432	9017	000000	500	00	000		2,500.00	
																	Check total:	\$2,500.00
Check: 103681 Type: W Date: 05/04/17 Vendor: APPLIANCE CLINIC Vendor#: 803461 Stat/Date: RECONCILED:05/15/17 Bank: 1 C/O RICHARD VILLANI																		
0001	DRYER REPAIR		0171981	0001	0016566	05/02/17	05	001	2720	423	0000	000000	500	00	007		87.50	
0002	DRYER REPAIR		0171981	0001	0016568	05/02/17	05	001	2720	423	0000	000000	500	00	007		37.50	
																	Check total:	\$125.00

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Check: 103682 Type: W Date: 05/04/17 Vendor: ASCD Vendor#: 010518 Stat/Date: RECONCILED:05/10/17 Bank:																	
0001	5 Registrations for Leadi		0171960	0001	0012705849	04/27/17	05	572	2213	432	9017	000000	000	00	000		1,876.00
0002	5 Materials fees (5th fre		0171960	0002	0012705849	04/27/17	05	572	2213	432	9017	000000	000	00	000		80.00
																Check total:	\$1,956.00
Check: 103683 Type: W Date: 05/04/17 Vendor: BREWER-GARRETT Vendor#: 832931 Stat/Date: RECONCILED:05/09/17 Bank:																	
0001	HVAC contract services		0171529	0001	000709436	04/25/17	05	034	2720	423	0000	000000	000	00	000		4,393.83
																Check total:	\$4,393.83
Check: 103684 Type: W Date: 05/04/17 Vendor: CENTRAL EXTERMINATING COMPANY Vendor#: 030240 Stat/Date: RECONCILED:05/09/17 Bank: 1																	
0001	Pest control, Bedbugs, et		0171501	0001	0641460	04/27/17	05	001	2720	429	0000	000000	700	00	078		450.00
																Check total:	\$450.00
Check: 103685 Type: W Date: 05/04/17 Vendor: CITIZENS BANK Vendor#: 830608 Stat/Date: RECONCILED:05/04/17 Bank:																	
0001	7/1/16 - 12/31/16 Out of		0170125	0003	170125-04	03/13/17	05	001	2821	582	0000	000000	705	00	078		70.00
0002	Science supplies for Lori		0170862	0001	170862-04	03/27/17	05	001	1110	511	916S	000000	400	00	004		236.73
0003	Maintenance supplies - cr		0170978	0001	170978-04	03/23/17	05	001	2720	572	0000	000000	703	00	078		998.10
0004	Items for K-Club		0171370	0001	171370-04	04/06/17	05	018	4600	890	942G	000000	400	00	000		48.58
0005	Athletic purchases		0171402	0001	171402-04	03/14/17	05	300	4510	590	926A	000000	600	00	000		502.84
0006	First Book shipping charg		0171636	0001	171636-04	03/29/17	05	572	1270	511	9017	000000	000	00	000		45.70
0007	Fuel for music express tr		0171701	0001	171701-04	03/13/17	05	001	2821	582	0000	000000	705	00	078		100.00
0008	Shipping to return apple		0171725	0001	171725-04	03/14/17	05	001	2211	423	0000	000000	815	00	015		24.88
0009	Grip tool to remove broke		0171725	0002	171725-04	03/14/17	05	001	2211	423	0000	000000	815	00	015		72.95
0010	Shipping - The Very Persi		0171759	0001	171759-04	04/03/17	05	572	1270	511	9017	000000	000	00	000		31.50
0011	Postage for Superintenden		0171774	0001	171774-04	03/22/17	05	001	2610	443	0000	000000	832	00	026		98.00
0012	Super Teacher Worksheets		0171779	0001	171779-04	03/28/17	05	001	2110	511	0000	000000	811	00	011		19.95
0013	Embassy Suites - Florida -		0171811	0001	171811-04	03/28/17	05	536	2213	432	917I	000000	500	00	000		3,155.30
0014	Maintenance supplies - cr		0171829	0001	171829-04	03/23/17	05	001	2720	572	0000	000000	703	00	078		160.50
0015	Dinner for Administrative		0171837	0001	171837-04	04/10/17	05	001	2411	432	0000	000000	831	00	024		101.25
0016	Lunch during GHTA negotia		0171901	0001	171901-04	04/10/17	05	001	2411	432	0000	000000	831	00	024		129.20
0017	Tiffany's Pizza 3/22/2017		0171908	0001	171908-04	03/13/17	05	018	4600	890	922G	000000	200	00	000		52.97
0018	GFS Store 3/9/2017		0171908	0002	171908-04	03/13/17	05	018	4600	890	922G	000000	200	00	000		116.02
0019	Go Daddy renew website an		0171934	0001	171934-04	03/15/17	05	001	2211	516	0000	000000	815	00	015		491.17
0020	Batteries for MS UPS po t		0171991	0001	171991-04	03/27/17	05	001	2211	640	0000	000000	815	00	015		1,364.91
0021	enterprise rental truck		0171998	0001	171998-04	03/13/17	05	014	4600	490	9465	000000	600	00	000		933.89
0022	enterprise rental truck		0171998	0001	CREDIT	03/28/17	05	014	4600	490	9465	000000	600	00	000		259.49-
																Check total:	\$8,494.95
(Multi-bank check)																	
Check: 103686 Type: W Date: 05/04/17 Vendor: DAMON INDUSTRIES, INC. Vendor#: 040052 Stat/Date: RECONCILED:05/05/17 Bank: 1																	
0001	Misc cleaning supplies		0171186	0001	1046925	04/11/17	05	001	2720	572	0000	000000	702	00	078		43.54
0002	!7" scrubber - \$4703.00 &		0171798	0001	1047319	04/18/17	05	001	2720	572	0000	000000	702	00	078		10,738.00
																Check total:	\$10,781.54
Check: 103687 Type: W Date: 05/04/17 Vendor: DATA RECOGNITION CORP. Vendor#: 030747 Stat/Date: RECONCILED:05/05/17 Bank: 1																	

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GARFIELD HTS. BOARD OF EDUC.  
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SEQ	DESCRIPTION	TRAN NUMBER	P.O. NUMBER	IT NO	INVOICE NUMBER	TRAN DATE	TI	FND	FUNC	OBJ	SCC	SUBJ	OU	IL	JOB	ITEM	AMOUNT	
0001	Terra Nova - Student Book		0171891	0001	97371547001	04/21/17	05	001	2211	511	0000	000000	822	00	022		987.00	
0002	Shipping/handling (10%)		0171891	0002	97371547001	04/21/17	05	001	2211	511	0000	000000	822	00	022		44.48	
																	Check total:	\$1,031.48
Check: 103688 Type: W Date: 05/04/17 Vendor: DEBRA HRIN Vendor#: 040135 Stat/Date: RECONCILED:05/05/17 Bank:																		
0001	Reimbursement for		0171899	0001	D.H-4/28/17	04/28/17	05	536	2213	432	917I	000000	400	00	000		200.00	
																	Check total:	\$200.00
Check: 103689 Type: W Date: 05/04/17 Vendor: DIVERSITY INITIATIVES, INC. Vendor#: 832472 Stat/Date: RECONCILED:05/09/17 Bank:																		
0001	Open P.O. for professiona		0170545	0001	2016-017-M	04/20/17	05	572	2213	412	9017	000000	000	00	000		500.00	
																	Check total:	\$500.00
Check: 103690 Type: W Date: 05/04/17 Vendor: EDUCATIONAL SERVICE CENTER OF CUYAHOGA COUNTY Vendor#: 050183 Stat/Date: RECONCILED:05/05/17 Bank: 1																		
0001	EMIS support - 2 Days a w		0171892	0001	GFD1858	04/04/17	05	001	2939	419	0000	000000	815	00	015		1,800.00	
																	Check total:	\$1,800.00
Check: 103691 Type: W Date: 05/04/17 Vendor: FISHER AUTO PART INC Vendor#: 803379 Stat/Date: RECONCILED:05/09/17 Bank: 1																		
0001	3/1/17- 6/30/17 Misc Vehi		0171678	0001	554-017245	04/03/17	05	001	2840	581	0000	000000	705	00	078		176.28	
0002	3/1/17- 6/30/17 Misc Vehi		0171678	0001	554-018286	04/13/17	05	001	2840	581	0000	000000	705	00	078		6.30	
0003	3/1/17- 6/30/17 Misc Vehi		0171678	0001	554-018785	04/18/17	05	001	2840	581	0000	000000	705	00	078		7.20	
0004	3/1/17- 6/30/17 Misc Vehi		0171678	0001	554-019535	04/25/17	05	001	2840	581	0000	000000	705	00	078		2.90	
0005	3/1/17- 6/30/17 Misc Vehi		0171678	0001	554-019537	04/25/17	05	001	2840	581	0000	000000	705	00	078		19.99	
0006	3/1/17- 6/30/17 Misc Vehi		0171678	0001	554-019596	04/25/17	05	001	2840	581	0000	000000	705	00	078		39.56	
																	Check total:	\$252.23
Check: 103692 Type: W Date: 05/04/17 Vendor: FOLLETT SCHOOL SOLUTIONS, INC. Vendor#: 832550 Stat/Date: RECONCILED:05/09/17 Bank:																		
0001	Library book order for El		0171906	0001	613131-5	04/26/17	05	001	2222	530	9412	000000	100	00	001		1,236.92	
																	Check total:	\$1,236.92
Check: 103693 Type: W Date: 05/04/17 Vendor: GORDON FOOD SERVICE ATTN: CREDIT DEPARTMENT Vendor#: 070448 Stat/Date: RECONCILED:05/10/17 Bank: 1																		
0001	Food Purchase for HS ELM		0171238	0001	7511761-03	03/02/17	05	006	3120	560	0000	000000	600	00	000		35,354.77	
0002	food for Middle/MapleLeaf		0171355	0001	7511760-03	03/02/17	05	006	3120	560	0000	000000	500	00	000		27,938.71	
																	Check total:	\$63,293.48
Check: 103694 Type: W Date: 05/04/17 Vendor: GRAYBAR ELECTRIC CO.,INC Vendor#: 070449 Stat/Date: RECONCILED:05/09/17 Bank: 1																		
0001	Lighting: Bulbs, ballasts		0171445	0001	990893894	04/17/17	05	001	2720	572	0000	000000	703	00	078		1,201.78	
																	Check total:	\$1,201.78
Check: 103695 Type: W Date: 05/04/17 Vendor: JOHNSTONE SUPPLY Vendor#: 100088 Stat/Date: RECONCILED:05/09/17 Bank: 1																		
0001	Parts for building mainte		0171368	0001	S2733291.001	04/25/17	05	001	2720	572	0000	000000	703	00	078		35.61	
																	Check total:	\$35.61

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Check: 103696 Type: W Date: 05/04/17 Vendor: LAKETEC COMMUNICATIONS, INC. Vendor#: 832936 Stat/Date: RECONCILED:05/05/17 Bank: 1																		
0001	eRate Project District Po		0171290	0001	0098113	04/19/17	05	003	2720	640	0000	000000	000	00	000		7,225.18	
																	Check total:	\$7,225.18
Check: 103697 Type: W Date: 05/04/17 Vendor: LOWE'S CREDIT SERVICES Vendor#: 120271 Stat/Date: RECONCILED:05/10/17 Bank: 1																		
0001	Misc supplies		0170205	0001	0944189	04/06/17	05	001	2720	572	0000	000000	703	00	078		358.77	
																	Check total:	\$358.77
Check: 103698 Type: W Date: 05/04/17 Vendor: PEARSON EDUCATION INC. Vendor#: 160242 Stat/Date: RECONCILED:05/09/17 Bank:																		
0001	Human Anatomy 2016 (see		0171894	0001	BK84587699	04/24/17	05	001	1130	521	9412	000000	600	00	022		7,558.65	
0002	Shipping/handling		0171894	0002	BK84587699	04/24/17	05	001	1130	521	9412	000000	600	00	022		529.11	
0003	Hewitt Concp Physics 12 2		0171903	0001	BK84584979	04/21/17	05	001	1130	521	9412	000000	600	00	022		6,186.15	
0004	Shipping/handling		0171903	0002	BK84584979	04/21/17	05	001	1130	521	9412	000000	600	00	022		433.03	
																	Check total:	\$14,706.94
Check: 103699 Type: W Date: 05/04/17 Vendor: PREMIER PRINTING & PROMOTIONS Vendor#: 831968 Stat/Date: RECONCILED:05/09/17 Bank:																		
0001	See attachment Items need		0171898	0001	4-164113	04/24/17	05	001	1110	511	9412	000000	400	00	004		386.05	
																	Check total:	\$386.05
Check: 103700 Type: W Date: 05/04/17 Vendor: PS AWARDS Vendor#: 803458 Stat/Date: RECONCILED:05/10/17 Bank: 1																		
0001	Frames for Athletic Hall		0171927	0001	0057502	04/04/17	05	018	4600	890	902G	000000	600	00	000		636.00	
																	Check total:	\$636.00
Check: 103701 Type: W Date: 05/04/17 Vendor: SHARON REGAN Vendor#: 505290 Stat/Date: RECONCILED:05/05/17 Bank:																		
0001	Reimbursement for PRAXIS-		0171958	0001	S.R-TEST	04/25/17	05	572	2213	432	9017	000000	200	00	000		139.00	
																	Check total:	\$139.00
Check: 103702 Type: W Date: 05/04/17 Vendor: SQUIRRELS LLC Vendor#: 803446 Stat/Date: RECONCILED:05/05/17 Bank: 1																		
0001	Relector 2 Multipack 5		0171776	0001	SD-000149	03/31/17	05	001	2211	516	0000	000000	815	00	015		125.98	
																	Check total:	\$125.98
Check: 103703 Type: W Date: 05/04/17 Vendor: STEPHANIE CZECH Vendor#: 832272 Stat/Date: RECONCILED:05/05/17 Bank: 1																		
0001	REIMBURSEMENT FOR "LUNCH		0171973	0001	S.C-LUNCH	04/28/17	05	018	4600	890	952G	000000	500	00	000		23.74	
																	Check total:	\$23.74
Check: 103704 Type: W Date: 05/04/17 Vendor: SUBURBAN UMPIRES ASSOC., INC. Vendor#: 190269 Stat/Date: RECONCILED:05/09/17 Bank: 1																		
					c/o KEVIN HENEGHAN													
0001	Assignor's fee/Baseball a		0171954	0001	GARFIELDHTS1	03/28/17	05	001	4510	849	0000	000000	000	00	045		320.00	
0002	Assignor's fee/Softball a		0171954	0002	GARFIELDHTS1	03/28/17	05	001	4530	849	0000	000000	000	00	045		245.00	
																	Check total:	\$565.00
Check: 103705 Type: W Date: 05/04/17 Vendor: THE NEIGHBORHOOD NEWS Vendor#: 200128 Stat/Date: RECONCILED:05/12/17 Bank: 1																		

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ATTN: ACCOUNTS RECEIVABLE																		
0001	Garfield Heights Board of		0171302	0001	LEGAL NOTICE2	04/26/17	05	001	2310	446	0000	000000	900	00	007		66.00	
																	Check total:	\$66.00
Check: 103706 Type: W Date: 05/04/17 Vendor: THREE-Z INC. Vendor#: 200167 Stat/Date: RECONCILED:05/09/17 Bank: 1																		
THREE Z TRUCKING & SUPPLY CO.																		
0001	Misc. Mulch, Topsoil, Gar		0171832	0001	0180422-IN	04/13/17	05	001	2730	571	0000	000000	700	00	078		339.50	
0002	Misc. Mulch, Topsoil, Gar		0171832	0001	0180731-IN	04/24/17	05	001	2730	571	0000	000000	700	00	078		46.50	
0003	Misc. Mulch, Topsoil, Gar		0171832	0001	0180792-IN	04/25/17	05	001	2730	571	0000	000000	700	00	078		46.50	
																	Check total:	\$432.50
Check: 103707 Type: W Date: 05/04/17 Vendor: W.B. MASON CO., INC. Vendor#: 831162 Stat/Date: RECONCILED:05/09/17 Bank: 1																		
0001	Office supplies		0171212	0001	I43633534	04/24/17	05	001	2500	512	0000	000000	852	00	025		172.43	
																	Check total:	\$172.43
Check: 103708 Type: W Date: 05/08/17 Vendor: POSTMASTER Vendor#: 160260 Stat/Date: RECONCILED:05/15/17 Bank: 1																		
0001	Postage for Quarterly		0170100	0001	4th Quaterly	05/08/17	05	001	2610	443	0000	000000	832	00	026		1,963.92	
																	Check total:	\$1,963.92
Check: 103710 Type: W Date: 05/09/17 Vendor: AT&T Vendor#: 150101 Stat/Date: RECONCILED:05/15/17 Bank: 1																		
0001	Telephone service for the		0170200	0001	216332074004	04/22/17	05	001	2910	441	0000	000000	000	00	007		98.36	
0002	Telephone service for the		0170200	0001	216662287304	04/19/17	05	001	2910	441	0000	000000	000	00	007		98.78	
0003	Telephone service for the		0170200	0001	216662586604	04/19/17	05	001	2910	441	0000	000000	000	00	007		43.44	
0004	Telephone service for the		0170200	0001	216R93187804	04/25/17	05	001	2910	441	0000	000000	000	00	007		951.04	
																	Check total:	\$1,191.62
Check: 103711 Type: W Date: 05/09/17 Vendor: BRYNN MORRIS Vendor#: 803404 Stat/Date: RECONCILED:05/10/17 Bank: 1																		
0001	Reimbursement for use of		0171383	0001	DEC.2016	05/04/17	05	001	2690	441	0000	000000	000	00	007		50.00	
0002	Reimbursement for use of		0171383	0001	JAN-MAR 2017	05/04/17	05	001	2690	441	0000	000000	000	00	007		150.00	
																	Check total:	\$200.00
Check: 103712 Type: W Date: 05/09/17 Vendor: CDW GOVERNMENT, INC. Vendor#: 020237 Stat/Date: RECONCILED:05/10/17 Bank: 1																		
0001	Brother HL L5200DW printe		0171888	0001	HNX3112	04/19/17	05	001	2211	511	0000	000000	600	00	006		227.35	
																	Check total:	\$227.35
Check: 103713 Type: W Date: 05/09/17 Vendor: CHRISTOPHER SAUER Vendor#: 831303 Stat/Date: RECONCILED:05/10/17 Bank: 1																		
0001	Reimbursement for use of		0170112	0001	MAR-APR 2017	05/02/17	05	001	2690	441	0000	000000	000	00	007		100.00	
																	Check total:	\$100.00
Check: 103714 Type: W Date: 05/09/17 Vendor: CINGLETREE LEARNING, LLC Vendor#: 803375 Stat/Date: RECONCILED:05/16/17 Bank: 1																		
0001	online system for Deitric		0171400	0001	0105605	01/25/17	05	001	1130	511	9412	000000	600	00	006		25.00	
																	Check total:	\$25.00
Check: 103715 Type: W Date: 05/09/17 Vendor: CONNECT Vendor#: 120128 Stat/Date: RECONCILED:05/15/17 Bank: 1																		



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0001	Member Services FY17 \$13		0170441	0001	0000174	01/31/17	05	001	2290	449	0000	000000	000	00	007		12,538.50	
0002	DASL Progressbook Licensi		0170441	0002	0000174	01/31/17	05	001	2290	449	0000	000000	000	00	007		5,738.78	
																	Check total:	\$18,277.28
Check: 103716 Type: W Date: 05/09/17 Vendor: CORPORATE FLOORS, INC.							Vendor#: 030625 Stat/Date: RECONCILED:05/12/17 Bank: 1											
0001	VCT for Capadona Room - M		0171953	0001	0011585	05/01/17	05	001	2720	572	0000	000000	703	00	078		1,050.00	
																	Check total:	\$1,050.00
Check: 103717 Type: W Date: 05/09/17 Vendor: DEMCO, INC.							Vendor#: 040150 Stat/Date: RECONCILED:05/10/17 Bank: 1											
0001	See attachment Items need		0171662	0001	6094217	03/22/17	05	001	2421	512	0000	000000	400	00	004		12.58	
0002	See attachment Items need		0171662	0001	6121522	04/28/17	05	001	2421	512	0000	000000	400	00	004		386.39	
																	Check total:	\$398.97
Check: 103718 Type: W Date: 05/09/17 Vendor: FISHER AUTO PART INC							Vendor#: 803379 Stat/Date: RECONCILED:05/18/17 Bank: 1											
0001	Misc Maint items - belts,		0170868	0001	554-018349	04/13/17	05	001	2750	581	0000	000000	700	00	078		19.61	
0002	Misc Maint items - belts,		0170868	0001	554-018613	04/17/17	05	001	2750	581	0000	000000	700	00	078		18.58	
0003	Misc Maint items - belts,		0170868	0001	554-019283	04/21/17	05	001	2750	581	0000	000000	700	00	078		12.99	
																	Check total:	\$51.18
Check: 103719 Type: W Date: 05/09/17 Vendor: GARFIELD ACE HARDWARE KM JONES, INC.							Vendor#: 070148 Stat/Date: RECONCILED:05/10/17 Bank: 1											
0001	Misc maintenance products		0171205	0001	APRIL 2017	04/03/17	05	001	2720	572	0000	000000	703	00	078		480.01	
																	Check total:	\$480.01
Check: 103720 Type: W Date: 05/09/17 Vendor: HAJOCA CORPORATION							Vendor#: 080109 Stat/Date: RECONCILED:05/12/17 Bank: 1											
0001	Misc Plumbing parts		0170462	0001	S019410946.001	04/20/17	05	001	2720	572	0000	000000	703	00	078		122.69	
0002	Misc Plumbing parts		0170462	0001	S019410946.002	04/20/17	05	001	2720	572	0000	000000	703	00	078		87.49	
																	Check total:	\$210.18
Check: 103721 Type: W Date: 05/09/17 Vendor: HIGH SCHOOL AD NETWORK LLC							Vendor#: 803453 Stat/Date: RECONCILED:05/15/17 Bank:											
0001	General		0171920	0001	0000664	04/21/17	05	300	4510	590	926A	000000	600	00	000		31.00	
0002	General		0171920	0002	0000664	04/21/17	05	300	4530	590	926A	000000	600	00	000		31.00	
																	Check total:	\$62.00
Check: 103722 Type: W Date: 05/09/17 Vendor: IRON MOUNTAIN							Vendor#: 090223 Stat/Date: RECONCILED:05/10/17 Bank: 1											
0001	Shredding Services for FY		0170623	0001	NUH4752	04/30/17	05	001	2610	415	0000	000000	832	00	026		130.63	
																	Check total:	\$130.63
Check: 103723 Type: W Date: 05/09/17 Vendor: J.W. PEPPER & SON, INC.							Vendor#: 100283 Stat/Date: RECONCILED:05/10/17 Bank: 1											
0001	Open purchase order for m		0170145	0001	08821360	04/25/17	05	300	4130	849	912B	000000	600	00	000		12.99	
																	Check total:	\$12.99
Check: 103724 Type: W Date: 05/09/17 Vendor: JAMES KOSUDA							Vendor#: 100330 Stat/Date: RECONCILED:05/10/17 Bank: 1											

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0001	Reimbursement for use of		0170030	0001	MAY 2017	05/05/17	05	001	2690	441	0000	000000	000	00	007		50.00	
																	Check total:	\$50.00
Check: 103725 Type: W Date: 05/09/17 Vendor: JEFF PAPESH																	Vendor#:	100128 Stat/Date: RECONCILED:05/10/17 Bank:
0001	Reimbursement for Glazier		0171969	0001	J.P-REIMB	03/10/17	05	300	4510	590	926A	000000	600	00	000		82.28	
																	Check total:	\$82.28
Check: 103726 Type: W Date: 05/09/17 Vendor: K12 SCHOOL CONSULTANTS, LLC																	Vendor#:	832024 Stat/Date: RECONCILED:05/10/17 Bank: 1
0001	Open P.O. for Residence		0171524	0001	0003941	04/24/17	05	001	2174	419	0000	000000	811	00	011		4,400.00	
0002	Open P.O. for Residence		0171524	0001	0003945	04/28/17	05	001	2174	419	0000	000000	811	00	011		550.00	
																	Check total:	\$4,950.00
Check: 103727 Type: W Date: 05/09/17 Vendor: KELLY BETLEJEWSKI																	Vendor#:	830524 Stat/Date: RECONCILED:05/15/17 Bank: 1
0001	Flowers for Senior Awards		0171864	0001	0000021	04/26/17	05	018	4600	890	902G	000000	600	00	000		285.00	
																	Check total:	\$285.00
Check: 103728 Type: W Date: 05/09/17 Vendor: LAURA DIRIENZO																	Vendor#:	803387 Stat/Date: RECONCILED:05/10/17 Bank:
0001	Reimbursement for PRAXIS		0171955	0001	L.D-3/13/17	03/13/17	05	572	2213	432	9017	000000	200	00	000		139.00	
																	Check total:	\$139.00
Check: 103729 Type: W Date: 05/09/17 Vendor: LESLIE ROTATORI-TRANTER																	Vendor#:	832851 Stat/Date: RECONCILED:05/10/17 Bank: 1
0001	Reimbursement for use of		0170056	0001	MAY 2017	05/03/17	05	001	2690	441	0000	000000	000	00	007		50.00	
																	Check total:	\$50.00
Check: 103730 Type: W Date: 05/09/17 Vendor: MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC																	Vendor#:	130457 Stat/Date: RECONCILED:05/10/17 Bank:
0001	PTO-Mix Algebra 1 1 year		0171442	0001	96272337001	02/01/17	05	401	3260	521	9017	000000	410	00	000		1,334.70	
0002	shipping		0171442	0002	96272337001	02/01/17	05	401	3260	521	9017	000000	410	00	000		85.75	
																	Check total:	\$1,420.45
Check: 103731 Type: W Date: 05/09/17 Vendor: MENTOR BOARD OF EDUCATION MENTOR HIGH SCHOOL																	Vendor#:	130244 Stat/Date: RECONCILED:05/23/17 Bank: 1
0001	REIMBURSEMENT FOR DAMAGE		0171952	0001	IT00000002	01/17/17	05	018	4600	890	952G	000000	500	00	000		428.95	
																	Check total:	\$428.95
Check: 103732 Type: W Date: 05/09/17 Vendor: MICHAEL FREILINO																	Vendor#:	832852 Stat/Date: RECONCILED:05/10/17 Bank: 1
0001	Reimbursement for use of		0170062	0001	MARCH 2017	04/10/17	05	001	2690	441	0000	000000	000	00	007		50.00	
0002	PIZZA FOR STAFF		0171712	0001	M.F-03/03/17	03/03/17	05	018	4600	890	952G	000000	500	00	000		88.95	
																	Check total:	\$138.95
Check: 103733 Type: W Date: 05/09/17 Vendor: NOWAK TOURS																	Vendor#:	831779 Stat/Date: RECONCILED:05/12/17 Bank:
0001	NEW YORK CITY TRIP		0171968	0001	0006636	04/20/17	05	014	4600	490	9458	000000	500	00	000		17,422.00	
																	Check total:	\$17,422.00

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Check: 103734 Type: W Date: 05/09/17 Vendor: PALADIN PROTECTIVE SYSTEMS, IN Vendor#: 831586 Stat/Date: RECONCILED:05/11/17 Bank: 1																	
0001	open po to repair microph		0171883	0001	0078367	04/17/17	05	001	2211	429	0000	000000	815	00	015		347.88
																	Check total: \$347.88
Check: 103735 Type: W Date: 05/09/17 Vendor: PRAXAIR DISTRIBUTION, INC Vendor#: 230200 Stat/Date: RECONCILED:05/15/17 Bank: 1																	
0001	Misc Gases: Oxygen, Aceti		0171551	0001	77054289	04/21/17	05	001	2790	572	0000	000000	700	00	078		179.90
																	Check total: \$179.90
Check: 103736 Type: W Date: 05/09/17 Vendor: PREMIER PRINTING & PROMOTIONS Vendor#: 831968 Stat/Date: RECONCILED:05/12/17 Bank:																	
0001	WINDOW ENVELOPES FOR REPO		0171950	0001	4-164177	05/02/17	05	001	2421	512	9412	000000	500	00	005		147.78
																	Check total: \$147.78
Check: 103737 Type: W Date: 05/09/17 Vendor: REPUBLIC SERVICES OF CLEVELAND Vendor#: 832829 Stat/Date: RECONCILED:05/10/17 Bank: 1																	
					BROWNING-FERRIS IND OF OHIO												
0001	District trash removal 1/		0171198	0001	0224-007144534	04/25/17	05	001	2790	422	0000	000000	700	00	078		1,907.91
																	Check total: \$1,907.91
Check: 103738 Type: W Date: 05/09/17 Vendor: RITU SHARMA Vendor#: 832723 Stat/Date: VOID: 05/15/17 Bank: 1																	
0001	Translation Services (Pun		0171763	0001	R.S-OST	04/28/17	05	001	2174	419	0000	000000	811	00	011		945.68
																	Check total: \$945.68
Check: 103739 Type: W Date: 05/09/17 Vendor: SCHOLASTIC INC. Vendor#: 190131 Stat/Date: RECONCILED:05/16/17 Bank:																	
0001	Storyworks Junior Books		0171362	0001	M6055925	04/04/17	05	401	3260	512	9617	000000	412	00	000		82.39
																	Check total: \$82.39
Check: 103740 Type: W Date: 05/09/17 Vendor: SETTA TROPHY, INC. Vendor#: 190073 Stat/Date: RECONCILED:05/12/17 Bank: 1																	
0001	Plaques for Athletic Hall		0171936	0001	0014501	04/21/17	05	018	4600	890	902G	000000	600	00	000		1,194.00
																	Check total: \$1,194.00
Check: 103741 Type: W Date: 05/09/17 Vendor: STEVE'S SPORTS, INC Vendor#: 190000 Stat/Date: RECONCILED:05/11/17 Bank:																	
0001	TN uniform shirt		0171989	0001	0015717	04/21/17	05	300	4510	590	926A	000000	600	00	000		255.00
0002	Embroidery (1/4 zips)		0171990	0001	0015781	04/10/17	05	300	4510	590	926A	000000	600	00	000		42.00
0003	2 scoreboards w/lights/B		0171992	0001	0015669	04/10/17	05	300	4510	590	926A	000000	600	00	000		1,122.50
0004	2 scoreboards w/lights/G		0171992	0002	0015669	04/10/17	05	300	4530	590	926A	000000	600	00	000		1,122.50
0005	BB MS/uniforms etc.		0171994	0001	0015530	03/24/17	05	300	4510	590	926A	000000	600	00	000		1,435.50
0006	scorebooks/BB		0171995	0001	0015500	03/24/17	05	300	4510	590	926A	000000	600	00	000		52.50
0007	scorebooks/SB		0171995	0002	0015500	03/24/17	05	300	4530	590	926A	000000	600	00	000		52.50
0008	Baseball Jerseys		0171996	0001	0015703	04/17/17	05	300	4510	590	926A	000000	600	00	000		1,518.00
																	Check total: \$5,600.50
Check: 103742 Type: W Date: 05/09/17 Vendor: TERRANCE OLSZEWSKI Vendor#: 200129 Stat/Date: RECONCILED:05/10/17 Bank: 1																	
					C/O GARFIELD HTS.												
0001	Reimbursement for use of		0170109	0001	DEC. 2016	05/03/17	05	001	2690	441	0000	000000	000	00	007		50.00

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0002	Reimbursement for use of		0170109	0001	JAN-FEB.2017	05/03/17	05	001	2690	441	0000	000000	000	00	007		100.00	
																	Check total:	\$150.00
Check: 103743 Type: W Date: 05/09/17 Vendor: THE ILLUMINATING COMPANY Vendor#: 090140 Stat/Date: RECONCILED:05/11/17 Bank: 1																		
0001	Electric Service -		0171731	0008	AdminBldg-04	04/24/17	05	001	2720	451	0000	000000	800	00	007		1,031.40	
0002	Electric Service - Garfie		0171731	0007	BlvdMtr-04	04/24/17	05	001	2720	451	0000	000000	706	00	007		27.61	
0003	Electric Service - Bus Ga		0171731	0006	BusGarage-04	04/24/17	05	001	2720	451	0000	000000	700	00	007		321.46	
0004	Electric Service - High S		0171731	0005	HighSchl-04	04/24/17	05	001	2720	451	0000	000000	600	00	007		222.74	
0005	Electric Service MS Stadi		0171731	0010	MS.Stadium-04	04/24/17	05	001	2720	451	0000	000000	918	00	007		528.79	
																	Check total:	\$2,132.00
Check: 103744 Type: W Date: 05/09/17 Vendor: TRANSPORTATION ACCESSORIES CO. Vendor#: 200240 Stat/Date: RECONCILED:05/10/17 Bank: 1																		
0001	7/1/16 - 12/31/16 Misc Bu		0170117	0001	0468958	04/10/17	05	001	2840	581	0000	000000	705	00	078		229.70	
0002	7/1/16 - 12/31/16 Misc Bu		0170117	0001	0469612	04/25/17	05	001	2840	581	0000	000000	705	00	078		120.18	
																	Check total:	\$349.88
Check: 103745 Type: W Date: 05/09/17 Vendor: TREASURER OF STATE OF OHIO Vendor#: 200258 Stat/Date: RECONCILED:05/12/17 Bank: 1																		
0001	Annual Finanacial Audit F		0171890	0001	29K33-04	04/30/17	05	001	2560	843	0000	000000	852	00	025		3,193.00	
																	Check total:	\$3,193.00
Check: 103746 Type: W Date: 05/09/17 Vendor: TREASURER STATE OF OHIO Vendor#: 020437 Stat/Date: RECONCILED:05/17/17 Bank: 1																		
0001	Open PO for Background Ch		0172016	0001	0100527-IN	05/01/17	05	001	2290	419	0000	000000	835	00	023		428.00	
																	Check total:	\$428.00
Check: 103747 Type: W Date: 05/09/17 Vendor: UNIVERSAL OIL, INC Vendor#: 210114 Stat/Date: RECONCILED:05/12/17 Bank: 1																		
0001	3/1/17 - 6/30/17 Misc Die		0171705	0001	I0277617	03/21/17	05	001	2821	582	0000	000000	705	00	078		97.35	
0002	3/1/17 - 6/30/17 Misc Die		0171705	0001	I0277762	03/23/17	05	001	2821	582	0000	000000	705	00	078		1,321.52	
0003	3/1/17 - 6/30/17 Misc Die		0171705	0001	I0277930	04/09/17	05	001	2821	582	0000	000000	705	00	078		1,596.30	
0004	3/1/17 - 6/30/17 Misc Die		0171705	0001	I0278360	04/14/17	05	001	2821	582	0000	000000	705	00	078		1,162.22	
0005	3/1/17 - 6/30/17 Misc Die		0171705	0001	I0278990	04/22/17	05	001	2821	582	0000	000000	705	00	078		883.78	
																	Check total:	\$5,061.17
Check: 103748 Type: W Date: 05/09/17 Vendor: VAR RESOURCES Vendor#: 832646 Stat/Date: RECONCILED:05/12/17 Bank:																		
0001	Lease of 60 Dell personal		0170696	0001	5003912571	04/30/17	05	401	3260	511	9017	000000	410	00	000		1,287.27	
																	Check total:	\$1,287.27
Check: 103749 Type: W Date: 05/09/17 Vendor: W.B. MASON CO., INC. Vendor#: 831162 Stat/Date: RECONCILED:05/16/17 Bank:																		
0001	supplies		0171993	0001	I43795514	04/28/17	05	001	1130	511	9412	000000	600	00	006		6.69	
																	Check total:	\$6.69
Check: 103750 Type: W Date: 05/09/17 Vendor: OHIO SCHOOLS COUNCIL-LIFE Vendor#: 150183 Stat/Date: RECONCILED:05/10/17 Bank: 1																		
0001	Life Insurance Premiums		0170250	0001	MAY 2017	05/01/17	05	024	2510	856	9242	000000	000	00	000		2,041.16	
																	Check total:	\$2,041.16

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Check: 103751 Type: W Date: 05/09/17 Vendor: SUBURBAN HEALTH CONSORTIUM Vendor#: 180322 Stat/Date: RECONCILED:05/10/17 Bank: 1											
					HUNTINGTON BANK						
0001	Health Insurance Premiums		0171339	0001	MAY 2017	05/01/17	05 024 2510 856 9241	000000 000 00 000			417,318.55
											Check total: \$417,318.55
Check: 103752 Type: W Date: 05/10/17 Vendor: FLOCABULARY Vendor#: 832456 Stat/Date: RECONCILED:05/18/17 Bank:											
0001	One-year digital license		0170053	0001	0044452	07/15/16	05 001 1110 511 9412	000000 100 00 001			1,600.00
											Check total: \$1,600.00
Check: 103754 Type: W Date: 05/10/17 Vendor: CARLY PESKAR Vendor#: 703288 Stat/Date: Bank:											
0001	HS Girls Spring		0171666	0002	C.P-03/24/17	05/10/17	05 300 4530 419 926A	000000 600 00 000			40.00
											Check total: \$40.00
Check: 103755 Type: W Date: 05/10/17 Vendor: ED VIANCOURT Vendor#: 700255 Stat/Date: RECONCILED:05/18/17 Bank:											
0001	HS Girls Spring		0171666	0002	E.V-04/27/17	05/10/17	05 300 4530 419 926A	000000 600 00 000			65.00
											Check total: \$65.00
Check: 103756 Type: W Date: 05/10/17 Vendor: JERMAINE THOMAS Vendor#: 833004 Stat/Date: RECONCILED:05/15/17 Bank:											
0001	HS Girls Spring		0171666	0002	J.T-03/24/17	05/10/17	05 300 4530 419 926A	000000 600 00 000			40.00
											Check total: \$40.00
Check: 103757 Type: W Date: 05/10/17 Vendor: JOHN STIPEK Vendor#: 830936 Stat/Date: RECONCILED:05/15/17 Bank:											
0001	HS Girls Spring		0171666	0002	J.S-04/26/17	05/10/17	05 300 4530 419 926A	000000 600 00 000			65.00
											Check total: \$65.00
Check: 103758 Type: W Date: 05/10/17 Vendor: NOKISHA TOBIAS Vendor#: 831112 Stat/Date: RECONCILED:05/15/17 Bank:											
0001	HS Girls Spring		0171666	0002	N.T-03/24/17	05/10/17	05 300 4530 419 926A	000000 600 00 000			40.00
											Check total: \$40.00
Check: 103759 Type: W Date: 05/10/17 Vendor: PETE GASPARRO Vendor#: 702201 Stat/Date: RECONCILED:05/15/17 Bank:											
0001	HS Girls Spring		0171666	0002	P.G-04/27/17	05/10/17	05 300 4530 419 926A	000000 600 00 000			65.00
											Check total: \$65.00
Check: 103760 Type: W Date: 05/12/17 Vendor: BIRMINGHAM CIVIL RIGHTS Vendor#: 803470 Stat/Date: RECONCILED:05/17/17 Bank:											
					INSTITUTE						
0001	Students of Promise Trip		0172086	0001	10288787	04/18/17	05 019 2219 419 914A	000000 000 00 000			325.00
											Check total: \$325.00
Check: 103761 Type: W Date: 05/12/17 Vendor: COMDOC, INC. Vendor#: 030550 Stat/Date: RECONCILED:05/15/17 Bank:											
					SUPPLIES, OVERAGE, SERVICE						
0001	Lease agreement for stude		0171873	0001	IN1884766	04/03/17	05 401 3260 511 9017	000000 410 00 000			1,016.00
											Check total: \$1,016.00

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Check: 103762 Type: W Date: 05/12/17 Vendor: FASTENAL COMPANY Vendor#: 060098 Stat/Date: RECONCILED:05/22/17 Bank: 1																	
0001	Misc Screws, Nuts, Bolts,		0171937	0001	OHCLE182192	04/24/17	05	001	2840	581	0000	000000	705	00	078		26.26
0002	Misc Screws, Nuts, Bolts,		0171937	0001	OHCLE182346	04/24/17	05	001	2840	581	0000	000000	705	00	078		24.00
																Check total:	\$50.26
Check: 103763 Type: W Date: 05/12/17 Vendor: GEORGIA AQUARIUM INC. Vendor#: 803473 Stat/Date: RECONCILED:05/30/17 Bank:																	
0001	Students of Promise Trip		0172087	0001	3287400	05/03/17	05	019	2219	419	914A	000000	000	00	000		798.22
																Check total:	\$798.22
Check: 103764 Type: W Date: 05/12/17 Vendor: HOUGHTON MIFFLIN HARCOURT PUBLISHING CO. Vendor#: 080141 Stat/Date: RECONCILED:05/15/17 Bank:																	
0001	Student Workbooks, per		0171847	0001	953029598	04/11/17	05	401	3260	512	9617	000000	412	00	000		2,395.69
0002	Student Workbooks, per		0171847	0001	953052325	04/26/17	05	401	3260	512	9617	000000	412	00	000		1,012.80
																Check total:	\$3,408.49
Check: 103765 Type: W Date: 05/12/17 Vendor: HUNTINGTON NATIONAL BANK Vendor#: 080401 Stat/Date: RECONCILED:05/15/17 Bank: 1																	
0001	LEASE PURCHASE OF EQUIPME		0172100	0001	0455196	03/31/17	05	001	6100	426	0000	000000	000	00	000		82,342.29
																Check total:	\$82,342.29
Check: 103766 Type: W Date: 05/12/17 Vendor: JO ANN BLAND Vendor#: 803478 Stat/Date: RECONCILED:05/16/17 Bank:																	
0001	Students of Promise Trip		0172088	0001	17-000056	05/12/17	05	019	2219	419	914A	000000	000	00	000		256.25
																Check total:	\$256.25
Check: 103767 Type: W Date: 05/12/17 Vendor: KARNIS SAFE & LOCK, INC. Vendor#: 110145 Stat/Date: RECONCILED:05/15/17 Bank: 1																	
0001	replacement door pushbar/		0171846	0001	0119996	04/20/17	05	001	2720	423	0000	000000	709	00	078		1,367.94
																Check total:	\$1,367.94
Check: 103768 Type: W Date: 05/12/17 Vendor: MIA JOHNSON Vendor#: 803411 Stat/Date: RECONCILED:05/15/17 Bank:																	
0001	students of promits event		0172081	0001	0000201	05/04/17	05	019	2219	419	914A	000000	000	00	000		375.00
																Check total:	\$375.00
Check: 103769 Type: W Date: 05/12/17 Vendor: REACH TO TEACH NATIONAL INC. Vendor#: 803476 Stat/Date: RECONCILED:05/16/17 Bank:																	
0001	Students of Promise Trip		0172095	0001	0000007	03/27/17	05	019	2219	419	914A	000000	000	00	000		125.00
																Check total:	\$125.00
Check: 103770 Type: W Date: 05/12/17 Vendor: STEPHONE A. FERGUSON Vendor#: 803471 Stat/Date: RECONCILED:05/22/17 Bank:																	
0001	Students of Promise Trip		0172080	0001	05/19/17	05/05/17	05	019	2219	419	914A	000000	000	00	000		75.00
																Check total:	\$75.00
Check: 103771 Type: W Date: 05/12/17 Vendor: URBAN LEAGUE OF GREATER CLEVELAND Vendor#: 832836 Stat/Date: RECONCILED:05/17/17 Bank:																	
0001	Students of Promise Trip		0172083	0001	0419-17SOP_GARF	04/19/17	05	019	2219	419	914A	000000	000	00	000		300.00

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Check total:																\$300.00	
Check: 103772 Type: W Date: 05/12/17 Vendor: VEEMOST TECHNOLOGIES, LTD																Vendor#: 220138 Stat/Date: RECONCILED:05/15/17 Bank:	
0001	Cisco SG500X 10 GB switch	0172062	0001	0001572	02/10/17	05	401	3260	511	9017	000000	410	00	000		23,500.00	
0002	Configuration, design,	0172062	0002	0001572	02/10/17	05	401	3260	511	9017	000000	410	00	000		12,500.00	
0003	Email migration to Office	0172062	0003	0001572	02/10/17	05	401	3260	511	9017	000000	410	00	000		12,000.00	
0004	File server migration	0172062	0004	0001572	02/10/17	05	401	3260	511	9017	000000	410	00	000		12,000.00	
0005	Websense upgrade	0172062	0005	0001572	02/10/17	05	401	3260	511	9017	000000	410	00	000		0.00	
Check total:																\$60,000.00	
Check: 103773 Type: W Date: 05/12/17 Vendor: WHO'S WHO PUBLISHING CO.																Vendor#: 803475 Stat/Date: RECONCILED:05/16/17 Bank:	
0001	Students of Promise Tirp	0172096	0001	0002487	04/28/17	05	019	2219	419	914A	000000	000	00	000		159.80	
Check total:																\$159.80	
Check: 103774 Type: W Date: 05/15/17 Vendor: NICHOLAS LABELLA																Vendor#: 140245 Stat/Date: RECONCILED:05/16/17 Bank:	
0001	DJ services for senior pr	0172101	0001	05/12/17	05/15/17	05	200	4670	890	917S	000000	600	00	000		450.00	
Check total:																\$450.00	
Check: 103775 Type: W Date: 05/15/17 Vendor: ABA OUTREACH SERVICES																Vendor#: 832909 Stat/Date: RECONCILED:05/22/17 Bank:	
0001	Training for Behavioral	0171015	0001	0001874	05/04/17	05	516	2213	432	9017	000000	000	00	022		945.00	
Check total:																\$945.00	
Check: 103776 Type: W Date: 05/15/17 Vendor: ADELMO'S ELECTRIC SEWER CLEANING, INC.																Vendor#: 832443 Stat/Date: RECONCILED:05/16/17 Bank: 1	
0001	Plumbing - District	0172001	0001	17-5002	05/03/17	05	001	2740	429	0000	000000	700	00	078		3,410.00	
Check total:																\$3,410.00	
Check: 103777 Type: W Date: 05/15/17 Vendor: CENTRAL PURCHASING OFFICE DIOCESE OF CLEVELAND																Vendor#: 030241 Stat/Date: RECONCILED:05/17/17 Bank:	
0001	Ricoh 885531 Black Toner	0171807	0001	00168812	05/01/17	05	401	3260	512	9617	000000	412	00	000		77.58	
0002	Staples Copy paper Case	0171807	0002	00168812	05/01/17	05	401	3260	512	9617	000000	412	00	000		34.99	
Check total:																\$112.57	
Check: 103778 Type: W Date: 05/15/17 Vendor: CHRISTOPHER SAUER																Vendor#: 831303 Stat/Date: RECONCILED:05/16/17 Bank: 1	
0001	REIMBURSEMENT - STAFF	0171975	0001	05/03/17STAFF	05/03/17	05	018	4600	890	952G	000000	500	00	000		81.81	
0002	REIMBURSEMENT FOR MINTS F	0172009	0001	05/02/17	05/02/17	05	018	4600	890	952G	000000	500	00	000		14.97	
Check total:																\$96.78	
Check: 103779 Type: W Date: 05/15/17 Vendor: DAMON INDUSTRIES, INC.																Vendor#: 040052 Stat/Date: RECONCILED:05/16/17 Bank: 1	
0001	Misc cleaning supplies	0171186	0001	1048165	05/01/17	05	001	2720	572	0000	000000	702	00	078		46.92	
0002	Misc cleaning supplies	0171186	0001	1048252	05/02/17	05	001	2720	572	0000	000000	702	00	078		31.28	
0003	Misc cleaning supplies	0171186	0001	1048272	05/02/17	05	001	2720	572	0000	000000	702	00	078		18.54	
Check total:																\$96.74	
Check: 103780 Type: W Date: 05/15/17 Vendor: DISTILLATA COMPANY																Vendor#: 040216 Stat/Date: RECONCILED:05/18/17 Bank:	

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0001	WATER FOR LEARNING CENTER		0171856	0001	Dis.-04/30/17	04/03/17	05	001	2421	512	0000	000000	301	00	000		34.70
0002	WATER FOR MS PRINCIPAL OF		0171856	0002	Dis.-04/30/17	04/03/17	05	001	2421	512	9412	000000	500	00	005		41.75
0003	WATER FOR CENTRAL OFFICE		0171856	0003	Dis.-04/30/17	04/03/17	05	001	2720	452	0000	000000	800	00	007		322.30
0004	WATER FOR TECHNOLOGY MAR		0171856	0004	Dis.-04/30/17	04/03/17	05	001	2211	511	0000	000000	815	00	015		15.55
0005	WATER FOR BUS GARAGE MAR		0171856	0005	Dis.-04/30/17	04/03/17	05	001	2840	581	0000	000000	705	00	078		18.15
0006	WATER FOR MAPLE LEAF MAR		0171856	0006	Dis.-04/30/17	04/03/17	05	001	2421	512	0000	000000	200	00	002		23.65
0007	WATER FOR HIGH SCHOOL		0171856	0007	Dis.-04/30/17	04/03/17	05	001	2421	512	9412	000000	600	00	006		24.10
Check total:																\$480.20	
(Multi-bank check)																	
Check: 103781 Type: W Date: 05/15/17 Vendor: EDUCATION ALTERNATIVES Vendor#: 050166 Stat/Date: RECONCILED:05/17/17 Bank: 1																	
0001	Open PO for O.O.D. Tuitio		0171144	0001	2017050200019	05/01/17	05	001	1245	473	0000	000000	813	00	013		3,510.00
Check total:																\$3,510.00	
Check: 103782 Type: W Date: 05/15/17 Vendor: EDUCATION AVENUE, INC. Vendor#: 050163 Stat/Date: RECONCILED:05/19/17 Bank: 1																	
0001	Kindergarten Certificate		0171982	0001	0080727	05/04/17	05	018	4600	890	922G	000000	200	00	000		10.98
0002	SHIPPING		0171982	0002	0080727	05/04/17	05	018	4600	890	922G	000000	200	00	000		8.95
Check total:																\$19.93	
Check: 103783 Type: W Date: 05/15/17 Vendor: EDUCATIONAL SERVICE CENTER OF CUYAHOGA COUNTY Vendor#: 050183 Stat/Date: RECONCILED:05/17/17 Bank: 1																	
0001	Speech/Language Pathologi		0171231	0001	GFD1863	04/26/17	05	001	2150	413	0000	000000	813	00	013		1,378.52
Check total:																\$1,378.52	
Check: 103784 Type: W Date: 05/15/17 Vendor: GRAINGER Vendor#: 070438 Stat/Date: RECONCILED:05/19/17 Bank: 1																	
0001	Misc building supplies		0170196	0001	9432903798	05/02/17	05	001	2720	572	0000	000000	703	00	078		101.34
0002	Misc building supplies		0170196	0001	9436179437	05/05/17	05	001	2720	572	0000	000000	703	00	078		246.60
Check total:																\$347.94	
Check: 103785 Type: W Date: 05/15/17 Vendor: GRAYBAR ELECTRIC CO.,INC Vendor#: 070449 Stat/Date: RECONCILED:05/19/17 Bank: 1																	
0001	Lighting: Bulbs, ballasts		0171445	0001	991138361	05/01/17	05	001	2720	572	0000	000000	703	00	078		226.42
0002	Lighting: Bulbs, ballasts		0171445	0001	991167526	05/02/17	05	001	2720	572	0000	000000	703	00	078		176.68
Check total:																\$403.10	
Check: 103786 Type: W Date: 05/15/17 Vendor: HEALTHCARE BILLING SERVICES, INC Vendor#: 803391 Stat/Date: RECONCILED:05/18/17 Bank:																	
0001	Medicaid billing service		0171037	0001	0052907	04/30/17	05	001	1241	411	913M	000000	813	00	013		674.81
Check total:																\$674.81	
Check: 103787 Type: W Date: 05/15/17 Vendor: JEFFERSON COUNTY ESC ATTN: VIRTUAL LEARNING ACADEMY Vendor#: 830776 Stat/Date: RECONCILED:05/18/17 Bank: 1																	
0001	Full year licenses added		0172039	0001	0003717	05/03/17	05	001	1990	410	0000	000000	822	00	022		1,850.00
Check total:																\$1,850.00	
Check: 103788 Type: W Date: 05/15/17 Vendor: JOHNSTONE SUPPLY Vendor#: 100088 Stat/Date: RECONCILED:05/19/17 Bank: 1																	



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0001	PARTS FOR BUILDING MAINTENANCE		0172007	0001	S2734760.001	05/01/17	05	001	2720	572	0000	000000	703	00	078		40.38	
																	Check total:	\$40.38
Check: 103789 Type: W Date: 05/15/17 Vendor: K12 SCHOOL CONSULTANTS, LLC Vendor#: 832024 Stat/Date: RECONCILED:05/16/17 Bank: 1																		
0001	Open P.O. for Residence		0171524	0001	0003953	05/01/17	05	001	2174	419	0000	000000	811	00	011		439.00	
0002	Open P.O. for Residence		0171524	0001	0003974	05/04/17	05	001	2174	419	0000	000000	811	00	011		324.50	
																	Check total:	\$763.50
Check: 103790 Type: W Date: 05/15/17 Vendor: KIDSLINK NEUROBEHAVIORAL CENTER, INC. Vendor#: 832820 Stat/Date: RECONCILED:05/16/17 Bank: 1																		
0001	Open PO for O.O.D. Tuitio		0171144	0001	0002329	05/04/17	05	001	1245	473	0000	000000	813	00	013		6,059.66	
0002	Open PO for O.O.D. Tuitio		0171144	0001	0002341	05/04/17	05	001	1245	473	0000	000000	813	00	013		5,853.64	
																	Check total:	\$11,913.30
Check: 103791 Type: W Date: 05/15/17 Vendor: LESLIE ROTATORI-TRANTER Vendor#: 832851 Stat/Date: RECONCILED:05/16/17 Bank: 1																		
0001	REIMBURSEMENT FOR STAFF		0171972	0001	05/01/17STAFF	05/01/17	05	018	4600	890	952G	000000	500	00	000		100.00	
																	Check total:	\$100.00
Check: 103792 Type: W Date: 05/15/17 Vendor: MEDCO SPORTS MEDICINE Vendor#: 831602 Stat/Date: RECONCILED:05/19/17 Bank:																		
0001	equipment for trainer/ice		0171985	0001	42104271	04/27/17	05	300	4510	590	926A	000000	600	00	000		223.05	
0002	supplies for trainer/ice		0171985	0002	42104271	04/27/17	05	300	4530	590	926A	000000	600	00	000		223.05	
																	Check total:	\$446.10
Check: 103793 Type: W Date: 05/15/17 Vendor: MICHAEL FREILINO Vendor#: 832852 Stat/Date: RECONCILED:05/16/17 Bank: 1																		
0001	REIMBURSEMENT FOR STAFF		0171974	0001	04/30/17STAFF	04/30/17	05	018	4600	890	952G	000000	500	00	000		62.90	
																	Check total:	\$62.90
Check: 103794 Type: W Date: 05/15/17 Vendor: RAINWAY GUTTER SERVICES, INC Vendor#: 803479 Stat/Date: RECONCILED:05/16/17 Bank: 1																		
0001	Gutter and Downspout -		0172048	0001	05/04/17SERVICE	05/04/17	05	001	2720	423	0000	000000	709	00	078		513.00	
																	Check total:	\$513.00
Check: 103795 Type: W Date: 05/15/17 Vendor: RE-ED ACCESS, LLC Vendor#: 832850 Stat/Date: RECONCILED:05/16/17 Bank: 1																		
0001	Open PO for O.O.D. Tuitio		0171144	0001	0002706	04/28/17	05	001	1245	473	0000	000000	813	00	013		12,996.00	
																	Check total:	\$12,996.00
Check: 103796 Type: W Date: 05/15/17 Vendor: SHYLA URBAN Vendor#: 832271 Stat/Date: RECONCILED:05/16/17 Bank: 1																		
0001	REIMBURSEMENT FOR STAFF		0171978	0001	05/05/17STAFF	05/05/17	05	018	4600	890	952G	000000	500	00	000		77.28	
																	Check total:	\$77.28
Check: 103797 Type: W Date: 05/15/17 Vendor: STAR THERAPY & SALES CORP. Vendor#: 832657 Stat/Date: RECONCILED:05/19/17 Bank: 1																		
0001	Open PO for Occupational		0171293	0001	MARCH 2017	03/01/17	05	001	2181	413	0000	000000	813	00	013		15,134.25	
																	Check total:	\$15,134.25

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Check: 103798 Type: W Date: 05/15/17 Vendor: STEVE'S SPORTS, INC		Vendor#: 190000 Stat/Date: RECONCILED:05/17/17 Bank:															
0001	Baseball Pants w/piping	0171984	0001	001	0015564	04/03/17	05	300	4510	590	926A	000000	600	00	000		250.00
0002	1/4 zip	0171987	0001	001	0015682	04/10/17	05	300	4510	590	926A	000000	600	00	000		140.00
0003	SB pants and belts/MS	0171988	0001	001	0015563	05/03/17	05	300	4530	590	926A	000000	600	00	000		163.50
0004	1/4 zip jackets	0172008	0001	001	0015782	04/10/17	05	300	4510	590	926A	000000	600	00	000		378.00
Check total:																	\$931.50
Check: 103799 Type: W Date: 05/15/17 Vendor: TESSA EMERY		Vendor#: 833068 Stat/Date: RECONCILED:05/16/17 Bank:															
0001	Reimbursement	0171077	0001	001	PBIS-INCENTIVE	03/16/17	05	001	1110	511	9412	000000	200	00	002		49.40
Check total:																	\$49.40
Check: 103800 Type: W Date: 05/15/17 Vendor: THERAPRO INC.		Vendor#: 199191 Stat/Date: RECONCILED:05/16/17 Bank:															
0001	1 DLE90401 EasyHold 7 pac	0171930	0001	001	IN462835	04/25/17	05	516	1231	511	9017	000000	813	00	013		57.49
Check total:																	\$57.49
Check: 103801 Type: W Date: 05/15/17 Vendor: THYSSENKRUPP ELEVATOR CORP.		Vendor#: 200242 Stat/Date: RECONCILED:05/19/17 Bank: 1															
0001	Elevator maintenance	0171499	0001	001	3003192257	05/01/17	05	001	2720	423	0000	000000	709	00	078		3,464.56
Check total:																	\$3,464.56
Check: 103802 Type: W Date: 05/15/17 Vendor: TROPHY SHOP		Vendor#: 200152 Stat/Date: RECONCILED:05/17/17 Bank:															
0001	Awards for athletics for	0172017	0001	001	00010657	04/27/17	05	300	4510	590	926A	000000	600	00	000		92.57
0002	Awards for athletics for	0172017	0002	001	00010657	04/27/17	05	300	4530	590	926A	000000	600	00	000		92.58
Check total:																	\$185.15
Check: 103803 Type: W Date: 05/15/17 Vendor: UNIQUE PAVING MATERIALS CORPORATION		Vendor#: 832544 Stat/Date: RECONCILED:05/17/17 Bank: 1															
0001	Cold patch, paving materi	0171608	0001	001	0264149	04/28/17	05	001	2720	571	0000	000000	709	00	078		110.00
Check total:																	\$110.00
Check: 103804 Type: W Date: 05/15/17 Vendor: VACUUM SYSTEMS INT.		Vendor#: 832498 Stat/Date: RECONCILED:05/18/17 Bank: 1															
0001	Vacuum repairs	0171486	0001	001	0598758	03/29/17	05	001	2740	423	0000	000000	700	00	078		98.50
Check total:																	\$98.50
Check: 022282 Type: W Date: 05/16/17 Vendor: ABIGAIL DIETZ		Vendor#: 832340 Stat/Date: RECONCILED:05/17/17 Bank: 1															
0001	Spousal Reimbursement	0171488	0001	001	DIETZ0417	05/16/17	05	024	2510	856	9241	000000	000	00	000		112.84
Check total:																	\$112.84
Check: 022283 Type: W Date: 05/16/17 Vendor: CHRISTOPHER LEHMANN		Vendor#: 832491 Stat/Date: RECONCILED:05/22/17 Bank: 1															
0001	Spousal Reimbursement	0171488	0001	001	LEHMAN0117	05/16/17	05	024	2510	856	9241	000000	000	00	000		125.00
0002	Spousal Reimbursement	0171488	0001	001	LEHMAN0217	05/16/17	05	024	2510	856	9241	000000	000	00	000		125.00
0003	Spousal Reimbursement	0171488	0001	001	LEHMAN0317	05/16/17	05	024	2510	856	9241	000000	000	00	000		125.00
0004	Spousal Reimbursement	0171488	0001	001	LEHMAN1016	05/16/17	05	024	2510	856	9241	000000	000	00	000		125.00

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0005	Spousal Reimbursement		0171488	0001	LEHMAN1116	05/16/17	05	024	2510	856	9241	000000	000	00	000		125.00	
0006	Spousal Reimbursement		0171488	0001	LEHMAN1216	05/16/17	05	024	2510	856	9241	000000	000	00	000		125.00	
																	Check total:	\$750.00
Check: 022284 Type: W Date: 05/16/17 Vendor: DIANE HORVATH Vendor#: 040185 Stat/Date: RECONCILED:05/17/17 Bank: 1																		
0001	Spousal Reimbursement		0171488	0001	HORVATH0317	05/16/17	05	024	2510	856	9241	000000	000	00	000		80.27	
0002	Spousal Reimbursement		0171488	0001	HORVATH0417	05/16/17	05	024	2510	856	9241	000000	000	00	000		125.00	
0003	Spousal Reimbursement		0171488	0001	HORVATH0505	05/16/17	05	024	2510	856	9241	000000	000	00	000		44.73	
																	Check total:	\$250.00
Check: 022285 Type: W Date: 05/16/17 Vendor: JILL FRIMEL Vendor#: 100308 Stat/Date: RECONCILED:05/17/17 Bank: 1																		
0001	Spousal Reimbursement		0171488	0001	FRIMEL0117	05/16/17	05	024	2510	856	9241	000000	000	00	000		96.20	
0002	Spousal Reimbursement		0171488	0001	FRIMEL0217	05/16/17	05	024	2510	856	9241	000000	000	00	000		96.20	
0003	Spousal Reimbursement		0171488	0001	FRIMEL0317	05/16/17	05	024	2510	856	9241	000000	000	00	000		96.20	
0004	Spousal Reimbursement		0171488	0001	FRIMEL0417	05/16/17	05	024	2510	856	9241	000000	000	00	000		96.20	
0005	Spousal Reimbursement		0171488	0001	FRIMEL0505	05/16/17	05	024	2510	856	9241	000000	000	00	000		48.10	
0006	Spousal Reimbursement		0171488	0001	FRIMEL1230	05/16/17	05	024	2510	856	9241	000000	000	00	000		46.12	
																	Check total:	\$479.02
Check: 022286 Type: W Date: 05/16/17 Vendor: JOWELL GRAY Vendor#: 832286 Stat/Date: RECONCILED:05/17/17 Bank: 1																		
0001	Spousal Reimbursement		0171488	0001	GRAY0517	05/16/17	05	024	2510	856	9241	000000	000	00	000		125.00	
																	Check total:	\$125.00
Check: 022287 Type: W Date: 05/16/17 Vendor: LISA MILLER Vendor#: 014933 Stat/Date: RECONCILED:05/17/17 Bank: 1																		
0001	Spousal Reimbursement		0171488	0001	MILLER0617	05/16/17	05	024	2510	856	9241	000000	000	00	000		125.00	
																	Check total:	\$125.00
Check: 022288 Type: W Date: 05/16/17 Vendor: MARCIA UNGER Vendor#: 006280 Stat/Date: RECONCILED:05/17/17 Bank: 1																		
0001	Spousal Reimbursement		0171488	0001	UNGER0517	05/16/17	05	024	2510	856	9241	000000	000	00	000		125.00	
																	Check total:	\$125.00
Check: 022289 Type: W Date: 05/16/17 Vendor: MARY ANN MARSHALL Vendor#: 130204 Stat/Date: RECONCILED:05/17/17 Bank: 1																		
0001	Spousal Reimbursement		0171488	0001	MARSHALL0417	05/16/17	05	024	2510	856	9241	000000	000	00	000		120.00	
																	Check total:	\$120.00
Check: 022290 Type: W Date: 05/16/17 Vendor: MATTHEW MIHALYOV Vendor#: 130081 Stat/Date: RECONCILED:05/17/17 Bank: 1																		
0001	Spousal Reimbursement		0171488	0001	MIHALYOV0512	05/16/17	05	024	2510	856	9241	000000	000	00	000		62.50	
																	Check total:	\$62.50
Check: 103805 Type: W Date: 05/17/17 Vendor: ABEL TRUCK PARTS Vendor#: 832828 Stat/Date: RECONCILED:05/19/17 Bank: 1																		
0001	7/1/16 - 12/31/16 Misc Bu		0170067	0001	0611539	04/27/17	05	001	2840	581	0000	000000	705	00	078		41.91	
0002	7/1/16 - 12/31/16 Misc Bu		0170067	0001	0611851	05/01/17	05	001	2840	581	0000	000000	705	00	078		86.32	
0003	7/1/16 - 12/31/16 Misc Bu		0170067	0001	0612146	05/03/17	05	001	2840	581	0000	000000	705	00	078		131.48	

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0004	7/1/16 - 12/31/16 Misc Bu		0170067	0001	0612780	05/05/17	05	001	2840	581	0000	000000	705	00	078		98.67	
																	Check total:	\$358.38
Check: 103806 Type: W Date: 05/17/17 Vendor: AMERICAN READING COMPANY Vendor#: 830732 Stat/Date: RECONCILED:05/22/17 Bank:																		
0001	PD - Two days - Proposal		0171821	0001	0000083731	05/05/17	05	572	2213	432	9017	000000	500	00	000		2,500.00	
																	Check total:	\$2,500.00
Check: 103807 Type: W Date: 05/17/17 Vendor: AMSTETRDAM PRINTING & LITHO Vendor#: 803438 Stat/Date: RECONCILED:05/23/17 Bank:																		
0001	Prom Gifts 2017		0171648	0001	5599942	04/06/17	05	200	4670	890	917S	000000	600	00	000		1,107.23	
0002	Prom Gifts 2017		0171809	0001	5605822	04/13/17	05	200	4670	890	917S	000000	600	00	000		582.08	
																	Check total:	\$1,689.31
Check: 103808 Type: W Date: 05/17/17 Vendor: CARDINAL BUS SALES Vendor#: 030117 Stat/Date: RECONCILED:05/19/17 Bank: 1																		
0001			0171695	0001	X001232175:01	03/06/17	05	001	2840	581	0000	000000	705	00	078		735.21	
																	Check total:	\$735.21
Check: 103809 Type: W Date: 05/17/17 Vendor: CENTRAL EXTERMINATING COMPANY Vendor#: 030240 Stat/Date: RECONCILED:05/19/17 Bank: 1																		
0001	Pest control, Bedbugs, et		0171501	0001	0639139	04/30/17	05	001	2720	429	0000	000000	700	00	078		247.45	
0002	Pest control, Bedbugs, et		0171501	0001	0644478	05/05/17	05	001	2720	429	0000	000000	700	00	078		450.00	
																	Check total:	\$697.45
Check: 103810 Type: W Date: 05/17/17 Vendor: CLEVELAND MUSEUM OF NATURAL HISTORY Vendor#: 030424 Stat/Date: RECONCILED:05/30/17 Bank: 1																		
0001	Field trip		0171965	0001	0619465	05/10/17	05	014	4600	490	9445	000000	400	00	000		567.00	
																	Check total:	\$567.00
Check: 103811 Type: W Date: 05/17/17 Vendor: CLEVELAND SIGHT CENTER Vendor#: 030466 Stat/Date: RECONCILED:05/22/17 Bank: 1																		
0001	Open PO for O.O.D. Tuitio		0171144	0001	0118509	04/01/17	05	001	1245	473	0000	000000	813	00	013		2,100.00	
																	Check total:	\$2,100.00
Check: 103812 Type: W Date: 05/17/17 Vendor: COMDOC LEASING Vendor#: 030548 Stat/Date: RECONCILED:05/23/17 Bank:																		
0001	Lease agreement for stude		0172031	0001	30114559	05/01/17	05	401	3260	511	9017	000000	410	00	000		429.47	
																	Check total:	\$429.47
Check: 103813 Type: W Date: 05/17/17 Vendor: COURTYARD BY MARRIOTT ATLANTA CUMBERLAND CENTER Vendor#: 803472 Stat/Date: RECONCILED:05/23/17 Bank:																		
0001	Students of Promise Tour		0172084	0001	05/18-24/17	04/26/17	05	019	2219	419	914A	000000	000	00	000		2,808.00	
																	Check total:	\$2,808.00
Check: 103814 Type: W Date: 05/17/17 Vendor: DAMON INDUSTRIES, INC. Vendor#: 040052 Stat/Date: RECONCILED:05/19/17 Bank: 1																		
0001	Contract General care/upk		0171203	0001	1048538	05/05/17	05	001	2720	572	0000	000000	702	00	078		4,629.78	
																	Check total:	\$4,629.78
Check: 103815 Type: W Date: 05/17/17 Vendor: DAVE'S SUPERMARKETS INC. Vendor#: 831593 Stat/Date: RECONCILED:05/22/17 Bank:																		

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0001	food for meeting		0172018	0001	7047469	05/03/17	05	019	2219	419	914A	000000	000	00	000		36.77	
																	Check total:	\$36.77
Check: 103816 Type: W Date: 05/17/17 Vendor: DAWN SIGN PRESS		Vendor#: 833036 Stat/Date: RECONCILED:05/24/17 Bank:																
0001	1816 - SN 1-6 Student DVD		0170316	0001	0332887	08/04/16	05	001	1130	521	9412	000000	600	00	022		7,433.75	
0002	1810 - SN 1-6 Teacher's		0170316	0002	0332887	08/04/16	05	001	1130	521	9412	000000	600	00	022		98.95	
0003	Shipping		0170316	0003	0332887	08/04/16	05	001	1130	521	9412	000000	600	00	022		150.00	
																	Check total:	\$7,682.70
Check: 103817 Type: W Date: 05/17/17 Vendor: DEAN'S TRUCK BODY		Vendor#: 040136 Stat/Date: RECONCILED:05/19/17 Bank: 1																
0001	Bus 2 Body Repair		0171782	0001	0024984	04/06/17	05	001	2840	423	0000	000000	705	00	078		3,285.50	
																	Check total:	\$3,285.50
Check: 103818 Type: W Date: 05/17/17 Vendor: DIGICOM		Vendor#: 832314 Stat/Date: RECONCILED:05/19/17 Bank: 1																
0001	quote# 7525		0171816	0001	0036571	04/21/17	05	001	2310	425	0000	000000	900	00	007		165.11	
																	Check total:	\$165.11
Check: 103819 Type: W Date: 05/17/17 Vendor: DUNKIN DONUTS TURNEY DONUTS, LLC		Vendor#: 832549 Stat/Date: RECONCILED:05/25/17 Bank: 1																
0001	Order for May 2017 breakf		0171910	0001	0199512	05/06/17	05	018	4600	890	902G	000000	600	00	000		171.56	
0002	Order for april 2017 brea		0171911	0001	0199510	04/07/17	05	018	4600	890	902G	000000	600	00	000		171.56	
0003	Order for april 2017 brea		0171911	0001	0199511	04/21/17	05	018	4600	890	902G	000000	600	00	000		171.56	
																	Check total:	\$514.68
Check: 103820 Type: W Date: 05/17/17 Vendor: EDUCATIONAL SERVICE CENTER OF CUYAHOGA COUNTY		Vendor#: 050183 Stat/Date: RECONCILED:05/19/17 Bank:																
0001	Registration-Heather		0171865	0001	GFD1866	05/09/17	05	572	2213	432	9017	000000	500	00	000		200.00	
0002	Registration-Brittany		0171865	0002	GFD1866	05/09/17	05	572	2213	432	9017	000000	500	00	000		200.00	
0003	Registration-Abigail		0171865	0003	GFD1866	05/09/17	05	572	2213	432	9017	000000	500	00	000		200.00	
0004	Registration-Heather		0171884	0001	GFD1866	05/09/17	05	572	2213	432	9017	000000	100	00	000		200.00	
																	Check total:	\$800.00
Check: 103821 Type: W Date: 05/17/17 Vendor: FISHER AUTO PART INC		Vendor#: 803379 Stat/Date: RECONCILED:05/22/17 Bank: 1																
0001	3/1/17- 6/30/17 Misc Vehi		0171678	0001	554-019958	04/28/17	05	001	2840	581	0000	000000	705	00	078		65.74	
0002	3/1/17- 6/30/17 Misc Vehi		0171678	0001	554-020733	05/08/17	05	001	2840	581	0000	000000	705	00	078		14.29	
0003	3/1/17- 6/30/17 Misc Vehi		0171678	0001	554-021098	05/11/17	05	001	2840	581	0000	000000	705	00	078		11.33	
0004	Air Jack for Buses		0171942	0001	554-019952	04/28/17	05	001	2840	581	0000	000000	705	00	078		3,925.00	
																	Check total:	\$4,016.36
Check: 103822 Type: W Date: 05/17/17 Vendor: FOLLETT SCHOOL SOLUTIONS, INC.		Vendor#: 832550 Stat/Date: RECONCILED:05/22/17 Bank: 1																
0001	BOOK ORDER - QUOTE 914587		0171947	0001	619552-0	05/04/17	05	001	2222	540	0000	000000	500	00	005		952.65	
0002	PROCESSING FEE		0171947	0002	619552-0	05/04/17	05	001	2222	540	0000	000000	500	00	005		62.83	
																	Check total:	\$1,015.48
Check: 103823 Type: W Date: 05/17/17 Vendor: FRIENDS BUSINESS SOURCE		Vendor#: 831697 Stat/Date: RECONCILED:05/22/17 Bank:																

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0001	AA Batteries (24pk)		0172057	0001	998129-0	05/10/17	05	001	1110	511	9412	000000	100	00	001		49.95
																	Check total: \$49.95
Check: 103824 Type: W Date: 05/17/17 Vendor: HAJOCA CORPORATION Vendor#: 080109 Stat/Date: RECONCILED:05/22/17 Bank: 1																	
0001	Misc Plumbing parts		0170462	0001	S019319395.003	05/01/17	05	001	2720	572	0000	000000	703	00	078		7.46
0002	Misc Plumbing parts		0170462	0001	S019464433.001	05/02/17	05	001	2720	572	0000	000000	703	00	078		115.04
0003	Misc Plumbing parts		0170462	0001	S019464433.002	05/02/17	05	001	2720	572	0000	000000	703	00	078		19.11
0004	Misc Plumbing parts		0170462	0001	S019465617.001	05/02/17	05	001	2720	572	0000	000000	703	00	078		76.67
0005	Misc Plumbing parts		0170462	0001	S019480993.001	05/04/17	05	001	2720	572	0000	000000	703	00	078		37.02
																	Check total: \$255.30
Check: 103825 Type: W Date: 05/17/17 Vendor: INSECT LORE Vendor#: 090169 Stat/Date: Bank:																	
0001	Cup of Caterpillars		0171500	0001	INV50395	04/24/17	05	401	3260	512	9617	000000	412	00	000		15.95
0002	Shipping		0171500	0002	INV50395	04/24/17	05	401	3260	512	9617	000000	412	00	000		7.95
																	Check total: \$23.90
Check: 103826 Type: W Date: 05/17/17 Vendor: INTEGRATED BUSINESS SYSTEMS Vendor#: 832059 Stat/Date: RECONCILED:05/19/17 Bank: 1																	
0001	Matte black ink		0171928	0001	AR15056	04/21/17	05	001	2421	512	0000	000000	301	00	000		249.00
0002	Paper for Poster Machine		0172050	0001	AR15320	05/10/17	05	001	2421	512	0000	000000	301	00	000		1,471.00
																	Check total: \$1,720.00
Check: 103827 Type: W Date: 05/17/17 Vendor: JOSTENS Vendor#: 100208 Stat/Date: RECONCILED:05/22/17 Bank: 1																	
0001	Career Passports - NO Pri		0170857	0001	19256003	12/01/16	05	014	4600	490	9401	000000	600	00	000		165.64-
0002	Career Passports - NO Pri		0170857	0001	19364356	01/16/17	05	014	4600	490	9401	000000	600	00	000		2,093.78
0003	Diploma Covers for 2016 J		0171116	0001	19222613	11/18/16	05	001	2310	461	0000	000000	900	00	007		2,189.42
0004	Diploma Covers for 2016 J		0171116	0001	19365759	01/17/17	05	001	2310	461	0000	000000	900	00	007		120.18
0005	Diploma Covers for 2016 J		0171116	0001	19520879	02/20/17	05	001	2310	461	0000	000000	900	00	007		8.72
																	Check total: \$4,246.46
Check: 103828 Type: W Date: 05/17/17 Vendor: KELLY BETLEJEWSKI Vendor#: 830524 Stat/Date: RECONCILED:05/23/17 Bank:																	
0001	prom tables 2017		0171670	0001	0000013	05/12/17	05	200	4670	890	917S	000000	600	00	000		3,320.00
																	Check total: \$3,320.00
Check: 103829 Type: W Date: 05/17/17 Vendor: KENSTON ATHLETIC BOOSTERS Vendor#: 831285 Stat/Date: Bank:																	
0001	fee/CC/B		0172045	0001	FRANK GIBAS CC	05/03/17	05	300	4510	849	926A	000000	600	00	000		125.00
0002	fee/CC/G		0172045	0002	FRANK GIBAS CC	05/03/17	05	300	4530	849	926A	000000	600	00	000		125.00
																	Check total: \$250.00
Check: 103830 Type: W Date: 05/17/17 Vendor: LAKESHORE LEARNING MATERIALS Vendor#: 120127 Stat/Date: RECONCILED:05/23/17 Bank:																	
0001	Daily Schedule Chart and		0171957	0001	3095060517	05/03/17	05	516	1231	511	9017	000000	813	00	013		148.91
																	Check total: \$148.91
Check: 103831 Type: W Date: 05/17/17 Vendor: LEAP PROGRAM Vendor#: 831969 Stat/Date: Bank: 1																	

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0001	Open PO for O.O.D. Tuitio		0171144	0001	0000504	05/09/17	05	001	1245	473	0000	000000	813	00	013		2,210.00	
																	Check total:	\$2,210.00
Check: 103832 Type: W Date: 05/17/17 Vendor: LUNA MARKETING, INC. Vendor#: 832533 Stat/Date: RECONCILED:05/19/17 Bank:																		
0001	57 rehearsal shirts		0172073	0001	0014027	02/01/17	05	300	4137	590	910E	000000	600	00	000		2,232.00	
																	Check total:	\$2,232.00
Check: 103833 Type: W Date: 05/17/17 Vendor: M & M CERTIFIED WELDING Vendor#: 130068 Stat/Date: RECONCILED:05/23/17 Bank: 1																		
0001	Bus 4 and 21 Floor Repair		0172055	0001	0075763	04/20/17	05	001	2840	423	0000	000000	705	00	078		385.00	
0002	Bus 4 and 21 Floor Repair		0172055	0001	0075769	05/04/17	05	001	2840	423	0000	000000	705	00	078		325.00	
																	Check total:	\$710.00
Check: 103834 Type: W Date: 05/17/17 Vendor: MARYMOUNT HOSPITAL DBA CENTER FOR CORPORATE HEALTH Vendor#: 030571 Stat/Date: RECONCILED:05/23/17 Bank: 1																		
0001	1/1/17 - 6/30/17 Misc Emp		0171372	0001	0138907	05/01/17	05	001	2821	413	0000	000000	705	00	078		365.00	
																	Check total:	\$365.00
Check: 103835 Type: W Date: 05/17/17 Vendor: N2Y Vendor#: 832231 Stat/Date: RECONCILED:05/23/17 Bank:																		
0001	Unique Learning System an		0171614	0001	S358975	05/09/17	05	516	1231	511	9017	000000	813	00	013		727.00	
																	Check total:	\$727.00
Check: 103836 Type: W Date: 05/17/17 Vendor: NORMANDY HIGH SCHOOL ATTN; ATHLETICS DEPARMENT Vendor#: 803464 Stat/Date: RECONCILED:05/22/17 Bank:																		
0001	Bill Dodd tr invite/B		0171999	0001	Bill Dodd invit	04/01/17	05	300	4510	849	926A	000000	600	00	000		150.00	
0002	Bill Dodd tr invite/G		0171999	0002	Bill Dodd invit	04/01/17	05	300	4530	849	926A	000000	600	00	000		150.00	
																	Check total:	\$300.00
Check: 103837 Type: W Date: 05/17/17 Vendor: NORTH COAST THERAPY ASSOCIATES, LLC Vendor#: 080346 Stat/Date: RECONCILED:05/22/17 Bank: 1																		
0001	Open PO for Physical Ther		0171933	0001	0000024	04/30/17	05	001	2181	413	0000	000000	813	00	013		4,420.00	
																	Check total:	\$4,420.00
Check: 103838 Type: W Date: 05/17/17 Vendor: PEARSON EDUCATION INC. Vendor#: 160242 Stat/Date: RECONCILED:05/22/17 Bank:																		
0001	Social Studies order for		0171980	0001	7025600422	05/06/17	05	001	1110	521	9412	000000	000	00	022		16,305.68	
																	Check total:	\$16,305.68
Check: 103839 Type: W Date: 05/17/17 Vendor: POSITIVE PROMOTIONS, INC. Vendor#: 160303 Stat/Date: RECONCILED:05/23/17 Bank:																		
0001	Key Ring Stylus Set		0171976	0001	05763975	05/08/17	05	001	1110	511	9412	000000	200	00	002		398.65	
0002	shipping		0171976	0002	05763975	05/08/17	05	001	1110	511	9412	000000	200	00	002		41.86	
																	Check total:	\$440.51
Check: 103840 Type: W Date: 05/17/17 Vendor: RITU SHARMA Vendor#: 832723 Stat/Date: RECONCILED:05/23/17 Bank: 1																		
0001	Revised translation servi		0172089	0001	OST-MAY	05/02/17	05	001	2174	419	0000	000000	811	00	011		799.26	
																	Check total:	\$799.26

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Check: 103841 Type: W Date: 05/17/17 Vendor: ROBERT G. TROMP Vendor#: 833021 Stat/Date: RECONCILED:05/23/17 Bank:																	
0001	Services rendered: Federe		0170251	0001	FY 2017	05/15/17	05	572	2413	419	9017	000000	000	00	000		3,000.00
																Check total:	\$3,000.00
Check: 103842 Type: W Date: 05/17/17 Vendor: STEVE'S SPORTS, INC Vendor#: 190000 Stat/Date: RECONCILED:05/22/17 Bank:																	
0001	Senior 2017 apparel		0171676	0001	0015520	03/24/17	05	200	4670	890	917S	000000	600	00	000		1,512.50
																Check total:	\$1,512.50
Check: 103843 Type: W Date: 05/17/17 Vendor: STOLLER ENTERPRISE Vendor#: 831305 Stat/Date: RECONCILED:05/26/17 Bank:																	
0001	Fundraiser for senior cla		0171686	0001	117030261 R3	04/12/17	05	200	4670	890	917S	000000	600	00	000		813.51
																Check total:	\$813.51
Check: 103844 Type: W Date: 05/17/17 Vendor: TESTOUT CORPORATION Vendor#: 833016 Stat/Date: RECONCILED:05/22/17 Bank:																	
0001	TestOut IT Limited site		0172061	0001	INV255988	05/10/17	05	401	3260	511	9017	000000	410	00	000		2,500.00
0002	TestOut PC Pro		0172061	0002	INV255988	05/10/17	05	401	3260	511	9017	000000	410	00	000		0.00
0003	TestOut Routing and Switc		0172061	0003	INV255988	05/10/17	05	401	3260	511	9017	000000	410	00	000		0.00
																Check total:	\$2,500.00
Check: 103845 Type: W Date: 05/17/17 Vendor: THREE-Z INC. Vendor#: 200167 Stat/Date: RECONCILED:05/23/17 Bank: 1																	
THREE Z TRUCKING & SUPPLY CO.																	
0001	Misc. Mulch, Topsoil, Gar		0171832	0001	0181774-IN	05/09/17	05	001	2730	571	0000	000000	700	00	078		46.50
																Check total:	\$46.50
Check: 103846 Type: W Date: 05/17/17 Vendor: TOOLS 4 READING Vendor#: 803451 Stat/Date: RECONCILED:05/19/17 Bank:																	
0001	Sound/Spelling Cards: Tea		0171753	0001	0000910	04/09/17	05	001	1110	511	9412	000000	200	00	002		1,450.00
0002	Shipping		0171753	0002	0000910	04/09/17	05	001	1110	511	9412	000000	200	00	002		145.00
																Check total:	\$1,595.00
Check: 103847 Type: W Date: 05/17/17 Vendor: TRANSPORTATION ACCESSORIES CO. Vendor#: 200240 Stat/Date: RECONCILED:05/19/17 Bank: 1																	
0001	7/1/16 - 12/31/16 Misc Bu		0170117	0001	0468638	04/03/17	05	001	2840	581	0000	000000	705	00	078		528.83
0002	7/1/16 - 12/31/16 Misc Bu		0170117	0001	0469385	04/19/17	05	001	2840	581	0000	000000	705	00	078		22.22
																Check total:	\$551.05
Check: 103848 Type: W Date: 05/17/17 Vendor: UP-N-AWAY BALLOONS Vendor#: 832567 Stat/Date: RECONCILED:05/24/17 Bank: 1																	
UPNAB, LLC																	
0001	Order for balloon bouquet		0171916	0001	0000891	04/24/17	05	200	4190	889	997A	000000	600	00	000		262.96
																Check total:	\$262.96
Check: 103849 Type: W Date: 05/17/17 Vendor: W.B. MASON CO., INC. Vendor#: 831162 Stat/Date: RECONCILED:05/24/17 Bank:																	
0001	supplies		0171993	0001	I44065076	05/09/17	05	001	1130	511	9412	000000	600	00	006		258.25
																Check total:	\$258.25
Check: 103850 Type: W Date: 05/19/17 Vendor: ASCD Vendor#: 010518 Stat/Date: RECONCILED:05/24/17 Bank: 1																	



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0001	978-1-4166-2330-4 How to		0172013	0001	0012716961	05/04/17	05	001	2211	511	0000	000000	822	00	022		23.16	
0002	Shipping/handling		0172013	0003	0012716961	05/04/17	05	001	2211	511	0000	000000	822	00	022		6.30	
																	Check total:	\$29.46
Check: 103851 Type: W Date: 05/19/17 Vendor: BRITTANY FUNK						Vendor#: 833050 Stat/Date: RECONCILED:05/23/17 Bank:												
0001	Reimbursement for		0171170	0001	B.F-04/30/17	04/30/17	05	572	2213	432	9017	000000	500	00	000		30.68	
																	Check total:	\$30.68
Check: 103852 Type: W Date: 05/19/17 Vendor: CANDICE BOOHER						Vendor#: 803362 Stat/Date: RECONCILED:05/22/17 Bank: 1												
0001	Reimbursement for		0170773	0001	C.B-05/15/17	05/15/17	05	001	2213	431	7875	000000	000	00	000		23.75	
																	Check total:	\$23.75
Check: 103853 Type: W Date: 05/19/17 Vendor: CENGAGE LEARNING						Vendor#: 832591 Stat/Date: RECONCILED:05/23/17 Bank:												
0001	Working papers Century 21		0172034	0001	60565912	05/10/17	05	401	3260	511	9017	000000	410	00	000		585.00	
0002	shipping		0172034	0002	60565912	05/10/17	05	401	3260	511	9017	000000	410	00	000		58.50	
																	Check total:	\$643.50
Check: 103854 Type: W Date: 05/19/17 Vendor: CHRISTOPHER SAUER						Vendor#: 831303 Stat/Date: RECONCILED:05/22/17 Bank: 1												
0001	PBIS GIFT CARDS		0172092	0001	C.S-PBIS	05/17/17	05	018	4600	890	952G	000000	500	00	000		60.00	
																	Check total:	\$60.00
Check: 103855 Type: W Date: 05/19/17 Vendor: CITY OF CLEVELAND						Vendor#: 040220 Stat/Date: RECONCILED:05/22/17 Bank: 1												
					DIVISION OF WATER													
0001	Water Usage for Administr		0171396	0007	AdminBldg-05	05/03/17	05	001	2720	452	0000	000000	800	00	007		149.55	
0002	Water Usage for Garfield		0171396	0008	BlvdMtr-05	05/03/17	05	001	2720	452	0000	000000	706	00	007		17.65	
0003	Water Usage for Bus Garag		0171396	0006	BusGarage-05	05/03/17	05	001	2720	452	0000	000000	700	00	007		39.53	
0004	Water Usage for Elmwood S		0171396	0001	Elmwood-05	05/03/17	05	001	2720	452	0000	000000	100	00	007		352.55	
0005	Water Usage for High Scho		0171396	0005	HighSchl-05	05/03/17	05	001	2720	452	0000	000000	600	00	007		2,012.42	
0006	Water Usage for Maple Lea		0171396	0002	MapleLeaf-05	05/03/17	05	001	2720	452	0000	000000	200	00	007		336.39	
0007	Water Usage for Middle Sc		0171396	0004	MiddleSchl-05	05/03/17	05	001	2720	452	0000	000000	500	00	007		920.29	
0008	Water Usage for William F		0171396	0003	WmFoster-05	05/03/17	05	001	2720	452	0000	000000	400	00	007		499.24	
																	Check total:	\$4,327.62
Check: 103856 Type: W Date: 05/19/17 Vendor: COMDOC LEASING						Vendor#: 030548 Stat/Date: RECONCILED:05/23/17 Bank: 1												
0001	District Wide Copier Leas		0170252	0001	30234331	05/07/17	05	001	2690	426	0000	000000	832	00	026		7,364.36	
																	Check total:	\$7,364.36
Check: 103857 Type: W Date: 05/19/17 Vendor: DAMON INDUSTRIES, INC.						Vendor#: 040052 Stat/Date: RECONCILED:05/23/17 Bank: 1												
0001	Slam Dunk gym floor finis		0172054	0001	1048976	05/12/17	05	001	2720	572	0000	000000	702	00	078		885.19	
0002	Slam Dunk gym floor finis		0172054	0001	1048977	05/12/17	05	001	2720	572	0000	000000	702	00	078		2,055.19	
0003	Slam Dunk gym floor finis		0172054	0001	1048978	05/12/17	05	001	2720	572	0000	000000	702	00	078		885.19	
0004	Slam Dunk gym floor finis		0172054	0001	1048979	05/12/17	05	001	2720	572	0000	000000	702	00	078		1,770.38	
0005	Slam Dunk gym floor finis		0172054	0001	1048980	05/12/17	05	001	2720	572	0000	000000	702	00	078		4,923.97	
																	Check total:	\$10,519.92

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Check: 103858 Type: W Date: 05/19/17 Vendor: DOMINION EAST OHIO		Vendor#: 050110 Stat/Date: RECONCILED:05/22/17 Bank: 1															
0001	Natural Gas Service -	0170184	0008	AdminBldg-05	05/01/17	05	001	2720	453	0000	000000	800	00	007			251.12
0002	Natural Gas Service - Bus	0170184	0006	BusGarage-05	05/01/17	05	001	2720	453	0000	000000	700	00	007			63.56
0003	Natural Gas Service - Elm	0170184	0001	Elmwood-05	05/01/17	05	001	2720	453	0000	000000	100	00	007			91.63
0004	Natural Gas Service - Hig	0170184	0005	HighSchl-05	05/01/17	05	001	2720	453	0000	000000	600	00	007			53.99
0005	Natural Gas Service - Map	0170184	0002	MapleLeaf-05	05/01/17	05	001	2720	453	0000	000000	200	00	007			99.66
0006	Natural Gas Service - Mid	0170184	0004	MiddleSchl-05	05/01/17	05	001	2720	453	0000	000000	500	00	007			674.53
0007	Natural Gas Service - Wil	0170184	0003	WmFoster-05	05/01/17	05	001	2720	453	0000	000000	400	00	007			200.69
0008	Meter charges for 9700	0170399	0001	BlvdMtr-05	05/04/17	05	001	2720	453	0000	000000	706	00	007			29.90
																Check total:	\$1,465.08
Check: 103859 Type: W Date: 05/19/17 Vendor: DR. GORDON DUPREE		Vendor#: 832198 Stat/Date: RECONCILED:05/23/17 Bank: 1															
0001	Reimbursement for use of	0170074	0001	APR 2017	05/17/17	05	001	2690	441	0000	000000	000	00	007			50.00
																Check total:	\$50.00
Check: 103860 Type: W Date: 05/19/17 Vendor: EDUCATIONAL SERVICE CENTER OF CUYAHOGA COUNTY		Vendor#: 050183 Stat/Date: RECONCILED:05/22/17 Bank: 1															
0001	Substitute Service FY 201	0171395	0001	GFD1864	05/05/17	05	001	1190	411	0000	000000	000	00	007			18,051.60
																Check total:	\$18,051.60
Check: 103861 Type: W Date: 05/19/17 Vendor: EDUCATIONAL VIDEO NETWORK, INC		Vendor#: 050172 Stat/Date: RECONCILED:05/26/17 Bank:															
0001	Introducing Central Ameri	0172023	0001	10079998	05/10/17	05	401	3260	511	9017	000000	410	00	000			29.95
0002	Easter in Spain	0172023	0002	10079998	05/10/17	05	401	3260	511	9017	000000	410	00	000			39.95
0003	Spain: Everything Under t	0172023	0003	10079998	05/10/17	05	401	3260	511	9017	000000	410	00	000			29.95
0004	shipping	0172023	0004	10079998	05/10/17	05	401	3260	511	9017	000000	410	00	000			8.00
																Check total:	\$107.85
Check: 103862 Type: W Date: 05/19/17 Vendor: ELISABETTA KOSTA		Vendor#: 120296 Stat/Date: RECONCILED:05/22/17 Bank: 1															
0001	Reimbursement for use of	0170082	0001	FEB-APR 2017	05/17/17	05	001	2690	441	0000	000000	000	00	007			150.00
0002	Reimbursement for	0171801	0004	E.K-05/15/17	05/15/17	05	001	2213	431	7875	000000	000	00	000			23.75
																Check total:	\$173.75
Check: 103863 Type: W Date: 05/19/17 Vendor: EMILY GUNDERT		Vendor#: 830658 Stat/Date: RECONCILED:05/22/17 Bank:															
0001	Reimbursement for PRAXIS	0171959	0001	E.G-PRAXIS	05/17/17	05	536	2213	432	917I	000000	400	00	000			139.00
																Check total:	\$139.00
Check: 103864 Type: W Date: 05/19/17 Vendor: FLINN SCIENTIFIC, INC.		Vendor#: 060181 Stat/Date: RECONCILED:05/22/17 Bank:															
0001	See attached quote #15908	0172028	0001	2089018	05/11/17	05	401	3260	511	9017	000000	410	00	000			411.96
																Check total:	\$411.96
Check: 103865 Type: W Date: 05/19/17 Vendor: IDEASTREAM		Vendor#: 230417 Stat/Date: RECONCILED:05/23/17 Bank:															
0001	Coaching for Elmwood - Gl	0170589	0001	0034812	05/08/17	05	572	2213	412	9017	000000	100	00	000			1,125.00
0002	Coaching for Maple Leaf -	0170589	0002	0034812	05/08/17	05	572	2213	412	9017	000000	200	00	000			1,125.00

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0003	Coaching for William Fost		0170589	0003	0034812	05/08/17	05	572	2213	412	9017	000000	400	00	000		1,125.00	
0004	Coaching for Middle Schoo		0170589	0005	0034812	05/08/17	05	536	2213	412	917I	000000	500	00	000		1,125.00	
																	Check total:	\$4,500.00
Check: 103866 Type: W Date: 05/19/17 Vendor: INTERNATIONAL LITERACY ASSOC. Vendor#: 832659 Stat/Date: RECONCILED:05/23/17 Bank: 1																		
0001	Renew membership-Randy		0172046	0001	2053036	05/09/17	05	001	2211	841	0000	000000	822	00	022		40.50	
																	Check total:	\$40.50
Check: 103867 Type: W Date: 05/19/17 Vendor: JOHN J. MARKS Vendor#: 700891 Stat/Date: RECONCILED:05/23/17 Bank: 1																		
0001	Security for Maple Leaf A		0171949	0001	J.M-05/17/17	05/17/17	05	018	4600	890	922G	000000	200	00	000		120.00	
																	Check total:	\$120.00
Check: 103868 Type: W Date: 05/19/17 Vendor: KELLI BUTTOLPH Vendor#: 110220 Stat/Date: RECONCILED:05/22/17 Bank: 1																		
0001	Reimbursement for		0170997	0001	K.B-05/17/17	05/16/17	05	001	2213	431	7875	000000	000	00	000		23.75	
																	Check total:	\$23.75
Check: 103869 Type: W Date: 05/19/17 Vendor: KIMBLE RECYCLING & DISPOSAL, INC. Vendor#: 832489 Stat/Date: RECONCILED:05/22/17 Bank: 1																		
0001	District recycling 1/17 -		0171192	0001	0005728747	05/01/17	05	001	2790	572	0000	000000	700	00	078		146.20	
																	Check total:	\$146.20
Check: 103870 Type: W Date: 05/19/17 Vendor: MARY ANN MARSHALL Vendor#: 130204 Stat/Date: RECONCILED:05/23/17 Bank: 1																		
0001	Reimbursement for use of		0170085	0001	APR 2017	05/17/17	05	001	2690	441	0000	000000	000	00	007		25.00	
																	Check total:	\$25.00
Check: 103871 Type: W Date: 05/19/17 Vendor: MICHAEL FREILINO Vendor#: 832852 Stat/Date: RECONCILED:05/23/17 Bank: 1																		
0001	REIMBURSEMENT FOR MINTS F		0172074	0001	M.F-05/04/17	05/17/17	05	018	4600	890	952G	000000	500	00	000		12.95	
																	Check total:	\$12.95
Check: 103872 Type: W Date: 05/19/17 Vendor: OHIO SCHOOLS COUNCIL-GAS Vendor#: 150173 Stat/Date: RECONCILED:05/23/17 Bank: 1																		
0001	Level Billing Gas Program		0170615	0001	GAS0517-180	05/05/17	05	001	2720	453	0000	000000	100	00	007		520.32	
0002	Level Billing Gas Program		0170615	0002	GAS0517-180	05/05/17	05	001	2720	453	0000	000000	200	00	007		743.30	
0003	Level Billing Gas Program		0170615	0003	GAS0517-180	05/05/17	05	001	2720	453	0000	000000	400	00	007		743.30	
0004	Level Billing Gas Program		0170615	0004	GAS0517-180	05/05/17	05	001	2720	453	0000	000000	500	00	007		1,337.96	
0005	Level Billing Gas Program		0170615	0005	GAS0517-180	05/05/17	05	001	2720	453	0000	000000	600	00	007		371.66	
																	Check total:	\$3,716.54
Check: 103873 Type: W Date: 05/19/17 Vendor: PLUMMASTER, INC. Vendor#: 160339 Stat/Date: RECONCILED:05/24/17 Bank: 1																		
0001	Plumbing parts		0171845	0001	520-01647774	05/05/17	05	001	2720	572	0000	000000	703	00	078		437.75	
																	Check total:	\$437.75
Check: 103874 Type: W Date: 05/19/17 Vendor: PREMIER PRINTING & PROMOTIONS Vendor#: 831968 Stat/Date: RECONCILED:05/22/17 Bank: 1																		
0001	UNV-30630 Legal pads-whit		0172012	0001	4-164259	05/16/17	05	001	2211	512	0000	000000	822	00	022		19.98	

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0002	UNV46300 Jr Legal Pads-wh	0172012	0002	4-164259	05/16/17	05	001	2211	512	0000	000000	822	00	022			8.29
0003	UNV-24115Hanging	0172012	0003	4-164259	05/16/17	05	001	2211	512	0000	000000	822	00	022			29.98
0004	FLR-PF-119225EV - Chair M	0172012	0004	4-164259	05/16/17	05	001	2211	512	0000	000000	822	00	022			64.99
0005	Shipping/handling (10%)	0172012	0005	4-164259	05/16/17	05	001	2211	512	0000	000000	822	00	022			12.32
0006	Typewriter - Nakajima WPT	0172102	0001	4-164265	05/16/17	05	001	2500	512	0000	000000	852	00	025			259.99
Check total:																	\$395.55
Check: 103875 Type: W Date: 05/19/17 Vendor: PRINTING PARTNERS						Vendor#: 160245 Stat/Date: RECONCILED:05/23/17 Bank:											
0001 TARDY PASSES FOR ATTENDAN						WIRICK PRESS, INC.											
0172015 0001 0022350						05/15/17 05 001 2421 512 9412 000000 500 00 005											165.75
Check total:																	\$165.75
Check: 103876 Type: W Date: 05/19/17 Vendor: PSI						Vendor#: 160275 Stat/Date: RECONCILED:05/26/17 Bank:											
0001 Auxiliary serv non-public						0170975 0001 0104805											22,828.84
0002 Auxiliary serv non-public						0170975 0001 0110254											23,672.15
Check total:																	\$46,500.99
Check: 103877 Type: W Date: 05/19/17 Vendor: QUILL CORPORATION						Vendor#: 170111 Stat/Date: RECONCILED:05/25/17 Bank:											
0001 Quill brand 1/2" round ri						0172027 0001 6670549											29.00
Check total:																	\$29.00
Check: 103878 Type: W Date: 05/19/17 Vendor: QWESTCOM GRAPHICS, INC.						Vendor#: 831164 Stat/Date: RECONCILED:05/23/17 Bank: 1											
0001 Production of District's						0170268 0001 0025067											2,179.90
0002 Printing of district docu						0171929 0001 0025092											390.00
Check total:																	\$2,569.90
Check: 103879 Type: W Date: 05/19/17 Vendor: ROBERT A. DOBIES, SR.						Vendor#: 180263 Stat/Date: RECONCILED:05/23/17 Bank: 1											
0001 Reimbursement for use of						0170066 0001 FEB-APR 2017											150.00
0002 Reimbursement for use of						0170071 0001 FEB-APR 2017											75.00
Check total:																	\$225.00
Check: 103880 Type: W Date: 05/19/17 Vendor: SANDGLO GLASS & MIRROR CO.						Vendor#: 832436 Stat/Date: RECONCILED:05/30/17 Bank: 1											
0001 Glass repair - Middle Sch						0172051 0001 SAN16168											707.50
Check total:																	\$707.50
Check: 103881 Type: W Date: 05/19/17 Vendor: SEAN PATTON						Vendor#: 832426 Stat/Date: VOID: 05/31/17 Bank: 1											
0001 Items that we will need f						0170034 0001 S.P-05/08/17											66.93
Check total:																	\$66.93
Check: 103882 Type: W Date: 05/19/17 Vendor: SHANNON MAHER						Vendor#: 803477 Stat/Date: RECONCILED:05/23/17 Bank:											
0001 Reimbursement for PRAXIS						0172038 0001 S.M-PRAXIS											105.00
Check total:																	\$105.00
Check: 103883 Type: W Date: 05/19/17 Vendor: SNA OF OHIO						Vendor#: 803481 Stat/Date: Bank: 1											

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0001	SNA of Ohio Annual Confer		0172160	0001	SNA OHIO	05/17/17	05	006	3190	434	0000	000000	500	00	000		87.50
0002	SNA of Ohio Annual Confer		0172160	0002	SNA OHIO	05/17/17	05	006	3190	434	0000	000000	600	00	000		87.50
Check total:																	\$175.00
Check: 103884 Type: W Date: 05/19/17 Vendor: THE ILLUMINATING COMPANY Vendor#: 090140 Stat/Date: RECONCILED:05/22/17 Bank: 1																	
0001	Electric Service - Elmwoo		0171731	0001	90005943359	05/03/17	05	001	2720	451	0000	000000	100	00	007		3,684.27
0002	Electric Service - Maple		0171731	0002	90005943359	05/03/17	05	001	2720	451	0000	000000	200	00	007		4,312.34
0003	Electric Service - Willia		0171731	0003	90005943359	05/03/17	05	001	2720	451	0000	000000	400	00	007		7,048.64
0004	Electric Service - Middle		0171731	0004	90005943359	05/03/17	05	001	2720	451	0000	000000	500	00	007		6,886.63
0005	Electric Service - High S		0171731	0005	90005943359	05/03/17	05	001	2720	451	0000	000000	600	00	007		55,955.94
Check total:																	\$77,887.82
Check: 103885 Type: W Date: 05/19/17 Vendor: AMANDA WINFIELD Vendor#: 703291 Stat/Date: RECONCILED:05/23/17 Bank:																	
0001	HS Girls Spring		0171666	0002	A.W-05/11/17	05/19/17	05	300	4530	419	926A	000000	600	00	000		100.00
Check total:																	\$100.00
Check: 103886 Type: W Date: 05/19/17 Vendor: DAVID GROPP I Vendor#: 702277 Stat/Date: RECONCILED:05/22/17 Bank:																	
0001	MS Boys Spring		0171666	0003	D.G-04/24/17	05/19/17	05	300	4510	419	926A	000000	500	00	000		50.00
Check total:																	\$50.00
Check: 103887 Type: W Date: 05/19/17 Vendor: DAVID NAJPAVER Vendor#: 702321 Stat/Date: VOID: 05/19/17 Bank:																	
0001	HS Girls Spring		0171666	0002	D.N-04/27/17	05/19/17	05	300	4530	419	926A	000000	600	00	000		65.00
Check total:																	\$65.00
Check: 103888 Type: W Date: 05/19/17 Vendor: JOHN BRUCE MOULD Vendor#: 701025 Stat/Date: RECONCILED:05/26/17 Bank:																	
0001	HS Girls Spring		0171666	0002	J.M-04/27/17	05/19/17	05	300	4530	419	926A	000000	600	00	000		65.00
Check total:																	\$65.00
Check: 103889 Type: W Date: 05/19/17 Vendor: JOHN KIMBER Vendor#: 703292 Stat/Date: RECONCILED:05/22/17 Bank:																	
0001	HS Boys Spring		0171666	0001	J.K-05/09/17	05/19/17	05	300	4510	419	926A	000000	600	00	000		65.00
0002	HS Boys Spring		0171666	0001	J.K-05/10/17	05/19/17	05	300	4510	419	926A	000000	600	00	000		65.00
Check total:																	\$130.00
Check: 103890 Type: W Date: 05/19/17 Vendor: JOSEPH M. SUSTER, JR. Vendor#: 700473 Stat/Date: Bank:																	
0001	HS Boys Spring		0171666	0001	J.S-05/12/17	05/19/17	05	300	4510	419	926A	000000	600	00	000		65.00
Check total:																	\$65.00
Check: 103891 Type: W Date: 05/19/17 Vendor: LAMAR OSBORNE Vendor#: 703196 Stat/Date: Bank:																	
0001	HS Boys Spring		0171666	0001	L.O-05/15/17	05/19/17	05	300	4510	419	926A	000000	600	00	000		65.00
Check total:																	\$65.00
Check: 103892 Type: W Date: 05/19/17 Vendor: STEVE MEHOZONEK Vendor#: 702647 Stat/Date: RECONCILED:05/24/17 Bank:																	

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0001	HS Boys Spring		0171666	0001	S.M-05/15/17	05/19/17	05	300	4510	419	926A	000000	600	00	000		65.00	
																	Check total:	\$65.00
Check: 022291 Type: W Date: 05/22/17 Vendor: BRAD LAMBERT																	Vendor#:	831231 Stat/Date: RECONCILED:05/23/17 Bank: 1
0001	Spousal Reimbursement		0172162	0001	LAMBERT0417	05/22/17	05	024	2510	856	9241	000000	000	00	000		114.60	
																	Check total:	\$114.60
Check: 022292 Type: W Date: 05/22/17 Vendor: CHRISTY WALCOFF																	Vendor#:	030292 Stat/Date: RECONCILED:05/23/17 Bank: 1
0001	Spousal Reimbursement		0172162	0001	WALCOFF0515	05/22/17	05	024	2510	856	9241	000000	000	00	000		62.50	
																	Check total:	\$62.50
Check: 022293 Type: W Date: 05/22/17 Vendor: DEBRA HRIN																	Vendor#:	040135 Stat/Date: RECONCILED:05/23/17 Bank: 1
0001	Spousal Reimbursement		0172162	0001	HRIN0117	05/22/17	05	024	2510	856	9241	000000	000	00	000		125.00	
0002	Spousal Reimbursement		0172162	0001	HRIN0217	05/22/17	05	024	2510	856	9241	000000	000	00	000		125.00	
0003	Spousal Reimbursement		0172162	0001	HRIN0317	05/22/17	05	024	2510	856	9241	000000	000	00	000		125.00	
0004	Spousal Reimbursement		0172162	0001	HRIN0417	05/22/17	05	024	2510	856	9241	000000	000	00	000		125.00	
0005	Spousal Reimbursement		0172162	0001	HRIN0517	05/22/17	05	024	2510	856	9241	000000	000	00	000		32.31	
0006	Spousal Reimbursement		0172162	0001	HRIN1230	05/22/17	05	024	2510	856	9241	000000	000	00	000		3.16	
																	Check total:	\$535.47
Check: 022294 Type: W Date: 05/22/17 Vendor: LAUREN DIFRANCO																	Vendor#:	832278 Stat/Date: RECONCILED:05/23/17 Bank: 1
0001	Spousal Reimbursement		0172162	0001	DIFRANCO0512	05/22/17	05	024	2510	856	9241	000000	000	00	000		38.86	
																	Check total:	\$38.86
Check: 022295 Type: W Date: 05/22/17 Vendor: LEAH KEEFE																	Vendor#:	833067 Stat/Date: RECONCILED:05/23/17 Bank: 1
0001	Spousal Reimbursement		0172162	0001	KEEFE0421	05/22/17	05	024	2510	856	9241	000000	000	00	000		45.00	
0002	Spousal Reimbursement		0172162	0001	KEEFE0517	05/22/17	05	024	2510	856	9241	000000	000	00	000		90.00	
																	Check total:	\$135.00
Check: 022296 Type: W Date: 05/22/17 Vendor: LISA MULLINS																	Vendor#:	832331 Stat/Date: RECONCILED:05/23/17 Bank: 1
0001	Spousal Reimbursement		0172162	0001	MULLINS0517	05/22/17	05	024	2510	856	9241	000000	000	00	000		125.00	
																	Check total:	\$125.00
Check: 022297 Type: W Date: 05/22/17 Vendor: NICOLE RAMOS																	Vendor#:	832232 Stat/Date: RECONCILED:05/23/17 Bank: 1
0001	Spousal Reimbursement		0172162	0001	RAMOS0517	05/22/17	05	024	2510	856	9241	000000	000	00	000		125.00	
																	Check total:	\$125.00
Check: 022298 Type: W Date: 05/22/17 Vendor: TAMARA MOELLER																	Vendor#:	200112 Stat/Date: RECONCILED:05/23/17 Bank: 1
0001	Spousal Reimbursement		0172162	0001	MOELLER0224	05/22/17	05	024	2510	856	9241	000000	000	00	000		60.86	
0002	Spousal Reimbursement		0172162	0001	MOELLER0317	05/22/17	05	024	2510	856	9241	000000	000	00	000		121.72	
0003	Spousal Reimbursement		0172162	0001	MOELLER0417	05/22/17	05	024	2510	856	9241	000000	000	00	000		121.72	
0004	Spousal Reimbursement		0172162	0001	MOELLER0517	05/22/17	05	024	2510	856	9241	000000	000	00	000		60.86	

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Check total:																\$365.16	
Check: 022299 Type: W Date: 05/22/17 Vendor: VICTORIA TOMASHESKI																Vendor#: 220130 Stat/Date: RECONCILED:05/23/17 Bank: 1	
0001	Spousal Reimbursement		0172162	0001	TOMASHESKI0517	05/22/17	05	024	2510	856	9241	000000	000	00	000		125.00
Check total:																\$125.00	
Check: 103893 Type: W Date: 05/23/17 Vendor: PATRICIA GRAHAM																Vendor#: 160128 Stat/Date: RECONCILED:05/31/17 Bank: 1	
0001	Reimbursement OETC Tech		0172174	0001	G.P-OETC	02/14/17	05	001	2421	431	0000	000000	200	00	002		954.32
Check total:																\$954.32	
Check: 103894 Type: W Date: 05/23/17 Vendor: ALLEN SLUKA																Vendor#: 010270 Stat/Date: RECONCILED:05/24/17 Bank: 1	
0001	Mileage reimbursement for		0172011	0001	A.S-OSBA	04/26/17	05	001	2500	432	0000	000000	852	00	025		141.24
Check total:																\$141.24	
Check: 103895 Type: W Date: 05/23/17 Vendor: APRIL SMITH																Vendor#: 833051 Stat/Date: RECONCILED:05/25/17 Bank:	
0001	Reimbursement for		0172161	0001	A.S-ITIP	05/01/17	05	536	2213	432	917I	000000	500	00	000		123.78
Check total:																\$123.78	
Check: 103896 Type: W Date: 05/23/17 Vendor: BLICK ART MATERIALS																Vendor#: 040212 Stat/Date: RECONCILED:05/31/17 Bank:	
0001	See attached quote #QBP16		0172035	0001	7699086	05/15/17	05	401	3260	511	9017	000000	410	00	000		1,724.60
0002	See attached quote #QBP16		0172035	0001	7708535	05/17/17	05	401	3260	511	9017	000000	410	00	000		79.92
0003	See attached quote #QBP16		0172035	0001	7711513	05/18/17	05	401	3260	511	9017	000000	410	00	000		20.25-
0004	See attached quote #QBP16		0172035	0001	7713104	05/18/17	05	401	3260	511	9017	000000	410	00	000		20.25
Check total:																\$1,804.52	
Check: 103897 Type: W Date: 05/23/17 Vendor: BRAD LAMBERT																Vendor#: 831231 Stat/Date: RECONCILED:05/25/17 Bank: 1	
0001	Purchase of dry ice for		0170579	0001	B.L-03/13/17	03/13/17	05	009	2620	551	9650	000000	600	00	000		38.88
Check total:																\$38.88	
Check: 103898 Type: W Date: 05/23/17 Vendor: CONSTANCE WATT																Vendor#: 833043 Stat/Date: RECONCILED:05/25/17 Bank: 1	
0001	Reimbursement for		0170769	0001	C.W-05/15/17	05/15/17	05	001	2213	431	7875	000000	000	00	000		23.75
Check total:																\$23.75	
Check: 103899 Type: W Date: 05/23/17 Vendor: EDUCATIONAL INNOVATIONS INC.																Vendor#: 050170 Stat/Date: RECONCILED:05/25/17 Bank:	
0001	See attached quote #P-391		0172030	0001	74486-1	05/10/17	05	401	3260	511	9017	000000	410	00	000		100.30
0002	shipping		0172030	0002	74486-1	05/10/17	05	401	3260	511	9017	000000	410	00	000		10.03
Check total:																\$110.33	
Check: 103900 Type: W Date: 05/23/17 Vendor: EPS LITERACY & INTERVENTION																Vendor#: 050283 Stat/Date: RECONCILED:05/25/17 Bank:	
0001	WW3000 Book 10 STU 3/E		0172064	0001	202501410110	05/11/17	05	401	3260	511	9017	000000	410	00	000		246.25
0002	WW3000 Book 11 STU 3/E		0172064	0002	202501410110	05/11/17	05	401	3260	511	9017	000000	410	00	000		640.25
0003	WW3000 Book 12 STU 3/E		0172064	0003	202501410110	05/11/17	05	401	3260	511	9017	000000	410	00	000		443.25

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0004	WW3000 Book 9 STU 3/E		0172064	0004	202501410110	05/11/17	05	401	3260	511	9017	000000	410	00	000		541.75	
																	Check total:	\$1,871.50
Check: 103901 Type: W Date: 05/23/17 Vendor: FISHER & PHILLIPS, LLP Vendor#: 832880 Stat/Date: RECONCILED:05/30/17 Bank: 1																		
0001	Fees for Legal Services f		0172165	0001	1081586	05/08/17	05	001	2490	418	0000	000000	831	00	024		27,232.00	
																	Check total:	\$27,232.00
Check: 103902 Type: W Date: 05/23/17 Vendor: FOLLETT SCHOOL SOLUTIONS, INC. Vendor#: 832550 Stat/Date: RECONCILED:05/30/17 Bank:																		
0001	Library Book order for Wi		0171874	0001	608024-1	04/19/17	05	001	2222	530	9412	000000	400	00	004		742.03	
																	Check total:	\$742.03
Check: 103903 Type: W Date: 05/23/17 Vendor: HANK'S SALES & SERVICE INC. Vendor#: 830535 Stat/Date: RECONCILED:05/30/17 Bank: 1																		
0001	Annual Service Agreement		0170691	0001	0010340	05/19/17	05	001	2500	415	0000	000000	852	00	025		325.00	
0002	Annual Service Agreeamant		0172040	0001	0010344	05/19/17	05	001	2500	415	0000	000000	852	00	025		990.00	
																	Check total:	\$1,315.00
Check: 103904 Type: W Date: 05/23/17 Vendor: HEALTHCARE BILLING SERVICES, INC Vendor#: 803391 Stat/Date: Bank:																		
0001	Medicaid billing service		0171037	0001	0053238	05/15/17	05	001	1241	411	913M	000000	813	00	013		8,950.48	
																	Check total:	\$8,950.48
Check: 103905 Type: W Date: 05/23/17 Vendor: HOUGHTON MIFFLIN HARCOURT Vendor#: 803373 Stat/Date: Bank:																		
0001	Iowa assessments Form E,		0171506	0001	953025053	04/07/17	05	401	3260	511	9017	000000	410	00	000		1,260.00	
0002	Iowa assessments Form E,		0171506	0002	953025053	04/07/17	05	401	3260	511	9017	000000	410	00	000		896.00	
0003	shipping		0171506	0005	953025053	04/07/17	05	401	3260	511	9017	000000	410	00	000		215.60	
0004	Iowa assessments student		0171506	0004	953025054	04/07/17	05	401	3260	511	9017	000000	410	00	000		104.72	
																	Check total:	\$2,476.32
Check: 103906 Type: W Date: 05/23/17 Vendor: JANET KALISZEWSKI Vendor#: 803385 Stat/Date: RECONCILED:05/25/17 Bank: 1																		
0001	Reimbursement for		0172075	0001	J.K-05/15/17	05/15/17	05	001	2213	431	7875	000000	000	00	000		23.75	
																	Check total:	\$23.75
Check: 103907 Type: W Date: 05/23/17 Vendor: JEAN RIZI Vendor#: 803369 Stat/Date: RECONCILED:05/25/17 Bank: 1																		
0001	Reimbursement for		0171895	0001	J.R-05/16/17	05/15/17	05	001	2213	431	7875	000000	000	00	000		23.75	
																	Check total:	\$23.75
Check: 103908 Type: W Date: 05/23/17 Vendor: JENNIFER MOLNAR Vendor#: 100519 Stat/Date: RECONCILED:05/25/17 Bank: 1																		
0001	Reimbursement for		0170848	0001	J.M-05/16/17	05/15/17	05	001	2213	431	7875	000000	000	00	000		23.75	
																	Check total:	\$23.75
Check: 103909 Type: W Date: 05/23/17 Vendor: KEY GOVERNMENT FINANCE, INC. Vendor#: 110211 Stat/Date: RECONCILED:05/25/17 Bank: 1																		
0001	Lease Purchase for CPA HV		0172164	0001	3567630705	05/02/17	05	003	5500	426	0000	000000	602	00	000		69,705.61	
																	Check total:	\$69,705.61



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Check: 103910 Type: W Date: 05/23/17 Vendor: MCGRAW-HILL SCHOOL Vendor#: 130457 Stat/Date: RECONCILED:05/25/17 Bank:																	
0001	Social Studies-Kindergart		0172006	0001	97511645001	05/11/17	05	001	1110	521	9412	000000	000	00	022		4,365.87
0002	Kindergarten Social Studi		0172014	0001	97511643001	05/11/17	05	001	1110	521	9412	000000	000	00	022		2,708.40
																	Check total: \$7,074.27
Check: 103911 Type: W Date: 05/23/17 Vendor: MCKESSON MEDICAL SURGICAL Vendor#: 830709 Stat/Date: RECONCILED:05/30/17 Bank: 1																	
0001	3 CA gloves med. #264525		0172069	0001	02960173	05/10/17	05	001	2130	514	0000	000000	813	00	013		207.83
																	Check total: \$207.83
Check: 103912 Type: W Date: 05/23/17 Vendor: PAUL GLAZER Vendor#: 832858 Stat/Date: RECONCILED:05/25/17 Bank:																	
0001	Reimbursement for		0171167	0001	P.G-ITIP	05/11/17	05	572	2213	432	9017	000000	500	00	000		73.26
0002	REIMBURSEMENT FOR LABELS		0172090	0001	P.G- CAMP	05/08/17	05	014	4600	490	9460	000000	500	00	000		32.40
0003	mileage reimbursement for		0172172	0001	P.G-MEET	05/18/17	05	300	4510	590	926A	000000	600	00	000		266.00
																	Check total: \$371.66
Check: 103913 Type: W Date: 05/23/17 Vendor: PLANK ROAD PUBLISHING Vendor#: 160224 Stat/Date: RECONCILED:05/30/17 Bank:																	
0001	Music supplies, as per		0172060	0001	17-039257	05/12/17	05	401	3260	512	9617	000000	412	00	000		252.98
																	Check total: \$252.98
Check: 103914 Type: W Date: 05/23/17 Vendor: PREMIER PRINTING & PROMOTIONS Vendor#: 831968 Stat/Date: RECONCILED:05/30/17 Bank: 1																	
0001	See Attached Order (Pens		0172049	0001	4-164264	05/16/17	05	001	2110	512	0000	000000	811	00	011		58.71
																	Check total: \$58.71
Check: 103915 Type: W Date: 05/23/17 Vendor: ROBERT C. IVORY Vendor#: 832624 Stat/Date: RECONCILED:05/25/17 Bank:																	
0001	Consultant service and		0172145	0001	0000128	05/15/17	05	019	2219	419	914A	000000	000	00	000		2,500.00
																	Check total: \$2,500.00
Check: 103916 Type: W Date: 05/23/17 Vendor: SHIFFLER EQUIPMENT SALES INC. Vendor#: 190227 Stat/Date: RECONCILED:05/30/17 Bank: 1																	
0001	Chair glides,table		0170512	0001	1713500100	05/15/17	05	001	2720	572	0000	000000	703	00	078		35.06
																	Check total: \$35.06
Check: 103917 Type: W Date: 05/23/17 Vendor: SHYLA URBAN Vendor#: 832271 Stat/Date: RECONCILED:05/25/17 Bank:																	
0001	Reimbursement for		0172163	0001	S.U-ITIP	05/15/17	05	536	2213	432	917I	000000	500	00	000		193.81
																	Check total: \$193.81
Check: 103918 Type: W Date: 05/23/17 Vendor: STEVE'S SPORTS, INC Vendor#: 190000 Stat/Date: RECONCILED:05/25/17 Bank:																	
0001	SHIRTS FOR 6TH GRADE CAMP		0172146	0001	0015852	05/15/17	05	014	4600	490	9460	000000	500	00	000		450.00
																	Check total: \$450.00
Check: 103919 Type: W Date: 05/23/17 Vendor: SUBURBAN SCHOOL TRANSPORTATION Vendor#: 190275 Stat/Date: Bank: 1																	

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0001	O.O.D. Transportation Ope		0171893	0001	0066848	05/08/17	05	001	2821	483	0000	000000	813	00	013		18,540.00	
																	Check total:	\$18,540.00
Check: 103920 Type: W Date: 05/23/17 Vendor: TIME WARNER CABLE-NORTHEAST Vendor#: 832905 Stat/Date: Bank:																		
0001	T1 & Internet access for		0172037	0001	04/10-05/09	04/09/17	05	401	3260	426	9017	000000	410	00	000		611.32	
																	Check total:	\$611.32
Check: 103921 Type: W Date: 05/23/17 Vendor: VARSITY ATHLETIC APPAREL Vendor#: 832890 Stat/Date: RECONCILED:05/31/17 Bank: C/O MARJORIE PADILLA																		
0001	6"chenille felt patch/B		0171915	0001	0014440	05/11/17	05	300	4510	590	926A	000000	600	00	000		284.25	
0002	6" chenilled felt patch/G		0171915	0002	0014440	05/11/17	05	300	4530	590	926A	000000	600	00	000		284.25	
																	Check total:	\$568.50
Check: 103922 Type: W Date: 05/23/17 Vendor: W.B. MASON CO., INC. Vendor#: 831162 Stat/Date: RECONCILED:05/31/17 Bank:																		
0001	Copy Paper		0172094	0001	I44232757	05/15/17	05	001	1110	511	9412	000000	200	00	002		579.80	
																	Check total:	\$579.80
Check: 103923 Type: W Date: 05/23/17 Vendor: ZACHERY NOERBERG Vendor#: 803454 Stat/Date: RECONCILED:05/25/17 Bank:																		
0001	reimbursement state wrest		0171961	0001	Z.N-TOUR	03/10/17	05	300	4510	590	926A	000000	600	00	000		389.23	
																	Check total:	\$389.23
Check: 103924 Type: W Date: 05/25/17 Vendor: BRIAN CALLAHAN Vendor#: 080449 Stat/Date: RECONCILED:05/25/17 Bank:																		
0001	Scholarship - Coca Cola		0172132	0001	Scholarship	05/25/17	05	007	2590	881	912C	000000	600	00	000		250.00	
																	Check total:	\$250.00
Check: 022300 Type: W Date: 05/30/17 Vendor: BRYAN PETSCHKE Vendor#: 832447 Stat/Date: RECONCILED:05/31/17 Bank: 1																		
0001	Spousal Reimbursement		0172162	0001	PETSCHKE0519	05/30/17	05	024	2510	856	9241	000000	000	00	000		62.50	
																	Check total:	\$62.50
Check: 022301 Type: W Date: 05/30/17 Vendor: DARRELL COPELAND Vendor#: 833066 Stat/Date: RECONCILED:05/31/17 Bank: 1																		
0001	Spousal Reimbursement		0172162	0001	COPELAND0421	05/30/17	05	024	2510	856	9241	000000	000	00	000		62.50	
0002	Spousal Reimbursement		0172162	0001	COPELAND0517	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00	
																	Check total:	\$187.50
Check: 022302 Type: W Date: 05/30/17 Vendor: Dawn Majors Vendor#: 040099 Stat/Date: Bank: 1																		
0001	Spousal Reimbursement		0172162	0001	MAJORS0117	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00	
0002	Spousal Reimbursement		0172162	0001	MAJORS0217	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00	
0003	Spousal Reimbursement		0172162	0001	MAJORS0317	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00	
0004	Spousal Reimbursement		0172162	0001	MAJORS0417	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00	
0005	Spousal Reimbursement		0172162	0001	MAJORS0517	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00	
0006	Spousal Reimbursement		0172162	0001	MAJORS0616	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00	
0007	Spousal Reimbursement		0172162	0001	MAJORS0716	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00	
0008	Spousal Reimbursement		0172162	0001	MAJORS0816	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00	
0009	Spousal Reimbursement		0172162	0001	MAJORS0916	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00	

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0010	Spousal Reimbursement		0172162	0001	MAJORS1016	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00
0011	Spousal Reimbursement		0172162	0001	MAJORS1116	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00
0012	Spousal Reimbursement		0172162	0001	MAJORS1216	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00
Check total:																	\$1,500.00
Check: 022303 Type: W Date: 05/30/17 Vendor: GALLAGHER, SHARI						Vendor#: 832335 Stat/Date: RECONCILED:05/31/17 Bank: 1											
0001	Spousal Reimbursement		0172162	0001	GALLAGH0317	05/30/17	05	024	2510	856	9241	000000	000	00	000		82.00
0002	Spousal Reimbursement		0172162	0001	GALLAGH0417	05/30/17	05	024	2510	856	9241	000000	000	00	000		82.00
0003	Spousal Reimbursement		0172162	0001	GALLAGH0517	05/30/17	05	024	2510	856	9241	000000	000	00	000		82.00
Check total:																	\$246.00
Check: 022304 Type: W Date: 05/30/17 Vendor: KATIE SKOCDOPOLE						Vendor#: 832866 Stat/Date: RECONCILED:05/31/17 Bank: 1											
0001	Spousal Reimbursement		0172162	0001	SKOCD0517	05/30/17	05	024	2510	856	9241	000000	000	00	000		77.12
Check total:																	\$77.12
Check: 022305 Type: W Date: 05/30/17 Vendor: KELLI BUTTOLPH						Vendor#: 110220 Stat/Date: RECONCILED:05/31/17 Bank: 1											
0001	Spousal Reimbursement		0172162	0001	BUTTOL0517	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00
Check total:																	\$125.00
Check: 022306 Type: W Date: 05/30/17 Vendor: KELLY TEKANCIC						Vendor#: 100126 Stat/Date: RECONCILED:05/31/17 Bank: 1											
0001	Spousal Reimbursement		0172162	0001	TEKANCIC0517	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00
Check total:																	\$125.00
Check: 022307 Type: W Date: 05/30/17 Vendor: MARGARITA HUBERT						Vendor#: 833073 Stat/Date: RECONCILED:05/31/17 Bank: 1											
0001	Spousal Reimbursement		0172162	0001	HUBERT0324	05/30/17	05	024	2510	856	9241	000000	000	00	000		60.00
0002	Spousal Reimbursement		0172162	0001	HUBERT0417	05/30/17	05	024	2510	856	9241	000000	000	00	000		120.00
0003	Spousal Reimbursement		0172162	0001	HUBERT0517	05/30/17	05	024	2510	856	9241	000000	000	00	000		120.00
Check total:																	\$300.00
Check: 022308 Type: W Date: 05/30/17 Vendor: MATTHEW MIHALYOV						Vendor#: 130081 Stat/Date: RECONCILED:05/31/17 Bank: 1											
0001	Spousal Reimbursement		0172162	0001	MIHALYOV0526	05/30/17	05	024	2510	856	9241	000000	000	00	000		62.50
Check total:																	\$62.50
Check: 022309 Type: W Date: 05/30/17 Vendor: MATTHEW REVILOCK						Vendor#: 700798 Stat/Date: RECONCILED:05/31/17 Bank: 1											
0001	Spousal Reimbursement		0172162	0001	REVILOCK0417	05/30/17	05	024	2510	856	9241	000000	000	00	000		82.00
0002	Spousal Reimbursement		0172162	0001	REVILOCK0517	05/30/17	05	024	2510	856	9241	000000	000	00	000		82.00
Check total:																	\$164.00
Check: 022310 Type: W Date: 05/30/17 Vendor: MELISSA FLOOD						Vendor#: 130099 Stat/Date: RECONCILED:05/31/17 Bank: 1											
0001	Spousal Reimbursement		0172162	0001	FLOOD0317	05/30/17	05	024	2510	856	9241	000000	000	00	000		68.94
0002	Spousal Reimbursement		0172162	0001	FLOOD0417	05/30/17	05	024	2510	856	9241	000000	000	00	000		112.12
Check total:																	\$181.06

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Check: 022311 Type: W Date: 05/30/17 Vendor: MICHAEL FORDING						Vendor#: 832644 Stat/Date: RECONCILED:05/31/17 Bank: 1											
0001	Spousal Reimbursement		0172162	0001	FORD0117	05/30/17	05	024	2510	856	9241	000000	000	00	000		72.34
0002	Spousal Reimbursement		0172162	0001	FORD0217	05/30/17	05	024	2510	856	9241	000000	000	00	000		72.34
0003	Spousal Reimbursement		0172162	0001	FORD0317	05/30/17	05	024	2510	856	9241	000000	000	00	000		72.34
0004	Spousal Reimbursement		0172162	0001	FORD0417	05/30/17	05	024	2510	856	9241	000000	000	00	000		72.34
0005	Spousal Reimbursement		0172162	0001	FORD0517	05/30/17	05	024	2510	856	9241	000000	000	00	000		72.34
0006	Spousal Reimbursement		0172162	0001	FORD1217	05/30/17	05	024	2510	856	9241	000000	000	00	000		72.34
Check total:																	\$434.04
Check: 022312 Type: W Date: 05/30/17 Vendor: MICHELLE MILOSEVIC						Vendor#: 130293 Stat/Date: RECONCILED:05/31/17 Bank: 1											
0001	Spousal Reimbursement		0172162	0001	MILOSEVIC0517	05/30/17	05	024	2510	856	9241	000000	000	00	000		88.94
Check total:																	\$88.94
Check: 022313 Type: W Date: 05/30/17 Vendor: RANDOLPH CONTINENZA						Vendor#: 831720 Stat/Date: RECONCILED:05/31/17 Bank: 1											
0001	Spousal Reimbursement		0172162	0001	CONTIN0117	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00
0002	Spousal Reimbursement		0172162	0001	CONTIN0217	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00
0003	Spousal Reimbursement		0172162	0001	CONTIN0317	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00
0004	Spousal Reimbursement		0172162	0001	CONTIN0417	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00
0005	Spousal Reimbursement		0172162	0001	CONTIN0517	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00
0006	Spousal Reimbursement		0172162	0001	CONTIN0617	05/30/17	05	024	2510	856	9241	000000	000	00	000		125.00
Check total:																	\$750.00
Check: 022314 Type: W Date: 05/30/17 Vendor: SARA YURMAN						Vendor#: 832315 Stat/Date: RECONCILED:05/31/17 Bank: 1											
0001	Spousal Reimbursement		0172162	0001	YURMAN0117	05/30/17	05	024	2510	856	9241	000000	000	00	000		94.00
0002	Spousal Reimbursement		0172162	0001	YURMAN0217	05/30/17	05	024	2510	856	9241	000000	000	00	000		94.00
0003	Spousal Reimbursement		0172162	0001	YURMAN0317	05/30/17	05	024	2510	856	9241	000000	000	00	000		94.00
0004	Spousal Reimbursement		0172162	0001	YURMAN0417	05/30/17	05	024	2510	856	9241	000000	000	00	000		94.00
Check total:																	\$376.00
Check: 022315 Type: W Date: 05/30/17 Vendor: TIFFANY CLENDENNING						Vendor#: 831228 Stat/Date: RECONCILED:05/31/17 Bank: 1											
0001	Spousal Reimbursement		0172162	0001	CLENDEN12160519	05/30/17	05	024	2510	856	9241	000000	000	00	000		390.00
Check total:																	\$390.00
Check: 103926 Type: W Date: 05/30/17 Vendor: CINTAS CORPORATION						Vendor#: 832680 Stat/Date: Bank: 1											
0001	linen service for Middle		0171359	0001	012-07618-04	04/04/17	05	006	3190	429	0000	000000	500	00	000		198.80
0002	linen service for High		0171359	0002	012-07618-04	04/04/17	05	006	3190	429	0000	000000	600	00	000		198.80
Check total:																	\$397.60
Check: 103927 Type: W Date: 05/30/17 Vendor: CLEVELAND COCA-COLA BOTTLING COMAPNY						Vendor#: 030384 Stat/Date: Bank: 1											
0001	Beverage purchase for HS		0171228	0001	10300802-04	04/03/17	05	006	3120	560	0000	000000	600	00	000		1,381.26
0002	beverages for Middle Scho		0171363	0001	10300802-04	04/03/17	05	006	3120	560	0000	000000	500	00	000		1,004.74
Check total:																	\$2,386.00

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Check: 103928 Type: W Date: 05/30/17 Vendor: DAIRYMENS/ BORDEN DAIRY OF OHIO		Vendor#: 040073 Stat/Date: Bank: 1															
0001	milk for HS WF & ELM Jan-	0171236	0001		1458266	04/08/17	05	006	3120	560	0000	000000	600	00	000		1,117.10
0002	milk for HS WF & ELM Jan-	0171236	0001		1468193	04/15/17	05	006	3120	560	0000	000000	600	00	000		1,253.35
0003	milk for HS WF & ELM Jan-	0171236	0001		1478070	04/22/17	05	006	3120	560	0000	000000	600	00	000		1,204.90
0004	milk for HS WF & ELM Jan-	0171236	0001		1488030	04/30/17	05	006	3120	560	0000	000000	600	00	000		1,426.04
0005	milk/juice for	0171357	0001		1458266	04/08/17	05	006	3120	560	0000	000000	500	00	000		796.55
0006	milk/juice for	0171357	0001		1468193	04/15/17	05	006	3120	560	0000	000000	500	00	000		995.80
0007	milk/juice for	0171357	0001		1478070	04/22/17	05	006	3120	560	0000	000000	500	00	000		706.30
0008	milk/juice for	0171357	0001		1488030	04/30/17	05	006	3120	560	0000	000000	500	00	000		1,055.10
Check total:																	\$8,555.14
Check: 103929 Type: W Date: 05/30/17 Vendor: DALY REFRIGERATION		Vendor#: 040044 Stat/Date: Bank: 1															
0001	open repairs for HS, ELM	0171234	0001		0095831	03/26/17	05	006	3190	423	0000	000000	600	00	000		596.26
0002	open repairs for HS, ELM	0171234	0001		0096148	01/07/17	05	006	3190	423	0000	000000	600	00	000		157.00
0003	open repairs for HS, ELM	0171234	0001		0096409	01/05/17	05	006	3190	423	0000	000000	600	00	000		544.86
0004	open repairs for HS, ELM	0171234	0001		0096655	03/27/17	05	006	3190	423	0000	000000	600	00	000		196.60
0005	open repairs for HS, ELM	0171234	0001		0096657	03/27/17	05	006	3190	423	0000	000000	600	00	000		250.38
Check total:																	\$1,745.10
Check: 103930 Type: W Date: 05/30/17 Vendor: ELECTRICAL APPLIANCE REPAIR SERVICE, INC.		Vendor#: 050300 Stat/Date: Bank: 1															
0001	open p.o. for electrical	0171348	0001		8114617	04/27/17	05	006	3190	423	0000	000000	500	00	000		100.00
Check total:																	\$100.00
Check: 103931 Type: W Date: 05/30/17 Vendor: GORDON FOOD SERVICE ATTN: CREDIT DEPARTMENT		Vendor#: 070448 Stat/Date: Bank: 1															
0001	Food Purchase for HS ELM	0171238	0001		7610587-04	04/03/17	05	006	3120	560	0000	000000	600	00	000		33,604.36
0002	food for Middle/MapleLeaf	0171355	0001		7610586-04	04/03/17	05	006	3120	560	0000	000000	500	00	000		23,752.56
Check total:																	\$57,356.92
Check: 103932 Type: W Date: 05/30/17 Vendor: HPS - LLC		Vendor#: 080126 Stat/Date: Bank: 1															
0001	microwave	0171689	0001		0112120	05/15/17	05	006	3120	640	0000	000000	500	00	000		266.83
0002	milk cooler	0171703	0001		0112122	05/15/17	05	006	3120	640	0000	000000	200	00	000		2,313.90
0003	milk cooler	0171815	0001		0112121	05/15/17	05	006	3120	640	0000	000000	600	00	000		2,118.94
0004	Gas Convection Ovens for	0171840	0001		0112123	05/15/17	05	006	3120	640	0000	000000	500	00	000		6,251.90
0005	Steamer for High School	0171922	0001		0112228	05/18/17	05	006	3120	640	0000	000000	600	00	000		16,769.78
Check total:																	\$27,721.35
Check: 103933 Type: W Date: 05/30/17 Vendor: JOSHEN PAPER & PACKAGING		Vendor#: 100209 Stat/Date: Bank: 1															
0001	paper product for HS WF E	0171230	0001		3957881	04/05/17	05	006	3120	560	0000	000000	600	00	000		591.83
0002	paper product for HS WF E	0171230	0001		3963133	04/12/17	05	006	3120	560	0000	000000	600	00	000		783.41
0003	paper product for HS WF E	0171230	0001		3968700	04/20/17	05	006	3120	560	0000	000000	600	00	000		669.44
0004	paper product for HS WF E	0171230	0001		3970565	04/24/17	05	006	3120	560	0000	000000	600	00	000		361.86
0005	paper product for HS WF E	0171230	0001		3973506	04/27/17	05	006	3120	560	0000	000000	600	00	000		777.38
Check total:																	\$3,183.92

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Check: 103934 Type: W Date: 05/30/17 Vendor: NICKLES BAKERY		Vendor#: 140329 Stat/Date: Bank: 1															
0001	Bread order for HS ELM WF	0171229	0001	01-0114587-04	04/18/17	05	006	3120	560	0000	000000	600	00	000			130.70
0002	Bread order for HS ELM WF	0171229	0001	01-0135491-04	04/04/17	05	006	3120	560	0000	000000	600	00	000			203.80
0003	Bread order for HS ELM WF	0171229	0001	01-0135517-04	04/03/17	05	006	3120	560	0000	000000	600	00	000			237.95
0004	bread,rolls, buns for	0171364	0001	01-0273961-04	04/03/17	05	006	3120	560	0000	000000	500	00	000			353.44
Check total: \$925.89																	
Check: 103935 Type: W Date: 05/30/17 Vendor: ALAN GRIEGER		Vendor#: 700005 Stat/Date: Bank:															
0001	HS Girls Spring	0171666	0002	A.G-05/16/17	05/30/17	05	300	4530	419	926A	000000	600	00	000			65.00
Check total: \$65.00																	
Check: 103936 Type: W Date: 05/30/17 Vendor: HEATHER STRNISA		Vendor#: 070329 Stat/Date: Bank:															
0001	HS Girls Spring	0171666	0002	H.S-05/11/17	05/30/17	05	300	4530	419	926A	000000	600	00	000			50.00
Check total: \$50.00																	
Check: 103937 Type: W Date: 05/30/17 Vendor: JOSEPH M. SUSTER, JR.		Vendor#: 700473 Stat/Date: Bank:															
0001	HS Boys Spring	0171666	0001	J.S-05/17/17	05/30/17	05	300	4510	419	926A	000000	600	00	000			65.00
Check total: \$65.00																	
Check: 103938 Type: W Date: 05/30/17 Vendor: KEVIN O'MALLEY		Vendor#: 702824 Stat/Date: Bank:															
0001	HS Boys Spring	0171666	0001	K.O-04/26/17	05/30/17	05	300	4510	419	926A	000000	600	00	000			65.00
Check total: \$65.00																	
Check: 103939 Type: W Date: 05/30/17 Vendor: LOU BARLE		Vendor#: 700596 Stat/Date: Bank:															
0001	HS Girls Spring	0171666	0002	L.B-05/16/17	05/30/17	05	300	4530	419	926A	000000	600	00	000			65.00
Check total: \$65.00																	
Check: 103940 Type: W Date: 05/30/17 Vendor: MICHAEL ANZALONE		Vendor#: 701791 Stat/Date: Bank:															
0001	MS Boys Spring	0171666	0003	M.A-05/09/17	05/30/17	05	300	4510	419	926A	000000	500	00	000			50.00
Check total: \$50.00																	
Check: 103941 Type: W Date: 05/30/17 Vendor: MICHAEL TAYLOR		Vendor#: 701026 Stat/Date: Bank:															
0001	HS Boys Spring	0171666	0001	M.T-04/26/17	05/30/17	05	300	4510	419	926A	000000	600	00	000			65.00
Check total: \$65.00																	
Check: 103942 Type: W Date: 05/31/17 Vendor: ALEXIS CROFF		Vendor#: 703284 Stat/Date: Bank:															
0001	Tutoring Students for Pro	0172113	0001	MAR-MAY 2017	05/31/17	05	019	2219	419	914A	000000	000	00	000			390.00
Check total: \$390.00																	
Check: 103943 Type: W Date: 05/31/17 Vendor: AMY HALUSKER		Vendor#: 832512 Stat/Date: Bank: 1															

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0001	Reimbursement for		0170761	0001	A.H-05/18/17	05/31/17	05	001	2213	431	7875	000000	000	00	000		23.75	
																	Check total:	\$23.75
Check: 103944 Type: W Date: 05/31/17 Vendor: BRAD LAMBERT Vendor#: 831231 Stat/Date: Bank: 1																		
0001	Purchase of dry ice for		0170579	0001	B.L-05/13/17	05/31/17	05	009	2620	551	9650	000000	600	00	000		45.84	
																	Check total:	\$45.84
Check: 103945 Type: W Date: 05/31/17 Vendor: BRIANA CATES Vendor#: 803449 Stat/Date: Bank: 1																		
0001	Mileage Reimbursement		0171747	0001	B.C-MILES	05/31/17	05	006	3190	439	0000	000000	000	00	000		65.00	
																	Check total:	\$65.00
Check: 103946 Type: W Date: 05/31/17 Vendor: ELISABETTA KOSTA Vendor#: 120296 Stat/Date: Bank: 1																		
0001	Items that we will need f		0170036	0001	E.K-05/26/17	05/31/17	05	018	4600	890	942G	000000	400	00	000		245.23	
																	Check total:	\$245.23
Check: 103947 Type: W Date: 05/31/17 Vendor: GINA LEWIS Vendor#: 070460 Stat/Date: Bank:																		
0001	Reimbursement for PRAXIS		0171964	0001	G.L-PRAXIS	05/31/17	05	572	2213	432	9017	000000	000	00	000		139.00	
																	Check total:	\$139.00
Check: 103948 Type: W Date: 05/31/17 Vendor: JANET KALISZEWSKI Vendor#: 803385 Stat/Date: Bank:																		
0001	Reimbursement November PB		0171094	0001	J.K-PBIS	05/31/17	05	001	1110	511	9412	000000	200	00	002		35.65	
																	Check total:	\$35.65
Check: 103949 Type: W Date: 05/31/17 Vendor: JILL FRIMEL Vendor#: 100308 Stat/Date: Bank:																		
0001	Reimbursement for supplie		0171971	0001	J.F-PBIS	05/31/17	05	001	1110	511	9412	000000	200	00	002		50.00	
																	Check total:	\$50.00
Check: 103950 Type: W Date: 05/31/17 Vendor: JODY SAXTON Vendor#: 100311 Stat/Date: Bank:																		
0001	Reimbursement for supplie		0171938	0001	J.S-05/17/17	05/31/17	05	572	3290	419	9017	000000	200	00	000		60.65	
																	Check total:	\$60.65
Check: 103951 Type: W Date: 05/31/17 Vendor: KELLI BUTTOLPH Vendor#: 110220 Stat/Date: Bank:																		
0001	Reimbursement		0171087	0001	K.B-REIMB	05/31/17	05	001	1110	511	9412	000000	200	00	002		50.00	
																	Check total:	\$50.00
Check: 103952 Type: W Date: 05/31/17 Vendor: LEE ANN REISLAND Vendor#: 120143 Stat/Date: Bank: 1																		
0001	Reimbursement for use of		0172173	0001	AUG-DEC 2016	05/31/17	05	001	2690	441	0000	000000	000	00	007		250.00	
0002	Reimbursement for use of		0172173	0001	JAN-MAR 2017	05/31/17	05	001	2690	441	0000	000000	000	00	007		150.00	
																	Check total:	\$400.00
Check: 103953 Type: W Date: 05/31/17 Vendor: LISA MILLER Vendor#: 014933 Stat/Date: Bank: 1																		

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0001	Certificate Frames for Ga		0172177	0001	L.M-05/11/17	05/31/17	05	001	2411	512	0000	000000	831	00	024		20.00	
																	Check total:	\$20.00
Check: 103954 Type: W Date: 05/31/17 Vendor: LISA PERKO																		Bank:
0001	reimbursement		0171085	0001	L.P-05/25/17	05/31/17	05	001	1110	511	9412	000000	200	00	002		45.87	
0002	Reimbursement for PRAXIS		0171956	0001	L.P-PRAXIS	05/31/17	05	572	2213	432	9017	000000	000	00	000		139.00	
																	Check total:	\$184.87
Check: 103955 Type: W Date: 05/31/17 Vendor: MELISSA MURPHY																		Bank:
0001	Class room supplies		0171232	0001	M.M-REIMB	05/31/17	05	516	1231	511	9017	000000	813	00	013		189.48	
																	Check total:	\$189.48
Check: 103956 Type: W Date: 05/31/17 Vendor: MICHAEL FORDING																		Bank: 1
0001	Reimbursement for use of		0170098	0001	JAN-APR 2017	05/31/17	05	001	2690	441	0000	000000	000	00	007		200.00	
0002	Reimbursement for use of		0170098	0001	NOV-DEC 2016	05/31/17	05	001	2690	441	0000	000000	000	00	007		100.00	
																	Check total:	\$300.00
Check: 103957 Type: W Date: 05/31/17 Vendor: MICHAEL FREILINO																		Bank: 1
0001	Reimbursement for use of		0170062	0001	MAY 2017	05/31/17	05	001	2690	441	0000	000000	000	00	007		50.00	
																	Check total:	\$50.00
Check: 103958 Type: W Date: 05/31/17 Vendor: RYAN SCHUMAN																		Bank: 1
0001	PBIS PIZZA		0172091	0001	R.S-PBIS	05/31/17	05	018	4600	890	952G	000000	500	00	000		25.74	
																	Check total:	\$25.74
Check: 103959 Type: W Date: 05/31/17 Vendor: SEAN PATTON																		Bank: 1
0001	Items that we will need f		0170034	0001	S.P-REIMBUR	05/31/17	05	018	4600	890	942G	000000	400	00	000		66.93	
0002	Reimbursement for use of		0170057	0001	APR-MAY 2017	05/31/17	05	001	2690	441	0000	000000	000	00	007		100.00	
																	Check total:	\$166.93
Check: 103960 Type: W Date: 05/31/17 Vendor: STEPHAN BENJAMIN																		Bank: 1
0001	Realitime music reimbursm		0172053	0001	S.B-MUSICAL	05/31/17	05	300	4113	590	915D	000000	600	00	000		1,895.00	
																	Check total:	\$1,895.00
Check: 103961 Type: W Date: 05/31/17 Vendor: SUZANNE MALAK																		Bank: 1
0001	Reimbursement-registratio		0172043	0001	S.M-GCCTM	05/31/17	05	001	2212	432	0000	000000	822	00	022		30.00	
																	Check total:	\$30.00
Check: 103962 Type: W Date: 05/31/17 Vendor: THOMAS CROFF																		Bank:
0001	Tutoring Students for Pro		0172122	0001	MAR-MAY 2017	05/31/17	05	019	2219	419	914A	000000	000	00	000		390.00	
																	Check total:	\$390.00



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Check: 103963 Type: W Date: 05/31/17 Vendor: AKRON PUBLIC SCHOOLS		Vendor#: 010239 Stat/Date: Bank: 1															
0001	Invoice 7537 Juvenile		0172213	0001	0007537	04/27/17	05	001	1990	474	0000	000000	813	00	013		51.02
Check total: \$51.02																	
Check: 103964 Type: W Date: 05/31/17 Vendor: AP EXAMS		Vendor#: 010556 Stat/Date: Bank:															
		AP PROGRAM															
0001	AP test exams		0172118	0001	AP TEST	05/05/17	05	014	4600	890	9464	000000	600	00	000		2,508.00
Check total: \$2,508.00																	
Check: 103965 Type: W Date: 05/31/17 Vendor: AT&T		Vendor#: 150101 Stat/Date: Bank: 1															
0001	Telephone service for the		0170200	0001	216475810105	05/10/17	05	001	2910	441	0000	000000	000	00	007		1,572.21
Check total: \$1,572.21																	
Check: 103966 Type: W Date: 05/31/17 Vendor: CITIZENS BANK		Vendor#: 830608 Stat/Date: Bank: 1															
0001	Science Materials needed		0170032	0001	170032-05	05/05/17	05	001	1110	511	916S	000000	100	00	001		23.93
0002	Science supplies for Lori		0170862	0001	170862-05	04/19/17	05	001	1110	511	916S	000000	400	00	004		15.49
0003	Hotel Charges for Al Sluk		0171565	0001	171565-05	04/27/17	05	001	2500	432	0000	000000	852	00	025		355.00
0004	Maintenance supplies - cr		0171829	0001	171829-05	04/17/17	05	001	2720	572	0000	000000	703	00	078		72.36
0005	Shipping for books from F		0171854	0001	171854-05	04/12/17	05	572	1270	511	9017	000000	000	00	000		28.60
0006	Administration/Principal		0171896	0001	171896-05	04/17/17	05	001	2411	432	0000	000000	831	00	024		182.00
0007	Office Supplies for		0171900	0001	171900-05	04/21/17	05	001	2411	512	0000	000000	831	00	024		402.83
0008	Tiffany's Pizza 4/19/201		0171908	0003	171908-05	04/19/17	05	018	4600	890	922G	000000	200	00	000		52.97
0009	STAR Reading Licenses -		0171909	0001	191909-05	04/24/17	05	001	2211	511	0000	000000	822	00	022		27.00
0010	STAR Math Licenses -		0171935	0001	171935-05	04/21/17	05	001	2211	511	0000	000000	822	00	022		27.00
0011	Lunch during GHATA negotia		0171943	0001	171943-05	04/24/17	05	001	2411	432	0000	000000	831	00	024		175.54
0012	Lowes for Science		0171951	0001	171951-05	04/24/17	05	001	1110	511	916S	000000	200	00	002		39.38
0013	STAR Math Licenses -		0171967	0001	171967-05	04/28/17	05	001	2211	511	0000	000000	822	00	022		27.00
0014	STAR Reading Licenses -		0171967	0002	171967-05	04/28/17	05	001	2211	511	0000	000000	822	00	022		27.00
0015	ACCO Brands - At-a-glance		0172002	0001	172002-05	05/09/17	05	001	2211	512	0000	000000	822	00	022		24.83
0016	Hotel for OSBA Board		0172193	0001	172193-05	04/13/17	05	001	2310	418	0000	000000	900	00	007		148.36
0017	Annual renewal for Contac		0172216	0001	172216-05	05/01/17	05	001	2211	429	0000	000000	815	00	015		661.50
0018	Annual renewal for Contac		0172216	0001	CREDIT	04/25/17	05	001	2211	429	0000	000000	815	00	015		324.91-
0019	Luncheon forState of the		0172217	0001	172217-05	04/13/17	05	001	2310	433	0000	000000	900	00	007		165.00
0020	Technology Supplies		0172232	0001	172232-05	04/24/17	05	001	2211	640	0000	000000	815	00	015		129.47
Check total: \$2,260.35																	
(Multi-bank check)																	
Check: 103967 Type: W Date: 05/31/17 Vendor: CLEVELAND MUNICIPAL		Vendor#: 030426 Stat/Date: Bank: 1															
		SCHOOL DISTRICT															
0001	1st Semester Billing Down		0172209	0001	DEC1715-1	05/13/17	05	001	1990	474	0000	000000	813	00	013		15,612.56
Check total: \$15,612.56																	
Check: 103968 Type: W Date: 05/31/17 Vendor: DURAMEND, INC.		Vendor#: 831706 Stat/Date: Bank:															
0001	Repaired large box pad an		0172097	0001	0860161	05/17/17	05	034	2720	423	0000	000000	600	00	000		615.00
Check total: \$615.00																	

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Check: 103969 Type: W Date: 05/31/17 Vendor: EDUCATIONAL SERVICE CENTER Vendor#: 050183 Stat/Date: Bank: 1																	
OF CUYAHOGA COUNTY																	
0001	Personnel costs for gifte	0171765	0001	GFD1841		04/20/17	05	499	2231	412	909G	000000	000	00	000		6,537.00
0002	Personnel costs for curri	0171765	0002	GFD1841		04/20/17	05	001	2211	415	0000	000000	822	00	022		14,165.26
0003	Personnel costs for	0171765	0003	GFD1841		04/20/17	05	001	2181	413	0000	000000	813	00	013		30,800.85
0004	Personnel costs for ELO T	0171765	0004	GFD1841		04/20/17	05	001	2150	413	0000	000000	813	00	013		43,298.28
0005	Personnel costs for Speec	0171765	0005	GFD1841		04/20/17	05	001	2150	413	0000	000000	813	00	013		50,795.52
0006	Rose-Mary center tuition	0172130	0001	GFD1865		05/18/17	05	001	1245	473	0000	000000	813	00	013		15,143.08
																Check total:	\$160,739.99
(Multi-bank check)																	
Check: 103970 Type: W Date: 05/31/17 Vendor: HEPNER AIR FILTER SERVICE, INC Vendor#: 080226 Stat/Date: Bank: 1																	
0001	Air filters Wm Foster	0172169	0001	00458174		04/28/17	05	001	2720	572	0000	000000	703	00	078		583.42
																Check total:	\$583.42
Check: 103971 Type: W Date: 05/31/17 Vendor: MARC BISS Vendor#: 803450 Stat/Date: Bank: 1																	
0001	Walsh Jesuit Show Choir P	0171755	0001	CHOIR PHOTOS		05/23/17	05	001	2310	446	0000	000000	900	00	007		100.00
																Check total:	\$100.00
Check: 103972 Type: W Date: 05/31/17 Vendor: N E O R S D Vendor#: 140295 Stat/Date: Bank: 1																	
0001	Administrate Building Sew	0170828	0007	AdminBldg-05		05/10/17	05	001	2720	452	0000	000000	800	00	007		301.84
0002	Garfield Blvd. Building S	0170828	0008	BlvdMtr-05		05/10/17	05	001	2720	452	0000	000000	706	00	007		65.40
0003	Bus Garage Sewage Fees	0170828	0006	BusGarage-05		05/10/17	05	001	2720	452	0000	000000	700	00	007		45.90
0004	Elmwood Sewage Fees	0170828	0001	Elmwood-05		05/10/17	05	001	2720	452	0000	000000	100	00	007		454.91
0005	High School Sewage Fees	0170828	0005	HighSchl-05		05/10/17	05	001	2720	452	0000	000000	600	00	007		3,081.54
0006	Maple Leaf Sewage Fees	0170828	0002	MapleLeaf-05		05/10/17	05	001	2720	452	0000	000000	200	00	007		470.09
0007	Middle School Sewage Fees	0170828	0004	MiddleSchl-05		05/10/17	05	001	2720	452	0000	000000	500	00	007		1,105.62
0008	William Foster Sewage Fee	0170828	0003	WmFoster-05		05/10/17	05	001	2720	452	0000	000000	400	00	007		628.78
																Check total:	\$6,154.08
Check: 103973 Type: W Date: 05/31/17 Vendor: NOWAK TOURS Vendor#: 831779 Stat/Date: Bank:																	
0001	CEDAR POINT BUS	0172176	0001	0006567		05/17/17	05	014	4600	490	9459	000000	500	00	000		340.00
																Check total:	\$340.00
Check: 103974 Type: W Date: 05/31/17 Vendor: PADDLE TRAMPS MFG. CO. Vendor#: 832552 Stat/Date: Bank: 1																	
0001	VAledictorian Plaque	0171649	0001	0000314		05/22/17	05	200	4190	889	997A	000000	600	00	000		140.00
0002	Shipping	0171649	0002	0000314		05/22/17	05	200	4190	889	997A	000000	600	00	000		19.00
																Check total:	\$159.00
Check: 103975 Type: W Date: 05/31/17 Vendor: PEAP Vendor#: 832094 Stat/Date: Bank: 1																	
0001	Order of Pins per attachm	0171830	0001	0318789		04/06/17	05	200	4190	889	997A	000000	600	00	000		91.00
0002	Shipping	0171830	0002	0318789		04/06/17	05	200	4190	889	997A	000000	600	00	000		4.00
																Check total:	\$95.00

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SEQ	DESCRIPTION	TRAN NUMBER	P.O. NUMBER	IT NO	INVOICE NUMBER	TRAN DATE	TI	FND	FUNC	OBJ	SCC	SUBJ	OU	IL	JOB	ITEM	AMOUNT
Check: 103976 Type: W Date: 05/31/17 Vendor: SOLON BOARD OF EDUCATION Vendor#: 190583 Stat/Date: Bank: 1																	
0001	Rental of Props, set piec		0171407	0001	0003269	05/15/17	05	300	4113	590	915D	000000	600	00	000		350.00
0002	Security Deposit if damag		0171407	0002	0003269	05/15/17	05	300	4113	590	915D	000000	600	00	000		100.00
Check total: \$450.00																	
Check: 103977 Type: W Date: 05/31/17 Vendor: SOVEREIGN INDUSTRIES INC. Vendor#: 190284 Stat/Date: Bank: 1																	
0001	Misc. janitorial supplies		0172167	0001	0119605	04/28/17	05	001	2720	572	0000	000000	702	00	078		1,243.50
Check total: \$1,243.50																	
Check: 103978 Type: W Date: 05/31/17 Vendor: ST. MICHAEL'S WOODSIDE Vendor#: 190352 Stat/Date: Bank: 1																	
0001	Chicken dinners		0172111	0001	MAY 16 2017	05/16/17	05	200	4141	891	905H	000000	600	00	000		4,301.00
0002	Pasta Dinners		0172111	0002	MAY 16 2017	05/16/17	05	200	4141	891	905H	000000	600	00	000		955.00
Check total: \$5,256.00																	
Check: 103979 Type: W Date: 05/31/17 Vendor: STEVE'S SPORTS, INC Vendor#: 190000 Stat/Date: Bank: 1																	
0001	Tackle Dummys		0172076	0001	0015817	05/08/17	05	300	4510	590	926A	000000	600	00	000		1,062.47
0002	cedar point shirts for		0172093	0001	0015795	05/03/17	05	018	4600	890	902G	000000	600	00	000		380.00
Check total: \$1,442.47																	
(Multi-bank check)																	
Check: 103980 Type: W Date: 05/31/17 Vendor: SYNCB/AMAZON Vendor#: 832047 Stat/Date: Bank: 1																	
0001	Technology items for WF		0171195	0001	AMZ-05/10/17	04/06/17	05	001	2211	511	0000	000000	400	00	004		44.88
0002	Misc. maintenance items		0171475	0001	AMZ-05/10/17	04/27/17	05	001	2720	572	0000	000000	703	00	078		137.31
0003	Supplies		0171507	0001	AMZ-05/10/17	04/13/17	05	001	2211	511	0000	000000	100	00	001		95.88
0004	Parts to repair computers		0171818	0001	AMZ-05/10/17	04/13/17	05	001	2211	429	0000	000000	815	00	015		748.30
0005	Orange Hall Passes for mi		0171862	0001	AMZ-05/10/17	04/13/17	05	001	1120	511	9412	000000	500	00	005		10.99
0006	Orange Hall Passes for mi		0171862	0002	AMZ-05/10/17	04/13/17	05	001	1130	511	9412	000000	600	00	006		10.90
0007	shipping		0171862	0003	AMZ-05/10/17	04/13/17	05	001	1130	511	9412	000000	600	00	006		7.66
0008	Locks for showcase		0171862	0004	AMZ-05/10/17	04/13/17	05	001	1130	511	9412	000000	600	00	006		19.90
0009	Supplies for Elmwood-Lear		0171878	0001	AMZ-05/10/17	04/19/17	05	572	3290	511	9017	000000	100	00	000		656.63
0010	Technology supplies		0171905	0001	AMZ-05/10/17	04/25/17	05	001	2211	511	0000	000000	600	00	006		1,854.95
0011	technology supplies		0171923	0001	AMZ-05/10/17	04/28/17	05	001	2211	516	0000	000000	600	00	006		329.85
0012	Supplies for summer schoo		0171924	0001	AMZ-05/10/17	04/25/17	05	572	1270	511	9017	000000	000	00	000		54.81
0013	OFFICE SUPPLIES		0171945	0001	AMZ-05/10/17	04/13/17	05	001	2421	512	9412	000000	500	00	005		336.60
0014	Purchase of frames		0172181	0001	AMZ-05/10/17	04/10/17	05	200	4190	889	997A	000000	600	00	000		47.81
0015	Battery and Charger for		0172181	0002	AMZ-05/10/17	04/10/17	05	001	2421	512	0000	000000	600	00	006		43.67
Check total: \$4,400.14																	
(Multi-bank check)																	
Check: 103981 Type: W Date: 05/31/17 Vendor: THE EDEXCELLENCE GROUP, LLC Vendor#: 080453 Stat/Date: Bank:																	
C/O ROBERT A. GERYE																	
0001	Advisory Curriculum for g		0172148	0001	GRADES 9-12	05/12/17	05	001	1130	511	9412	000000	600	00	006		999.00
Check total: \$999.00																	
Check: 103982 Type: W Date: 05/31/17 Vendor: THE ILLUMINATING COMPANY Vendor#: 090140 Stat/Date: Bank: 1																	

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SEQ	DESCRIPTION	TRAN NUMBER	P.O. NUMBER	IT NO	INVOICE NUMBER	TRAN DATE	TI	FND	FUNC	OBJ	SCC	SUBJ	OU	IL	JOB	ITEM	AMOUNT
0001	Electric Service - Elmwoo		0171731	0001	90005959598	05/15/17	05	001	2720	451	0000	000000	100	00	007		131.01
0002	Electric Service - Maple		0171731	0002	90005959598	05/15/17	05	001	2720	451	0000	000000	200	00	007		90.36
0003	Electric Service - Willia		0171731	0003	90005959598	05/15/17	05	001	2720	451	0000	000000	400	00	007		82.04
0004	Electric Service - Middle		0171731	0004	90005959598	05/15/17	05	001	2720	451	0000	000000	500	00	007		462.68
0005	Electric Service - High S		0171731	0005	90005959598	05/15/17	05	001	2720	451	0000	000000	600	00	007		422.34
0006	Electric Service - HS Sta		0171731	0009	90005959598	05/15/17	05	001	2720	451	0000	000000	915	00	007		185.99
0007	Electric Service -		0171731	0008	AdminBldg-05	05/23/17	05	001	2720	451	0000	000000	800	00	007		1,103.27
0008	Electric Service - Garfie		0171731	0007	BlvdMtr-05	05/23/17	05	001	2720	451	0000	000000	706	00	007		80.40
0009	Electric Service - Bus Ga		0171731	0006	BusGarage-05	05/23/17	05	001	2720	451	0000	000000	700	00	007		214.80
0010	Electric Service - High S		0171731	0005	HighSchl-05	05/23/17	05	001	2720	451	0000	000000	600	00	007		58.46
0011	Electric Service MS Stadi		0171731	0010	MS.Stadium-05	05/23/17	05	001	2720	451	0000	000000	918	00	007		481.00
Check total:																\$3,312.35	
Check: 103983 Type: W Date: 05/31/17 Vendor: THOMAS WEST Vendor#: 832356 Stat/Date: Bank:																	
0001	Set construction, tech		0171642	0001	T.W-2017	02/28/17	05	300	4137	590	910E	000000	600	00	000		2,000.00
Check total:																\$2,000.00	
Check: 103984 Type: W Date: 05/31/17 Vendor: TIFFANY'S PIZZA Vendor#: 832705 Stat/Date: Bank:																	
0001	Spring Sports		0172190	0001	5/18/2017	05/18/17	05	300	4510	590	926A	000000	600	00	000		141.40
0002	Spring Sports		0172190	0002	5/18/2017	05/18/17	05	300	4530	590	926A	000000	600	00	000		141.50
Check total:																\$282.90	
Check: 103985 Type: W Date: 05/31/17 Vendor: TROPHY SHOP Vendor#: 200152 Stat/Date: Bank: 1																	
0001	Awards for senior recogni		0172120	0001	00010658	05/27/17	05	200	4190	889	997A	000000	600	00	000		724.00
Check total:																\$724.00	
Check: 103986 Type: W Date: 05/31/17 Vendor: VARSITY ATHLETIC APPAREL Vendor#: 832890 Stat/Date: Bank:																	
C/O MARJORIE PADILLA																	
0001	6" Chenille letter/B		0171919	0001	0014439	05/11/17	05	300	4510	590	926A	000000	600	00	000		366.75
0002	6" Chenille Letters/G		0171919	0002	0014439	05/11/17	05	300	4530	590	926A	000000	600	00	000		366.75
Check total:																\$733.50	
Check: 103987 Type: W Date: 05/31/17 Vendor: VETTER MEDICAL/FITNESS INC. Vendor#: 220146 Stat/Date: Bank: 1																	
0001	repairs to equipment		0171664	0001	0005904	03/20/17	05	018	4600	890	902G	000000	600	00	000		457.00
Check total:																\$457.00	
Check: 103988 Type: W Date: 05/31/17 Vendor: YOUNG SCREENPRINTING & EMBROIDERY Vendor#: 832876 Stat/Date: Bank:																	
0001	step team unifmrs		0172150	0001	SH 32446	05/17/17	05	300	4132	560	913S	000000	600	00	000		1,872.00
Check total:																\$1,872.00	
Check: 103989 Type: W Date: 05/31/17 Vendor: ASCD Vendor#: 010518 Stat/Date: Bank:																	
0001	978-1-4166-2422-6		0172013	0002	0012723182	05/17/17	05	001	2211	511	0000	000000	822	00	022		9.95
0002	Shipping/handling		0172013	0003	0012723182	05/17/17	05	001	2211	511	0000	000000	822	00	022		2.70
0003	How to Assess Higher Orde		0172065	0001	0012718853	05/10/17	05	590	3260	511	9017	000000	000	00	000		593.25

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SEQ	DESCRIPTION	TRAN NUMBER	P.O. NUMBER	IT NO	INVOICE NUMBER	TRAN DATE	TI	FND	FUNC	OBJ	SCC	SUBJ	OU	IL	JOB	ITEM	AMOUNT	
0004	Making Sense of Math: How		0172065	0002	0012718853	05/10/17	05	590	3260	511	9017	000000	000	00	000		299.70	
0005	shipping		0172065	0003	0012718853	05/10/17	05	590	3260	511	9017	000000	000	00	000		53.58	
																	Check total:	\$959.18
																		(Multi-bank check)
	Check: 103990 Type: W Date: 05/31/17 Vendor: CHRIS WOOLEY																	Vendor#: 832712 Stat/Date: Bank:
0001	Reimbursement for classro		0170347	0001	C.W-12/03/16	12/03/16	05	516	1231	511	9017	000000	813	00	013		125.30	
																	Check total:	\$125.30
	Check: 103991 Type: W Date: 05/31/17 Vendor: CLEVELAND SIGHT CENTER																	Vendor#: 030466 Stat/Date: Bank: 1
0001	Open PO for O.O.D. Tuitio		0171144	0001	0118646	05/26/17	05	001	1245	473	0000	000000	813	00	013		2,100.00	
																	Check total:	\$2,100.00
	Check: 103992 Type: W Date: 05/31/17 Vendor: COLLEGE NOW GREATER CLEVELAND																	Vendor#: 030467 Stat/Date: Bank:
0001	3rd party contract for		0171036	0001	3112-6	05/25/17	05	401	3260	511	9017	000000	410	00	000		1,125.00	
																	Check total:	\$1,125.00
	Check: 103993 Type: W Date: 05/31/17 Vendor: COMDOC LEASING																	Vendor#: 030548 Stat/Date: Bank:
0001	Lease agreement for stude		0172195	0001	30255656	05/20/17	05	401	3260	511	9017	000000	410	00	000		429.47	
																	Check total:	\$429.47
	Check: 103994 Type: W Date: 05/31/17 Vendor: COMDOC, INC.																	Vendor#: 030550 Stat/Date: Bank:
					SUPPLIES, OVERAGE, SERVICE													
0001	Lease agreement for stude		0172072	0001	IN1884766	04/03/17	05	401	3260	511	9017	000000	410	00	000		1,016.00	
0002	Lease agreement for stude		0172072	0001	IN1909478	04/13/17	05	401	3260	511	9017	000000	410	00	000		35.79	
																	Check total:	\$1,051.79
	Check: 103995 Type: W Date: 05/31/17 Vendor: DISCOUNT SCHOOL SUPPLY																	Vendor#: 831507 Stat/Date: Bank:
0001	Construction paper per		0172059	0001	D24223410101	05/10/17	05	401	3260	512	9617	000000	412	00	000		615.37	
																	Check total:	\$615.37
	Check: 103996 Type: W Date: 05/31/17 Vendor: JENICE WILLIS																	Vendor#: 803360 Stat/Date: Bank: 1
0001	Reimbursement for		0171269	0001	J.W-LETRS	05/19/17	05	001	2213	431	7875	000000	000	00	000		23.75	
																	Check total:	\$23.75
	Check: 103997 Type: W Date: 05/31/17 Vendor: JENNIFER CORRADO																	Vendor#: 100186 Stat/Date: Bank:
0001	Reimbursement for		0172005	0001	J.C-05/23/17	05/23/17	05	536	2213	432	917I	000000	500	00	000		532.29	
																	Check total:	\$532.29
	Check: 103998 Type: W Date: 05/31/17 Vendor: LEIGH ANN PUSTAI																	Vendor#: 120391 Stat/Date: Bank: 1
0001	Reimbursement for		0171983	0001	L.P-LETRS	05/16/17	05	001	2213	431	7875	000000	000	00	000		23.75	
																	Check total:	\$23.75

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SEQ	DESCRIPTION	TRAN NUMBER	P.O. NUMBER	IT NO	INVOICE NUMBER	TRAN DATE	TI	FND	FUNC	OBJ	SCC	SUBJ	OU	IL	JOB	ITEM	AMOUNT
Check: 103999 Type: W Date: 05/31/17 Vendor: MELISSA FRANCIS Vendor#: 803445 Stat/Date: Bank: 1																	
0001	science supplies for lab	0171716	0001	M.F-03/09/17	03/09/17	05	009	2620	551	9650	000000	600	00	000			39.51
																Check total:	\$39.51
Check: 104000 Type: W Date: 05/31/17 Vendor: PEARSON EDUCATION INC. Vendor#: 160242 Stat/Date: Bank:																	
0001	Social Studies order for	0171970	0001	6001452575	05/23/17	05	001	1110	521	9412	000000	000	00	022			304.78
0002	Social Studies order for	0171970	0001	7025598081	05/04/17	05	001	1110	521	9412	000000	000	00	022			16,610.46
0003	Social Studies order for	0171977	0001	6001452488	05/23/17	05	001	1110	521	9412	000000	000	00	022			192.50
0004	Social Studies order for	0171977	0001	7025598102	05/04/17	05	001	1110	521	9412	000000	000	00	022			10,490.82
																Check total:	\$27,598.56
Check: 104001 Type: W Date: 05/31/17 Vendor: PROGRESSIVE ARTS ALLIANCE Vendor#: 831945 Stat/Date: Bank:																	
0001	Mural Residency for all o	0172105	0001	17-1171	05/16/17	05	019	1110	410	917M	000000	400	00	000			3,000.00
																Check total:	\$3,000.00
Check: 104002 Type: W Date: 05/31/17 Vendor: PSI Vendor#: 160275 Stat/Date: Bank:																	
0001	2 intervention specialist	0170866	0001	0110306	04/11/17	05	516	3260	411	9017	000000	410	00	000			3,295.06
0002	1 diagnostic nurse to wor	0170867	0001	0110306	04/11/17	05	401	3260	411	9017	000000	410	00	000			127.89
0003	1 health aide to work 133	0170867	0002	0110306	04/11/17	05	401	3260	411	9017	000000	410	00	000			2,254.00
0004	1 diagnostic nurse to wor	0170867	0001	0134289	05/11/17	05	401	3260	411	9017	000000	410	00	000			255.78
0005	1 health aide to work 133	0170867	0002	0134289	05/11/17	05	401	3260	411	9017	000000	410	00	000			1,577.80
0006	Auxiliary serv non-public	0170975	0001	0133598	05/11/17	05	401	3260	411	9617	000000	412	00	000			16,110.38
0007	2 Intervention specialist	0172026	0001	0110306	04/11/17	05	401	3260	411	9017	000000	410	00	000			3,704.71
0008	2 Intervention specialist	0172026	0001	0134289	05/11/17	05	401	3260	411	9017	000000	410	00	000			3,129.59
																Check total:	\$30,455.21
Check: 104003 Type: W Date: 05/31/17 Vendor: SAM'S CLUB DIRECT Vendor#: 190102 Stat/Date: Bank: 1																	
0001	Open P.O for purchases th	0171813	0001	0008327	05/10/17	05	001	2411	432	0000	000000	831	00	024			179.79
0002	Membership Fee for	0172229	0001	0999999	04/23/17	05	001	2411	841	0000	000000	831	00	024			45.00
0003	Service Fee for Superinte	0172229	0002	CF170424	04/24/17	05	001	2411	841	0000	000000	831	00	024			50.00
																Check total:	\$274.79
Check: 104004 Type: W Date: 05/31/17 Vendor: STAR THERAPY & SALES CORP. Vendor#: 832657 Stat/Date: Bank: 1																	
0001	Open PO for Occupational	0171293	0001	APRIL 2017	04/03/17	05	001	2181	413	0000	000000	813	00	013			15,658.50
																Check total:	\$15,658.50
Check: 104005 Type: W Date: 05/31/17 Vendor: SUSAN HART Vendor#: 010447 Stat/Date: Bank:																	
0001	Reimbursement for	0172010	0001	S.H-05/23/17	05/23/17	05	536	2213	432	917I	000000	500	00	000			46.42
																Check total:	\$46.42
Check: 104006 Type: W Date: 05/31/17 Vendor: TIME WARNER CABLE-NORTHEAST Vendor#: 832905 Stat/Date: Bank:																	
0001	T1 & Internet access for	0172210	0001	05/10-06/09	05/09/17	05	401	3260	426	9017	000000	410	00	000			1,222.64



## **SCHEDULE OF INVESTMENTS**



**Schedule of Investments**  
**May 2017**

<u>FINANCIAL</u> <u>INSTITUTION</u>	<u>INVESTMENT</u> <u>TYPE</u>	<u>COST</u>	<u>MARKET</u> <u>VALUE</u>	<u>YIELD</u> <u>RATE</u>	<u>MATURITY</u> <u>DATE</u>
Citizens Bank	Public Super NOW	\$ 9,583.74	\$ 9,583.74	0.00	N/A
Citizens Bank	Municipal Money Market	\$ 78,871.95	\$ 78,871.95	0.00	N/A
Independence Bank	Certificate of Deposit	\$ 100,000.00	\$ 100,000.00	0.50	24-Oct-17
Huntington	Money Mkt Sweep	\$ 88,281.01	\$ 88,281.01	0.00	N/A
PNC Bank	Business Perf Money Market	\$ 4,033.04	\$ 4,033.04	0.15	N/A
Red Tree Investment	Money Mkt Fund	\$ 4,711.60	\$ 4,711.60	0.00	N/A
Red Tree Investment	Agency Note	\$ 69,930.00	\$ 69,844.60	1.02	30-Apr-18
Red Tree Investment	Agency Note	\$ 90,000.00	\$ 89,789.22	1.00	27-Jul-18
Red Tree Investment	Agency Note	\$ 90,000.00	\$ 89,670.60	1.30	24-May-19
Red Tree Investment	Agency Note	\$ 94,672.25	\$ 94,024.63	1.00	19-Jul-19
Red Tree Investment	Agency Note	\$ 90,000.00	\$ 87,830.82	1.42	27-Jul-20
Red Tree Investment	Agency Note	\$ 100,000.00	\$ 97,930.20	1.50	28-Aug-20
Red Tree Investment	Certificate of Deposit	\$ 129,805.00	\$ 130,113.10	1.23	23-Oct-17
Red Tree Investment	Certificate of Deposit	\$ 135,000.00	\$ 135,384.88	1.56	22-Oct-18
Red Tree Investment	Certificate of Deposit	\$ 99,700.00	\$ 101,155.10	2.07	13-Oct-20
Red Tree Investment	Certificate of Deposit	\$ 109,890.00	\$ 111,254.11	2.27	28-Oct-20
Red Tree Investment	Certificate of Deposit	\$ 75,000.00	\$ 73,806.82	1.76	17-Jun-21
Red Tree Investment	Agency Discount Note	\$ 168,196.16	\$ 168,497.03	1.08	20-Mar-18
Red Tree Investment	Agency Discount Note	\$ 118,560.90	\$ 118,708.68	1.24	16-May-18
Red Tree Investment	Accrued Interest	\$ -	\$ 619.59	1.08	
STAROhio	State Pool	\$ 5,095,756.77	\$ 5,669,394.52	1.02	N/A

**Total Investment Amount**

**\$ 6,751,992.42**      **\$ 7,323,505.24**

	<u>Cost</u> <u>Totals by Type</u>	<u>Market Value</u> <u>Totals by Type</u>	<u>Percentage of</u> <u>Portfolio</u>
Money Mkt/NOW/Checking	\$ 181,448.30	\$ 181,448.30	2.69%
Certificate of Deposits	\$ 649,395.00	\$ 651,714.01	9.62%
U. S. Treasury Note	-	-	0.00%
Agency Notes*	821,359.31	816,295.78	12.16%
Business Perf Money Market	4,033.04	4,033.04	0.06%
Agency Discount Note	-	-	0.00%
Commercial Paper	-	-	0.00%
Accrued Interest	-	619.59	
State Pool	5,095,756.77	5,669,394.52	75.47%
	<b>\$ 6,751,992.42</b>	<b>\$ 7,323,505.24</b>	<b>100.00%</b>

1. Agency Notes consist of Federal Home Loan Bank and Mtg Assoc.

2. Certificates of Deposit include Firstbank of Puerto Rico, PR, Comenity Capital Bank, UT, American Express Centurion Bank, Capital One Nation Assoc.

3. Wells Fargo Bank, SD

**SM2**

DATE: 06/07/2017  
 TIME: 12:14:55

FORM SM-2  
 OHIO DEPARTMENT OF EDUCATION - OFFICE OF SCHOOL MANAGEMENT ASSISTANCE  
 ANNUAL SPENDING PLAN (CURRENT OPERATION - GENERAL FUND ONLY - O.R.C. 5705.391)

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SCHOOL DISTRICT: GARFIELD HTS. BOARD OF EDUC.      IRN # 044040      COUNTY: CUYAHOGA      FISCAL YEAR: 2017      MONTH: 05  
 MAY 2017

	MONTHLY ESTIMATE	MONTHLY ACTUAL	MONTHLY DIFFERENCE	FISCAL YTD ESTIMATE	FISCAL YTD ACTUAL	FISCAL YTD DIFFERENCE
REVENUES						
01.010 General Property (Real Estate)	300,000	301,000	1,000	14,379,800	14,756,958	377,158
01.020 Tangible Personal Property Tax	0	0	0	784,225	805,561	21,336
01.030 Income Tax	0	0	0	0	0	0
01.035 Unrestricted Grants-in-Aid	1,750,000	1,749,015	985-	20,177,725	20,176,710	1,015-
01.040 Restricted Grants-in-Aid	135,000	113,223	21,777-	1,151,122	1,149,348	1,774-
01.045 Restricted Grants-in-Aid - SFSF	0	0	0	0	0	0
01.050 Property Tax Allocation	1,446,000	1,468,718	22,718	2,830,366	2,853,084	22,718
01.060 All Other Operating Revenue	184,000	377,237	193,237	825,631	1,039,379	213,748
01.070 Total Revenue	3,815,000	4,009,193	194,193	40,148,869	40,781,040	632,171
OTHER FINANCING SOURCES						
02.010 Proceeds from Sale of Notes	0	0	0	0	0	0
02.020 State Emergency Loans & Advancements (Approved)	0	0	0	0	0	0
02.040 Operating Transfers-In	0	0	0	0	0	0
02.050 Advances-In	0	0	0	475,420	475,420	0
02.060 All Other Financing Sources	0	0	0	0	0	0
02.070 Total Other Financing Sources	0	0	0	475,420	475,420	0
02.080 Total Revenues and Other Financing Sources	3,815,000	4,009,193	194,193	40,624,289	41,256,460	632,171
EXPENDITURES						
03.010 Personal Services	1,810,000	1,856,953	46,953	21,565,057	21,690,275	125,218
03.020 Employees' Retirement/Insurance Benefits	700,000	699,682	318-	7,711,429	7,656,977	54,452-
03.030 Purchased Services	600,000	1,026,003	426,003	7,434,801	8,536,118	1,101,317
03.040 Supplies and Materials	35,000	137,992	102,992	1,004,302	920,338	83,964-
03.050 Capital Outlay	0	1,494	1,494	352,136	451,115	98,979
03.060 Intergovernmental	0	0	0	0	0	0
04.010 Debt Service: All Principal (Historical)	0	0	0	0	0	0
04.020 Debt Service: Principal - Notes	0	0	0	0	0	0
04.030 Debt Service: Principal - State Loans	0	0	0	0	0	0
04.040 Debt Service: Principal - State Advancements	0	0	0	0	0	0
04.050 Debt Service: Principal - HB 264 Loans	0	0	0	0	0	0
04.055 Debt Service: Principal - Other	82,348	0	82,348-	365,162	282,814	82,348-
04.060 Debt Service: Interest and Fiscal Charges	0	0	0	0	0	0
04.300 Other Objects	15,000	16,632	1,632	611,041	631,740	20,699
04.500 Total Expenditures	3,242,348	3,738,756	496,408	39,043,928	40,169,377	1,125,449
OTHER FINANCING USES						
05.010 Operating Transfers - Out	0	0	0	67,500	67,500	0
05.020 Advances - Out	0	0	0	0	0	0
05.030 All Other Financing Uses	0	0	0	0	0	0
05.040 Total Other Financing Uses	0	0	0	67,500	67,500	0
05.050 Total Expenditure and Other Financing Uses	3,242,348	3,738,756	496,408	39,111,428	40,236,877	1,125,449
06.010 Excess Rev & Oth Financing Sources over(under) Exp &	572,652	270,437	302,215-	1,512,861	1,019,583	493,278-
07.010 Beginning Cash Balance	1,752,510	1,561,447	191,063-	812,301	812,301	0
07.020 Ending Cash Balance	2,325,162	1,831,884	493,278-	2,325,162	1,831,884	493,278-
08.010 Outstanding Encumbrances	0	1,308,691	1,308,691	0	1,308,691	1,308,691

## GARFIELD HEIGHTS CITY SCHOOL DISTRICT

Resolution No. 2017-06

## TEMPORARY APPROPRIATION RESOLUTION

FOR THE FISCAL YEAR 2018

	<u>Temporary Amount</u>
<b><u>GENERAL FUND</u></b>	
001 GENERAL FUND	15,000,000
<b>TOTAL GENERAL FUND</b>	<b><u>\$ 15,000,000</u></b>
<b><u>SPECIAL REVENUE FUNDS</u></b>	
018 PUBLIC SCHOOL SUPPORT FUND	20,000
019 LOCAL GRANTS	100,000
034 CLASSROOM FACILITIES MAINTENANCE	100,000
300 DISTRICT MANAGED STUDENT ACTIVITIES	50,000
401 AUXILARY SERVICE NON-PUBLIC FUND	100,000
439 PUBLIC SCHOOL PRESCHOOL	15,000
451 DATA COMMUNICATIONS	2,500
463 ALTERNATIVE SCHOOLS	25,000
499 MISCELLANEOUS STATE GRANTS	-
516 TITLE VI-B	100,000
536 TITLE I SCHOOL IMPROVEMENT STIMULUS SUBSIDY A	50,000
572 TITLE I	100,000
587 PRE-SCHOOL HANDICAPPED	20,000
590 TITLE II-A	50,000
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b><u>\$ 732,500</u></b>
<b><u>DEBT SERVICES FUNDS</u></b>	
002 BOND RETIREMENT	\$ 100,000
<b>TOTAL DEBT SERVICE FUNDS</b>	<b><u>\$ 100,000</u></b>
<b><u>CAPITAL PROJECTS FUNDS</u></b>	
003 PERMANENT IMPROVEMENT	100,000
004 BUILDING	-
010 CLASSROOM FACILITIES	-
<b>TOTAL CAPITAL PROJECTS FUNDS</b>	<b><u>\$ 100,000</u></b>
<b><u>ENTERPRISE FUNDS</u></b>	
006 FOOD SERVICE	250,000
009 UNIFORM SCHOOL SUPPLY	25,000
<b>TOTAL ENTERPRISE FUNDS</b>	<b><u>\$ 275,000.00</u></b>
<b><u>INTERNAL SERVICE FUNDS</u></b>	
014 AGENCY INTERNAL SERVICE	10,000
022 DISTRICT AGENCY	-
024 HEALTH BENEFITS RESERVE	350,000
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b><u>\$ 360,000</u></b>
<b><u>TRUST FUNDS</u></b>	
007 LOCAL SCHOLARSHIPS - Expendable	10,000
008 BLAUGRUND SCHOLARSHIP - Nonexpendable	500
<b>TOTAL TRUST FUNDS</b>	<b><u>\$ 10,500</u></b>
<b><u>AGENCY FUNDS</u></b>	
200 STUDENT MANAGED ACTIVITY	25,000
<b>TOTAL AGENCY FUNDS</b>	<b><u>\$ 25,000</u></b>
<b>GRAND TOTAL TEMPORARY APPROPRIATIONS - ALL FUNDS</b>	<b><u>\$ 16,603,000</u></b>

**APPROPRIATIONS**  
**AMENDMENT REQUEST #1**  
**Resolution #2017-07**

	Original Est Resource Appropriation Amount	Amended Est Resource Appropriation Amount	Difference Increase (Decrease)
<b>GENERAL FUND (001)</b>			
1100 REGULAR INSTRUCTION	\$ 17,234,420.00	\$ 17,174,420.00	\$ (60,000.00)
1200 SPECIAL INSTRUCTION	\$ 2,568,500.00	\$ 2,238,500.00	\$ (330,000.00)
1900 OTHER INSTRUCTION	\$ 6,432,700.00	\$ 7,607,700.00	\$ 1,175,000.00
2100 SUPPORT SERVICES - PUPILS	\$ 2,936,200.00	\$ 2,926,200.00	\$ (10,000.00)
2200 SUPPORT SERVICES - INSTRUCTIONAL STAFF	\$ 1,835,575.00	\$ 2,066,575.00	\$ 231,000.00
2300 SUPPORT SERVICES - BOARD OF EDUCATION	\$ 60,950.00	\$ 78,950.00	\$ 18,000.00
2400 SUPPORT SERVICES - ADMINISTRATION	\$ 4,178,195.00	\$ 4,153,195.00	\$ (25,000.00)
2500 SUPPORT SERVICES - FISCAL	\$ 994,500.00	\$ 919,500.00	\$ (75,000.00)
2600 SUPPORT SERVICES - BUSINESS	\$ 424,700.00	\$ 304,700.00	\$ (120,000.00)
2700 SUPPORT SERVICES - OPERATION/MAINTENANCE PLANT	\$ 3,278,600.00	\$ 3,590,600.00	\$ 312,000.00
2800 SUPPORT SERVICES - PUPIL TRANSPORTATION	\$ 881,500.00	\$ 1,045,500.00	\$ 164,000.00
2900 SUPPORT SERVICES - CENTRAL	\$ 430,250.00	\$ 521,750.00	\$ 91,500.00
3000 COMMUNITY SERVICES	\$ -	\$ -	\$ -
4000 EXTRACURRICULAR ACTIVITIES	\$ 405,200.00	\$ 420,200.00	\$ 15,000.00
5000 FACILITIES ACQUISITION/CONSTRUCTION	\$ -	\$ -	\$ -
6100 DEBT SERVICE	\$ 365,000.00	\$ 365,000.00	\$ -
7200 TRANSFERS OUT	\$ 200,000.00	\$ 200,000.00	\$ -
7400 ADVANCES OUT	\$ 300,000.00	\$ 300,000.00	\$ -
<b>TOTAL GENERAL FUND APPROPRIATION/FUNCTION</b>	<b>\$ 42,526,290.00</b>	<b>\$ 43,912,790.00</b>	<b>\$ 1,386,500.00</b>
PERSONAL SERVICES	\$ 23,225,100.00	\$ 23,490,600.00	\$ 265,500.00
EMPLOYEE RETIREMENT AND INSURANCES	\$ 8,467,150.00	\$ 8,429,650.00	\$ (37,500.00)
PURCHASED SERVICES	\$ 8,047,000.00	\$ 9,250,500.00	\$ 1,203,500.00
SUPPLIES AND MATERIALS	\$ 1,006,740.00	\$ 1,006,740.00	\$ -
CAPITAL OUTLAY - NEW	\$ 272,000.00	\$ 242,000.00	\$ (30,000.00)
DEBT SERVICE/LEASE PURCHASE	\$ 365,000.00	\$ 365,000.00	\$ -
OTHER OBJECTS	\$ 643,300.00	\$ 628,300.00	\$ (15,000.00)
OTHER FINANCING SOURCES	\$ 500,000.00	\$ 500,000.00	\$ -
<b>TOTAL GENERAL FUND APPROPRIATION/OBJECT</b>	<b>\$ 42,526,290.00</b>	<b>\$ 43,912,790.00</b>	<b>\$ 1,386,500.00</b>
<b>BOND RETIREMENT FUND (002)</b>	\$ 3,171,009.00	\$ 4,016,509.00	\$ 845,500.00
<b>PERMANENT IMPROVEMENT FUND(003)</b>	\$ 784,411.00	\$ 731,000.00	\$ (53,411.00)
<b>BUILDING FUND (004)</b>	\$ 7,500.00	\$ 7,500.00	\$ -
<b>FOOD SERVICE FUND (006)</b>	\$ 1,650,000.00	\$ 1,715,000.00	\$ 65,000.00
<b>SPECIAL TRUST FUND (007)</b>	\$ 10,100.00	\$ 13,100.00	\$ 3,000.00
<b>ENDOWMENT FUND (008)</b>	\$ 500.00	\$ 500.00	\$ -
<b>UNIFORM SCHOOL SUPPLIES FUND (009)</b>	\$ 47,000.00	\$ 68,500.00	\$ 21,500.00
<b>CLASSROOM FACILITIES FUND (010)</b>	\$ 929,114.00	\$ 931,000.00	\$ 1,886.00
<b>ROTARY-INTERNAL SERVICES FUND (014)</b>	\$ 150,000.00	\$ 150,000.00	\$ -
<b>PUBLIC SCHOOL SUPPORT FUND (018)</b>	\$ 49,700.00	\$ 49,700.00	\$ -
<b>OTHER GRANT FUND (019)</b>	\$ 290,785.00	\$ 265,300.00	\$ (25,485.00)
<b>DISTRICT ROTARY FUND (022)</b>	\$ 49,600.00	\$ 24,450.00	\$ (25,150.00)
<b>EMPLOYEE BENEFITS SELF INSURANCE FUND (024)</b>	\$ 400,000.00	\$ 400,000.00	\$ -
<b>CLASSROOM FACILITIES MAINTENANCE FUND (034)</b>	\$ 550,000.00	\$ 550,000.00	\$ -
<b>STUDENT MANAGED ACTIVITY FUND (200)</b>	\$ 66,020.00	\$ 110,020.00	\$ 44,000.00
<b>DISTRICT MANAGED ACTIVITY FUND (300)</b>	\$ 253,100.00	\$ 253,100.00	\$ -
<b>AUXILIARY SERVICES FUND (401)</b>	\$ 584,342.00	\$ 584,342.00	\$ -
<b>PUBLIC SCHOOL PRESCHOOL FUND (439)</b>	\$ 100,415.00	\$ 100,415.00	\$ -
<b>DATA COMMUNICATION FUND (451)</b>	\$ 22,000.00	\$ 22,000.00	\$ -
<b>SCHOOLNET PROFESSIONAL DEVELOPMENT FUND (452)</b>	\$ -	\$ -	\$ -
<b>ALTERNATIVE SCHOOLS FUND (463)</b>	\$ 66,634.00	\$ 66,634.00	\$ -
<b>MISCELLANEOUS STATE GRANTS FUND (499)</b>	\$ 10,147.00	\$ 20,147.00	\$ 10,000.00
<b>IDEA PART B GRANT FUND (516)</b>	\$ 968,195.00	\$ 968,730.00	\$ 535.00
<b>TITLE II D - TECHNOLOGY FUND (533)</b>	\$ -	\$ -	\$ -
<b>TITLE I SCHOOL IMPROVEMENT A FUND (536)</b>	\$ 305,711.00	\$ 314,198.00	\$ 8,487.00
<b>TITLE I DISADVANTAGED CHILDREN FUND (572)</b>	\$ 2,152,236.00	\$ 2,092,284.00	\$ (59,952.00)
<b>DRUG FREE SCHOOL GRANT FUND (584)</b>	\$ -	\$ -	\$ -
<b>IDEA PRESCHOOL-HANDICAPPED FUND (587)</b>	\$ 29,389.00	\$ 51,651.00	\$ 22,262.00
<b>IMPROVING TEACHER QUALITY FUND (590)</b>	\$ 124,934.00	\$ 128,118.00	\$ 3,184.00
<b>TOTAL ALL OTHER FUNDS APPROPRIATIONS</b>	<b>\$ 12,772,842.00</b>	<b>\$ 13,634,198.00</b>	<b>\$ 861,356.00</b>

*Employee Leaves*

<i>Last</i>	<i>First</i>	<i>Bldg</i>	<i>Type</i>	<i>Date Out</i>	<i>Date Back</i>	<i>Notes</i>
Blankenship	Annie	EW	Medical LOA	05/16/17	05/25/17	Medical LOA for family member
Hubert	Margarita	WF	Maternity LOA	08/14/17	11/06/17	Maternity LOA (FMLA)
Keshock	C. Robert	WF	Medical LOA	05/02/17	05/15/17	Medical LOA
Pullen	Amy	MS	Medical LOA	05/19/17	05/18/18	Intermittent Medical LOA for family member (FMLA)
Sampognaro	Adele	HS	Unpaid LOA	05/25/17	05/30/18	Unpaid LOA

**GARFIELD HEIGHTS CITY SCHOOLS**  
**Supplemental Contracts**  
**2017-2018**

<b>Last</b>	<b>First</b>	<b>Supplemental</b>	<b>BOE</b>
		<b>Grade Level Lead Teachers - Elmwood</b>	
Mather	Stacey	<i>Grade Kindergarten</i>	6/26/2017
Arnold	Danielle	<i>Grade One</i>	6/26/2017
Brown	Christina	<i>Grade Two</i>	6/26/2017
Palmer	Kayla	<i>Grade Three</i>	6/26/2017
Davila	Allison	<i>Grade Four</i>	6/26/2017
Carruozzo	Steve	<i>Grade Five</i>	6/26/2017
		<b>Curriculum Advocate</b>	
Maher	Shannon	English/Language Arts - EW	6/26/2017
Davis	Kylene	English/Language Arts - WF	6/26/2017
Bowman	Cristy	English/Language Arts - ML	6/26/2017
Ogorek	Dana	Math - EW	6/26/2017
Hrin	Debby	Math - WF	6/26/2017
Herman	Melissa	Math - ML	6/26/2017
Carruozzo	Steve	Science - EW	6/26/2017
Frank	Lori	Science - WF	6/26/2017
Zappola	Mark	Science - ML	6/26/2017
		<b>Grade Level Lead Teachers - William Foster</b>	
Granfors	Lisa	<i>Grade Kindergarten</i>	6/26/2017
Horvath	Diane	<i>Grade One</i>	6/26/2017
Moeller	Tamara	<i>Grade Two</i>	6/26/2017
Thomas	Michael	<i>Grade Three</i>	6/26/2017
Frank	Lori	<i>Grade Four</i>	6/26/2017
Kondash	Janette	<i>Grade Five</i>	6/26/2017
		<b>Grade Level Lead Teachers - Maple Leaf</b>	
Buttolph	Kelli	<i>Grade Kindergarten</i>	6/26/2017
Kaliszewski	Janet	<i>Grade One</i>	6/26/2017
Pustai	Leigh Ann	<i>Grade Two</i>	6/26/2017
Perko	Lisa	<i>Grade Three</i>	6/26/2017
Bowman	Cristy	<i>Grade Four</i>	6/26/2017
Emery	Tessa	<i>Grade Five</i>	6/26/2017

**GARFIELD HEIGHTS CITY SCHOOLS**  
**Supplemental Contracts**  
**2017-2018**

<b>Last</b>	<b>First</b>	<b>Supplemental</b>	<b>BOE</b>
		<b>Noon Elementary Intramural Supervisor</b>	
Monastra	Paul	<i>William Foster (first 2 Qts.)</i>	6/26/2017
Monastra	Paul	<i>William Foster (second 2 Qts.)</i>	6/26/2017
Granfors	Lisa	<i>William Foster (first 2 Qts.)</i>	6/26/2017
Granfors	Lisa	<i>William Foster (second 2 Qts.)</i>	6/26/2017
Keshock	C. Robert	<i>William Foster (first 2 Qts.)</i>	6/26/2017
Keshock	C. Robert	<i>William Foster (second 2 Qts.)</i>	6/26/2017
Bobeczko	Dan	<i>William Foster (first 2 Qts.)</i>	6/26/2017
Bobeczko	Dan	<i>William Foster (second 2 Qts.)</i>	6/26/2017
Pustai	Leigh Ann	<i>Maple Leaf (first 2 Qts.)</i>	6/26/2017
Pustai	Leigh Ann	<i>Maple Leaf (second 2 Qts.)</i>	6/26/2017
Emery	Tessa	<i>Maple Leaf (first 2 Qts.)</i>	6/26/2017
Emery	Tessa	<i>Maple Leaf (second 2 Qts.)</i>	6/26/2017
Molnar	Jennifer	<i>Maple Leaf (first 2 Qts.)</i>	6/26/2017
Molnar	Jennifer	<i>Maple Leaf (second 2 Qts.)</i>	6/26/2017
Kusnerik	Robert	<i>Maple Leaf (first 2 Qts.)</i>	6/26/2017
Kusnerik	Robert	<i>Maple Leaf (second 2 Qts.)</i>	6/26/2017
Owens-Hodge	Toya	<i>Maple Leaf (first 2 Qts.)</i>	6/26/2017
Owens-Hodge	Toya	<i>Maple Leaf (second 2 Qts.)</i>	6/26/2017
		<b>TCS Chairpersons</b>	
Varga	Angela	<i>Maple Leaf</i>	6/26/2017
		<b>Band Director</b>	
Fletcher	Stormi	<i>Elementary Band Supplemental</i>	6/26/2017
		<b>Vocal Music Directors</b>	
Fletcher	Stormi	<i>Maple Leaf</i>	6/26/2017
Keshock	C. Robert	<i>William Foster</i>	6/26/2017
		<b>Computer Coordinator</b>	
Buttolph	Kelli	<i>Maple Leaf</i>	6/26/2017
Neluna	Joseph	<i>William Foster</i>	6/26/2017



## 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 Budget and Management 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 will include time and effort reporting in accordance with Uniform Guidance and the requirements of ODE or other applicable pass-through-entity.

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

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.**

**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.**

**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.**

**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 effecting 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 ~~shall~~ 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 ~~will~~ 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  
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 Budget and Management (OBM) 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 OBM 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.*

## FISCAL ACCOUNTING AND REPORTING

The District's accounting system is in conformance with the Uniform School Accounting System as prescribed by the Auditor of State for the use of school districts-, **federal funds also are accounted for in conformance with the Uniform Guidance issued by the U.S. Office of Budget and Management and any applicable state requirements.** The Treasurer is responsible for receiving and properly accounting for all funds of the District.

The financial records must be adequate to:

1. guide the making or deferring of purchases, the expansion or curtailing of programs and the controlling of expenses;
2. ensure that current data are immediately available and in such form that routine summaries can be readily made;
3. serve as a guide to budget estimates for future years and to hold expenditures to the amounts appropriated and
4. show that those in charge have handled funds within limitations established by law and in accordance with Board policy.

The Board receives monthly financial statements from the Treasurer, which show receipts, disbursements, appropriations, encumbrances and balances. The Treasurer makes all other financial reports required by law or by state or federal agencies and submits them to the proper authorities.

The Treasurer provides the Board with any other financial management reports that the Board determines necessary.

Financial records are permanent. The supporting documents may be destroyed only in compliance with the provisions of State law and in compliance with specifications of the District's records commission, the Auditor of State and the Ohio Historical Society.

[Adoption date:]

LEGAL REFS.: ORC 117.101; 117.38; 117.43  
149.01 through 149.43  
3301.07  
3313.29; 3313.32  
3315.04  
Chapter 1347  
Chapter 5705  
**2 C.F.R. Part 200**

**CROSS REFS.: DECA, Administration of Federal Grant Funds  
EHA, Data and Records Retention**

*NOTE: In 2013, the biennium budget, House Bill (HB) 59, made changes to financial reporting requirements for schools; these changes are found in Ohio Revised Code Section (RC) 3301.07. The first significant change extended the reporting requirements to new entities. The financial reporting requirements now apply not only to each district board of education and each governing board of an educational service center, but also to each governing authority of a community school established under RC 3314, each governing body of a STEM school established under RC 3328 and each board of trustees of a college-preparatory boarding school established under RC 3328. The new format must show, both at the district and at the school building level, revenue by source, expenditures for salaries, wages and benefits of employees, showing such amounts separately for classroom teachers, other employees required to hold licenses issued pursuant to RC 3319.22 through 3319.31 and all other employees, expenditures other than for personnel, by category, including utilities, textbooks and other educational materials, equipment, permanent improvements, pupil transportation, extracurricular athletics, and other extracurricular activities and per pupil expenditures. New requirements include information on total revenue and expenditures, per pupil revenue and expenditures for both classroom and non-classroom purposes, as defined in RC 3302.20, in the aggregate and for each subgroup of students, as defined by RC 3317.40, that receives services provided for by state or federal funding.*

*HB 59 also places a new requirement on the Ohio Department of Education (ODE). Once all required financial information has been reported, ODE must make these reports available in such a way that allows for comparison between financial information included in these reports and financial information included in reports produced prior to July 1, 2013. Further, ODE must post these reports in a prominent location on its website and must notify each school when the reports are made available.*

*Federal funds must be accounted for in conformance with the Uniform Guidance issued by the U.S. Office of Budget and Management. Districts are required to have written policies and/or procedures for the management of funds subject to the Uniform Guidance. The 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.*

## INVENTORIES (Fixed Assets)

The Board, as steward of this District's property, recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The District conducts a complete inventory every five years, by physical count, of all District-owned equipment and supplies. For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus or articles that retain shape and appearance with use, is nonexpendable and does not lose its identity when incorporated into a more complex unit. **For purpose of items purchased with federal funds, equipment is defined as tangible, nonexpendable personal property having a useful life of more than one year with an acquisition cost of \$5,000 or more per unit.**

This District maintains a fixed asset accounting system. The fixed asset system maintains sufficient information to permit:

1. preparation of year-end financial statements in accordance with generally accepted accounting principles;
2. adequate insurance coverage and
3. control and accountability.

Each building and additions to buildings are identified by location or name and are described in detail (e.g., size, number of floors, square footage, type of construction, etc.) with the value shown for all individual structures.

Fixed equipment is inventoried by building, floor and room name or number; each item is to be listed individually. (Leased equipment that the District will eventually own must be inventoried.)

Movable equipment is inventoried by building, floor and room name or number; each item is to be listed individually. Any item that has a model number or serial number has that number noted in the description for full identification. All items assigned to a building are the building administrator's responsibility.

All equipment purchased, after the initial inventory, as capital outlay or replacement with a cost of \$1,000 or more and with an estimated useful life of five years or more is tagged and made part of the equipment inventory. For fixed asset reporting purposes, all equipment in excess of \$1,500 is used. **Property records and inventory systems are sufficiently maintained to account for and track equipment acquired with federal funds.**



File: DID

A listing of all equipment is maintained for each building and department. This listing is updated annually by the close of the school year, or not later than the second Friday in June of each year. This updated listing is then submitted to the Treasurer's office for audit purposes.

A physical inventory of supplies is taken at the building level at the close of the school year, or not later than the second Friday in June of each year. This updated listing is then submitted to the Treasurer's office for audit purposes.

The Treasurer shall be assisted by principals, directors, supervisors and professional and support staffs in the performance of this function.

[Adoption date:]

LEGAL REFS.: ORC 117.38  
3313.20; 3313.41  
2 C.F.R. Part 200

**CROSS REF.: DECA, Administration of Federal Grant Funds**

***NOTE: The Uniform Grant Guidance (Uniform Guidance) outlined in 2 CFR 200 sets forth the requirements for management of equipment purchased with federal funds. Districts should ensure district procedures for inventory accurately track items purchased with federal funds.***

***THIS IS A REQUIRED POLICY***

## PURCHASING PROCEDURES

Monies under the jurisdiction of the Board may not be expended except upon a warrant drawn against a specific appropriation and against a specific fund. Therefore, no contract or purchase order for the expenditure of money will be made unless there is attached to it a certificate of the Treasurer certifying that the amount required to meet the contract or purchase order has been appropriated and is in the treasury, or is in the process of collection, and is free from previous encumbrance.

Any contract or purchase order issued without such a certificate attached is void, except as the law allows later issuance within 30 days of the certificate and except that, if the amount involved is less than \$3,000, the Treasurer may authorize it to be paid without the ratification or affirmation of the Board. Under certain conditions, the law also allows the Treasurer to issue blanket certification, subject to limitations of time and amount as set by law.

Purchasing procedures are designed to ensure the best possible price for the desired products and services. Procedures for purchasing are developed to require that all purchases are made on properly approved purchase orders and that, for items not put up for bid, price quotations are solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

**All purchases for property and services made using federal funds are conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.**

[Adoption date:]

LEGAL REFS.: ORC 3313.46  
3327.08  
5705.41(D)(1); 5705.412; 5705.44  
**2 C.F.R. Part 200**

CROSS REFS.: **DECA, Administration of Federal Grant Funds**  
DJ, Purchasing  
DJC, Bidding Requirements

## SCHOOL PROPERTIES DISPOSAL

The Board believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the District.

The Board recognizes that most unused property of the District has value and that it may be practical to retain such property for a period of time. Once property is no longer needed for school purposes currently or in the future, it should be slated for disposal at the Superintendent's discretion. State law governs the retention and method of disposal of the Board's property. **Property and goods purchased with federal funds also are subject to the disposal requirements outlined in the Uniform Guidance issued by the U.S. Office of Budget and Management.** Therefore, the Board follows the procedures required by the various statutes governing the disposal of real or personal property.

The Board follows the procedures set forth in **State and Federal** law for the disposal of real or personal property at the minimum dollar value set forth in the statute on the date the Board decides to dispose of the property. The Board is required to offer its real property for sale to all community schools and college-preparatory boarding schools for the period of time set forth in law. High-performing community schools as defined by State law, are given first priority. If a high-performing community school is not interested in buying the property, the Board will then proceed with offers to purchase from other start-up community schools operating in the District and college-preparatory boarding schools located within the territory of the District. If no community school or college-preparatory boarding school is interested in buying the property, the Board can sell its real or personal property at a public auction and follow specific statutory requirements if the property exceeds \$10,000 in value. If this amount is changed by the legislature, the Board and administration's responsibility changes automatically to reflect the new minimum statutory dollar value.

The Board directs the periodic review of all District property and authorizes the disposition by sale, donation, trade or discard of any property not required for school purposes.

The District complies with State law regarding the sale or lease of unused District property to high-performing community schools, community schools and college-preparatory boarding schools.

### Disposal of Property Valued at Less Than the Dollar Value Set Forth in State Law

For the disposal of property that is not governed by **Federal** law, the Ohio Revised Code or administrative regulations, the administration is required to follow these procedures:

1. The Superintendent determines that the value of the property is less than the value set forth in **State and Federal** law **when applicable**. The property is valued pursuant to a reasonable method as determined by the Superintendent.

2. The Board is notified when real or personal property is no longer needed for school purposes and directs that the property be sold.
3. The Superintendent sells the property to a start-up community school or by bids, general sale, negotiated sale or by trade as determined by the Superintendent or the Board on an individual basis.

[Adoption date:]

LEGAL REFS.: ORC 131.09  
3313.17; 3313.37; 3313.40; 3313.41; 3313.411; 3313.413  
3314.051  
5705.10  
**2 C.F.R. Part 200**

CROSS REFS.: **DECA, Administration of Federal Grant Funds**  
FL, Retirement of Facilities

*NOTE: Senate Bill (SB) 316 (2012) added language to the House Bill (HB) 153 (2011) (budget bill) language below. SB 316 added boards of trustees of college-preparatory boarding schools to the right of first refusal and sale/lease requirements below. SB 316 also adds that any appraisals required by State law must be not more than one year old. The SB 316 sale/lease provisions also require that intent to purchase or lease the property must be provided to the treasurer. Only qualified parties who have provided intent to purchase or lease to the treasurer may participate in any resulting auctions or lotteries.*

*Finally, SB 316 permits, but does not require, boards to offer unused school facilities for sale or lease to the governing authorities of community schools with plans, stipulated in their contracts entered into under State law, to either relocate their operations to the territory of the district or to add facilities to be located within the territory of the district.*

*HB 153 makes changes to the property disposal requirements regarding community schools and college-preparatory boarding schools. HB 153 removes the requirement that real property be suitable for use as a classroom space in order for the districts to be required to offer it to a community school and college-preparatory boarding schools within the district prior to selling it under other applicable law.*

*HB 438 (2016) makes additional changes and streamlines the process by which a school district board of education must offer real property and unused facilities for sale or lease to the governing authorities of community schools.*

*If the district decides to dispose of real property that exceeds \$10,000 in value, the district must offer to sell it to all community schools and college-preparatory boarding schools for one period of 60 days. No later than 60 days after the district board makes the offer, interested governing authorities and boards of trustees must notify the district treasurer of the intent to purchase. High-performing community schools as defined by State law are given first priority. If more than one governing authority of a high-performing community school notifies the district treasurer of its intention to purchase the property, the board must conduct a public auction. Only the schools that notified the district treasurer are eligible to bid at the auction. If a high-performing community school is not interested in buying the property within 60 days of the offer, the Board is then required to proceed with offers from all other start-up community schools and college-preparatory boarding schools within the district. The sale must be for fair market value, as determined by a property appraisal not more than one year old. If more than one community school or college-preparatory boarding school notifies the district treasurer of its intention to purchase within 60 days, the district will conduct a public auction. Only entities that notified the district treasurer of its intent to purchase are eligible to bid at the auction. If no community schools or college-preparatory boarding schools notify the district treasurer of its intention to purchase the property within 60 days, the district may dispose of the real property in compliance with State law.*

*HB 64 (15) prohibits community schools and college-preparatory boarding schools that have purchased property from districts from, within five years, selling any property purchased under the requirement that districts first offer unused school facilities to them. The provision goes on to add the exception that such property may be sold within five years, only if it is sold or transferred to another community school or college-preparatory boarding school located within the territory of the district that initially made the sale.*

*There are specific requirements in regard to “unused school facilities.” Unused school facilities are facilities that have been used by the district for school operations since July 1, 1998, but have not been used in that capacity for two years. HB 64 (15) adds requirements for the offer of unused school facilities to high-performing community schools. Districts also must offer these facilities to all community schools and college-preparatory boarding schools within the district for sale or lease for one period of 60 days. First priority is to be given to the governing authorities of high-performing community schools that are located within the territory of the district.*

*If, within 60 days, a high-performing community school notifies the district treasurer in writing of the intention to purchase the district must sell the real property to that community school for fair market value. If, within 60 days, more than one high-performing community school states its intention to purchase by notifying the treasurer, the district must hold a public auction for the real property, but it is important to note that the district is not required to accept a bid for less than the appraised fair market value of the property, as determined by a property appraisal that is not more than one year old. Only qualified parties who notified the treasurer of their intent to purchase the property are eligible to bid at auction. If no high-performing community schools are interested in the property, the district must then proceed with offers from other start-up community schools and college-preparatory boarding schools.*

*If, within 60 days, a high-performing community school notifies the district treasurer of its intention to lease unused facilities, the district must lease to that community school for the fair market value of a lease on the real property. Fair market value is determined by a property appraisal that is not more than one year old. If, within 60 days more than one high-performing community school within the district sends a written intention to lease the property to the treasurer, the district must conduct a lottery to determine to which community school the district will award the lease. Only qualified parties who have notified the treasurer of their intent to lease the property will be eligible for participation in the lottery. If no high-performing community schools are interested in the property, the district treasurer must then proceed with offers from other start-up community schools and college-preparatory boarding schools. It is important to note that districts that have outstanding leases with entities other than community schools or college-preparatory boarding schools may renew those leases. Nothing in the statute affects current lease agreements between the district and other entities.*

*If, within 60 days, no community school or college-preparatory boarding school accepts the offer to lease or buy the property, the district may offer it to any other entity, in accordance with State law. SB 316 extends the list of eligible entities to include nonprofit institutions of higher education that have certificates of authorization under State law and governing authorities of chartered nonpublic schools.*

*HB 59 (13) (budget bill) added language requiring proceeds from the sale of real property disposed of under Ohio Revised Code Section 3313.41 to be used to retire any debt incurred in connection with that real property. Excess proceeds may be paid into the Capital and Maintenance Fund and used for costs of nonoperating capital expenses related to technology infrastructure and equipment to be used for instruction and assessment. HB 483 (14) adds another option for handling this revenue. Boards may choose to use the money for payment into a special fund for the construction or acquisition of permanent improvements. This provision applies to proceeds received on or after September 29, 2013.*

## FOOD SERVICES MANAGEMENT/ FREE AND REDUCED-PRICE FOOD SERVICES

The Board operates a food services program in its schools. Food preparation is centralized for elementary, intermediate and secondary schools when appropriate.

Food services include breakfasts and lunches in all schools through participation in the National Child Nutrition Programs. The food services supervisor reviews and recommends to the Board the types of foods to be sold.

The food services staff cooperates with the principals of the schools in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria rests with the building principal.

All prices set for school breakfasts, lunches and milk are subject to Board approval, except for a la carte food prices. The food services supervisor sets these prices without Board approval.

As required for participation in the National Child Nutrition Programs, the Board agrees that:

1. breakfast and a "Type A" lunch are made available to students, provided at least one-fifth of the students are eligible under Federal law for free meals;
2. breakfast is made available in every school in which the parents of at least one-half of the children enrolled have requested that the breakfast program be established;
3. students who qualify receive free or reduced-price meals;
4. all meals must meet USDA nutritional standards;
5. the management of food services complies with all federal, state and local regulations and
6. a summer meal program is provided to students attending a state-mandated summer remedial program.

All students are expected to eat lunch at school and may not leave school grounds during the lunch hour, except when permission has been granted by the principal. Students are permitted to bring their lunches from home and to purchase milk and incidental items.

School lunch funds and other food service funds are kept in a special account.



The District provides for at least one employee, who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver, to be present while students are being served.

### **Meal Charges**

**The Board directs the administration to develop procedures for the management of meal charges and unpaid meal charges. The procedures allow for students to receive the daily nutrition they need, minimize the identification of students with insufficient funds to pay, maintain the integrity of the school food service account, and includes guidelines for the collection of delinquent meal charges. The procedures are provided to all parents and all District and school staff responsible for enforcement at the start of each school year.**

### **Students with Special Dietary Needs**

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District. Students with dietary needs that qualify as disabilities under law are provided reasonable accommodation.

Substitutions to regular school meals provided by the District are made for students who are unable to eat regular school meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Substitute meals are provided in the most integrated setting appropriate to the special needs of the student.

The nature of the student's qualifying dietary need, the reason this need prevents the student from eating regular school meals (including foods to be omitted from the student's diet), the specific diet prescription along with the needed substitution must be specifically stated in the physician's statement. The District, in compliance with the USDA Child Nutrition Division guidelines, provides substitute meals to food-allergic students based upon the physician's signed statement.

The District develops and implements administrative regulations for the management of food-allergic students. Such regulations include, but are not limited to, schoolwide training programs regarding food allergy education, staff development regarding food allergy identification and management, allergy emergency drills, strategies for the identification of students with life-threatening food allergies and management skills including avoidance measures, designation of typical symptoms and dosing instructions for medications.

[Adoption date:]

**LEGAL REFS.:** Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265  
(Title I, Section 204), 118 Stat. 729  
National School Lunch Act; 42 USC 1751 et seq.  
Child Nutrition Act; 42 USC 1771 et seq.  
Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et  
seq.  
Rehabilitation Act of 1973; 29 USC 794  
ORC 3313.719; 3313.81; 3313.812; 3313.813; 3313.815  
3314.18  
OAC 3301-91-01 through 3301-91-09

**CROSS REFS.:** ACB, Nondiscrimination on the Basis of Disability  
EFF, Food Sale Standards  
EFG, Student Wellness Program  
EFH, Food Allergies  
JHCD, Administering Medicines to Students  
JN, Student Fees, Fines and Charges

**NOTE:** *Each board of education participating in the National School Lunch Program shall report monthly the number of free lunches served by the district each month. The monthly report shall be submitted not later than the 10th of each month following the month being reported.*

*House Bill (HB) 1 (2009) requires all school districts, community schools and STEM schools to establish a written policy with respect to protecting students with peanut or other food allergies. In developing the policy, administrators must consult with parents, school nurses and other school employees, school volunteers, students and community members.*

*The United States Department of Agriculture (USDA) memo SP 46-2016 requires all districts participating in the National School Lunch Program and School Breakfast Program to have a written and clearly communicated meal charge policy. Districts should develop a district level policy meeting the requirements of the USDA memo. Considerations for the policy include but are not limited to clearly setting forth the district process regarding whether the district allows meals to be charged, whether alternate meals are provided and how unpaid meal charges are handled, including the collection of delinquent meal charge debt. The policy must be provided in writing to all households at the start of each school year and to households that transfer to a school during the school year. The meal charge policy must also be provided to all school or district level staff responsible for policy enforcement.*

File: EF/EFB

*Details on food services management may be included in the Support Services Manual, Food Service section.*

*When a policy covers two topics that appear consecutively in the classification system, the terms and codes can be combined as illustrated on this page.*

***THIS IS A REQUIRED POLICY***

## PROGRAMS FOR ~~GIFTED AND TALENTED~~ STUDENTS WHO ARE GIFTED

In accordance with the belief that all ~~children students~~ are entitled to education commensurate with their particular needs, ~~children students~~ in the District who are gifted are provided opportunities to progress as their abilities permit. The Board believes that these ~~children students~~ require services beyond those offered in regular school programs in order to realize their potential contribution to themselves and society.

~~Children Students~~ who are gifted are identified annually by qualified professionals using a variety of assessment procedures. The Board encourages efforts to provide services for the ~~children students~~ who are gifted as an integral part of the total kindergarten through grade 12 program.

### Identification

The District follows the identification eligibility criteria as specified in State law.

1. The District identifies ~~children students~~ of the District, in grades kindergarten through 12, ~~as-gifted-children as students who are gifted~~ who perform at remarkably high levels of accomplishment when compared to other ~~children students~~ of the same age, experience and environment, as identified under State law. Accordingly, a ~~child student~~ can be identified as exhibiting:
  - A. superior cognitive ability;
  - B. specific academic ability in one or more of the following content areas:
    - 1) mathematics;
    - 2) science;
    - 3) reading, writing or a combination of these skills and/or
    - 4) social studies;
  - C. creative thinking ability and/or
  - D. visual or performing arts ability such as drawing, painting, sculpting, music, dance or drama.
2. The District uses only those instruments approved by the Ohio Department of Education (ODE) for screening, assessment and identification of ~~children students~~ who are gifted.
3. A student identified as gifted in accordance with State law remains identified as gifted regardless of subsequent testing or classroom performance.

**District Plan for Identifying Gifted Students Who are Gifted**

The ~~District Board~~ adopts and submits to ODE a plan for the ~~screening, assessment and identification of identifying~~ **children students** who are gifted. Any revisions to the District plan are submitted to the ODE for approval. **A copy of this policy is provided at time of submission.** The identification plan includes the following:

1. the criteria and methods the District uses to screen and select ~~children~~ **students** for further assessment who perform or show potential for performing at remarkably high levels of accomplishment in one of the gifted areas;
2. **a description of assessment instruments selected from the ODE-approved list to be used for the screening and identification of students who are gifted;**
3. **procedures for the provision of at least two whole grade screening opportunities to be administered for all students once prior to the end of second grade, and once for all students between grades three and six;**
- 4.2. the sources of assessment data the District uses to select ~~children~~ **students** for further testing and an explanation to parents/guardians of the multiple assessment instruments required to identify ~~children~~ **students** who are gifted;
- 5.3. an explanation for parents/guardians of the methods the District uses to ensure equal access to screening and further assessment ~~by for all District children students, culturally and linguistically diverse children including minority and disadvantaged students, students children from low socioeconomic backgrounds, children with disabilities and children for whom English learner children students; for whom English is a second language;~~
- 6.4. the process of notifying parents/guardians regarding all policies and procedures concerning the screening, assessment and identification of ~~children~~ **students**, who are gifted, **including the requirement to notify parents within 30 days of the District's receipt of a student's result on any screening procedure or assessment instrument;**
- 7.5. an opportunity for parents/guardians to appeal any decision about the results of any screening procedure or assessment, the scheduling of ~~children~~ **students** for assessment or the placement of a student in any program or for receipt of services;
- 8.6. procedures for the assessment of ~~children~~ **students** who transfer into the District **no later than 90 days after the transfer at request of the parent;**
- 9.7. at least two opportunities a year for assessment in the case of ~~children~~ **students** requesting assessment or recommended for assessment by teachers, parents or other ~~children~~ **students with the initial assessment to be completed no later than 90 days of referral regardless of the grade levels where gifted services are offered and**

- 10.8.** an explanation that the District accepts scores on assessment instruments approved for use by ODE that are provided by other school districts and trained personnel outside the District.

The District's plan may provide for the District to contract with any qualified public or private service provider to provide screening or assessment services under the plan. Gifted education coordinators provide the District with assistance in placing students, designing services, consulting on strategic planning, evaluating services on an ongoing basis and eliciting input from parents and staff.

#### District Plan for Services

The District adopts and submits to ODE a plan for a continuum of services that may be offered to students who are gifted.

1. The District ensures equal opportunity for all ~~children~~ students identified as gifted to receive any or all services offered by the District.
2. The District implements a procedure for withdrawal of ~~children~~ students from District gifted programs or services, ~~and~~ for reassessment of ~~children~~ students and assessment of students transferring into the District.
3. The District implements a procedure for resolving disputes with regard to identification and placement decisions.
4. Any District gifted education services are delivered in accordance with State law.
5. The District informs parents of the contents of this policy as required by State law.

**The services likely to be provided to a student based on the nature of their identification are: *(Insert a detailed list of services likely to be provided by the District)***

**The gifted services currently available within the District and the criteria for receiving these services are: *(Insert a detailed District specific list of services currently available and criteria for receiving the services)***

#### Written Education Plan

The District provides gifted services based on the student's areas(s) of identification and individual needs and is guided by a written education plan (WEP) **developed in collaboration with an educator who holds a licensure or endorsement in gifted education. The District provides parents with periodic reports regarding the student's progress toward meeting goals and the effectiveness of the services provided in accordance with the WEP.**

The WEP, ~~which~~ is provided to parents of gifted students and educators responsible for providing gifted education services, **and** includes:

1. a description of the services provided, including goals for the student in each service specified, **including but not limited to measurable academic goals;**
2. **methods and performance measurements** for evaluating progress toward achieving the goals specified;
3. ~~and~~ **methods and schedule for reporting progress to students and parents;**
4. ~~The WEP also specifies~~ staff members responsible for ensuring that specified services are delivered;
5. policies regarding the waiver of assignments and the scheduling of tests missed while a student is participating in any gifted services provided outside the general education classroom and
6. a date by which the WEP will be reviewed for possible revision.

**At the commencement of services, and each year in which a student receives services, the District makes a reasonable attempt, in writing to obtain a parent/guardian signature on the WEP. A student will not be denied services due to lack of a parent/guardian signature.**

**The District will develop and disseminate a “no services” letter to parents/guardians of students identified as gifted but not receiving gifted services clearly communicating the student is not receiving gifted services. The letter may include a list of enrichment opportunities provided to the student by the District.**

#### Gifted Education Personnel

Gifted education instruction is provided by gifted education intervention specialists by grade level in accordance with the Ohio Administrative Code (OAC). Gifted education instruction is offered during the regular school day and may be provided in large or small groups and/or individually in a variety of settings. The depth, breadth and pace of instruction based on the appropriate content areas may be differentiated. ~~Where differentiated a general education teacher is designated as the provider of gifted services, instruction is provided in a regular classroom, the teacher is either licensed in gifted education or has~~ **meets the requirements of OAC including the requirements to receive professional development and ongoing assistance from a gifted education intervention specialist or gifted education coordinator.**

Annual Report and Accountability

The District submits, as required, a gifted education annual report to ODE.

The District submits, as required, a gifted education data audit to ODE.

The Superintendent/designee implements all policies and procedures in accordance with laws, rules and regulations and follows the OAC rules regarding gifted education.

[Adoption date:]

LEGAL REFS.: ORC 3324.01 et seq.  
OAC 3301-51-15

CROSS REFS.: **IKEB, Acceleration**  
JB, Equal Educational Opportunities

***NOTE: New rules for identifying and serving students who are gifted become effective July 1, 2017, as outlined in Ohio Administrative Code 3301-51-15. The rules require each board to adopt a policy on gifted identification and submit this policy to the Ohio Department of Education with the gifted identification plan. The rules now require the policy to include a detailed list of the services likely to be provided to a student, based on the nature of a student's identification, and of all gifted services that are currently available within the school district including the criteria for receiving those services. This policy must be updated to include your detailed, district specific lists prior to adoption. For assistance developing the lists, districts should refer to Ohio Revised Code 3324.07 and OAC 3301-51-15. The policy will need to be reviewed on a regular basis to ensure it is reflective of current offerings and criteria.***

***THIS IS A REQUIRED POLICY***



## ~~LIMITED ENGLISH PROFICIENCY~~ ENGLISH LEARNERS

The Board recognizes the need to provide equal educational opportunities for all students in the District. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the District, the District shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Students in a language minority or who ~~have limited English proficiency~~ are **English learners** are identified, assessed and provided appropriate services.

The Board directs the administration to develop and implement instruction programs that:

1. appropriately identify language minority students;
2. provide the appropriate instruction to ~~limited English proficient~~ **English learner** students to assist them in gaining English language proficiency, as well as content knowledge, in reading/language arts and mathematics and
3. annually assess the English proficiency of students and monitor their progress in order to determine their readiness for the mainstream classroom environment.

The District requires all **English learner** students ~~with limited English proficiency~~ to be tested. Alternative assessments may be required. Students must make yearly gains toward closing the achievement gap as defined by the State Board of Education performance targets.

~~Limited English proficient~~ **English learner** students who have been enrolled in U.S. schools for less than one full year ~~are~~ **may be exempt** from one administration of the reading/language arts assessment administered to their grade levels. However, students who choose to take these tests are permitted to do so. (Assessments in math, science and social studies are not exempt.)

The District provides parents with notice of and information regarding the instructional program as required by law. ~~Parental~~ **and family** involvement is encouraged and parents are regularly apprised of their child's progress.

[Adoption date:]

LEGAL REFS.: 42 USC 2000d  
The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
34 CFR 200  
ORC 3301.0711  
3302.01; 3302.03  
3313.61; 3313.611; 3313.612  
3317.03  
3331.04  
OAC 3301-35-04; 3301-35-06; 3301-35-07

CROSS REFS.: AC, Nondiscrimination  
IE, Organization of Facilities for Instruction  
IGBJ, Title I Programs  
IGBL, ~~Parental~~ **Parent and Family** Involvement in Education  
JB, Equal Educational Opportunities  
JK, Employment of Students

***NOTE: THIS IS A REQUIRED POLICY***

## TITLE I PROGRAMS

The Title I program is based on an annual assessment of educational needs. This assessment includes identification of educationally deprived children in the public and private schools in this District. Title I services are provided to all eligible, educationally deprived students.

The Board believes **parental and family** involvement is a vital part of the Title I program. The Superintendent/designee jointly develops with and distributes to parents of children participating in Title I programs within the District a written **parental and family** involvement policy and guidelines. The written **parental and family** involvement policy includes a School-Parent Compact jointly developed by the school and the parents. The requirements of the policy, compact and guidelines are consistent with Federal and State law.

**Parental and family** involvement includes, but is not limited to, **parental and family** contribution to the design and implementation of programs under this title, **development of support and improvement plans**, participation by **parents and family members** in school activities and programs, and training and materials that build **parents' and family members'** capacity to improve their children's learning in both the home and the school. To build a partnership between home and school, the District:

1. informs the **parents and family members** of the program, the reasons for their children's participation and the specific instructional objectives;
2. trains **parents and family members** to work with their children to attain instructional objectives;
3. trains teachers and other staff involved in programs under this title to work effectively with the **parents and family members** of participating students;
4. develops partnerships by consulting with **parents and family members** regularly;
5. provides opportunities for **parents and family members** to be involved in the design, operation and evaluation of the program and
6. provides opportunities for the full participation of **parents and family members** who lack literacy skills or whose native language is not English.

Title I funds are used only to augment, not to replace, state and local funds. The Board uses these funds to provide equivalent or comparable educational services in all schools receiving Title I assistance.

[Adoption date:]

**LEGAL REFS.:** The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
OAC 3301-35-04; 3301-35-05; 3301-35-06; 3301-35-07

**CROSS REFS.:** AC, Nondiscrimination  
IE, Organization of Facilities for Instruction  
IGBA, Programs for Students with Disabilities  
IGBI, ~~Limited English Proficiency~~ **English Learners**  
IGBL, ~~Parental~~ **Parent and Family** Involvement in Education  
JB, Equal Educational Opportunities

***NOTE:** Pursuant to Title I, Sections 1118(a)(2) and 1118(c), the written parent and family involvement policy must describe how the local educational agency will involve parents in the joint development of the plan and process of school review and improvement. With respect to the written parent and family involvement policy, each district shall convene an annual meeting to explain the requirements and rights of the parents involved; offer a flexible meeting schedule; involve parents and family members in an organized, ongoing and timely manner to plan, review and improve the policy; provide parents and family members with timely information describing and explaining the curriculum and submit parent comments to the district. The Ohio Department of Education has mandated that each written parent involvement policy include the School-Parent Compact. The compact must describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, methods of communication between teachers and parents and each parent's responsibilities for supporting their children's learning.*

*On May 29, 2012, Ohio was granted a waiver from some of the provisions of the Elementary and Secondary Education Act (ESEA). This waiver removed the requirements for Public School Choice and Supplemental Educational Services. Students who are already taking advantage of Public School Choice must be permitted to remain at the school of their choice until they have completed the highest grade level in that school.*



~~PARENTAL~~ **PARENT AND FAMILY INVOLVEMENT IN EDUCATION**  
(Version 2)

The Board recognizes that a student's education is a shared responsibility by the school, the student and the family. Research indicates that involvement of parents **and families** in support of their children's education increases student achievement. Schools and parents **and families** must work as partners if the District is to meet its goal of effectively educating students.

The Board directs the administration and teaching staff to promote parental **and family** involvement by:

1. supporting meaningful two-way communication between school and home;
2. promoting responsible parenting;
3. encouraging parents **and family members** to play an integral role in assisting student learning;
4. assisting parents **and family members** in their efforts to support, reinforce and extend their children's learning;
5. providing opportunities for parental **and family** input in school programs and curriculum;
6. respecting parents **and family members** as partners in decisions affecting children and families;
7. welcoming parents **and families** as visitors to the schools;
8. engaging in meaningful parent-teacher conferences to discuss student progress toward meeting academic content standards and other learning goals, individual instructional needs and student welfare issues;
9. communicating with parents **and family members** about Board policies and regulations;
10. encouraging parents **and family members** to volunteer in the schools and school-related activities;
11. encouraging parental **and family** involvement through parent groups and Board and school advisory committees;

File: IGBL

12. supporting appropriate professional development opportunities that enable staff members to increase the effectiveness of ~~parental~~ **and family** involvement strategies;
13. encouraging school administrators to set expectations and create a climate conducive to ~~parental~~ **and family** participation;
14. developing methods to accommodate and support ~~parental~~ **and family** involvement for parents with special needs, such as **those who lack literacy skills or whose native language is not limited English proficiency** and
15. assessing the effectiveness of ~~parental~~ **and family** involvement efforts.

[Adoption date:]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
ORC 3313.472; 3313.48  
OAC 3301-35-02; 3301-35-04; 3301-35-06

CROSS REFS.: IGBI, ~~Limited-English-Proficiency~~ **English Learners**  
IGBJ, Title I Programs  
Student Handbooks

**NOTE: THIS IS A REQUIRED POLICY**

## STUDENT FEES, FINES AND CHARGES

### Materials Fees

Students enrolled in District schools are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the rotary operating funds of the Board to defray the cost of the materials and supplies.

The Board directs the Superintendent/designee to prepare a schedule of fees for materials to be used in courses of instruction and a schedule of charges that may be imposed for damage to school property.

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. Any fees charged to students eligible for free lunch under the National School Lunch Act or Child Nutrition Act will be charged in compliance with State and Federal law. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction.

### Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property.

The late return of borrowed books or materials from the school libraries is subject to appropriate fines.

All fines collected are sent to the Treasurer for deposit in the General Fund of the Board.

### Unpaid Meal Charges

**Unpaid meal charges are considered delinquent debt when payment is past due. The administration will establish procedures for the collection of unpaid meal charges.**

### Collection of Student Fees and Fines

The administration may establish regulations for the collection of student fees and fines.



Grades and credits are not made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full, except where required by State law. Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

### Collection Process

1. The principal will advise parents of fees due at the beginning of the school year.
2. The first week of October, the principal will send a letter from the Treasurer and an invoice to parents of students with outstanding fees and fines.
3. A payment schedule may be arranged at the building level with full payment to be received by June 15.

[Adoption date:]

LEGAL REFS.: National School Lunch Act of 1946, 42 USC 1751  
Child Nutrition Act of 1966, 42 USC 1771  
ORC 3313.642  
3329.06

CROSS REFS.: **EF/EFB, Food Services Management/Free and Reduced-Price Food**  
IGCB, Experimental Programs  
IGCD, Educational Options (Also LEB)

*NOTE: Under the Ohio Revised Code, districts may charge free lunch eligible students fees under two exceptions:*

- 1. for any materials needed to enable the student to fully participate in extracurricular activities or any pupil enrichment program that is not part of a course of instruction and*
- 2. for any tools, equipment and materials necessary for workforce-readiness training with a career-technical education program that, to the extent the tools, equipment and materials are not consumed, may be retained by the student upon course completion.*

*These two exceptions do not require districts to charge such fees; they simply give them the permission to charge the fees if they so choose.*

***THIS IS A REQUIRED POLICY***

## BIDDING REQUIREMENTS

Contracts for construction or demolition of buildings or for any improvements or repairs that exceed \$50,000 are let only after bids are solicited and received in compliance with law. However, if the Board enters into a shared savings contract for energy conservation measures, competitive bidding is not required. The Board may also enter into an installment payment contract for the purchase and installation of energy conservation measures and competitive bidding does not need to be utilized if two-thirds of the entire Board adopts a resolution stating that competitive bidding does not apply to the project.

If feasible, all purchases over \$2500 but under \$50,000 will be based on price quotations submitted by at least three vendors. These quotations are treated confidentially until the deadline for filing is past; thereafter, they are public information.

Director of Business Services assembles the proper specifications and makes the necessary arrangements for public bidding and price quotations. The Treasurer receives the bids and price quotations and records them. The Business Manager makes his/her recommendations to the Board. Upon approval by the Board, he/she processes purchase orders to those bidders awarded contracts and notifies the other bidders of the results of the bidding.

Purchases made through the use of federal funds are made in compliance with the requirements of State and Federal law, including the applicable bidding requirements.

[Adoption date:]

LEGAL REFS.: ORC 9.314  
153.01; 153.12 through 153.14; 153.50 through 153.56  
3313.372; 3313.373; 3313.46  
3319.04

CROSS REFS.: DJ, Purchasing  
DJF, Purchasing Procedures  
ECF, Energy Conservation  
FA, Facilities Development Goals  
FEF, Construction Contracts Bidding and Awards

*NOTE: In a district lacking a business manager, the superintendent normally acts in that capacity.*

*Beginning September 12, 2008, the second required notice for competitive bidding will change to allow advertising for bids in trade or other publications and by electronic means, such as posting on the district's website.*

*Districts must continue to comply with State law regarding competitive bidding, including the requirement that school districts place the first notice in a newspaper of general circulation.*

*Senate Bill 3 (2016) increased the bidding threshold from \$25,000 to \$50,000.*

## PURCHASING PROCEDURES

### General

1. The Board designates the Superintendent as the purchasing agent.
2. No person may commit the District to a purchase without the appropriate certificate of the availability of funds.
3. The materials, equipment, supplies and/or services to be purchased are of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner and the Superintendent.
4. It is the responsibility of the requisitioner to provide an adequate description of the item(s) purchased so that the purchasing agent may be able to prepare the specifications and to procure most expeditiously and economically the desired commodity and/or service. A source of supply should be included on requisitions for specialty or unusual items.
5. No requisitioner shall knowingly restrict competition or otherwise preclude the most economical purchase of the required items.
6. When a low bidder proposes an alternate as equal to that specified, it is the responsibility of the Treasurer to determine whether the proposed substitution is, in fact, an equal. Such decision is based on his/her evaluation and that of the requisitioner. In the case of disagreement between the requisitioner and the Treasurer, either party may refer the matter to the Superintendent.

### Requisitions

1. The District establishes a standardized requisition procedure to allow authorized representatives to submit requests for the purchase of materials and supplies.
2. The following are designated as "requisitioner"; that is, they are authorized to issue requisitions against stipulated segments of budgetary appropriations: the Superintendent, administrative assistants, directors, supervisors and building principals. Each requisitioner is responsible for limiting his/her requisitions to the appropriate amounts.
3. Only District-approved methods or forms are used for requisitioning.

4. A requisition, to be considered appropriate for processing, meets the following requirements:
  - A. contains adequate information and
  - B. is approved by and bears the signature of an authorized requisitioner.
5. All approved requisitions are submitted to the Treasurer.
6. After a purchase order has been issued by the Treasurer's office, the number of the purchase order is recorded on the requisition.
7. After processing, the original copy of the requisition is filed in the office of the Treasurer.

#### Purchase Orders

1. Purchase orders are prepared by the appropriate person and at a minimum include the following essentials:
  - A. a specification that adequately describes to the supplier the characteristics and the quality standards of the item required;
  - B. a firm, quoted, net-delivered price, whenever possible (unit prices are shown);
  - C. clear delivery instructions, including place and time;
  - D. appropriate account code number or appropriation code and
  - E. the Treasurer's certificate of available revenue and appropriation.
2. Purchase orders use an identifiable tracking system established by the District and contain the appropriate number of copies to meet District needs.
3. Verbal confirmation orders subject to subsequent confirmation by a written purchase order may be issued only in cases in which a bona fide emergency situation exists that can be handled only by this procedure:
  - A. whenever possible, a purchase order number should be given to the supplier and
  - B. a confirming requisition is issued immediately, marked "confirmation" indicating the purchase order number, if one was given.

(Approval date:)

*NOTE: Most boards wish to review and give their official stamp of approval to procedural regulations involving purchasing, but a board would not be expected to develop such a regulation—only to review and approve it.*

*The Uniform Grant Guidance (Uniform Guidance) outlined in 2 CFR 200 outlines the requirements for purchases made through the use of federal funds. Districts should ensure district procedures for purchasing items with federal funds are in compliance with the Uniform Guidance requirements. Districts may customize this regulation to reflect district practice for purchases made with federal funds.*

## EMERGENCY MANAGEMENT AND SAFETY PLANS

The Board acknowledges that the safety and well-being of students and staff are high priorities. Although emergencies cannot be predicted, effective prevention and management strategies are used to minimize the effects of emergency situations arising in the District.

An emergency is defined as an event that threatens the actual safety and security of students, employees or visitors of the District or whose impact threatens the feeling of safety and security, both of which are detrimental to a positive learning environment. Emergencies include, but are not limited to, fire, natural disasters, medical emergencies, industrial accidents, suicide, death of a student or employee, acts of violence, trauma and terrorism.

### Comprehensive Emergency Management and School Safety Plans and Drills

The Board directs the Superintendent/designee to prepare emergency/safety plans for use by staff and students. The plans are posted in each classroom and other areas accessible to staff and students.

The comprehensive emergency management plan sets a protocol for addressing and responding to serious threats to the safety of the school property, students, staff, volunteers and visitors. Each protocol includes procedures deemed appropriate by the Board or governing authority for responding to threats and emergency events including, but not limited to, notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance and informing parents of affected students.

State law determines the type and number of drills the District must conduct in order to adequately prepare staff and students for emergency situations. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur.

A copy of each school building's current comprehensive emergency management plan and blueprint is filed with the Ohio Department of Education, the law enforcement agency that has jurisdiction over the school building and, upon request, the fire department and emergency medical service organization that serves the political subdivision in which the school building is located. The floor plan is used solely by first responders responding to an emergency in the building and is not a public record.

The administration reviews the plan annually, considering the most current information dealing with the subjects, as well as making relevant information about the plan known to the community. When the comprehensive emergency management plan is used, assessment of the way the emergency was handled is completed by the Board and the administration. Suggestions for improvement, if necessary, are solicited from all stakeholders.

Although the plan is reviewed annually, State law requires the District's comprehensive emergency management plan to be updated every three years and whenever a major modification to an individual school building requires changes in that building's procedures or whenever information on the emergency contact information sheet changes.

[Adoption date:]

LEGAL REFS.: ORC 149.433  
2305.235  
2923.11  
3301.56  
3313.20; 3313.536; 3313.717; 3313.719  
3314.03; 3314.16  
3701.85  
3737.73; 3737.99  
OAC 3301-35-06

CROSS REFS.: EBAA, Reporting of Hazards  
EBBA, First Aid  
EBBC, Bloodborne Pathogens  
ECA, Buildings and Grounds Security  
ECG, Integrated Pest Management  
EEAC, School Bus Safety Program  
EF, Food Services Management  
EFB, Free and Reduced-Price Food Services  
EFH, Food Allergies  
GBE, Staff Health and Safety  
JHCD, Administering Medicines to Students  
JHF, Student Safety  
KBCA, News Releases  
KK, Visitors to the Schools  
Emergency Management and Safety Plans Handbook

**NOTE: THIS IS A REQUIRED POLICY**



**EMERGENCY MANAGEMENT AND SAFETY PLANS  
(Administrative Rules/Protocols)**

The Board directs the Superintendent/designee to prepare and maintain comprehensive emergency management and safety plans and administrative rules/protocols regarding the topics listed below. The rules/protocols are kept in the central office in a secure location.

Administrative Rules/Protocols

1. A list of dangerous or recalled products.
2. Radon rules or protocols including evidence that each school has been built radon resistant or has been tested for radon within the past five years.
3. An asbestos management plan including evidence of inspection for asbestos within three years, evidence of periodic surveillance within the past six months and a copy of the yearly written notice to the public referencing asbestos inspection and the availability of the asbestos management plan for review.
4. A schoolwide safety or crisis management plan, which provides a protocol for responding to any emergency events and a protocol providing for immediate notification to the appropriate fire department and board of health in the event of any spill or release of a hazardous substance on school grounds.
5. Guidance regarding bloodborne pathogen risk reduction.
6. Procedures for administering medications to students.
7. A written comprehensive safety plan addressing:
  - A. safety management accountabilities and strategies;
  - B. safe work practices;
  - C. accident analysis procedures;
  - D. job safety analysis procedures;
  - E. safety committees and employee involvement strategies;

- F. employee safety and health training;
  - G. treatment of sick or injured workers;
  - H. safety and health hazard audits;
  - I. ergonomics;
  - J. transportation safety;
  - K. identification and control of physical hazards;
  - L. substance abuse;
  - M. school violence prevention and
  - N. personal protective equipment.
8. A written chemical hygiene plan, which sets forth procedures, equipment, personal protective equipment and work practices that are capable of protecting employees and students from the health hazards of chemicals in the school.
  9. Safety data sheets for every hazardous chemical used in each school building or on the school grounds for cleaning, maintenance or instruction. (These must be kept where the chemicals are stored in addition to the main office of each building.)
  10. Protocols on staff and student hand washing.
  11. No-smoking signs.
  12. The District's integrated pest management policy.
  13. Protocols for using automated external defibrillators (AEDs).
  14. Protocols for responding to in-school crises, including student crime, suicide, death of a student or employee, acts of violence (including bomb threats and school intruders), trauma, accidents and/or terrorism.
  15. Protocols for the management of students with life-threatening allergies.

(Approval date:)

## SCHOOL DISTRICT LEGAL STATUS

The United States Constitution grants the individual states responsibility for public education.

The Ohio General Assembly is under mandate by the Ohio Constitution to provide for the organization, administration and control of the public school system supported by public funds. The Ohio Constitution also mandates a State Board of Education (SBOE) and a Superintendent of Public Instruction, the respective powers and duties of which are prescribed by State law.

The Ohio General Assembly has also established a State Department of Education (through which policies and directives of the SBOE and Superintendent of Public Instruction are administered) and has established specific types of school districts.

*(Select one of the following paragraphs.)*

The \_\_\_\_\_ City School District is classified as a city school district governed by a locally elected Board of Education.

The \_\_\_\_\_ Local School District is classified as a local school district governed by a locally elected Board of Education.

The \_\_\_\_\_ Exempted Village School District is classified as an exempted village school district governed by a locally elected Board of Education.

The \_\_\_\_\_ is classified as a joint vocational school district governed by a Board of Education comprised of members appointed by participating districts.

[Adoption date:]

LEGAL REFS.: U.S. Const. Amend. X  
Ohio Const. Art. VI, 2; 3; 4  
ORC 3311.01; 3311.02; 3311.03; 3311.04; 3311.05  
3311.16 through 3311.19

CROSS REFS.: BBA, School Board Powers and Duties  
BBB, School Board Elections  
LBB, Cooperative Educational Programs

**NOTE:** *A statement under this code would usually be statutory and informational, not a "policy" in the strict sense of the word. The statement above presents statutory information relating to Ohio school districts.*

*A local district should cite Ohio Revised Code Section (RC) 3311.03; a city district should cite RC 3311.02; an exempted village school district should cite RC 3311.04. Joint vocational school districts (JVSD) should refer to RC 3311.16 through 3311.19, and educational service centers should refer to RC 3311.05.*

***Senate Bill (SB) 3 (2016) revised several of the requirements made by House Bill 59 (2013), effective September 29, 2013, impacting revised the governance structure of JVSD boards. Members are to be appointed to a JVSD board for a three-year term and no longer are limited to two consecutive terms. SB 3 also removed specific qualifications board members must meet. A member must be appointed by the appointing district in accordance with the JVSD plan and the member may be:***

- a current elected board member of a JVSD member school board or***
- an individual who has experience or knowledge regarding the labor needs of the state and region with an understanding of the skills, training and education needed for current and future employment opportunities in the state.***

~~*Members must be appointed to the JVSD board by the participating districts in accordance with the JVSD plan. No member may be appointed unless they meet the following qualifications:*~~

~~*– have experience serving as chief financial officers, chief executive officers, human resources managers, or other business, industry or career counseling professions;*~~

~~*– are qualified to discuss the labor needs of the region with respect to the regional economy;*~~

~~*– represent employers in the region served by the JVSD and*~~

~~*– are qualified to consider the state's workforce need with an understanding of the skills, training and education needed for current and future employment opportunities in the state.*~~



~~*JVSD board members must be appointed to a three-year term and are limited to two consecutive three-year terms. Terms are considered consecutive unless separated by three or more years. Preference may be given to qualified individuals who have served on a JVSD business advisory committee. SB 3 also allows any JVSD board to submit an application to the State Superintendent of Public Instruction for approval to revise its membership plan to stagger the members' terms of office. It is recommended that when members are appointed to a JVSD board, the resolution state how the individual meets the qualifications.*~~

*HB 59 also removed some of the supervisory tasks an ESC previously managed for a local school district.*

***THIS IS A REQUIRED POLICY***

## EVALUATION OF PROFESSIONAL STAFF (Ohio Teacher Evaluation System)

A determination of the efficiency and effectiveness of the teaching staff is a critical factor in the overall operation of the District. The Board evaluates teachers in accordance with State law and the standards-based statewide teacher evaluation framework adopted by the State Board of Education (SBOE).

The Board directs the Superintendent/designee to implement this policy in accordance with State law. The requirements of this policy prevail over any conflicting provisions of collective bargaining agreements entered into on or after September 24, 2012.

Notwithstanding Ohio Revised Code Section (RC) 3319.09, this policy applies to any person employed under a teacher license issued under RC 3319, or under a professional or permanent teacher's certificate issued under former RC 3319.222, and who spends at least 50% of the time employed providing content-related student instruction. This teacher evaluation policy does not apply to substitute teachers or instructors of adult education.

### Credentialed Evaluators

Evaluations carried out under this policy are conducted by persons holding evaluator credentials established by the Ohio Department of Education (ODE). Evaluators must complete state-sponsored evaluation training and pass the online credentialing assessment. The Board adopts a list of approved credentialed evaluators chosen from ODE's list.

### Effectiveness Rating

*(Choose if evaluating under 50/50 framework)*

Teachers are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. This rating will be determined based on 50% teacher performance and 50% student growth measures. Student growth will be determined through multiple measures.

*(Choose if evaluating under alternative framework)*

Teachers are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. This rating will be determined based on 50% teacher performance and 35% student growth measures. Student growth will be determined through multiple measures. The remaining 15% will be based on one or any combination of the following components, as determined by the Board: student surveys, teacher self-evaluations, peer review evaluations, student portfolios or any other component determined appropriate by the Board except that the Board may not use the teacher performance or student growth measures.

Annually, the Board submits to the ODE the number of teachers assigned an effectiveness rating, aggregated by the teacher preparation programs from which, and the years in which, the teachers graduated. The name of, or any personally identifiable information about, any teacher reported in compliance with this provision cannot be required.

### Teacher Performance Calculation

Teachers are evaluated via two formal observations and periodic classroom walk-throughs. The teacher performance measure is based on the Ohio Standards for the Teaching Profession.

The Superintendent/designee selects/develops evaluation tools to calculate teacher performance. The Board directs the Superintendent/designee to develop procedures for these evaluation tools.

### Student Growth Calculation

For the purpose of this policy, student growth means the change in student achievement for an individual student between two or more points in time. Student growth is evaluated by a combination of: (1) Value-added data or an alternative student academic progress measure if adopted under RC 3302.03(C)(1)(e); (2) ODE-approved assessments and/or (3) Board-determined measures. When available, value-added data or an alternative student academic progress measure if adopted under RC 3302.03(C)(1)(e) shall be included in the multiple measures used to evaluate student growth in proportion to the part of the teacher's schedule of courses or subjects for which the value-added progress dimension is applicable.

If a teacher's schedule is comprised only of courses or subjects for which value-added data is applicable, the entire student academic growth factor of the evaluation for such teachers shall be based on the value-added progress dimension.

Value-added data based on the results of state assessments administered in the 2014-2015 and 2015-2016 school years will not be used to assess student academic growth. Such data also will not be used when making dismissal, retention, tenure or compensation decisions. The Board may administer ODE-approved assessments and/or local measures of student growth using state-designed criteria and guidance for teachers of subjects where value-added scores from state assessments are not available. Evaluations for teachers of grade levels and subject areas for which the value-added progress dimension is applicable, and where no other measure is available to determine student academic growth, shall be based solely on teacher performance.

Students with 45 or more excused or unexcused absences during the full academic year will not be included in the calculation of student academic growth. Data from Board-determined multiple measures will be converted to a score of: (1) Least Effective, (2) Approaching Average, (3) Average, (4) Above Average or (5) Most Effective student growth levels.



### Professional Growth and Improvement Plans

Teachers with a final summative rating of Accomplished must develop professional growth plans and choose their credentialed evaluators from the Board-approved evaluator list.

Teachers with a final summative rating of Skilled must develop professional growth plans collaboratively with their credentialed evaluators from the Board-approved evaluator list and will have input on their credentialed evaluator.

Teachers with a final summative rating of Developing must develop professional growth plans with their credentialed evaluators. The Superintendent/designee approves the professional growth plan and assigns the credentialed evaluator.

Teachers with a final summative rating of Ineffective must develop an improvement plan with their credentialed evaluators. The Superintendent/designee approves the improvement plan and assigns the credentialed evaluator.

### Evaluation Time Line

District administrators evaluate teachers annually. Annual evaluations include two formal observations at least 30 minutes each and periodic classroom walk-throughs. Teachers, who are on limited or extended limited contracts pursuant to State law and under consideration for nonrenewal, receive at least three formal observations during the evaluation cycle.

All teacher evaluations are completed by May 1. Teachers evaluated under this policy are provided with a written copy of their evaluation results by May 10.

*(Permissive – add if want to evaluate Accomplished teachers every three years.)*

The Board evaluates teachers receiving effectiveness ratings of Accomplished on those teachers' most recent evaluations carried out under this policy, and whose student growth measures are at least average or higher every three years. Such evaluations are completed by May 1 of the evaluation year. Teachers evaluated on this basis are provided a written copy of their evaluation results by May 10 of the evaluation year. In years when an evaluation will not take place, one observation is carried out and at least one conference with the teacher is held.

*(Permissive – add if want to evaluate Skilled teachers biennially.)*

The Board evaluates teachers receiving effectiveness ratings of Skilled on those teachers' most recent evaluations carried out under this policy, and whose student growth measures are at least average or higher every two years. Biennial evaluations conducted under this policy are completed by May 1 of the evaluation year. Teachers evaluated on a biennial basis are provided a written copy of their evaluation results by May 10 of the evaluation year. In years when an evaluation will not take place, one observation is carried out and at least one conference with the teacher is held.

File: AFC-1 (Also GCN-1)

*(Permissive – add if want to evaluate Accomplished teachers with one evaluation and a project.)*

The Board evaluates teachers receiving effectiveness ratings of Accomplished on their most recent evaluations via one formal observation when those teachers complete projects approved by the Board to demonstrate their continued growth and practice at the level of Accomplished. Teachers must submit project proposals to the Superintendent no later than \_\_\_\_\_ for submission to and approval by the Board.

#### Testing for Ineffective Teachers in Core Subjects

Beginning with the 2015-2016 school year, teachers of core subject areas, as defined by State law, who have received a rating of Ineffective for two of the three most recent school years must register for and take all written examinations of content knowledge selected by ODE.

#### Retention and Promotion

The Board uses evaluation results for retention and promotion decisions. The Board adopts procedures for use by District administrators in making retention and promotion decisions based on evaluation results.

Seniority shall not be the basis for making retention decisions, except when choosing between teachers who have comparable evaluations.

#### Poorly Performing Teachers

The Board uses evaluation results for removing poorly performing teachers. The Board adopts procedures for removing poorly performing teachers based on evaluation results.

#### Professional Development

The Board allocates financial resources to support professional development in compliance with State law and the SBOE's evaluation framework.

[Adoption date:]

LEGAL REFS.: ORC 3319.11; 3319.111; 3319.112; 3319.114; 3319.16; 3319.58  
Chapter 4117  
OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records  
GCB, Professional Staff Contracts and Compensation Plans

CONTRACT REF.: Teachers' Negotiated Agreement

*NOTE: By July 1, 2013, the board of each district, in consultation with teachers employed by the board, must adopt a standards-based teacher evaluation policy that conforms with the Ohio Department of Education (ODE) framework for evaluation of teachers developed under Ohio Revised Code Section (RC) 3319.112. The requirements of the RC prevail over any conflicting bargaining agreement entered into on or after September 24, 2012.*

*Districts that receive Race to the Top (RttT) funds should follow the teacher evaluation time line and guidelines set forth in their scopes of work.*

*Districts not receiving RttT funds whose bargaining agreement was entered into on or after September 24, 2012 must implement this policy by the 2013-2014 school year. Districts who entered into a bargaining agreement prior to September 24, 2012 must implement the evaluation system at the expiration of that bargaining agreement.*

*Unless using the alternative framework, 50% of the teacher's evaluation must be based on student growth measures. Student growth must be based on multiple measures, including value-added data where it is available. Local boards of education may administer assessments chosen from the ODE assessment list for teachers of subjects where value-added scores are not available, and/or local measures of student growth using state-designed criteria and guidance. The multiple measures designated by the board for teachers may vary based on subject level and grade taught and should be determined at the district level. The board-determined measures should be consistent for teachers teaching the same subject and/or grade level. The remaining 50% of the evaluation is based on teacher performance measured by the Ohio Standards for the teaching profession.*

*Districts may choose to use the alternative Ohio Teacher Evaluation System (OTES) framework. Under the alternative framework 50% of the teacher's evaluation is based on teacher performance, 35% is based on student growth measures and the remaining 15% will be based on one or any combination of the following components, as determined by the board: student surveys, teacher self-evaluations, peer review evaluations, student portfolios or any other component determined appropriate by the board except that the board may not use the teacher performance or student growth measures.*

File: AFC-1 (Also GCN-1)

*House Bill 64 (2015) prohibits the use of value-added data based on the results of state assessments administered in the 2014-2015 and 2015-2016 school years for the student growth measure. Such data also cannot be used when making dismissal, retention, tenure or compensation decisions. The board may however, enter into a memorandum of understanding with the teachers' union to use such data.*

*In November 2015, the State Board of Education (SBOE) revised the OTES framework language on professional growth and improvement plans and the ability for teachers to choose their credentialed evaluator. These are now tied to a teacher's final summative rating. The SBOE framework also allows a district to place a teacher on an improvement plan at any time based on deficiencies in any individual component of the evaluation system subject to collective bargaining.*

*Evaluations conducted pursuant to these requirements must be carried out by a person who holds a credential established by ODE. The board adopts a list of approved credentialed evaluators chosen from the ODE's list.*

*Districts may choose to evaluate teachers receiving effectiveness ratings of Accomplished on their most recent evaluations every three years and teachers receiving effectiveness ratings of Skilled on their most recent evaluations every two years. If the district chooses to do this, policy language should be included. Districts may choose to place limits on this language, for instance, limiting to only teachers on continuing contracts or teachers not in the last year of a limited contract. Districts should consult with board counsel when making this determination.*

*Districts may choose to evaluate teachers receiving effectiveness ratings of Accomplished on the most recent evaluations through one formal observation and the completion of a board-approved project. If the district chooses to do this, policy language should be included.*

*Beginning with the 2014-2015 school year, boards also can elect to not evaluate teachers who: 1) were on leave for 50% or more of the school year as calculated by the board or 2) have submitted a notice of retirement that has been accepted by the board no later than December 1 of the school year in which the evaluation would have been conducted.*

*Beginning with the 2017-2018 school year, boards also can elect to not evaluate a teacher who is participating in the teacher residency program for the year during which the teacher takes, for the first time, at least half of the performance-based assessment prescribed by the SBOE for resident educators.*

File: AFC-1 (Also GCN-1)

*The SBOE adopted a revised teacher evaluation framework in September 2014 that revised the student growth measure levels to five different levels. The revisions also removed the final summative rating grid. Final summative ratings are now calculated on a points system through eTPES.*

*Boards are required to use teacher evaluation results for promotion and retention decisions and for removing poorly performing teachers. These procedures are required to appear in board policy, but will be unique to each district. Boards should develop these procedures with district administrators and adopt them into board policy as a regulation, which should be coded as AFC-1-R (also GCN-1-R).*

*Boards are required to allocate financial resources to support professional development. While ODE's model policy suggests that the allocation should appear in board policy, neither the law nor the framework requires the addition of such specific language. Boards wishing to do so may include the allocation of financial resources in the regulation language.*

***THIS IS A REQUIRED POLICY***



## EVALUATION OF SCHOOL COUNSELORS

Professional school counselors offer students access to high-quality services that support students' academic, career and social/emotional development. The Board evaluates school counselors in accordance with State law and the standards-based statewide counselor evaluation framework adopted by the State Board of Education (SBOE). The framework is aligned with the Ohio Standards for School Counselors.

The Board directs the Superintendent/designee to implement this policy in accordance with State law. The policy becomes operative at the expiration of any collective bargaining agreement covering school counselors that is in effect on September 29, 2015. The requirements of this policy prevail over any conflicting provisions of collective bargaining agreements entered into on or after September 29, 2015.

Annually, the Board submits to the Ohio Department of Education (ODE) a report regarding implementation of this policy. The name of, or any personally identifiable information about, any counselor reported in compliance with this provision cannot be required.

### Effectiveness Rating

School counselors are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. Each school counselor is evaluated based on multiple factors including performance on all areas identified by the standards for school counselors and the ability to produce positive student outcomes using metrics in order to determine the holistic final summative rating of effectiveness according to ODE requirements. The choice of metrics for student outcomes will be determined locally and will include information from the school or school district's report card when appropriate.

### Evaluation Time Line

District administrators evaluate school counselors annually except as otherwise appropriate for high performing school counselors. Annual evaluations include two formal observations of at least 30 minutes each and informal observations. Counselors will be provided with a written report of the evaluation.

*(Permissive – add if want to evaluate Accomplished counselors every three years.)*

The Board evaluates school counselors receiving effectiveness ratings of Accomplished on the counselors' most recent evaluations carried out under this policy, and whose metric of student outcomes for the most recent school year for which data is available is skilled or higher on the evaluation rubric every three years. In years when an evaluation will not take place, one observation is carried out and at least one conference with the counselor is held.

*(Permissive – add if want to evaluate Skilled counselors biennially.)*

The Board evaluates school counselors receiving effectiveness ratings of Skilled on the counselors' most recent evaluations carried out under this policy, and whose metric of student outcomes for the most recent school year for which data is available is skilled or higher on the evaluation rubric every two years. In years when an evaluation will not take place, one observation is carried out and at least one conference with the counselor is held.

#### Professional Growth and Improvement Plans

School counselors with a final summative rating of Accomplished must develop a professional growth plan.

School counselors with a final summative rating of Skilled must develop a professional growth plan collaboratively with their evaluator.

School counselors with a final summative rating of Developing must develop a professional growth plan with their evaluator. The Superintendent/designee approves the professional growth plan.

School counselors with a final summative rating of Ineffective must develop an improvement plan with their evaluator. The Superintendent/designee approves the improvement plan.

The District has discretion to place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.

#### Retention and Promotion

The Board uses evaluation results for retention and promotion decisions for school counselors beginning with the 2017-2018 school year. The Board adopts procedures for use by District administrators in making retention and promotion decisions based on evaluation results.

#### Poorly Performing Counselors

The Board uses evaluation results for removing poorly performing counselors beginning with the 2017-2018 school year. The Board adopts procedures for removing poorly performing school counselors based on evaluation results.

#### Professional Development

The Board allocates financial resources to support professional development in compliance with State law and the SBOE's evaluation framework.



File: AFCA (Also GCNA)

[Adoption date:]

LEGAL REFS.: ORC 3319.113; 3319.61  
3302.03  
Chapter 4117  
OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records  
GCB, Professional Staff Contracts and Compensation Plans

CONTRACT REF.: Teachers' Negotiated Agreement

*NOTE: By September 30, 2016, the board must adopt a standards-based counselor evaluation policy that conforms to the State Board of Education (SBOE) framework for evaluation of counselors developed under Ohio Revised Code Section (RC) 3319.113. The requirements of the RC prevail over any conflicting bargaining agreement entered into on or after September 29, 2015. The SBOE framework is aligned with the standards for school counselors adopted under RC 3319.61. The policy must include implementation of the framework beginning with the 2016-2017 school year and procedures for using the evaluation results for decisions regarding retention and promotion of counselors and removal of poorly performing counselors beginning with the 2017-2018 school year.*

*The policy becomes operative at the expiration of any collective bargaining agreement covering schools counselors that is in effective on September 29, 2015 and must be included in any collective bargaining agreement renewal or extension.*

*Boards are required to use counselor evaluation results for promotion and retention decisions and for removing poorly performing counselors beginning with the 2017-2018 school year. These procedures are required to appear in board policy, but will be unique to each district. Boards should develop these procedures with district administrators and adopt them into board policy as a regulation, which should be coded as AFCA-R (Also GCNA-R).*

*Beginning with the 2017-2018 school year, boards can elect to not evaluate school counselors who: 1) were on leave for 50% or more of the school year as calculated by the board or 2) have submitted a notice of retirement that has been accepted by the board no later than December 1 of the school year in which the evaluation would have been conducted.*

***THIS IS A REQUIRED POLICY***





CROSS REFS.: AA, School District Legal Status  
BBA, School Board Powers and Duties  
BBB, School Board Elections

**NOTE:** *A statement under this code is usually statutory and informational in nature, not a "policy" in the strict sense of the word. Included under this code are the number of board members and the length of a regular term.*

*A local district should cite Ohio Revised Code Section (RC) 3311.03 and 3313.01; a city district should cite RC 3311.02 and 3313.02; an exempted village school district should cite RC 3311.04. Joint vocational school districts (JVSD) should refer to RC 3311.19, and educational service centers should refer to RC 3311.05 and 3313.01.*

***Senate Bill 3 (2016) revised several of the requirements made by House Bill (HB) 59 (2013), effective September 29, 2013, revised impacting the governance structure of JVSD boards. Members are to be appointed to a JVSD board for a three-year term and no longer are limited to two consecutive terms. SB 3 also removed specific qualifications board members must meet. A member must be appointed by the appointing district in accordance with the JVSD plan and the member may be:***

- ***a current elected board member of a JVSD member school board or***
- ***an individual who has experience or knowledge regarding the labor needs of the state and region with an understanding of the skills, training and education needed for current and future employment opportunities in the state.***

~~*Members must be appointed to the JVSD board by the participating districts in accordance with the JVSD plan. No member may be appointed unless they meet the following qualifications:*~~

~~*–have experience serving as chief financial officers, chief executive officers, human resources managers, or other business, industry or career counseling professions;*~~

~~*–are qualified to discuss the labor needs of the region with respect to the regional economy;*~~

~~*–represent employers in the region served by the JVSD and*~~

~~*–are qualified to consider the state's workforce need with an understanding of the skills, training and education needed for current and future employment opportunities in the state.*~~

File: BB

~~*JVSD board members must be appointed to a three-year term and are limited to two consecutive three-year terms. Terms are considered consecutive unless separated by three or more years. Preference may be given to qualified individuals who have served on a JVSD business advisory committee. SB 3 also allows any JVSD board to submit an application to the State Superintendent of Public Instruction for approval to revise its membership plan to stagger the members' terms of office. It is recommended that when members are appointed to a JVSD board, the resolution state how the individual meets the qualifications.*~~



## BOARD MEMBER QUALIFICATIONS

Under State law, a board member must be an elector residing in the District. To qualify as an elector, a person must be a citizen of the United States, 18 years of age or older, a resident of the state for at least 30 days prior to the election and a resident of the county and precinct in which he/she offers to vote for at least 30 days prior to the election.

A variety of other public positions, elected and appointed, have been determined by the General Assembly or the courts to be incompatible with board membership. Generally, offices are considered incompatible when one is subordinate to, or in any way provides a check upon, the other, or when it is physically impossible for one person to discharge the duties of both positions.

Before taking office, each person elected or appointed to the Board is required by law to take an oath of office.

*(Add for joint vocational school districts.)*

Members of the \_\_\_\_\_ Joint Vocational School District Board must be a **current elected member of a JVSD member board or an individual who has experience or knowledge regarding the labor needs of the state and region with an understanding of the skills, training and education needed for current and future employment opportunities in the state.**

- ~~1. have experience as chief financial officers, chief executive officers, human resources managers, or other business, industry, or career counseling professions;~~
- ~~2. be qualified to discuss the labor needs of the region with respect to the regional economy;~~
- ~~3. represent employers in the region served by the joint vocational school district and~~
- ~~4. be qualified to consider the state's workforce needs, with an understanding of the skills, training and education needed for current and future employment opportunities in the state.~~

[Adoption date:]

LEGAL REFS.: ORC 3311.19  
3313.02; 3313.10; 3313.13; 3313.70  
3503.01  
Chapter 3517

CROSS REFS.: BBBB, Board Member Oath of Office  
BBE, Unexpired Term Fulfillment (Board Vacancy)  
BBFA, Board Member Conflict of Interest  
LBB, Cooperative Educational Programs

**NOTE:** *Senate Bill (SB) 3 (2016) revised several of the requirements made by House Bill (HB) 59 (2013), effective September 29, 2013, revised impacting the governance structure of JVSD boards. A member must be appointed by the appointing district in accordance with the JVSD plan and the member may be:*

- *a current elected board member of a JVSD member school board or*
- *an individual who has experience or knowledge regarding the labor needs of the state and region with an understanding of the skills, training and education needed for current and future employment opportunities in the State.*

~~*Members must be appointed to the JVSD board by the participating districts in accordance with the JVSD plan. No member may be appointed unless they meet the following qualifications:*~~

~~*—have experience serving as chief financial officers, chief executive officers, human resources managers, or other business, industry or career counseling professions;*~~

~~*—are qualified to discuss the labor needs of the region with respect to the regional economy;*~~

~~*—represent employers in the region served by the JVSD and*~~

~~*—are qualified to consider the state's workforce need with an understanding of the skills, training and education needed for current and future employment opportunities in the state.*~~

~~*JVSD board members must be appointed to a three-year term and are limited to two consecutive three-year terms. Terms are considered consecutive unless separated by three or more years. Preference may be given to qualified individuals who have served on a JVSD business advisory committee. SB 3 also allows any JVSD board to submit an application to the State Superintendent of Public Instruction for approval to revise its membership plan to stagger the members' terms of office. It is recommended that when members are appointed to a JVSD board, the resolution state how the individual meets the qualifications.*~~



File: BBBA

*“Boardmanship,” a handbook for school board members published by the Ohio School Boards Association, provides a listing of public positions that are and are not compatible with board membership.*



## BIDDING REQUIREMENTS

Contracts for construction or demolition of buildings or for any improvements or repairs that exceed ~~\$50,000~~ ~~\$25,000~~ are let only after bids are solicited and received in compliance with law. However, if the Board enters into a shared savings contract for energy conservation measures, competitive bidding is not required. The Board may also enter into an installment payment contract for the purchase and installation of energy conservation measures and competitive bidding does not need to be utilized if two-thirds of the entire Board adopts a resolution stating that competitive bidding does not apply to the project.

If feasible, all purchases over \$ \_\_\_\_\_ but under ~~\$50,000~~ ~~\$25,000~~ will be based on price quotations submitted by at least three vendors. These quotations are treated confidentially until the deadline for filing is past; thereafter, they are public information.

The Business Manager assembles the proper specifications and makes the necessary arrangements for public bidding and price quotations. The Treasurer receives the bids and price quotations and records them. The Business Manager makes his/her recommendations to the Board. Upon approval by the Board, he/she processes purchase orders to those bidders awarded contracts and notifies the other bidders of the results of the bidding.

**Purchases made through the use of federal funds are made in compliance with the requirements of State and Federal law, including the applicable bidding requirements.**

[Adoption date:]

LEGAL REFS.: ORC 9.314  
153.01; 153.12 through 153.14; 153.50 through 153.56  
3313.372; 3313.373; 3313.46  
3319.04

CROSS REFS.: DJ, Purchasing  
DJF, Purchasing Procedures  
ECF, Energy Conservation  
FA, Facilities Development Goals  
FEF, Construction Contracts Bidding and Awards

*NOTE: In a district lacking a business manager, the superintendent normally acts in that capacity.*

*Beginning September 12, 2008, the second required notice for competitive bidding will change to allow advertising for bids in trade or other publications and by electronic means, such as posting on the district's website.*

*Districts must continue to comply with State law regarding competitive bidding, including the requirement that school districts place the first notice in a newspaper of general circulation.*

*Senate Bill 3 (2016) increased the bidding threshold from \$25,000 to \$50,000.*

## SCHOOL PROPERTIES DISPOSAL

The Board believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the District.

The Board recognizes that most unused property of the District has value and that it may be practical to retain such property for a period of time. Once property is no longer needed for school purposes currently or in the future, it should be slated for disposal at the Superintendent's discretion. State law governs the retention and method of disposal of the Board's property. Therefore, the Board follows the procedures required by the various statutes governing the disposal of real or personal property.

The Board follows the procedures set forth in State law for the disposal of real or personal property at the minimum dollar value set forth in the statute on the date the Board decides to dispose of the property. The Board is ~~first~~ required to ~~offer sell~~ its real property ~~for sale to all community schools and college-preparatory boarding schools for the period of time set forth in law.~~ **High-performing community schools as defined by State law, are given first priority.** ~~and any newly established community schools implementing a community school-model that has a track record of high-quality academic performance as determined by the Ohio Department of Education (ODE).~~ If a high-performing ~~or newly established ODE defined~~ community school is not interested in buying the property, the Board ~~is will then required to sell its real property to~~ **proceed with offers to purchase from other** start-up community schools operating in the District and college-preparatory boarding schools located within the territory of the District. If ~~the~~ **no** community school or college-preparatory boarding school is ~~not~~ interested in buying the property, the Board can sell its real or personal property at a public auction and follow specific statutory requirements if the property exceeds \$10,000 in value. If this amount is changed by the legislature, the Board and administration's responsibility changes automatically to reflect the new minimum statutory dollar value.

The Board directs the periodic review of all District property and authorizes the disposition by sale, donation, trade or discard of any property not required for school purposes.

The District complies with State law regarding the sale or lease of unused District property to high-performing community schools, community schools and college-preparatory boarding schools.

Disposal of Property Valued at Less Than the Dollar Value Set Forth in State Law

For the disposal of property that is not governed by the Ohio Revised Code or administrative regulations, the administration is required to follow these procedures:

1. The Superintendent determines that the value of the property is less than the value set forth in State law. The property is valued pursuant to a reasonable method as determined by the Superintendent.
2. The Board is notified when real or personal property is no longer needed for school purposes and directs that the property be sold.
3. The Superintendent sells the property to a start-up community school or by bids, general sale, negotiated sale or by trade as determined by the Superintendent or the Board on an individual basis.

[Adoption date:]

LEGAL REFS.: ORC 131.09  
3313.17; 3313.37; 3313.40; 3313.41; 3313.411; 3313.413  
3314.051  
5705.10

CROSS REF.: FL, Retirement of Facilities

*NOTE: Senate Bill (SB) 316 (2012) added language to the House Bill (HB) 153 (2011) (budget bill) language below. SB 316 added boards of trustees of college-preparatory boarding schools to the right of first refusal and sale/lease requirements below. SB 316 also adds that any appraisals required by State law must be not more than one year old. The SB 316 sale/lease provisions also require that intent to purchase or lease the property must be provided to the treasurer. Only qualified parties who have provided intent to purchase or lease to the treasurer may participate in any resulting auctions or lotteries.*

*Finally, SB 316 permits, but does not require, boards to offer unused school facilities for sale or lease to the governing authorities of community schools with plans, stipulated in their contracts entered into under State law, to either relocate their operations to the territory of the district or to add facilities to be located within the territory of the district.*

*HB 153 makes changes to the property disposal requirements regarding community schools and college-preparatory boarding schools. ~~First~~, HB 153 removes the requirement that real property be suitable for use as a classroom space in order for the districts to be required to offer it to a community school and college-preparatory boarding schools within the district prior to selling it under other applicable law.*

*HB 438 (2016) makes additional changes and streamlines the process by which a school district board of education must offer real property and unused facilities for sale or lease to the governing authorities of community schools.*

*If the district decides to dispose of real property that exceeds \$10,000 in value, the district must ~~first~~ offer to sell it to all community schools and college-preparatory boarding schools for one period of 60 days. No later than 60 days after the district board makes the offer, interested governing authorities and boards of trustees must notify the district treasurer of the intent to purchase. ~~High-~~ performing community schools as defined by State law are given first priority. ~~and any newly established community schools implementing a community school model that has a track record of high quality academic performance as determined by the Ohio Department of Education (ODE).~~ If more than one governing authority of a high-performing community school notifies the district treasurer of its intention to purchase the property, the board must conduct a public auction. Only the schools that notified the district treasurer are eligible to bid at the auction. If a high-performing ~~or newly established ODE defined~~ community school is not interested in buying the property within 60 days of the offer, the Board is then required to proceed with offers ~~sell its real property to~~ from all other start-up community schools and college-preparatory boarding schools within the district. The sale must be for fair market value, as determined by a property appraisal not more than one year old. If more than one community school or college-preparatory boarding school notifies the district treasurer of its intention to purchase ~~accepts the offer~~ within 60 days, the district will conduct a public auction. Only entities that notified the district treasurer of its intent to purchase are eligible to bid at the auction. ~~sell it to the community school or college-preparatory boarding school whose offer was received first in time.~~ If no community schools or college-preparatory boarding schools notify the district treasurer of its intention to purchase the property ~~accept the offer~~ within 60 days, the district may dispose of the real property in compliance with State law.*

*HB 64 (15) prohibits community schools and college-preparatory boarding schools that have purchased property from districts from, within five years, selling any property purchased under the requirement that districts first offer unused school facilities to them. The provision goes on to add the exception that such property may be sold within five years, only if it is sold or transferred to another community school or college-preparatory boarding school located within the territory of the district that initially made the sale.*

~~HB 153 adds new~~ **There are specific requirements in regards to “unused school facilities.” Unused school facilities are facilities that have been used by the district for school operations since July 1, 1998, but have not been used in that capacity for two years. HB 64 (15) adds requirements for the offer of unused school facilities to high-performing community schools. Districts also must offer these facilities to all community schools and college-preparatory boarding schools within the district for sale or lease for one period of 60 days. First priority is to be given to the governing authorities of high-performing community schools that are located within the territory of the district.**

**If, within 60 days, a high-performing community school notifies the district treasurer in writing of the intention to purchase ~~or college-preparatory boarding school within the district accepts the offer for sale~~, the district must sell the real property to ~~the~~ that community school ~~or college-preparatory boarding school~~ for fair market value. If, within 60 days, more than one high-performing community school states its intention to purchase ~~or college-preparatory boarding school accepts the offer for sale~~ by notifying the treasurer, the district must hold a public auction for the real property, but it is important to note that the district is not required to accept a bid for less than the appraised fair market value of the property, as determined by a property appraisal that is not more than one year old. Only qualified parties who notified the treasurer of their intent to purchase the property are eligible to bid at auction. If no high-performing community schools are interested in the property, the district must then proceed with offers from other start-up community schools and college-preparatory boarding schools.**

**If, within 60 days, a high-performing community school notifies the district treasurer of its intention to lease unused facilities ~~or college-preparatory boarding school accepts the offer to lease the real property~~, the district must lease to ~~the~~ that community school ~~or college-preparatory boarding school~~ for the fair market value of a lease on the real property. Fair market value is determined by a property appraisal that is not more than one year old. If, within 60 days, ~~two or more than one~~ high-performing community schools ~~or college-preparatory boarding schools~~ within the district sends a written intention to lease the property to the treasurer, the district must conduct a lottery to determine to which community school ~~or college-preparatory boarding school~~ the district will award the lease. Only qualified parties who have notified the treasurer of their intent to lease the property will be eligible for participation in the lottery. If no high-performing community schools are interested in the property, the district treasurer must then proceed with offers from other start-up community schools and college-preparatory boarding schools. It is ~~also~~ important to note that districts that have outstanding leases with entities other than community schools or college-preparatory boarding schools may renew those leases. Nothing in the statute affects current lease agreements between the district and other entities.**



*If, within 60 days, no community school or college-preparatory boarding school accepts the offer to lease or buy the property, the district may offer it to any other entity, in accordance with State law. SB 316 extends the list of eligible entities to include nonprofit institutions of higher education that have certificates of authorization under State law and governing authorities of chartered nonpublic schools.*

*HB 59 (13) (budget bill) added language requiring proceeds from the sale of real property disposed of under Ohio Revised Code Section 3313.41 to be used to retire any debt incurred in connection with that real property. Excess proceeds may be paid into the Capital and Maintenance Fund and used for costs of nonoperating capital expenses related to technology infrastructure and equipment to be used for instruction and assessment. HB 483 (14) adds another option for handling this revenue. Boards may choose to use the money for payment into a special fund for the construction or acquisition of permanent improvements. This provision applies to proceeds received on or after September 29, 2013.*



## EMERGENCY CLOSINGS

The Superintendent may close the schools, dismiss students early or delay the opening of schools in the event of hazardous weather, other emergencies that threaten the safety or health of students or staff members, law enforcement emergencies or other circumstances where the Superintendent determines a closure, dismissal or delay is necessary. It is understood that the Superintendent takes such action only after consultation with transportation and other necessary authorities.

Parents, students and staff members are informed early in each school year of the method of notification in the event of emergency closings or early dismissals.

[Adoption date:]

LEGAL REFS.: ORC 3313.48; 3313.482

CROSS REFS.: EBC, Emergency Management and Safety Plans  
IC/ICA, School Year/School Calendar  
ID, School Day

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

*NOTE: House Bill (HB) 153 (Budget Bill) of 2011 gives districts the option of allowing students to make up a maximum of three days via online lessons and/or blizzard bags. Policy language is not required; however, if a district chooses to participate in the program, it may want to consider adding optional policy language as well as regulation language setting forth what is required to be in the district's plan. ~~that is submitted to the Ohio Department of Education.~~ The actual plan should not be included in the board policy manual, but regulation language setting forth what must be included in the plan may be useful for informational purposes. **Senate Bill 3 (2016) removed the requirement for plans to be submitted to the Ohio Department of Education.***

*The changes to Ohio Revised Code Section (RC) 3313.48 are effective July 1, 2014, then the change to hours and removal of calamity days takes effect.*

*HB 59 (Budget Bill) of 2013 deleted the concept of "calamity days" from the Revised Code and the requirement that districts designate a certain number of days as "contingency days." The bill modified the definition of the "minimum school year" and required school districts to be open for a certain number of hours, instead of a certain number of days. A district is still able to schedule "make-up hours," but these hours are only legally required if a school closes enough that it will fall below the minimum number of hours required for the year. HB 59 also renumbered the statute governing online lessons and/or blizzard bags. The language now appears in RC 3313.482.*

***THIS IS A REQUIRED POLICY***

## STUDENT WELLNESS PROGRAM

~~In response to the reauthorization of the Child Nutrition and Women, Infants and Children Act,~~  
**The Board directs the Superintendent/designee to develop and maintain a student wellness program: plan in compliance with Federal law.**

**The student wellness program plan:**

1. includes goals for nutrition **promotion and** education, physical activity and other school-based activities designed to promote student wellness **that are developed with consideration of evidence-based strategies and techniques;**
2. includes nutrition guidelines for all foods **provided, but not sold to students available** in the District during the school day in order to promote student health and reduce childhood obesity;
3. provides assurance that District guidelines for ~~reimbursable school meals~~ **all food and beverages sold during the school day** are, at a minimum, equal to the guidelines issued by the U.S. Department of Agriculture(USDA) and **that marketing of foods and beverages on the school campus during the school day is prohibited for foods or beverages that do not meet the nutritional standards established by the District in accordance with USDA regulations and**
4. establishes a plan of implementation and evaluation, including designating one or more persons within the District with the responsibility for ensuring that the District is compliant with Federal law.

Development of the student wellness ~~program~~ **plan** must be a collaborative effort between parents, students, food service workers, **physical education teachers, school health professionals,** administrators, the Board and the public.

**The District notifies the public of the wellness plan at least annually. The wellness plan is assessed at least once every three years and the results of the assessment are made available to the public.**

[Adoption date:]

**LEGAL REFS.:** Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265  
(Title I, Section 204), 118 Stat. 729  
National School Lunch Act; 42 USC 1751 et seq.  
Child Nutrition Act; 42 USC 1771 et seq.  
7 CFR, Subtitle B, Chapter 11, Part 210  
7 CFR 220  
7 CFR 225  
7 CFR 245  
ORC 3313.814  
OAC 3301-91-09

**CROSS REFS.:** EF, Food Services Management  
EFB, Free and Reduced-Price Food Services  
EFF, Food Sale Standards  
IGAE, Health Education  
IGAF, Physical Education  
**KJ, Advertising in the Schools**

*NOTE: In response to the Reauthorization of the Child Nutrition and Women, Infants and Children Act of 2004, districts are required to develop a "school wellness" policy. Components of the program are listed in the policy.*

*On July 29, 2016, the U.S. Department of Agriculture (USDA) Food and Nutrition Service finalized regulations to create a framework and guidelines for locally established written wellness policies. The final rule expands the existing requirements to strengthen policies and increase transparency. The final rule became effective August 29, 2016 and it requires districts to begin developing a revised local wellness policy during the 2016-2017 school year, with full compliance by June 30, 2017.*

*Districts that allow the marketing of food and beverages to students must have policies that allow marketing and advertising of only those foods and beverages that meet the USDA Smart Snacks in School nutrition standards.*

***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:** ~~Senate Bill (SB) 184, effective September 9, 2008, made changes to Ohio's concealed-carry gun laws. SB 184 enables an individual with a valid concealed-carry license or temporary emergency license who is either a driver or passenger in a motor vehicle and who is dropping off or picking up a child 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 he 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.**



## EVALUATION OF PROFESSIONAL STAFF (Ohio Teacher Evaluation System)

A determination of the efficiency and effectiveness of the teaching staff is a critical factor in the overall operation of the District. The Board evaluates teachers in accordance with State law and the standards-based statewide teacher evaluation framework adopted by the State Board of Education (SBOE).

The Board directs the Superintendent/designee to implement this policy in accordance with State law. The requirements of this policy prevail over any conflicting provisions of collective bargaining agreements entered into on or after September 24, 2012.

Notwithstanding Ohio Revised Code Section (RC) 3319.09, this policy applies to any person employed under a teacher license issued under RC 3319, or under a professional or permanent teacher's certificate issued under former RC 3319.222, and who spends at least 50% of the time employed providing content-related student instruction. This teacher evaluation policy does not apply to substitute teachers or instructors of adult education.

### Credentialed Evaluators

Evaluations carried out under this policy are conducted by persons holding evaluator credentials established by the Ohio Department of Education (ODE). Evaluators must complete state-sponsored evaluation training and pass the online credentialing assessment. The Board adopts a list of approved credentialed evaluators chosen from ODE's list.

### Effectiveness Rating

*(Choose if evaluating under 50/50 framework)*

Teachers are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. This rating will be determined based on 50% teacher performance and 50% student growth measures. Student growth will be determined through multiple measures.

*(Choose if evaluating under alternative framework)*

Teachers are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. This rating will be determined based on 50% teacher performance and 35% student growth measures. Student growth will be determined through multiple measures. The remaining 15% will be based on one or any combination of the following components, as determined by the Board: student surveys, teacher self-evaluations, peer review evaluations, student portfolios or any other component determined appropriate by the Board except that the Board may not use the teacher performance or student growth measures.

Annually, the Board submits to the ODE the number of teachers assigned an effectiveness rating, aggregated by the teacher preparation programs from which, and the years in which, the teachers graduated. The name of, or any personally identifiable information about, any teacher reported in compliance with this provision cannot be required.

### Teacher Performance Calculation

Teachers are evaluated via two formal observations and periodic classroom walk-throughs. The teacher performance measure is based on the Ohio Standards for the Teaching Profession.

The Superintendent/designee selects/develops evaluation tools to calculate teacher performance. The Board directs the Superintendent/designee to develop procedures for these evaluation tools.

### Student Growth Calculation

For the purpose of this policy, student growth means the change in student achievement for an individual student between two or more points in time. Student growth is evaluated by a combination of: (1) Value-added data or an alternative student academic progress measure if adopted under RC 3302.03(C)(1)(e); (2) ODE-approved assessments and/or (3) Board-determined measures. When available, value-added data or an alternative student academic progress measure if adopted under RC 3302.03(C)(1)(e) shall be included in the multiple measures used to evaluate student growth in proportion to the part of the teacher's schedule of courses or subjects for which the value-added progress dimension is applicable.

If a teacher's schedule is comprised only of courses or subjects for which value-added data is applicable, the entire student academic growth factor of the evaluation for such teachers shall be based on the value-added progress dimension.

Value-added data based on the results of state assessments administered in the 2014-2015 and 2015-2016 school years will not be used to assess student academic growth. Such data also will not be used when making dismissal, retention, tenure or compensation decisions. The Board may administer ODE-approved assessments and/or local measures of student growth using state-designed criteria and guidance for teachers of subjects where value-added scores from state assessments are not available. Evaluations for teachers of grade levels and subject areas for which the value-added progress dimension is applicable, and where no other measure is available to determine student academic growth, shall be based solely on teacher performance.

Students with 45 or more excused or unexcused absences during the full academic year will not be included in the calculation of student academic growth. Data from Board-determined multiple measures will be converted to a score of: (1) Least Effective, (2) Approaching Average, (3) Average, (4) Above Average or (5) Most Effective student growth levels.

### Professional Growth and Improvement Plans

Teachers with a final summative rating of Accomplished must develop professional growth plans and choose their credentialed evaluators from the Board-approved evaluator list.

Teachers with a final summative rating of Skilled must develop professional growth plans collaboratively with their credentialed evaluators from the Board-approved evaluator list and will have input on their credentialed evaluator.

Teachers with a final summative rating of Developing must develop professional growth plans with their credentialed evaluators. The Superintendent/designee approves the professional growth plan and assigns the credentialed evaluator.

Teachers with a final summative rating of Ineffective must develop an improvement plan with their credentialed evaluators. The Superintendent/designee approves the improvement plan and assigns the credentialed evaluator.

### Evaluation Time Line

District administrators evaluate teachers annually. Annual evaluations include two formal observations at least 30 minutes each and periodic classroom walk-throughs. Teachers, who are on limited or extended limited contracts pursuant to State law and under consideration for nonrenewal, receive at least three formal observations during the evaluation cycle.

All teacher evaluations are completed by May 1. Teachers evaluated under this policy are provided with a written copy of their evaluation results by May 10.

*(Permissive – add if want to evaluate Accomplished teachers every three years.)*

The Board evaluates teachers receiving effectiveness ratings of Accomplished on those teachers' most recent evaluations carried out under this policy, and whose student growth measures are at least average or higher every three years. Such evaluations are completed by May 1 of the evaluation year. Teachers evaluated on this basis are provided a written copy of their evaluation results by May 10 of the evaluation year. In years when an evaluation will not take place, one observation is carried out and at least one conference with the teacher is held.

*(Permissive – add if want to evaluate Skilled teachers biennially.)*

The Board evaluates teachers receiving effectiveness ratings of Skilled on those teachers' most recent evaluations carried out under this policy, and whose student growth measures are at least average or higher every two years. Biennial evaluations conducted under this policy are completed by May 1 of the evaluation year. Teachers evaluated on a biennial basis are provided a written copy of their evaluation results by May 10 of the evaluation year. In years when an evaluation will not take place, one observation is carried out and at least one conference with the teacher is held.

File: GCN-1 (Also AFC-1)

*(Permissive – add if want to evaluate Accomplished teachers with one evaluation and a project.)*

The Board evaluates teachers receiving effectiveness ratings of Accomplished on their most recent evaluations via one formal observation when those teachers complete projects approved by the Board to demonstrate their continued growth and practice at the level of Accomplished. Teachers must submit project proposals to the Superintendent no later than \_\_\_\_\_ for submission to and approval by the Board.

#### Testing for Ineffective Teachers in Core Subjects

Beginning with the 2015-2016 school year, teachers of core subject areas, as defined by State law, who have received a rating of Ineffective for two of the three most recent school years must register for and take all written examinations of content knowledge selected by ODE.

#### Retention and Promotion

The Board uses evaluation results for retention and promotion decisions. The Board adopts procedures for use by District administrators in making retention and promotion decisions based on evaluation results.

Seniority shall not be the basis for making retention decisions, except when choosing between teachers who have comparable evaluations.

#### Poorly Performing Teachers

The Board uses evaluation results for removing poorly performing teachers. The Board adopts procedures for removing poorly performing teachers based on evaluation results.

#### Professional Development

The Board allocates financial resources to support professional development in compliance with State law and the SBOE's evaluation framework.

[Adoption date:]

LEGAL REFS.: ORC 3319.11; 3319.111; 3319.112; 3319.114; 3319.16; 3319.58  
Chapter 4117  
OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records  
GCB, Professional Staff Contracts and Compensation Plans

CONTRACT REF.: Teachers' Negotiated Agreement

*NOTE: By July 1, 2013, the board of each district, in consultation with teachers employed by the board, must adopt a standards-based teacher evaluation policy that conforms with the Ohio Department of Education (ODE) framework for evaluation of teachers developed under Ohio Revised Code Section (RC) 3319.112. The requirements of the RC prevail over any conflicting bargaining agreement entered into on or after September 24, 2012.*

*Districts that receive Race to the Top (RttT) funds should follow the teacher evaluation time line and guidelines set forth in their scopes of work.*

*Districts not receiving RttT funds whose bargaining agreement was entered into on or after September 24, 2012 must implement this policy by the 2013-2014 school year. Districts who entered into a bargaining agreement prior to September 24, 2012 must implement the evaluation system at the expiration of that bargaining agreement.*

*Unless using the alternative framework, 50% of the teacher's evaluation must be based on student growth measures. Student growth must be based on multiple measures, including value-added data where it is available. Local boards of education may administer assessments chosen from the ODE assessment list for teachers of subjects where value-added scores are not available, and/or local measures of student growth using state-designed criteria and guidance. The multiple measures designated by the board for teachers may vary based on subject level and grade taught and should be determined at the district level. The board-determined measures should be consistent for teachers teaching the same subject and/or grade level. The remaining 50% of the evaluation is based on teacher performance measured by the Ohio Standards for the teaching profession.*

*Districts may choose to use the alternative Ohio Teacher Evaluation System (OTES) framework. Under the alternative framework 50% of the teacher's evaluation is based on teacher performance, 35% is based on student growth measures and the remaining 15% will be based on one or any combination of the following components, as determined by the board: student surveys, teacher self-evaluations, peer review evaluations, student portfolios or any other component determined appropriate by the board except that the board may not use the teacher performance or student growth measures.*

File: GCN-1 (Also AFC-1)

*House Bill 64 (2015) prohibits the use of value-added data based on the results of state assessments administered in the 2014-2015 and 2015-2016 school years for the student growth measure. Such data also cannot be used when making dismissal, retention, tenure or compensation decisions. The board may however, enter into a memorandum of understanding with the teachers' union to use such data.*

*In November 2015, the SBOE revised the OTES framework language on professional growth and improvement plans and the ability for teachers to choose their credentialed evaluator. These are now tied to a teacher's final summative rating. The SBOE framework also allows a district to place a teacher on an improvement plan at any time based on deficiencies in any individual component of the evaluation system subject to collective bargaining.*

*Evaluations conducted pursuant to these requirements must be carried out by a person who holds a credential established by ODE. The board adopts a list of approved credentialed evaluators chosen from the ODE's list.*

*Districts may choose to evaluate teachers receiving effectiveness ratings of Accomplished on their most recent evaluations every three years and teachers receiving effectiveness ratings of Skilled on their most recent evaluations every two years. If the district chooses to do this, policy language should be included. Districts may choose to place limits on this language, for instance, limiting to only teachers on continuing contracts or teachers not in the last year of a limited contract. Districts should consult with board counsel when making this determination.*

*Districts may choose to evaluate teachers receiving effectiveness ratings of Accomplished on the most recent evaluations through one formal observation and the completion of a board-approved project. If the district chooses to do this, policy language should be included.*

*Beginning with the 2014-2015 school year, boards also can elect to not evaluate teachers who: 1) were on leave for 50% or more of the school year as calculated by the board or 2) have submitted a notice of retirement that has been accepted by the board no later than December 1 of the school year in which the evaluation would have been conducted.*

*Beginning with the 2017-2018 school year, boards also can elect to not evaluate a teacher who is participating in the teacher residency program for the year during which the teacher takes, for the first time, at least half of the performance-based assessment prescribed by the SBOE for resident educators.*

*The SBOE adopted a revised teacher evaluation framework in September 2014 that revised the student growth measure levels to five different levels. The revisions also removed the final summative rating grid. Final summative ratings are now calculated on a points system through eTPES.*

File: GCN-1 (Also AFC-1)

*Boards are required to use teacher evaluation results for promotion and retention decisions and for removing poorly performing teachers. These procedures are required to appear in board policy, but will be unique to each district. Boards should develop these procedures with district administrators and adopt them into board policy as a regulation, which should be coded as AFC-1-R (also GCN-1-R).*

*Boards are required to allocate financial resources to support professional development. While ODE's model policy suggests that the allocation should appear in board policy, neither the law nor the framework requires the addition of such specific language. Boards wishing to do so may include the allocation of financial resources in the regulation language.*

***THIS IS A REQUIRED POLICY***





## EVALUATION OF SCHOOL COUNSELORS

Professional school counselors offer students access to high-quality services that support students' academic, career and social/emotional development. The Board evaluates school counselors in accordance with State law and the standards-based statewide counselor evaluation framework adopted by the State Board of Education (SBOE). The framework is aligned with the Ohio Standards for School Counselors.

The Board directs the Superintendent/designee to implement this policy in accordance with State law. The policy becomes operative at the expiration of any collective bargaining agreement covering school counselors that is in effect on September 29, 2015. The requirements of this policy prevail over any conflicting provisions of collective bargaining agreements entered into on or after September 29, 2015.

Annually, the Board submits to the Ohio Department of Education (ODE) a report regarding implementation of this policy. The name of, or any personally identifiable information about, any counselor reported in compliance with this provision cannot be required.

### Effectiveness Rating

School counselors are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. Each school counselor is evaluated based on multiple factors including performance on all areas identified by the standards for school counselors and the ability to produce positive student outcomes using metrics in order to determine the holistic final summative rating of effectiveness according to ODE requirements. The choice of metrics for student outcomes will be determined locally and will include information from the school or school district's report card when appropriate.

### Evaluation Time Line

District administrators evaluate school counselors annually except as otherwise appropriate for high performing school counselors. Annual evaluations include two formal observations of at least 30 minutes each and informal observations. Counselors will be provided with a written report of the evaluation.

*(Permissive – add if want to evaluate Accomplished counselors every three years.)*

The Board evaluates school counselors receiving effectiveness ratings of Accomplished on the counselors' most recent evaluations carried out under this policy, and whose metric of student outcomes for the most recent school year for which data is available is skilled or higher on the evaluation rubric every three years. In years when an evaluation will not take place, one observation is carried out and at least one conference with the counselor is held.

*(Permissive – add if want to evaluate Skilled counselors biennially.)*

The Board evaluates school counselors receiving effectiveness ratings of Skilled on the counselors' most recent evaluations carried out under this policy, and whose metric of student outcomes for the most recent school year for which data is available is skilled or higher on the evaluation rubric every two years. In years when an evaluation will not take place, one observation is carried out and at least one conference with the counselor is held.

#### Professional Growth and Improvement Plans

School counselors with a final summative rating of Accomplished must develop a professional growth plan.

School counselors with a final summative rating of Skilled must develop a professional growth plan collaboratively with their evaluator.

School counselors with a final summative rating of Developing must develop a professional growth plan with their evaluator. The Superintendent/designee approves the professional growth plan.

School counselors with a final summative rating of Ineffective must develop an improvement plan with their evaluator. The Superintendent/designee approves the improvement plan.

The District has discretion to place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.

#### Retention and Promotion

The Board uses evaluation results for retention and promotion decisions for school counselors beginning with the 2017-2018 school year. The Board adopts procedures for use by District administrators in making retention and promotion decisions based on evaluation results.

#### Poorly Performing Counselors

The Board uses evaluation results for removing poorly performing counselors beginning with the 2017-2018 school year. The Board adopts procedures for removing poorly performing school counselors based on evaluation results.

#### Professional Development

The Board allocates financial resources to support professional development in compliance with State law and the SBOE's evaluation framework.

[Adoption date:]

LEGAL REFS.: ORC 3319.113; 3319.61  
3302.03  
Chapter 4117  
OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records  
GCB, Professional Staff Contracts and Compensation Plans

CONTRACT REF.: Teachers' Negotiated Agreement

*NOTE: By September 30, 2016, the board must adopt a standards-based counselor evaluation policy that conforms to the State Board of Education (SBOE) framework for evaluation of counselors developed under Ohio Revised Code Section (RC) 3319.113. The requirements of the RC prevail over any conflicting bargaining agreement entered into on or after September 29, 2015. The SBOE framework is aligned with the standards for school counselors adopted under RC 3319.61. The policy must include implementation of the framework beginning with the 2016-2017 school year and procedures for using the evaluation results for decisions regarding retention and promotion of counselors and removal of poorly performing counselors beginning with the 2017-2018 school year.*

*The policy becomes operative at the expiration of any collective bargaining agreement covering schools counselors that is in effective on September 29, 2015 and must be included in any collective bargaining agreement renewal or extension.*

*Boards are required to use counselor evaluation results for promotion and retention decisions and for removing poorly performing counselors beginning with the 2017-2018 school year. These procedures are required to appear in board policy, but will be unique to each district. Boards should develop these procedures with district administrators and adopt them into board policy as a regulation, which should be coded as AFCA-R (Also GCNA-R).*

*Beginning with the 2017-2018 school year, boards can elect to not evaluate school counselors who: 1) were on leave for 50% or more of the school year as calculated by the board or 2) have submitted a notice of retirement that has been accepted by the board no later than December 1 of the school year in which the evaluation would have been conducted.*

***THIS IS A REQUIRED POLICY***



## HEALTH EDUCATION

The Board is committed to a sound, comprehensive health education program as an integral part of each student's general education. At a minimum, the health education program meets the requirements established by State law and includes instruction in nutrition; drugs, alcohol and tobacco; venereal disease; personal safety and assault prevention (grades K-6); dating violence prevention (grades 7-12); ~~and~~ prescription opioid abuse prevention; **and anatomical gifts.**

The Board believes that the greatest opportunity for effective health education lies with the public schools because of the opportunity to reach almost all students at an age when positive, lifelong health, wellness and safety habits may be instilled.

The health education program emphasizes a contemporary approach to the presentation of health, wellness and safety information, skills and knowledge necessary for students to understand the functioning and proper care of the human body and tools for recognizing the characteristics of healthy relationships and the warning signs of dating violence.

In an effort to promote a relevant approach to the instruction of health education, the Board continues to stress the need for curricular, personnel and financial commitments to ensure a health education program of high quality in the public schools.

[Adoption date:]

LEGAL REFS.: ORC 3313.60; 3313.666  
3319.073  
OAC 3301-35-04; 3301-35-06

CROSS REFS.: EB, Safety Program  
EBC, Emergency Management and Safety Plans  
EFG, Student Wellness Program  
IGAF, Physical Education  
IGAG, Drugs, Alcohol and Tobacco Education  
IGAH, Family Life Education  
IGAI, Sex Education  
JFC, Student Conduct (Zero Tolerance)  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)  
JHF, Student Safety  
JHG, Reporting Child Abuse

*NOTE: According to State law, the study of health education must include instruction in:*

- 1. the nutritive value of foods, including natural and organically produced foods, the relation of nutrition to health and the use and effects of food additives;*
- 2. the harmful effects of and legal restrictions against the use of drugs of abuse, alcoholic beverages and tobacco;*
- 3. venereal disease education (students may be excused from this instruction with a written request by parents);*
- 4. personal safety and assault prevention for students in kindergarten through grade six (students may be excused from this instruction with a written request by parents);*
- 5. age-appropriate instruction in dating violence prevention for students in grades 7 through 12 that must include recognizing the warning signs of dating violence and the characteristics of healthy relationships; ~~and~~*
- 6. prescription opioid abuse prevention, with an emphasis on the prescription drug epidemic and the connection between prescription opioid abuse and addiction to other drugs, such as heroin; ~~and~~*
- 7. the process of making an anatomical gift, with an emphasis on the life-saving and life-enhancing effects of organ and tissue donation.*

*In addition, upon written request to the building principal and within a reasonable amount of time, a parent of a student under 18 years old may examine the school's dating prevention materials at the school.*

*Although it is not required to do so, districts may want to include other topics in their comprehensive health education instruction program, such as first aid, cardiopulmonary resuscitation, bloodborne pathogens, etc. If adding these topics, add these policies in the cross-references:*

*EBBA, First Aid*

*EBBC, Bloodborne Pathogens*

*EBC, Emergency Management and Safety Plans*

*GBEA, HIV/AIDS (Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome) (Also JHCCA)*

## COLLEGE CREDIT PLUS

### District Obligations

The District is required to notify all 6th through 11th grade students and their parents about the College Credit Plus (CCP) program through multiple, easily accessible resources by March 1 of each school year. The notice includes all information required by State law. The District promotes the CCP program on the District website, including details of current agreements with partnering colleges.

Students and/or parent(s) are required to submit written notice of intent to participate to the principal by April 1 of the year in which the student wishes to enroll and may submit written notice as early as February 15. Failure to inform the principal by the April 1 deadline of intent to participate shall result in the student having to secure written permission from the principal in order to participate in the program.

The District holds an annual informational session between October 1 and February 15 to which partnering colleges located within 30 miles of the school (or the closest college if none are located within 30 miles) are invited. The informational session includes information on benefits and consequences of participation in CCP, and outlines any changes or additions to program requirements.

The District is required to provide counseling services to students prior to their participation in the program. Counseling services include but are not limited to:

1. program eligibility;
2. any necessary financial arrangements for tuition, textbooks and fees;
3. process of granting academic credits;
4. criteria for any transportation aid;
5. available support services;
6. scheduling;
7. the effect of the grade attained in the course being included in the student's grade-point average, if applicable;
8. consequences of failing or not completing a course under the program, including the effect on the student's ability to complete District graduation requirements;

File: IGCH-R (Also LEC-R)

9. benefits to the student of successfully completing a course under the program, including the ability to reduce the overall cost of, and the amount of time required for, a college education;
10. academic and social responsibilities of students and parents relative to this program;
11. information about and encouraging the use of college counseling services and
12. the standard program information packet developed by the Ohio Board of Regents.

The District develops both a 15-credit hour and a 30-credit hour model course pathway for courses offered under CCP in consultation with a partnering college. Each pathway must include courses, which once completed, apply to at least one degree or professional certification offered at the college. The pathways may be organized by desired major or career path, or may include various core courses required for a degree or professional certification by the college. The pathways are published among the school's official list of course offerings for participant selection. No participant is required to enroll only in courses included in a model pathway.

The District implements a policy for awarding grades and calculating class standing for CCP courses that is equivalent to the school's policy for other advanced standing programs or District-designated honors courses. Any grade weighting or class standing enhancements applicable to advanced standing programs or District-designated honors courses are similarly applied to CCP courses.

### Student Enrollment

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college's established procedures for admission. The student also must meet the college's established standards for admission and course placement, including any course specific capacity limits. The student and his/her parent also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program.

The student may opt to receive college credit only or both college and high school credit. The student must designate his/her choice at the time of enrollment.

If a student completes a college course, the Board shall award him/her appropriate credit toward high school graduation if, at the time of enrollment, he/she elects to receive credit for courses toward fulfilling the graduation requirements.

High school credit awarded for courses successfully completed counts toward graduation requirements and subject area requirements.

1. The Board awards comparable credit for the course/courses completed at the college.



File: IGCH-R (Also LEC-R)

2. If no comparable course is offered, the Board grants an appropriate number of elective credits.
3. Any disputes between the student and the Board regarding high school credits granted for a course may be appealed by the student to the State Board of Education. The State Board's decision on these matters is final.
4. The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.
5. Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system CCP courses are treated in the same way as other advanced standing program or honors course.

#### High School/College Enrollment

1. A student who enrolls in CCP for the first time in:
  - A. grades 7, 8 or 9 may receive credit toward high school graduation for up to the equivalent of four academic school years.
  - B. 10th grade may receive credit toward high school graduation for up to the equivalent of three academic school years.
  - C. 11th grade may receive credit toward high school graduation for up to the equivalent of two academic school years.
  - D. 12th grade may receive credit for up to the equivalent of one academic school year.
2. Proportionate reductions are made for any student who enrolls in the program during the course of a school year.
3. For the purpose of this program, an academic year begins with the summer term. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses. The total may not exceed 30 college credit hours per academic year.
4. College courses for which three-semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally.

### Summer Term Eligibility

A student who is scheduled or anticipated to graduate from high school may not participate in CCP for any term beginning after the student's scheduled or anticipated graduation date or in any course offered at a college during a summer term that begins during the student's last quarter of high school.

### Financial Responsibilities

1. If a student elects to enroll for college credit only (Option A), the student is responsible for all costs associated with the course.
2. If a student elects to enroll for the combination high school/college credit (Option B), the District is responsible for all costs associated with the course at a public college/university. Students participating in CCP under Option B at a private college may be charged tuition and/or fees unless they are economically disadvantaged.
3. If a student fails a CCP course, the student or parent(s) may be responsible for all costs associated with the course. The District may not seek reimbursement from a student who fails a course if he/she is economically disadvantaged, unless the student has been expelled.
4. Students enrolled for the combination of high school/college credit are not eligible for financial aid from the college.
5. Upon parental application and determination of need an eligible student, as defined by State law, enrolling for the combination of high school and college credit in the program may receive full or partial reimbursement for the necessary costs of transportation between the secondary school that he/she attends and the college/university in which he/she is enrolled.

### Other Considerations

1. A student enrolled in the program follows the District attendance policy, as well as the District code of conduct, for curricular and extracurricular activities. These policies and codes are applicable during the time the student is attending high school and is on school property for any class or activity.
2. If a student is expelled from the District, the Board will deny high school credit for college courses taken during the period of the student's expulsion.

File: IGCH-R (Also LEC-R)

The Superintendent must send written notice of a student's expulsion to the college where the student is taking courses to receive high school credit. The notice must state the date the expulsion is scheduled to expire and whether the Board has denied high school credit for postsecondary education courses taken during the expulsion. If the expulsion period is extended, the Superintendent must notify the college of the extension. The college may withdraw its acceptance of a student who has been expelled. Unless otherwise authorized by State law, the expelled student is ineligible to enroll in a college under CCP for subsequent college terms during the expulsion period.

3. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment. Adjustments to individual schedules may be made by the school administration.
4. **The District will not deny students the opportunity to participate in extracurricular activities because of their participation in CCP.** The District adheres to the Ohio High School Athletic Association for eligibility to participate in athletics. In order to be eligible, the student must have passed five courses that count toward graduation during the prior grading period. The five courses may be a combination of high school and college courses. Students also must meet any additional District eligibility requirements.

(Approval date:)

*NOTE: The notice provided to students and parents outlining the College Credit Plus (CCP) program must include the following information:*

- *Cost, including:*
  - *notice of CCP opportunities that have no cost to students, including the free option to attend public institutions of higher education;*
  - *clear references to the potential cost of participation at a nonpublic institution of higher education and*
  - *the prohibition of charging economically disadvantaged students who choose to attend a nonpublic institution of higher education.*
- *Criteria for student participation, including but not limited to:*
  - *the requirement for a counseling session prior to participation (Ohio Revised Code (RC) 3365.04).*
  - *a notice that states: "Students must submit a written notice of their intent to participate in the upcoming academic year, by April 1, in accordance with Section 3365.03 of the RC, but may submit the written notice of intent to participate as early as February 15. Students desiring to participate in college credit plus in the summer are strongly encouraged to submit letters of intent and begin the admissions process starting in February and prior to the April 1 notice of intent deadline in order to improve chances of meeting summer registration timelines."*

- **Student participation options:**
  - *a statement secondary schools cannot limit a student's participation in CCP to only the courses offered in that school and that students may also participate online or at any other participating institution of higher education, or any combination thereof.*
  - *a statement that participating students may be concurrently enrolled in multiple postsecondary institutions and may concurrently take postsecondary courses from more than one institution of higher education.*
  - *list of courses offered at the secondary school through an agreement with an institution of higher education.*
  - *a statement students should review the course catalog of an institution of higher education for a full listing of course offerings of the institution.*
- *Specific information pertaining to the student's opportunity to participate during the summer term and the responsibility of the student to notify the college and students prior high school prior to a transfer to a new school when participating in a summer term course.*
- *Deadlines pertinent to the student's participation, including all deadlines associated with summer term participation.*
- *The designated point of contact at the secondary school for CCP who can answer questions from students, parents and the community regarding the program's operation and who will act as a liaison to the state to monitor future changes or amendments to the program.*
- *Specific information regarding a student's option to participate in CCP, at the high school-if applicable-, online, or at an institution of higher education, must also be part of all communications developed by the secondary school to promote CCP.*

*Districts are required to report CCP program data by July 15 annually in accordance with requirements to be developed by the Ohio Board of Regents and Ohio Department of Education.*

*While districts are required to apply any weighted grading policy in a similar manner for CCP courses, districts are not required to create a weighted grade policy if they do not already have one. It is important to note, however, that if you are using a weighted grading policy, a higher value may not be placed on honors courses or other advanced standing program than on CCP courses.*

***Senate Bill 3 (2016) added RC 3313.5314 stating that students attending the district or homeschool, nonpublic school, community school and STEM school students otherwise eligible to participate in extracurricular activities in the district cannot be denied the opportunity to participate in extracurricular activities in the district solely because of their participation in CCP. Students still must meet the district eligibility requirements.***

## COLLEGE CREDIT PLUS

State law provides for student participation in the College Credit Plus (CCP) program for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th through 12th grade students may enroll at any public college/university and any participating nonpublic college/university on a full- or part-time basis and complete nonsectarian, nonremedial courses for transcribed high school and/or college credit.

The Board directs the Superintendent/designee to develop and establish the necessary administrative guidelines to ensure that the CCP program is operating in accordance with state requirements.

[Adoption date:]

LEGAL REFS.: ORC 3313.5314  
Chapter 3365  
OAC 3333-1-65 through 3333-1-65-11  
3301-83-01(C)

CROSS REFS.: IGBM, Credit Flexibility  
IGCD, Educational Options (Also LEB)

*NOTE: College Credit Plus replaces Postsecondary Enrollment opportunities beginning with the 2015-2016 academic year. All public school districts and public colleges and universities are required to participate in the program. While the accompanying regulation is not required, it outlines key program requirements.*

***THIS IS A REQUIRED POLICY***



## GRADUATION REQUIREMENTS

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education (ODE) as well as State law and, further, that our high school compares favorably with other high schools in the state that are recognized for excellence.

The requirements for graduation from high school are as follows.

<u>District Minimum</u>		<u>Statutory Graduation Requirements</u>	
English Language Arts	4 units	English Language Arts	4 units
History and government, including one-half unit of American History and one-half unit of American Government	1 unit	History and government, including one-half unit of American History and one-half unit of American Government	1 unit
Social Studies	2 units	Social Studies	2 units
Science, with inquiry-based lab experience, including one unit each in Physical Science and Life Sciences and one unit in Chemistry, Physics or other physical science, Advanced Biology or other life science, Astronomy, Physical Geology or other earth or space science	3 units	Science, with inquiry-based lab experience, including one unit each in Physical Science and Life Sciences and one unit in Chemistry, Physics or other physical science, Advanced Biology or other life science, Astronomy, Physical Geology or other earth or space science	3 units
Math, including one unit of Algebra II or its equivalent **	4 units	Math, including one unit of Algebra II or its equivalent **	4 units
Health	½ unit	Health	½ unit
Physical Education	½ unit	Physical Education	½ unit
Electives *	<u>5 units</u>	Electives *	<u>5 units</u>
Total	20 units	Total	20 units

The statutory graduation requirements also include:

1. student electives\* of any one or combination of the following: foreign language, fine arts (must complete two semesters in any of grades 7-12 unless following a career-technical pathway), business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the statutory graduation requirements;
2. \*\*students entering ninth grade for the first time on or after July 1, 2015 who are pursuing a career-technical instructional track may complete a career-based pathway math course **approved by ODE** as an alternative to Algebra II;
3. units earned in social studies shall be integrated with economics and financial literacy and
4. passing all state-required examinations.

### Summer School

Summer school credits are accepted toward graduation, provided that administrative approval has been given prior to registration for the course.

### Educational Options

High school credit is awarded to students who successfully complete Board-approved educational options that count toward the graduation requirements and subject area requirements.

### College Credit Plus and Postsecondary Enrollment Options

Credit is awarded for courses successfully completed at an accredited postsecondary institution. High school credit awarded for a course successfully completed under College Credit Plus, or where applicable the former Postsecondary Enrollment Options Program, counts toward the graduation requirements and subject area requirements of the District. If a course comparable to the course successfully completed is offered by the District, then comparable credit for the completed equivalent course is awarded. If no comparable course is offered, the District grants to the student an appropriate number of credits in a similar subject area.

### Correspondence Courses

High school courses offered through correspondence courses are accepted for credit toward graduation only when they meet the following criteria.

1. Credits earned in correspondence schools directly affiliated with state universities are evaluated by the school administration for students who wish to qualify for graduation from high school.



File: IKF

2. Credits earned from correspondence schools not directly affiliated with an accredited college or university may not be applied toward graduation.
3. Credits earned from schools that have been established primarily for correspondence study, rather than an institution primarily for residence study, are not accepted toward graduation.

*(Permissive language)*

#### Course Work Prior to Ninth Grade

Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.

#### Physical Education Exemption

A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

#### Junior Reserve Officer Training Corps (JROTC) Exemption

A student who has participated in JROTC for at least two full school years is not required to complete any physical education courses as a condition to graduate. In addition, the academic credit received from participating in JROTC may be used to satisfy the one-half unit of Physical Education and completion of another course is not necessary for graduation.

#### Community Service

The District offers community service education, which acquaints students with the history and importance of volunteer service and with a wide range of existing community needs. Community service opportunities may be considered an elective towards graduation.

#### Graduation Requirements Opt Out

*(Choose one of the following two paragraphs.)*

The District offers students entering the ninth grade on or after July 1, 2010, and before July 1, 2016, the ability to opt out of the graduation requirements in compliance with Board policy and regulations and all procedural requirements stipulated by the school.

OR

The District does not offer students the ability to participate in the Opt Out program.

[Adoption date:]

LEGAL REFS.: ORC 3301.07(D)(3)  
3313.60; 3313.6014; 3313.603; 3313.605; 3313.61  
3345.06  
OAC 3301-35-04  
3301-16-05

CROSS REFS.: IGBM, Credit Flexibility  
IGCA, Summer Schools  
IGCD, Educational Options (Also LEB)  
IGCH, College Credit Plus (Also LEC)  
IGCI, Community Service  
JN, Student Fees, Fines and Charges

*NOTE: Although the minimum requirements for graduation are listed in the policy as 20 units of credit, boards are permitted to require more than 20 units in order for its students to graduate from high school and should edit this policy accordingly. District requirements should be reflected in the district minimum column.*

*Senate Bill (SB) 311, passed in 2006, permits boards to adopt a policy that excuses from high school physical education those students who have participated in interscholastic athletics, cheerleading or marching band for at least two full seasons. However, excused (exempted) students must complete one-half unit of at least 60 hours of instruction in another course of study in order to graduate from high school.*

*House Bill (HB) 290, passed in 2009, adds participation in Junior Reserve Officer Training Corps (JROTC) programs approved by the United States Congress to the list of permitted electives within the Ohio Core curriculum. Boards may also excuse (exempt) participating students from high school physical education courses if participation in JROTC is for at least two full years.*

*In addition, under HB 290, boards are permitted to grant high school credit for two full years of participation in JROTC without the student having to take another course of study in order to graduate from high school.*

*HB 487 in 2014 sets forth three diploma pathways in addition to the regular curriculum requirements. These diploma pathways appear in RC 3313.618, and apply to students entering ninth grade for the first time on or after July 1, 2014. In order to qualify for a high school diploma, eligible students must satisfy at least one of the following conditions: 1) be remediation-free on each of the nationally standardized assessments in English, mathematics and reading; 2) attain a cumulative score of 18 points on the seven end-of-course examinations or 3) attain a score that demonstrates workforce readiness and employability on a nationally recognized job skills assessment and obtain either an industry-recognized credential or license issued by a state agency or board for practice in a vocation that requires an examination for issuance of that license.*

*HB 64 required the State Board of Education (SBOE) to adopt new rules permitting students who began ninth grade before July 1, 2014 who are subject to the Ohio Graduation Test requirements, graduation choices that incorporate these new graduation options. The SBOE adopted Ohio Administrative Code 3301-16-05, effective January 1, outlining additional assessment options for these students.*

***THIS IS A REQUIRED POLICY***



## 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;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
4. death in the family;
5. quarantine for contagious disease;
6. religious reasons;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to ~~four days~~ **24 school hours**) or
8. as determined by the Superintendent.

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 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 ~~10~~ **60 consecutive days** ~~hours~~ **during a school month** or a total of at least ~~15 days~~ **90 hours** during a ~~semester or term~~ **school year**.

[Adoption date:]

LEGAL REFS.: ORC 3313.609  
3321.01; 3321.03; 3321.04; 3321.13; 3321.14; 3321.19; 3321.38  
4510.32

CROSS REFS.: IGAC, Teaching About Religion  
IKB, Homework  
JEDB, Student Dismissal Precautions  
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 ~~four days~~ 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 ~~four~~ 24 or more consecutive school ~~days~~ 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.*

***THIS IS A REQUIRED POLICY***

## STUDENT RIGHTS AND RESPONSIBILITIES

Students, like all citizens, have civil rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities that are inseparable from these rights, which include the right to:

1. equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. due process of law with respect to suspension and expulsion;
4. free inquiry and expression and the responsibility to observe rules regarding these rights and
5. privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses ~~such as truancy, tardiness, property damage, etc.~~, for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

[Adoption date:]

LEGAL REFS.: U.S. Const. Amend. I  
U.S. Const. Amend. XIV, Section 1  
ORC 3313.20; 3313.66; 3313.661; 3313.662; **3313.668**

CROSS REFS.: ABC, Student Involvement in Decision Making (Also JFB)  
IGDB, Student Publications  
JFC, Student Conduct (Zero Tolerance)  
JFG, Interrogations and Searches  
Student Handbooks

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



## STUDENT CONDUCT (Zero Tolerance)

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the student code of conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents receive, at the beginning of each school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the student code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The student code of conduct is made available to students and parents and is posted in a central location within each building.

[Adoption date:]

**LEGAL REFS.:** Gun-Free Schools Act; 20 USC 1751  
The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Children's Internet Protection Act; 47 USC 254(h)(5)(b)(iii); (P.L. 106-554,  
HR 4577, 2000, 114 Stat 2763)  
ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662; **3313.668**

**CROSS REFS.:** AC, Nondiscrimination  
EBC, Emergency Management and Safety Plans  
ECAB, Vandalism  
EDE, Computer/Online Services (Acceptable Use and Internet Safety)  
JFCA, Student Dress Code  
JFCEA, Gangs  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)  
JFCJ, Weapons in the Schools  
JFCK, Use of Electronic Communication Equipment by Students  
JG, Student Discipline  
JGA, Corporal Punishment  
JGD, Student Suspension  
JGDA, Emergency Removal of Student  
JGE, Student Expulsion  
JM, Staff-Student Relations (Also GBH)  
Student Handbooks

***NOTE:** In accordance with State law, all boards of education are required to have a "zero tolerance" policy. Although this policy satisfies the provision of law, administrators are encouraged to develop a comprehensive list of rules for students – the actual codes of conduct – with corresponding disciplinary sanctions for violations.*

*House Bill (HB) 410 (2016) removed the requirement for districts to include excessive truancy in zero tolerance policies. HB 410 also 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.*

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

*This list of rules should be published in student handbooks, made available to parents, reviewed and revised yearly and approved by the board. When approved by the board, provisions in student handbooks carry the same legal status as board policies.*

***THIS IS A REQUIRED POLICY***



## STUDENT DISCIPLINE

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education. The Board delegates to school officials the authority to enforce District policies, regulations and school rules governing student conduct.

A complete statement governing or describing all the relationships and processes involved in student discipline would be very extensive. The most important part of such a statement would be the relationship of the teacher and the principal in matters of discipline. Teachers must feel free to consult and work closely with the building principal in dealing with any problem with which the teacher might need guidance. This working relationship is one key to desirable discipline and a quality instructional environment.

The Board also believes that the teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher is recognized as the person in authority at all times in the classroom, halls, buildings, school grounds and at school-related events.

Each case of unsatisfactory behavior by a student is handled individually. The classroom teacher may take the steps that he/she believes are justified in each case. If the student does not respond to these measures, the teacher then refers the student to the principal.

In terms of the relationship of the teacher and principal in discipline matters, the Board expects that whenever a discipline problem appears to extend beyond the classroom, the teacher discuss the problem with the principal. The teacher(s) and the principal work together in attempting to control or correct the problem.

A student's failure to comply with the requirements for conduct outlined in the student handbooks may result in the student being disciplined. **A student cannot be suspended, expelled or removed from school solely because of unexcused absences.** The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner.

If several methods of discipline have been used in an effort to solve a problem and it appears necessary, in the judgment of the principal and Superintendent, to discipline or withdraw privileges from a large group, this action may be taken. Any punishment technique involving an entire class or large group is used only as a last resort.

*(Permissive language)*

The Board requires a parent of a student who is suspended or expelled from school or who is truant or habitually absent from school to attend a parental education or training program. If the parent fails to attend the program, he/she may be charged with a misdemeanor of the fourth degree, punishable by a maximum fine of \$250 and imprisonment of up to 30 days.

[Adoption date:]

LEGAL REFS.: ORC 3313.20; 3313.66; 3313.661; 3313.662; **3313.668**  
3319.41  
OAC 3301-32-09  
3301-37-10

CROSS REFS.: ECAB, Vandalism  
IGD, Cocurricular and Extracurricular Activities  
JFC, Student Conduct (Zero Tolerance)  
JGA, Corporal Punishment  
JGD, Student Suspension  
JGDA, Emergency Removal of Student  
JGE, Student Expulsion  
Student Handbooks

***NOTE: House Bill 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.***

## 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. ~~Suspensions may extend beyond the current school year if~~ **If**, at the time a suspension is imposed, fewer than 10 days remain in the school year, ~~the Superintendent may~~ **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, in conjunction with or in place of a suspension.** **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.** ~~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 suspension into the following school year.~~

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 24 hours, 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;
  - B. Treasurer and
  - C. 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 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.***

***THIS IS A REQUIRED POLICY***



## 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.

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

***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.*

*Senate Bill 184, effective September 9, 2008, made changes to Ohio’s concealed carry gun laws. ~~SB 184~~ Ohio’s concealed carry gun laws enables an individual with a valid concealed-carry license or temporary emergency license who is either a driver or passenger in a motor vehicle ~~and who is dropping off or picking up a child~~ 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.*

## ADVERTISING IN THE SCHOOLS

### General Guidelines

1. Any materials received or distributed as part of a public-private partnership must be age appropriate and in the best interest of students.
2. If the economic benefit from a partnership exceeds \$2,500 to a school or the District, the agreement must be in writing and approved by the Board.
3. If the agreement requires a contract, the contract may not be for longer than \_\_\_\_\_ years, or provide for automatic renewals or extensions, nor may it subject the District to payment during periods beyond the length of the contract or in excess of the prorated benefit in the event of early termination.
4. **Marketing related to food and beverages must comply with the provisions of the District's student wellness policy, which allows the marketing and advertising of only those foods and beverages meeting applicable U. S. Department of Agriculture requirements.**

### Exclusive Vending Agreements

1. The District will enter into no agreements with vendors to provide exclusive Districtwide soft drink access to student customers for soft drinks or snack foods purchased by students in school.
2. No students will be used as agents for any Districtwide vendors in an exclusive arrangement to sell products or services to the community at large.
3. School supply lists are brand neutral and do not endorse any individual merchant.

### Sponsored Educational Materials and Advertising in the Curriculum

Sponsored educational materials, whether purchased or provided free of charge by the sponsor, are not used in the classroom unless the District has reviewed them and found them to meet the following standards:

1. **Accuracy:** Statements are consistent with established fact or prevailing expert opinion.
2. **Objectivity:** Points of view are fairly represented. If the subject is controversial, arguments are balanced. Any sponsor bias is clearly stated and references to differing views are made.

3. **Completeness:** The materials contain all relevant information and do not deceive or mislead by omission.
4. **Language:** Materials are both interesting and readable.

Logo Advertising on School Grounds

1. All company logos appearing on school property, including non-cash donations provided by sponsors, are for identification purposes only.
2. Logos are not permitted inside or on the outside of school buses.
3. Public signs expressing the District's appreciation of an enterprise's support for education are permitted if approved by the Superintendent/designee.
4. Students are not required to wear the logo of any manufacturer for any school activity.

Advertising in Electronic Media

1. Except for courses of study that have specific lessons related to advertising, District students are not required to observe, listen to or read commercial advertising in the classroom.
2. The District will not enter into any contract to obtain electronic equipment or software that obligates the District to expose students to advertising directed at young people during school time.
3. The District will not post information about school procedures or events on electronic media that contain advertising directed at students or where personal information including, but not limited to, names, home addresses and telephone numbers is collected from students by service providers.

(Approval date:)

ADVERTISING IN THE SCHOOLS  
(Version 1)

Notices, advertisements or written matter of any nature on behalf of persons or organizations not officially connected with the District shall not be distributed or displayed in any school building or on District property without permission of the Superintendent. All notices, including those by personnel, shall be approved by the building principal and, in case of doubt, by the Superintendent. Appeal of the Superintendent's decision may be made to the Board.

[Adoption date:]

LEGAL REFS.: ORC 3313.20; 3313.47  
**7 CFR, Subtitle B, Chapter 11, Part 210**

CROSS REFS.: EDE, Computer/Online Services (Acceptable Use and Internet Safety)  
**EFG, Student Wellness Program**  
IGDB, Student Publications  
IIBH, District Websites

***NOTE: On July 29, 2016, the U. S. Department of Agriculture (USDA) Food and Nutrition Service finalized regulations to create a framework and guidelines for locally established written wellness policies. The final rule expands the existing requirements to strengthen policies and increase transparency. The final rule became effective August 29, 2016 and it requires districts to begin developing a revised local wellness policy during the 2016-2017 school year, with full compliance by June 30, 2017.***

***Districts that allow the marketing of food and beverages to students must have policies that allow marketing and advertising of only those foods and beverages that meet the USDA Smart Snacks in Schools nutrition standards.***





## COOPERATIVE EDUCATIONAL PROGRAMS

State law permits the establishment of joint vocational school districts to provide career-technical programs for students from participating districts. The District participates in programs conducted under the auspices of the \_\_\_\_\_ (name) \_\_\_\_\_ Joint Vocational School District (JVSD).

A board of education composed of representatives appointed by the boards of education of the participating districts governs the JVSD. The term of office for each member of the JVSD board of education is three years. ~~JVSD board members are limited to two consecutive terms. Terms are considered consecutive unless separated by three or more years.~~ Members are appointed to the JVSD board by participating districts in accordance with the JVSD plan. A member will not be appointed to the JVSD board unless he/she meets the qualifications set forth by State law.

The Board also participates in various programs of the \_\_\_\_\_ (name) \_\_\_\_\_ Educational Service Center, which assists this District in providing special services to the students enrolled in our schools.

[Adoption date:]

LEGAL REFS.: Ohio Const. Art. VI, Section 2  
ORC 3311.19; 3311.191  
3313.841; 3313.843  
3315.09  
3323.09

*NOTE: Policies in this category are usually specific in naming the special cooperatives and special agencies with which the district is associated to provide special services and programs.*

*A city, exempted village or local school district with an average daily student enrollment of 16,000 or less as reported on the most recent state report card is required to enter into an agreement with an educational service center (ESC). Services provided will be specified in the agreement.*

*A city, exempted village or local school district with an average daily student enrollment of more than 16,000 may choose to enter into an agreement with an ESC. Services provided will be specified in the agreement. A joint vocational school district (JVSD) may also enter into an agreement directly with an ESC for the provision of services specified in the agreement.*

*Senate Bill (SB) 3 (2016) revised several of the requirements made by House Bill (HB) 59 (2013), effective September 29, 2013, revised impacting the governance structure of JVSD boards. A member must be appointed by the appointing district in accordance with the JVSD plan and the member may be:*

- *a current elected board member of a JVSD member school board or*
- *an individual who has experience or knowledge regarding the labor needs of the state and region with an understanding of the skills, training and education needed for current and future employment opportunities in the state.*

*Members must be appointed to the JVSD board by the participating districts in accordance with the JVSD plan. No member may be appointed unless they meet the following qualifications:*

- ~~*-have experience serving as chief financial officers, chief executive officers, human resources managers, or other business, industry or career counseling professions;*~~
- ~~*-are qualified to discuss the labor needs of the region with respect to the regional economy;*~~
- ~~*-represent employers in the region served by the JVSD and*~~
- ~~*-are qualified to consider the state's workforce need with an understanding of the skills, training, and education needed for current and future employment opportunities in the state.*~~

*JVSD board members must be appointed to a three-year term and are limited to two consecutive three-year terms. Terms are considered consecutive unless separated by three or more years. Preference may be given to qualified individuals who have served on a JVSD business advisory committee. SB 3 also allows any JVSD board to submit an application to the State Superintendent of Public Instruction for approval to revise its membership plan to stagger the members' term of office. It is recommended that when members are appointed to a JVSD board, the resolution state how the individual meets the qualifications.*

*HB 64, effective September 29, 2015, provides that if a JVSD has an even number of member districts each appointing a member to the JVSD board, and the JVSD's plan on file with Ohio Department of Education provides for one additional board member appointed on a rotating basis by one of the appointing boards, that additional member's term shall be for one year. The board member must also meet the same state law requirements for JVSD school board members.*

File: LBB

~~Additional JVSD board members appointed on or after September 29, 2013, but prior to September 29, 2015, may continue in office until the expiration of their current term. If such member vacates the office for any reason prior to expiration of the term, a new additional member shall be appointed according to the rotational basis prescribed by the district's plan, and that member shall serve for the remainder of the vacating member's term.~~



## COLLEGE CREDIT PLUS

### District Obligations

The District is required to notify all 6th through 11th grade students and their parents about the College Credit Plus (CCP) program through multiple, easily accessible resources by March 1 of each school year. The notice includes all information required by State law. The District promotes the CCP program on the District website, including details of current agreements with partnering colleges.

Students and/or parent(s) are required to submit written notice of intent to participate to the principal by April 1 of the year in which the student wishes to enroll and may submit written notice as early as February 15. Failure to inform the principal by the April 1 deadline of intent to participate shall result in the student having to secure written permission from the principal in order to participate in the program.

The District holds an annual informational session between October 1 and February 15 to which partnering colleges located within 30 miles of the school (or the closest college if none are located within 30 miles) are invited. The informational session includes information on benefits and consequences of participation in CCP, and outlines any changes or additions to program requirements.

The District is required to provide counseling services to students prior to their participation in the program. Counseling services include but are not limited to:

1. program eligibility;
2. any necessary financial arrangements for tuition, textbooks and fees;
3. process of granting academic credits;
4. criteria for any transportation aid;
5. available support services;
6. scheduling;
7. the effect of the grade attained in the course being included in the student's grade-point average, if applicable;
8. consequences of failing or not completing a course under the program, including the effect on the student's ability to complete District graduation requirements;

File: LEC-R (Also IGCH-R)

9. benefits to the student of successfully completing a course under the program, including the ability to reduce the overall cost of, and the amount of time required for, a college education;
10. academic and social responsibilities of students and parents relative to this program;
11. information about and encouraging the use of college counseling services and
12. the standard program information packet developed by the Ohio Board of Regents.

The District develops both a 15-credit hour and a 30-credit hour model course pathway for courses offered under CCP in consultation with a partnering college. Each pathway must include courses, which once completed, apply to at least one degree or professional certification offered at the college. The pathways may be organized by desired major or career path, or may include various core courses required for a degree or professional certification by the college. The pathways are published among the school's official list of course offerings for participant selection. No participant is required to enroll only in courses included in a model pathway.

The District implements a policy for awarding grades and calculating class standing for CCP courses that is equivalent to the school's policy for other advanced standing programs or District-designated honors courses. Any grade weighting or class standing enhancements applicable to advanced standing programs or District-designated honors courses are similarly applied to CCP courses.

### Student Enrollment

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college's established procedures for admission. The student also must meet the college's established standards for admission and course placement, including any course specific capacity limits. The student and his/her parent also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program.

The student may opt to receive college credit only or both college and high school credit. The student must designate his/her choice at the time of enrollment.

If a student completes a college course, the Board shall award him/her appropriate credit toward high school graduation if, at the time of enrollment, he/she elects to receive credit for courses toward fulfilling the graduation requirements.

High school credit awarded for courses successfully completed counts toward graduation requirements and subject area requirements.

1. The Board awards comparable credit for the course/courses completed at the college.

File: LEC-R (Also IGCH-R)

2. If no comparable course is offered, the Board grants an appropriate number of elective credits.
3. Any disputes between the student and the Board regarding high school credits granted for a course may be appealed by the student to the State Board of Education. The State Board's decision on these matters is final.
4. The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.
5. Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system CCP courses are treated in the same way as other advanced standing program or honors course.

#### High School/College Enrollment

1. A student who enrolls in CCP for the first time in:
  - A. grades 7, 8 or 9 may receive credit toward high school graduation for up to the equivalent of four academic school years.
  - B. 10th grade may receive credit toward high school graduation for up to the equivalent of three academic school years.
  - C. 11th grade may receive credit toward high school graduation for up to the equivalent of two academic school years.
  - D. 12th grade may receive credit for up to the equivalent of one academic school year.
2. Proportionate reductions are made for any student who enrolls in the program during the course of a school year.
3. For the purpose of this program, an academic year begins with the summer term. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses. The total may not exceed 30 college credit hours per academic year.
4. College courses for which three-semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally.

### Summer Term Eligibility

A student who is scheduled or anticipated to graduate from high school may not participate in CCP for any term beginning after the student's scheduled or anticipated graduation date or in any course offered at a college during a summer term that begins during the student's last quarter of high school.

### Financial Responsibilities

1. If a student elects to enroll for college credit only (Option A), the student is responsible for all costs associated with the course.
2. If a student elects to enroll for the combination high school/college credit (Option B), the District is responsible for all costs associated with the course at a public college/university. Students participating in CCP under Option B at a private college may be charged tuition and/or fees unless they are economically disadvantaged.
3. If a student fails a CCP course, the student or parent(s) may be responsible for all costs associated with the course. The District may not seek reimbursement from a student who fails a course if he/she is economically disadvantaged, unless the student has been expelled.
4. Students enrolled for the combination of high school/college credit are not eligible for financial aid from the college.
5. Upon parental application and determination of need an eligible student, as defined by State law, enrolling for the combination of high school and college credit in the program may receive full or partial reimbursement for the necessary costs of transportation between the secondary school that he/she attends and the college/university in which he/she is enrolled.

### Other Considerations

1. A student enrolled in the program follows the District attendance policy, as well as the District code of conduct, for curricular and extracurricular activities. These policies and codes are applicable during the time the student is attending high school and is on school property for any class or activity.
2. If a student is expelled from the District, the Board will deny high school credit for college courses taken during the period of the student's expulsion.



File: LEC-R (Also IGCH-R)

The Superintendent must send written notice of a student's expulsion to the college where the student is taking courses to receive high school credit. The notice must state the date the expulsion is scheduled to expire and whether the Board has denied high school credit for postsecondary education courses taken during the expulsion. If the expulsion period is extended, the Superintendent must notify the college of the extension. The college may withdraw its acceptance of a student who has been expelled. Unless otherwise authorized by State law, the expelled student is ineligible to enroll in a college under CCP for subsequent college terms during the expulsion period.

3. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment. Adjustments to individual schedules may be made by the school administration.
4. **The District will not deny students the opportunity to participate in extracurricular activities because of their participation in CCP.** The District adheres to the Ohio High School Athletic Association for eligibility to participate in athletics. In order to be eligible, the student must have passed five courses that count toward graduation during the prior grading period. The five courses may be a combination of high school and college courses. Students also must meet any additional District eligibility requirements.

(Approval date:)

*NOTE: The notice provided to students and parents outlining the College Credit Plus (CCP) program must include the following information:*

- *Cost, including:*
  - *notice of CCP opportunities that have no cost to students, including the free option to attend public institutions of higher education;*
  - *clear references to the potential cost of participation at a nonpublic institution of higher education and*
  - *the prohibition of charging economically disadvantaged students who choose to attend a nonpublic institution of higher education.*
- *Criteria for student participation, including but not limited to:*
  - *the requirement for a counseling session prior to participation (Ohio Revised Code (RC) 3365.04).*
  - *a notice that states: "Students must submit a written notice of their intent to participate in the upcoming academic year, by April 1, in accordance with Section 3365.03 of the RC, but may submit the written notice of intent to participate as early as February 15. Students desiring to participate in college credit plus in the summer are strongly encouraged to submit letters of intent and begin the admissions process starting in February and prior to the April 1 notice of intent deadline in order to improve chances of meeting summer registration timelines."*

- *Student participation options:*
  - *a statement secondary schools cannot limit a student's participation in CCP to only the courses offered in that school and that students may also participate online or at any other participating institution of higher education, or any combination thereof.*
  - *a statement that participating students may be concurrently enrolled in multiple postsecondary institutions and may concurrently take postsecondary courses from more than one institution of higher education.*
  - *list of courses offered at the secondary school through an agreement with an institution of higher education.*
  - *a statement students should review the course catalog of an institution of higher education for a full listing of course offerings of the institution.*
- *Specific information pertaining to the student's opportunity to participate during the summer term and the responsibility of the student to notify the college and students prior high school prior to a transfer to a new school when participating in a summer term course.*
- *Deadlines pertinent to the student's participation, including all deadlines associated with summer term participation.*
- *The designated point of contact at the secondary school for CCP who can answer questions from students, parents and the community regarding the program's operation and who will act as a liaison to the state to monitor future changes or amendments to the program.*
- *Specific information regarding a student's option to participate in CCP, at the high school-if applicable-, online, or at an institution of higher education, must also be part of all communications developed by the secondary school to promote CCP.*

*Districts are required to report CCP program data by July 15 annually in accordance with requirements to be developed by the Ohio Board of Regents and Ohio Department of Education.*

*While districts are required to apply any weighted grading policy in a similar manner for CCP courses, districts are not required to create a weighted grade policy if they do not already have one. It is important to note, however, that if you are using a weighted grading policy, a higher value may not be placed on honors courses or other advanced standing program than on CCP courses.*

*Senate Bill 3 (2016) added RC 3313.5314 stating that students attending the district or homeschool, nonpublic school, community school and STEM school students otherwise eligible to participate in extracurricular activities in the district cannot be denied the opportunity to participate in extracurricular activities in the district solely because of their participation in CCP. Students still must meet the district eligibility requirements.*

## COLLEGE CREDIT PLUS

State law provides for student participation in the College Credit Plus (CCP) program for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th through 12th grade students may enroll at any public college/university and any participating nonpublic college/university on a full- or part-time basis and complete nonsectarian, nonremedial courses for transcribed high school and/or college credit.

The Board directs the Superintendent/designee to develop and establish the necessary administrative guidelines to ensure that the CCP program is operating in accordance with state requirements.

[Adoption date:]

LEGAL REFS.: ORC 3313.5314  
Chapter 3365  
OAC 3333-1-65 through 3333-1-65-11  
3301-83-01(C)

CROSS REFS.: IGBM, Credit Flexibility  
IGCD, Educational Options (Also LEB)

*NOTE: College Credit Plus replaces Postsecondary Enrollment opportunities beginning with the 2015-2016 academic year. All public school districts and public colleges and universities are required to participate in the program. While the accompanying regulation is not required, it outlines key program requirements.*

***THIS IS A REQUIRED POLICY***



## 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 Budget and Management 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 will include time and effort reporting in accordance with Uniform Guidance and the requirements of ODE or other applicable pass-through-entity.

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

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.**

**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.**

**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.**

**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 effecting 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 ~~shall~~ 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 ~~will~~ 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  
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 Budget and Management (OBM) 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 OBM 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.*

## FISCAL ACCOUNTING AND REPORTING

The District's accounting system is in conformance with the Uniform School Accounting System as prescribed by the Auditor of State for the use of school districts-, **federal funds also are accounted for in conformance with the Uniform Guidance issued by the U.S. Office of Budget and Management and any applicable state requirements.** The Treasurer is responsible for receiving and properly accounting for all funds of the District.

The financial records must be adequate to:

1. guide the making or deferring of purchases, the expansion or curtailing of programs and the controlling of expenses;
2. ensure that current data are immediately available and in such form that routine summaries can be readily made;
3. serve as a guide to budget estimates for future years and to hold expenditures to the amounts appropriated and
4. show that those in charge have handled funds within limitations established by law and in accordance with Board policy.

The Board receives monthly financial statements from the Treasurer, which show receipts, disbursements, appropriations, encumbrances and balances. The Treasurer makes all other financial reports required by law or by state or federal agencies and submits them to the proper authorities.

The Treasurer provides the Board with any other financial management reports that the Board determines necessary.

Financial records are permanent. The supporting documents may be destroyed only in compliance with the provisions of State law and in compliance with specifications of the District's records commission, the Auditor of State and the Ohio Historical Society.

[Adoption date:]

LEGAL REFS.: ORC 117.101; 117.38; 117.43  
149.01 through 149.43  
3301.07  
3313.29; 3313.32  
3315.04  
Chapter 1347  
Chapter 5705  
**2 C.F.R. Part 200**

**CROSS REFS.: DECA, Administration of Federal Grant Funds  
EHA, Data and Records Retention**

*NOTE: In 2013, the biennium budget, House Bill (HB) 59, made changes to financial reporting requirements for schools; these changes are found in Ohio Revised Code Section (RC) 3301.07. The first significant change extended the reporting requirements to new entities. The financial reporting requirements now apply not only to each district board of education and each governing board of an educational service center, but also to each governing authority of a community school established under RC 3314, each governing body of a STEM school established under RC 3328 and each board of trustees of a college-preparatory boarding school established under RC 3328. The new format must show, both at the district and at the school building level, revenue by source, expenditures for salaries, wages and benefits of employees, showing such amounts separately for classroom teachers, other employees required to hold licenses issued pursuant to RC 3319.22 through 3319.31 and all other employees, expenditures other than for personnel, by category, including utilities, textbooks and other educational materials, equipment, permanent improvements, pupil transportation, extracurricular athletics, and other extracurricular activities and per pupil expenditures. New requirements include information on total revenue and expenditures, per pupil revenue and expenditures for both classroom and non-classroom purposes, as defined in RC 3302.20, in the aggregate and for each subgroup of students, as defined by RC 3317.40, that receives services provided for by state or federal funding.*

*HB 59 also places a new requirement on the Ohio Department of Education (ODE). Once all required financial information has been reported, ODE must make these reports available in such a way that allows for comparison between financial information included in these reports and financial information included in reports produced prior to July 1, 2013. Further, ODE must post these reports in a prominent location on its website and must notify each school when the reports are made available.*

*Federal funds must be accounted for in conformance with the Uniform Guidance issued by the U.S. Office of Budget and Management. Districts are required to have written policies and/or procedures for the management of funds subject to the Uniform Guidance. The 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.*

## INVENTORIES (Fixed Assets)

The Board, as steward of this District's property, recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The District conducts a complete inventory every five years, by physical count, of all District-owned equipment and supplies. For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus or articles that retain shape and appearance with use, is nonexpendable and does not lose its identity when incorporated into a more complex unit. **For purpose of items purchased with federal funds, equipment is defined as tangible, nonexpendable personal property having a useful life of more than one year with an acquisition cost of \$5,000 or more per unit.**

This District maintains a fixed asset accounting system. The fixed asset system maintains sufficient information to permit:

1. preparation of year-end financial statements in accordance with generally accepted accounting principles;
2. adequate insurance coverage and
3. control and accountability.

Each building and additions to buildings are identified by location or name and are described in detail (e.g., size, number of floors, square footage, type of construction, etc.) with the value shown for all individual structures.

Fixed equipment is inventoried by building, floor and room name or number; each item is to be listed individually. (Leased equipment that the District will eventually own must be inventoried.)

Movable equipment is inventoried by building, floor and room name or number; each item is to be listed individually. Any item that has a model number or serial number has that number noted in the description for full identification. All items assigned to a building are the building administrator's responsibility.

All equipment purchased, after the initial inventory, as capital outlay or replacement with a cost of \$1,000 or more and with an estimated useful life of five years or more is tagged and made part of the equipment inventory. For fixed asset reporting purposes, all equipment in excess of \$1,500 is used. **Property records and inventory systems are sufficiently maintained to account for and track equipment acquired with federal funds.**

File: DID

A listing of all equipment is maintained for each building and department. This listing is updated annually by the close of the school year, or not later than the second Friday in June of each year. This updated listing is then submitted to the Treasurer's office for audit purposes.

A physical inventory of supplies is taken at the building level at the close of the school year, or not later than the second Friday in June of each year. This updated listing is then submitted to the Treasurer's office for audit purposes.

The Treasurer shall be assisted by principals, directors, supervisors and professional and support staffs in the performance of this function.

[Adoption date:]

LEGAL REFS.: ORC 117.38  
3313.20; 3313.41  
2 C.F.R. Part 200

**CROSS REF.: DECA, Administration of Federal Grant Funds**

***NOTE: The Uniform Grant Guidance (Uniform Guidance) outlined in 2 CFR 200 sets forth the requirements for management of equipment purchased with federal funds. Districts should ensure district procedures for inventory accurately track items purchased with federal funds.***

***THIS IS A REQUIRED POLICY***

## PURCHASING PROCEDURES

Monies under the jurisdiction of the Board may not be expended except upon a warrant drawn against a specific appropriation and against a specific fund. Therefore, no contract or purchase order for the expenditure of money will be made unless there is attached to it a certificate of the Treasurer certifying that the amount required to meet the contract or purchase order has been appropriated and is in the treasury, or is in the process of collection, and is free from previous encumbrance.

Any contract or purchase order issued without such a certificate attached is void, except as the law allows later issuance within 30 days of the certificate and except that, if the amount involved is less than \$3,000, the Treasurer may authorize it to be paid without the ratification or affirmation of the Board. Under certain conditions, the law also allows the Treasurer to issue blanket certification, subject to limitations of time and amount as set by law.

Purchasing procedures are designed to ensure the best possible price for the desired products and services. Procedures for purchasing are developed to require that all purchases are made on properly approved purchase orders and that, for items not put up for bid, price quotations are solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

**All purchases for property and services made using federal funds are conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.**

[Adoption date:]

LEGAL REFS.: ORC 3313.46  
3327.08  
5705.41(D)(1); 5705.412; 5705.44  
**2 C.F.R. Part 200**

CROSS REFS.: **DECA, Administration of Federal Grant Funds**  
DJ, Purchasing  
DJC, Bidding Requirements

## SCHOOL PROPERTIES DISPOSAL

The Board believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the District.

The Board recognizes that most unused property of the District has value and that it may be practical to retain such property for a period of time. Once property is no longer needed for school purposes currently or in the future, it should be slated for disposal at the Superintendent's discretion. State law governs the retention and method of disposal of the Board's property. **Property and goods purchased with federal funds also are subject to the disposal requirements outlined in the Uniform Guidance issued by the U.S. Office of Budget and Management.** Therefore, the Board follows the procedures required by the various statutes governing the disposal of real or personal property.

The Board follows the procedures set forth in **State and Federal** law for the disposal of real or personal property at the minimum dollar value set forth in the statute on the date the Board decides to dispose of the property. The Board is required to offer its real property for sale to all community schools and college-preparatory boarding schools for the period of time set forth in law. High-performing community schools as defined by State law, are given first priority. If a high-performing community school is not interested in buying the property, the Board will then proceed with offers to purchase from other start-up community schools operating in the District and college-preparatory boarding schools located within the territory of the District. If no community school or college-preparatory boarding school is interested in buying the property, the Board can sell its real or personal property at a public auction and follow specific statutory requirements if the property exceeds \$10,000 in value. If this amount is changed by the legislature, the Board and administration's responsibility changes automatically to reflect the new minimum statutory dollar value.

The Board directs the periodic review of all District property and authorizes the disposition by sale, donation, trade or discard of any property not required for school purposes.

The District complies with State law regarding the sale or lease of unused District property to high-performing community schools, community schools and college-preparatory boarding schools.

### Disposal of Property Valued at Less Than the Dollar Value Set Forth in State Law

For the disposal of property that is not governed by **Federal** law, the Ohio Revised Code or administrative regulations, the administration is required to follow these procedures:

1. The Superintendent determines that the value of the property is less than the value set forth in **State and Federal** law **when applicable**. The property is valued pursuant to a reasonable method as determined by the Superintendent.

2. The Board is notified when real or personal property is no longer needed for school purposes and directs that the property be sold.
3. The Superintendent sells the property to a start-up community school or by bids, general sale, negotiated sale or by trade as determined by the Superintendent or the Board on an individual basis.

[Adoption date:]

LEGAL REFS.: ORC 131.09  
3313.17; 3313.37; 3313.40; 3313.41; 3313.411; 3313.413  
3314.051  
5705.10  
**2 C.F.R. Part 200**

CROSS REFS.: **DECA, Administration of Federal Grant Funds**  
FL, Retirement of Facilities

*NOTE: Senate Bill (SB) 316 (2012) added language to the House Bill (HB) 153 (2011) (budget bill) language below. SB 316 added boards of trustees of college-preparatory boarding schools to the right of first refusal and sale/lease requirements below. SB 316 also adds that any appraisals required by State law must be not more than one year old. The SB 316 sale/lease provisions also require that intent to purchase or lease the property must be provided to the treasurer. Only qualified parties who have provided intent to purchase or lease to the treasurer may participate in any resulting auctions or lotteries.*

*Finally, SB 316 permits, but does not require, boards to offer unused school facilities for sale or lease to the governing authorities of community schools with plans, stipulated in their contracts entered into under State law, to either relocate their operations to the territory of the district or to add facilities to be located within the territory of the district.*

*HB 153 makes changes to the property disposal requirements regarding community schools and college-preparatory boarding schools. HB 153 removes the requirement that real property be suitable for use as a classroom space in order for the districts to be required to offer it to a community school and college-preparatory boarding schools within the district prior to selling it under other applicable law.*



*HB 438 (2016) makes additional changes and streamlines the process by which a school district board of education must offer real property and unused facilities for sale or lease to the governing authorities of community schools.*

*If the district decides to dispose of real property that exceeds \$10,000 in value, the district must offer to sell it to all community schools and college-preparatory boarding schools for one period of 60 days. No later than 60 days after the district board makes the offer, interested governing authorities and boards of trustees must notify the district treasurer of the intent to purchase. High-performing community schools as defined by State law are given first priority. If more than one governing authority of a high-performing community school notifies the district treasurer of its intention to purchase the property, the board must conduct a public auction. Only the schools that notified the district treasurer are eligible to bid at the auction. If a high-performing community school is not interested in buying the property within 60 days of the offer, the Board is then required to proceed with offers from all other start-up community schools and college-preparatory boarding schools within the district. The sale must be for fair market value, as determined by a property appraisal not more than one year old. If more than one community school or college-preparatory boarding school notifies the district treasurer of its intention to purchase within 60 days, the district will conduct a public auction. Only entities that notified the district treasurer of its intent to purchase are eligible to bid at the auction. If no community schools or college-preparatory boarding schools notify the district treasurer of its intention to purchase the property within 60 days, the district may dispose of the real property in compliance with State law.*

*HB 64 (15) prohibits community schools and college-preparatory boarding schools that have purchased property from districts from, within five years, selling any property purchased under the requirement that districts first offer unused school facilities to them. The provision goes on to add the exception that such property may be sold within five years, only if it is sold or transferred to another community school or college-preparatory boarding school located within the territory of the district that initially made the sale.*

*There are specific requirements in regard to “unused school facilities.” Unused school facilities are facilities that have been used by the district for school operations since July 1, 1998, but have not been used in that capacity for two years. HB 64 (15) adds requirements for the offer of unused school facilities to high-performing community schools. Districts also must offer these facilities to all community schools and college-preparatory boarding schools within the district for sale or lease for one period of 60 days. First priority is to be given to the governing authorities of high-performing community schools that are located within the territory of the district.*

*If, within 60 days, a high-performing community school notifies the district treasurer in writing of the intention to purchase the district must sell the real property to that community school for fair market value. If, within 60 days, more than one high-performing community school states its intention to purchase by notifying the treasurer, the district must hold a public auction for the real property, but it is important to note that the district is not required to accept a bid for less than the appraised fair market value of the property, as determined by a property appraisal that is not more than one year old. Only qualified parties who notified the treasurer of their intent to purchase the property are eligible to bid at auction. If no high-performing community schools are interested in the property, the district must then proceed with offers from other start-up community schools and college-preparatory boarding schools.*

*If, within 60 days, a high-performing community school notifies the district treasurer of its intention to lease unused facilities, the district must lease to that community school for the fair market value of a lease on the real property. Fair market value is determined by a property appraisal that is not more than one year old. If, within 60 days more than one high-performing community school within the district sends a written intention to lease the property to the treasurer, the district must conduct a lottery to determine to which community school the district will award the lease. Only qualified parties who have notified the treasurer of their intent to lease the property will be eligible for participation in the lottery. If no high-performing community schools are interested in the property, the district treasurer must then proceed with offers from other start-up community schools and college-preparatory boarding schools. It is important to note that districts that have outstanding leases with entities other than community schools or college-preparatory boarding schools may renew those leases. Nothing in the statute affects current lease agreements between the district and other entities.*

*If, within 60 days, no community school or college-preparatory boarding school accepts the offer to lease or buy the property, the district may offer it to any other entity, in accordance with State law. SB 316 extends the list of eligible entities to include nonprofit institutions of higher education that have certificates of authorization under State law and governing authorities of chartered nonpublic schools.*

File: DN

*HB 59 (13) (budget bill) added language requiring proceeds from the sale of real property disposed of under Ohio Revised Code Section 3313.41 to be used to retire any debt incurred in connection with that real property. Excess proceeds may be paid into the Capital and Maintenance Fund and used for costs of nonoperating capital expenses related to technology infrastructure and equipment to be used for instruction and assessment. HB 483 (14) adds another option for handling this revenue. Boards may choose to use the money for payment into a special fund for the construction or acquisition of permanent improvements. This provision applies to proceeds received on or after September 29, 2013.*

## FOOD SERVICES MANAGEMENT/ FREE AND REDUCED-PRICE FOOD SERVICES

The Board operates a food services program in its schools. Food preparation is centralized for elementary, intermediate and secondary schools when appropriate.

Food services include breakfasts and lunches in all schools through participation in the National Child Nutrition Programs. The food services supervisor reviews and recommends to the Board the types of foods to be sold.

The food services staff cooperates with the principals of the schools in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria rests with the building principal.

All prices set for school breakfasts, lunches and milk are subject to Board approval, except for a la carte food prices. The food services supervisor sets these prices without Board approval.

As required for participation in the National Child Nutrition Programs, the Board agrees that:

1. breakfast and a "Type A" lunch are made available to students, provided at least one-fifth of the students are eligible under Federal law for free meals;
2. breakfast is made available in every school in which the parents of at least one-half of the children enrolled have requested that the breakfast program be established;
3. students who qualify receive free or reduced-price meals;
4. all meals must meet USDA nutritional standards;
5. the management of food services complies with all federal, state and local regulations and
6. a summer meal program is provided to students attending a state-mandated summer remedial program.

All students are expected to eat lunch at school and may not leave school grounds during the lunch hour, except when permission has been granted by the principal. Students are permitted to bring their lunches from home and to purchase milk and incidental items.

School lunch funds and other food service funds are kept in a special account.

The District provides for at least one employee, who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver, to be present while students are being served.

### **Meal Charges**

**The Board directs the administration to develop procedures for the management of meal charges and unpaid meal charges. The procedures allow for students to receive the daily nutrition they need, minimize the identification of students with insufficient funds to pay, maintain the integrity of the school food service account, and includes guidelines for the collection of delinquent meal charges. The procedures are provided to all parents and all District and school staff responsible for enforcement at the start of each school year.**

### **Students with Special Dietary Needs**

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District. Students with dietary needs that qualify as disabilities under law are provided reasonable accommodation.

Substitutions to regular school meals provided by the District are made for students who are unable to eat regular school meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Substitute meals are provided in the most integrated setting appropriate to the special needs of the student.

The nature of the student's qualifying dietary need, the reason this need prevents the student from eating regular school meals (including foods to be omitted from the student's diet), the specific diet prescription along with the needed substitution must be specifically stated in the physician's statement. The District, in compliance with the USDA Child Nutrition Division guidelines, provides substitute meals to food-allergic students based upon the physician's signed statement.

The District develops and implements administrative regulations for the management of food-allergic students. Such regulations include, but are not limited to, schoolwide training programs regarding food allergy education, staff development regarding food allergy identification and management, allergy emergency drills, strategies for the identification of students with life-threatening food allergies and management skills including avoidance measures, designation of typical symptoms and dosing instructions for medications.

[Adoption date:]

**LEGAL REFS.:** Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265  
(Title I, Section 204), 118 Stat. 729  
National School Lunch Act; 42 USC 1751 et seq.  
Child Nutrition Act; 42 USC 1771 et seq.  
Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et  
seq.  
Rehabilitation Act of 1973; 29 USC 794  
ORC 3313.719; 3313.81; 3313.812; 3313.813; 3313.815  
3314.18  
OAC 3301-91-01 through 3301-91-09

**CROSS REFS.:** ACB, Nondiscrimination on the Basis of Disability  
EFF, Food Sale Standards  
EFG, Student Wellness Program  
EFH, Food Allergies  
JHCD, Administering Medicines to Students  
JN, Student Fees, Fines and Charges

**NOTE:** *Each board of education participating in the National School Lunch Program shall report monthly the number of free lunches served by the district each month. The monthly report shall be submitted not later than the 10th of each month following the month being reported.*

*House Bill (HB) 1 (2009) requires all school districts, community schools and STEM schools to establish a written policy with respect to protecting students with peanut or other food allergies. In developing the policy, administrators must consult with parents, school nurses and other school employees, school volunteers, students and community members.*

*The United States Department of Agriculture (USDA) memo SP 46-2016 requires all districts participating in the National School Lunch Program and School Breakfast Program to have a written and clearly communicated meal charge policy. Districts should develop a district level policy meeting the requirements of the USDA memo. Considerations for the policy include but are not limited to clearly setting forth the district process regarding whether the district allows meals to be charged, whether alternate meals are provided and how unpaid meal charges are handled, including the collection of delinquent meal charge debt. The policy must be provided in writing to all households at the start of each school year and to households that transfer to a school during the school year. The meal charge policy must also be provided to all school or district level staff responsible for policy enforcement.*

File: EF/EFB

*Details on food services management may be included in the Support Services Manual, Food Service section.*

*When a policy covers two topics that appear consecutively in the classification system, the terms and codes can be combined as illustrated on this page.*

***THIS IS A REQUIRED POLICY***

## PROGRAMS FOR ~~GIFTED AND TALENTED~~ STUDENTS WHO ARE GIFTED

In accordance with the belief that all ~~children students~~ are entitled to education commensurate with their particular needs, ~~children students~~ in the District who are gifted are provided opportunities to progress as their abilities permit. The Board believes that these ~~children students~~ require services beyond those offered in regular school programs in order to realize their potential contribution to themselves and society.

~~Children Students~~ who are gifted are identified annually by qualified professionals using a variety of assessment procedures. The Board encourages efforts to provide services for the ~~children students~~ who are gifted as an integral part of the total kindergarten through grade 12 program.

### Identification

The District follows the identification eligibility criteria as specified in State law.

1. The District identifies ~~children students~~ of the District, in grades kindergarten through 12, ~~as-gifted-children as students who are gifted~~ who perform at remarkably high levels of accomplishment when compared to other ~~children students~~ of the same age, experience and environment, as identified under State law. Accordingly, a ~~child student~~ can be identified as exhibiting:
  - A. superior cognitive ability;
  - B. specific academic ability in one or more of the following content areas:
    - 1) mathematics;
    - 2) science;
    - 3) reading, writing or a combination of these skills and/or
    - 4) social studies;
  - C. creative thinking ability and/or
  - D. visual or performing arts ability such as drawing, painting, sculpting, music, dance or drama.
2. The District uses only those instruments approved by the Ohio Department of Education (ODE) for screening, assessment and identification of ~~children students~~ who are gifted.
3. A student identified as gifted in accordance with State law remains identified as gifted regardless of subsequent testing or classroom performance.



**District Plan for Identifying Gifted Students Who are Gifted**

The ~~District Board~~ adopts and submits to ODE a plan for the ~~screening, assessment and identification of identifying~~ **children students** who are gifted. Any revisions to the District plan are submitted to the ODE for approval. **A copy of this policy is provided at time of submission.** The identification plan includes the following:

1. the criteria and methods the District uses to screen and select ~~children~~ **students** for further assessment who perform or show potential for performing at remarkably high levels of accomplishment in one of the gifted areas;
2. **a description of assessment instruments selected from the ODE-approved list to be used for the screening and identification of students who are gifted;**
3. **procedures for the provision of at least two whole grade screening opportunities to be administered for all students once prior to the end of second grade, and once for all students between grades three and six;**
- 4.2. the sources of assessment data the District uses to select ~~children~~ **students** for further testing and an explanation to parents/guardians of the multiple assessment instruments required to identify ~~children~~ **students** who are gifted;
- 5.3. an explanation for parents/guardians of the methods the District uses to ensure equal access to screening and further assessment ~~by for all District children students, culturally and linguistically diverse children including minority and disadvantaged students, students children from low socioeconomic backgrounds, children with disabilities and children for whom English learner children students; for whom English is a second language;~~
- 6.4. the process of notifying parents/guardians regarding all policies and procedures concerning the screening, assessment and identification of ~~children~~ **students**, who are gifted, **including the requirement to notify parents within 30 days of the District's receipt of a student's result on any screening procedure or assessment instrument;**
- 7.5. an opportunity for parents/guardians to appeal any decision about the results of any screening procedure or assessment, the scheduling of ~~children~~ **students** for assessment or the placement of a student in any program or for receipt of services;
- 8.6. procedures for the assessment of ~~children~~ **students** who transfer into the District **no later than 90 days after the transfer at request of the parent;**
- 9.7. at least two opportunities a year for assessment in the case of ~~children~~ **students** requesting assessment or recommended for assessment by teachers, parents or other ~~children~~ **students with the initial assessment to be completed no later than 90 days of referral regardless of the grade levels where gifted services are offered and**

- 10.8.** an explanation that the District accepts scores on assessment instruments approved for use by ODE that are provided by other school districts and trained personnel outside the District.

The District's plan may provide for the District to contract with any qualified public or private service provider to provide screening or assessment services under the plan. Gifted education coordinators provide the District with assistance in placing students, designing services, consulting on strategic planning, evaluating services on an ongoing basis and eliciting input from parents and staff.

#### District Plan for Services

The District adopts and submits to ODE a plan for a continuum of services that may be offered to students who are gifted.

1. The District ensures equal opportunity for all ~~children~~ students identified as gifted to receive any or all services offered by the District.
2. The District implements a procedure for withdrawal of ~~children~~ students from District gifted programs or services, ~~and~~ for reassessment of ~~children~~ students and assessment of students transferring into the District.
3. The District implements a procedure for resolving disputes with regard to identification and placement decisions.
4. Any District gifted education services are delivered in accordance with State law.
5. The District informs parents of the contents of this policy as required by State law.

**The services likely to be provided to a student based on the nature of their identification are: *(Insert a detailed list of services likely to be provided by the District)***

**The gifted services currently available within the District and the criteria for receiving these services are: *(Insert a detailed District specific list of services currently available and criteria for receiving the services)***

#### Written Education Plan

The District provides gifted services based on the student's areas(s) of identification and individual needs and is guided by a written education plan (WEP) **developed in collaboration with an educator who holds a licensure or endorsement in gifted education. The District provides parents with periodic reports regarding the student's progress toward meeting goals and the effectiveness of the services provided in accordance with the WEP.**

The WEP, ~~which~~ is provided to parents of gifted students and educators responsible for providing gifted education services, **and** includes:

1. a description of the services provided, including goals for the student in each service specified, **including but not limited to measurable academic goals;**
2. **methods and performance measurements** for evaluating progress toward achieving the goals specified;
3. ~~and~~ **methods and schedule for reporting progress to students and parents;**
4. ~~The WEP also specifies~~ staff members responsible for ensuring that specified services are delivered;
5. policies regarding the waiver of assignments and the scheduling of tests missed while a student is participating in any gifted services provided outside the general education classroom and
6. a date by which the WEP will be reviewed for possible revision.

**At the commencement of services, and each year in which a student receives services, the District makes a reasonable attempt, in writing to obtain a parent/guardian signature on the WEP. A student will not be denied services due to lack of a parent/guardian signature.**

**The District will develop and disseminate a “no services” letter to parents/guardians of students identified as gifted but not receiving gifted services clearly communicating the student is not receiving gifted services. The letter may include a list of enrichment opportunities provided to the student by the District.**

#### Gifted Education Personnel

Gifted education instruction is provided by gifted education intervention specialists by grade level in accordance with the Ohio Administrative Code (OAC). Gifted education instruction is offered during the regular school day and may be provided in large or small groups and/or individually in a variety of settings. The depth, breadth and pace of instruction based on the appropriate content areas may be differentiated. ~~Where differentiated a general education teacher is designated as the provider of gifted services, instruction is provided in a regular classroom, the teacher is either licensed in gifted education or has~~ **meets the requirements of OAC including the requirements to receive professional development and ongoing assistance from a gifted education intervention specialist or gifted education coordinator.**

Annual Report and Accountability

The District submits, as required, a gifted education annual report to ODE.

The District submits, as required, a gifted education data audit to ODE.

The Superintendent/designee implements all policies and procedures in accordance with laws, rules and regulations and follows the OAC rules regarding gifted education.

[Adoption date:]

LEGAL REFS.: ORC 3324.01 et seq.  
OAC 3301-51-15

CROSS REFS.: **IKEB, Acceleration**  
JB, Equal Educational Opportunities

***NOTE: New rules for identifying and serving students who are gifted become effective July 1, 2017, as outlined in Ohio Administrative Code 3301-51-15. The rules require each board to adopt a policy on gifted identification and submit this policy to the Ohio Department of Education with the gifted identification plan. The rules now require the policy to include a detailed list of the services likely to be provided to a student, based on the nature of a student's identification, and of all gifted services that are currently available within the school district including the criteria for receiving those services. This policy must be updated to include your detailed, district specific lists prior to adoption. For assistance developing the lists, districts should refer to Ohio Revised Code 3324.07 and OAC 3301-51-15. The policy will need to be reviewed on a regular basis to ensure it is reflective of current offerings and criteria.***

***THIS IS A REQUIRED POLICY***

~~LIMITED ENGLISH PROFICIENCY~~ ENGLISH LEARNERS

The Board recognizes the need to provide equal educational opportunities for all students in the District. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the District, the District shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Students in a language minority or who ~~have limited English proficiency~~ are **English learners** are identified, assessed and provided appropriate services.

The Board directs the administration to develop and implement instruction programs that:

1. appropriately identify language minority students;
2. provide the appropriate instruction to ~~limited English proficient~~ **English learner** students to assist them in gaining English language proficiency, as well as content knowledge, in reading/language arts and mathematics and
3. annually assess the English proficiency of students and monitor their progress in order to determine their readiness for the mainstream classroom environment.

The District requires all **English learner** students ~~with limited English proficiency~~ to be tested. Alternative assessments may be required. Students must make yearly gains toward closing the achievement gap as defined by the State Board of Education performance targets.

~~Limited English proficient~~ **English learner** students who have been enrolled in U.S. schools for less than one full year ~~are~~ **may be exempt** from one administration of the reading/language arts assessment administered to their grade levels. However, students who choose to take these tests are permitted to do so. (Assessments in math, science and social studies are not exempt.)

The District provides parents with notice of and information regarding the instructional program as required by law. ~~Parental~~ **and family** involvement is encouraged and parents are regularly apprised of their child's progress.

[Adoption date:]

LEGAL REFS.: 42 USC 2000d  
The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
34 CFR 200  
ORC 3301.0711  
3302.01; 3302.03  
3313.61; 3313.611; 3313.612  
3317.03  
3331.04  
OAC 3301-35-04; 3301-35-06; 3301-35-07

CROSS REFS.: AC, Nondiscrimination  
IE, Organization of Facilities for Instruction  
IGBJ, Title I Programs  
IGBL, ~~Parental~~ **Parent and Family** Involvement in Education  
JB, Equal Educational Opportunities  
JK, Employment of Students

***NOTE: THIS IS A REQUIRED POLICY***

## TITLE I PROGRAMS

The Title I program is based on an annual assessment of educational needs. This assessment includes identification of educationally deprived children in the public and private schools in this District. Title I services are provided to all eligible, educationally deprived students.

The Board believes **parental and family** involvement is a vital part of the Title I program. The Superintendent/designee jointly develops with and distributes to parents of children participating in Title I programs within the District a written **parental and family** involvement policy and guidelines. The written **parental and family** involvement policy includes a School-Parent Compact jointly developed by the school and the parents. The requirements of the policy, compact and guidelines are consistent with Federal and State law.

**Parental and family** involvement includes, but is not limited to, **parental and family** contribution to the design and implementation of programs under this title, **development of support and improvement plans**, participation by **parents and family members** in school activities and programs, and training and materials that build **parents' and family members'** capacity to improve their children's learning in both the home and the school. To build a partnership between home and school, the District:

1. informs the **parents and family members** of the program, the reasons for their children's participation and the specific instructional objectives;
2. trains **parents and family members** to work with their children to attain instructional objectives;
3. trains teachers and other staff involved in programs under this title to work effectively with the **parents and family members** of participating students;
4. develops partnerships by consulting with **parents and family members** regularly;
5. provides opportunities for **parents and family members** to be involved in the design, operation and evaluation of the program and
6. provides opportunities for the full participation of **parents and family members** who lack literacy skills or whose native language is not English.

Title I funds are used only to augment, not to replace, state and local funds. The Board uses these funds to provide equivalent or comparable educational services in all schools receiving Title I assistance.

[Adoption date:]

**LEGAL REFS.:** The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
OAC 3301-35-04; 3301-35-05; 3301-35-06; 3301-35-07

**CROSS REFS.:** AC, Nondiscrimination  
IE, Organization of Facilities for Instruction  
IGBA, Programs for Students with Disabilities  
IGBI, ~~Limited English Proficiency~~ **English Learners**  
IGBL, ~~Parental~~ **Parent and Family** Involvement in Education  
JB, Equal Educational Opportunities

***NOTE:** Pursuant to Title I, Sections 1118(a)(2) and 1118(c), the written parent and family involvement policy must describe how the local educational agency will involve parents in the joint development of the plan and process of school review and improvement. With respect to the written parent and family involvement policy, each district shall convene an annual meeting to explain the requirements and rights of the parents involved; offer a flexible meeting schedule; involve parents and family members in an organized, ongoing and timely manner to plan, review and improve the policy; provide parents and family members with timely information describing and explaining the curriculum and submit parent comments to the district. The Ohio Department of Education has mandated that each written parent involvement policy include the School-Parent Compact. The compact must describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, methods of communication between teachers and parents and each parent's responsibilities for supporting their children's learning.*

*On May 29, 2012, Ohio was granted a waiver from some of the provisions of the Elementary and Secondary Education Act (ESEA). This waiver removed the requirements for Public School Choice and Supplemental Educational Services. Students who are already taking advantage of Public School Choice must be permitted to remain at the school of their choice until they have completed the highest grade level in that school.*





~~PARENTAL~~ **PARENT AND FAMILY INVOLVEMENT IN EDUCATION**  
(Version 2)

The Board recognizes that a student's education is a shared responsibility by the school, the student and the family. Research indicates that involvement of parents **and families** in support of their children's education increases student achievement. Schools and parents **and families** must work as partners if the District is to meet its goal of effectively educating students.

The Board directs the administration and teaching staff to promote parental **and family** involvement by:

1. supporting meaningful two-way communication between school and home;
2. promoting responsible parenting;
3. encouraging parents **and family members** to play an integral role in assisting student learning;
4. assisting parents **and family members** in their efforts to support, reinforce and extend their children's learning;
5. providing opportunities for parental **and family** input in school programs and curriculum;
6. respecting parents **and family members** as partners in decisions affecting children and families;
7. welcoming parents **and families** as visitors to the schools;
8. engaging in meaningful parent-teacher conferences to discuss student progress toward meeting academic content standards and other learning goals, individual instructional needs and student welfare issues;
9. communicating with parents **and family members** about Board policies and regulations;
10. encouraging parents **and family members** to volunteer in the schools and school-related activities;
11. encouraging parental **and family** involvement through parent groups and Board and school advisory committees;

File: IGBL

12. supporting appropriate professional development opportunities that enable staff members to increase the effectiveness of ~~parental~~ **and family** involvement strategies;
13. encouraging school administrators to set expectations and create a climate conducive to ~~parental~~ **and family** participation;
14. developing methods to accommodate and support ~~parental~~ **and family** involvement for parents with special needs, such as **those who lack literacy skills or whose native language is not limited English proficiency** and
15. assessing the effectiveness of ~~parental~~ **and family** involvement efforts.

[Adoption date:]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
ORC 3313.472; 3313.48  
OAC 3301-35-02; 3301-35-04; 3301-35-06

CROSS REFS.: IGBI, ~~Limited-English-Proficiency~~ **English Learners**  
IGBJ, Title I Programs  
Student Handbooks

***NOTE: THIS IS A REQUIRED POLICY***

## STUDENT FEES, FINES AND CHARGES

### Materials Fees

Students enrolled in District schools are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the rotary operating funds of the Board to defray the cost of the materials and supplies.

The Board directs the Superintendent/designee to prepare a schedule of fees for materials to be used in courses of instruction and a schedule of charges that may be imposed for damage to school property.

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. Any fees charged to students eligible for free lunch under the National School Lunch Act or Child Nutrition Act will be charged in compliance with State and Federal law. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction.

### Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property.

The late return of borrowed books or materials from the school libraries is subject to appropriate fines.

All fines collected are sent to the Treasurer for deposit in the General Fund of the Board.

### Unpaid Meal Charges

**Unpaid meal charges are considered delinquent debt when payment is past due. The administration will establish procedures for the collection of unpaid meal charges.**

### Collection of Student Fees and Fines

The administration may establish regulations for the collection of student fees and fines.

Grades and credits are not made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full, except where required by State law. Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

### Collection Process

1. The principal will advise parents of fees due at the beginning of the school year.
2. The first week of October, the principal will send a letter from the Treasurer and an invoice to parents of students with outstanding fees and fines.
3. A payment schedule may be arranged at the building level with full payment to be received by June 15.

[Adoption date:]

LEGAL REFS.: National School Lunch Act of 1946, 42 USC 1751  
Child Nutrition Act of 1966, 42 USC 1771  
ORC 3313.642  
3329.06

CROSS REFS.: **EF/EFB, Food Services Management/Free and Reduced-Price Food**  
IGCB, Experimental Programs  
IGCD, Educational Options (Also LEB)

*NOTE: Under the Ohio Revised Code, districts may charge free lunch eligible students fees under two exceptions:*

- 1. for any materials needed to enable the student to fully participate in extracurricular activities or any pupil enrichment program that is not part of a course of instruction and*
- 2. for any tools, equipment and materials necessary for workforce-readiness training with a career-technical education program that, to the extent the tools, equipment and materials are not consumed, may be retained by the student upon course completion.*

*These two exceptions do not require districts to charge such fees; they simply give them the permission to charge the fees if they so choose.*

***THIS IS A REQUIRED POLICY***

## BIDDING REQUIREMENTS

Contracts for construction or demolition of buildings or for any improvements or repairs that exceed \$50,000 are let only after bids are solicited and received in compliance with law. However, if the Board enters into a shared savings contract for energy conservation measures, competitive bidding is not required. The Board may also enter into an installment payment contract for the purchase and installation of energy conservation measures and competitive bidding does not need to be utilized if two-thirds of the entire Board adopts a resolution stating that competitive bidding does not apply to the project.

If feasible, all purchases over \$2500 but under \$50,000 will be based on price quotations submitted by at least three vendors. These quotations are treated confidentially until the deadline for filing is past; thereafter, they are public information.

Director of Business Services assembles the proper specifications and makes the necessary arrangements for public bidding and price quotations. The Treasurer receives the bids and price quotations and records them. The Business Manager makes his/her recommendations to the Board. Upon approval by the Board, he/she processes purchase orders to those bidders awarded contracts and notifies the other bidders of the results of the bidding.

Purchases made through the use of federal funds are made in compliance with the requirements of State and Federal law, including the applicable bidding requirements.

[Adoption date:]

LEGAL REFS.: ORC 9.314  
153.01; 153.12 through 153.14; 153.50 through 153.56  
3313.372; 3313.373; 3313.46  
3319.04

CROSS REFS.: DJ, Purchasing  
DJF, Purchasing Procedures  
ECF, Energy Conservation  
FA, Facilities Development Goals  
FEF, Construction Contracts Bidding and Awards

*NOTE: In a district lacking a business manager, the superintendent normally acts in that capacity.*

*Beginning September 12, 2008, the second required notice for competitive bidding will change to allow advertising for bids in trade or other publications and by electronic means, such as posting on the district's website.*

*Districts must continue to comply with State law regarding competitive bidding, including the requirement that school districts place the first notice in a newspaper of general circulation.*

*Senate Bill 3 (2016) increased the bidding threshold from \$25,000 to \$50,000.*

## PURCHASING PROCEDURES

### General

1. The Board designates the Superintendent as the purchasing agent.
2. No person may commit the District to a purchase without the appropriate certificate of the availability of funds.
3. The materials, equipment, supplies and/or services to be purchased are of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner and the Superintendent.
4. It is the responsibility of the requisitioner to provide an adequate description of the item(s) purchased so that the purchasing agent may be able to prepare the specifications and to procure most expeditiously and economically the desired commodity and/or service. A source of supply should be included on requisitions for specialty or unusual items.
5. No requisitioner shall knowingly restrict competition or otherwise preclude the most economical purchase of the required items.
6. When a low bidder proposes an alternate as equal to that specified, it is the responsibility of the Treasurer to determine whether the proposed substitution is, in fact, an equal. Such decision is based on his/her evaluation and that of the requisitioner. In the case of disagreement between the requisitioner and the Treasurer, either party may refer the matter to the Superintendent.

### Requisitions

1. The District establishes a standardized requisition procedure to allow authorized representatives to submit requests for the purchase of materials and supplies.
2. The following are designated as "requisitioner"; that is, they are authorized to issue requisitions against stipulated segments of budgetary appropriations: the Superintendent, administrative assistants, directors, supervisors and building principals. Each requisitioner is responsible for limiting his/her requisitions to the appropriate amounts.
3. Only District-approved methods or forms are used for requisitioning.



4. A requisition, to be considered appropriate for processing, meets the following requirements:
  - A. contains adequate information and
  - B. is approved by and bears the signature of an authorized requisitioner.
5. All approved requisitions are submitted to the Treasurer.
6. After a purchase order has been issued by the Treasurer's office, the number of the purchase order is recorded on the requisition.
7. After processing, the original copy of the requisition is filed in the office of the Treasurer.

#### Purchase Orders

1. Purchase orders are prepared by the appropriate person and at a minimum include the following essentials:
  - A. a specification that adequately describes to the supplier the characteristics and the quality standards of the item required;
  - B. a firm, quoted, net-delivered price, whenever possible (unit prices are shown);
  - C. clear delivery instructions, including place and time;
  - D. appropriate account code number or appropriation code and
  - E. the Treasurer's certificate of available revenue and appropriation.
2. Purchase orders use an identifiable tracking system established by the District and contain the appropriate number of copies to meet District needs.
3. Verbal confirmation orders subject to subsequent confirmation by a written purchase order may be issued only in cases in which a bona fide emergency situation exists that can be handled only by this procedure:
  - A. whenever possible, a purchase order number should be given to the supplier and
  - B. a confirming requisition is issued immediately, marked "confirmation" indicating the purchase order number, if one was given.

(Approval date:)

*NOTE: Most boards wish to review and give their official stamp of approval to procedural regulations involving purchasing, but a board would not be expected to develop such a regulation—only to review and approve it.*

*The Uniform Grant Guidance (Uniform Guidance) outlined in 2 CFR 200 outlines the requirements for purchases made through the use of federal funds. Districts should ensure district procedures for purchasing items with federal funds are in compliance with the Uniform Guidance requirements. Districts may customize this regulation to reflect district practice for purchases made with federal funds.*

## EMERGENCY MANAGEMENT AND SAFETY PLANS

The Board acknowledges that the safety and well-being of students and staff are high priorities. Although emergencies cannot be predicted, effective prevention and management strategies are used to minimize the effects of emergency situations arising in the District.

An emergency is defined as an event that threatens the actual safety and security of students, employees or visitors of the District or whose impact threatens the feeling of safety and security, both of which are detrimental to a positive learning environment. Emergencies include, but are not limited to, fire, natural disasters, medical emergencies, industrial accidents, suicide, death of a student or employee, acts of violence, trauma and terrorism.

### Comprehensive Emergency Management and School Safety Plans and Drills

The Board directs the Superintendent/designee to prepare emergency/safety plans for use by staff and students. The plans are posted in each classroom and other areas accessible to staff and students.

The comprehensive emergency management plan sets a protocol for addressing and responding to serious threats to the safety of the school property, students, staff, volunteers and visitors. Each protocol includes procedures deemed appropriate by the Board or governing authority for responding to threats and emergency events including, but not limited to, notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance and informing parents of affected students.

State law determines the type and number of drills the District must conduct in order to adequately prepare staff and students for emergency situations. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur.

A copy of each school building's current comprehensive emergency management plan and blueprint is filed with the Ohio Department of Education, the law enforcement agency that has jurisdiction over the school building and, upon request, the fire department and emergency medical service organization that serves the political subdivision in which the school building is located. The floor plan is used solely by first responders responding to an emergency in the building and is not a public record.

The administration reviews the plan annually, considering the most current information dealing with the subjects, as well as making relevant information about the plan known to the community. When the comprehensive emergency management plan is used, assessment of the way the emergency was handled is completed by the Board and the administration. Suggestions for improvement, if necessary, are solicited from all stakeholders.

Although the plan is reviewed annually, State law requires the District's comprehensive emergency management plan to be updated every three years and whenever a major modification to an individual school building requires changes in that building's procedures or whenever information on the emergency contact information sheet changes.

[Adoption date:]

LEGAL REFS.: ORC 149.433  
2305.235  
2923.11  
3301.56  
3313.20; 3313.536; 3313.717; 3313.719  
3314.03; 3314.16  
3701.85  
3737.73; 3737.99  
OAC 3301-35-06

CROSS REFS.: EBAA, Reporting of Hazards  
EBBA, First Aid  
EBBC, Bloodborne Pathogens  
ECA, Buildings and Grounds Security  
ECG, Integrated Pest Management  
EEAC, School Bus Safety Program  
EF, Food Services Management  
EFB, Free and Reduced-Price Food Services  
EFH, Food Allergies  
GBE, Staff Health and Safety  
JHCD, Administering Medicines to Students  
JHF, Student Safety  
KBCA, News Releases  
KK, Visitors to the Schools  
Emergency Management and Safety Plans Handbook

**NOTE: THIS IS A REQUIRED POLICY**

**EMERGENCY MANAGEMENT AND SAFETY PLANS  
(Administrative Rules/Protocols)**

The Board directs the Superintendent/designee to prepare and maintain comprehensive emergency management and safety plans and administrative rules/protocols regarding the topics listed below. The rules/protocols are kept in the central office in a secure location.

Administrative Rules/Protocols

1. A list of dangerous or recalled products.
2. Radon rules or protocols including evidence that each school has been built radon resistant or has been tested for radon within the past five years.
3. An asbestos management plan including evidence of inspection for asbestos within three years, evidence of periodic surveillance within the past six months and a copy of the yearly written notice to the public referencing asbestos inspection and the availability of the asbestos management plan for review.
4. A schoolwide safety or crisis management plan, which provides a protocol for responding to any emergency events and a protocol providing for immediate notification to the appropriate fire department and board of health in the event of any spill or release of a hazardous substance on school grounds.
5. Guidance regarding bloodborne pathogen risk reduction.
6. Procedures for administering medications to students.
7. A written comprehensive safety plan addressing:
  - A. safety management accountabilities and strategies;
  - B. safe work practices;
  - C. accident analysis procedures;
  - D. job safety analysis procedures;
  - E. safety committees and employee involvement strategies;

- F. employee safety and health training;
  - G. treatment of sick or injured workers;
  - H. safety and health hazard audits;
  - I. ergonomics;
  - J. transportation safety;
  - K. identification and control of physical hazards;
  - L. substance abuse;
  - M. school violence prevention and
  - N. personal protective equipment.
8. A written chemical hygiene plan, which sets forth procedures, equipment, personal protective equipment and work practices that are capable of protecting employees and students from the health hazards of chemicals in the school.
  9. Safety data sheets for every hazardous chemical used in each school building or on the school grounds for cleaning, maintenance or instruction. (These must be kept where the chemicals are stored in addition to the main office of each building.)
  10. Protocols on staff and student hand washing.
  11. No-smoking signs.
  12. The District's integrated pest management policy.
  13. Protocols for using automated external defibrillators (AEDs).
  14. Protocols for responding to in-school crises, including student crime, suicide, death of a student or employee, acts of violence (including bomb threats and school intruders), trauma, accidents and/or terrorism.
  15. Protocols for the management of students with life-threatening allergies.

(Approval date:)

## SCHOOL DISTRICT LEGAL STATUS

The United States Constitution grants the individual states responsibility for public education.

The Ohio General Assembly is under mandate by the Ohio Constitution to provide for the organization, administration and control of the public school system supported by public funds. The Ohio Constitution also mandates a State Board of Education (SBOE) and a Superintendent of Public Instruction, the respective powers and duties of which are prescribed by State law.

The Ohio General Assembly has also established a State Department of Education (through which policies and directives of the SBOE and Superintendent of Public Instruction are administered) and has established specific types of school districts.

*(Select one of the following paragraphs.)*

The \_\_\_\_\_ City School District is classified as a city school district governed by a locally elected Board of Education.

The \_\_\_\_\_ Local School District is classified as a local school district governed by a locally elected Board of Education.

The \_\_\_\_\_ Exempted Village School District is classified as an exempted village school district governed by a locally elected Board of Education.

The \_\_\_\_\_ is classified as a joint vocational school district governed by a Board of Education comprised of members appointed by participating districts.

[Adoption date:]

LEGAL REFS.: U.S. Const. Amend. X  
Ohio Const. Art. VI, 2; 3; 4  
ORC 3311.01; 3311.02; 3311.03; 3311.04; 3311.05  
3311.16 through 3311.19

CROSS REFS.: BBA, School Board Powers and Duties  
BBB, School Board Elections  
LBB, Cooperative Educational Programs

**NOTE:** *A statement under this code would usually be statutory and informational, not a "policy" in the strict sense of the word. The statement above presents statutory information relating to Ohio school districts.*

*A local district should cite Ohio Revised Code Section (RC) 3311.03; a city district should cite RC 3311.02; an exempted village school district should cite RC 3311.04. Joint vocational school districts (JVSD) should refer to RC 3311.16 through 3311.19, and educational service centers should refer to RC 3311.05.*

***Senate Bill (SB) 3 (2016) revised several of the requirements made by House Bill 59 (2013), effective September 29, 2013, impacting revised the governance structure of JVSD boards. Members are to be appointed to a JVSD board for a three-year term and no longer are limited to two consecutive terms. SB 3 also removed specific qualifications board members must meet. A member must be appointed by the appointing district in accordance with the JVSD plan and the member may be:***

- a current elected board member of a JVSD member school board or***
- an individual who has experience or knowledge regarding the labor needs of the state and region with an understanding of the skills, training and education needed for current and future employment opportunities in the state.***

~~*Members must be appointed to the JVSD board by the participating districts in accordance with the JVSD plan. No member may be appointed unless they meet the following qualifications:*~~

~~*– have experience serving as chief financial officers, chief executive officers, human resources managers, or other business, industry or career counseling professions;*~~

~~*– are qualified to discuss the labor needs of the region with respect to the regional economy;*~~

~~*– represent employers in the region served by the JVSD and*~~

~~*– are qualified to consider the state's workforce need with an understanding of the skills, training and education needed for current and future employment opportunities in the state.*~~





File: AA

~~*JVSD board members must be appointed to a three-year term and are limited to two consecutive three-year terms. Terms are considered consecutive unless separated by three or more years. Preference may be given to qualified individuals who have served on a JVSD business advisory committee. SB 3 also allows any JVSD board to submit an application to the State Superintendent of Public Instruction for approval to revise its membership plan to stagger the members' terms of office. It is recommended that when members are appointed to a JVSD board, the resolution state how the individual meets the qualifications.*~~

*HB 59 also removed some of the supervisory tasks an ESC previously managed for a local school district.*

***THIS IS A REQUIRED POLICY***

## EVALUATION OF PROFESSIONAL STAFF (Ohio Teacher Evaluation System)

A determination of the efficiency and effectiveness of the teaching staff is a critical factor in the overall operation of the District. The Board evaluates teachers in accordance with State law and the standards-based statewide teacher evaluation framework adopted by the State Board of Education (SBOE).

The Board directs the Superintendent/designee to implement this policy in accordance with State law. The requirements of this policy prevail over any conflicting provisions of collective bargaining agreements entered into on or after September 24, 2012.

Notwithstanding Ohio Revised Code Section (RC) 3319.09, this policy applies to any person employed under a teacher license issued under RC 3319, or under a professional or permanent teacher's certificate issued under former RC 3319.222, and who spends at least 50% of the time employed providing content-related student instruction. This teacher evaluation policy does not apply to substitute teachers or instructors of adult education.

### Credentialed Evaluators

Evaluations carried out under this policy are conducted by persons holding evaluator credentials established by the Ohio Department of Education (ODE). Evaluators must complete state-sponsored evaluation training and pass the online credentialing assessment. The Board adopts a list of approved credentialed evaluators chosen from ODE's list.

### Effectiveness Rating

*(Choose if evaluating under 50/50 framework)*

Teachers are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. This rating will be determined based on 50% teacher performance and 50% student growth measures. Student growth will be determined through multiple measures.

*(Choose if evaluating under alternative framework)*

Teachers are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. This rating will be determined based on 50% teacher performance and 35% student growth measures. Student growth will be determined through multiple measures. The remaining 15% will be based on one or any combination of the following components, as determined by the Board: student surveys, teacher self-evaluations, peer review evaluations, student portfolios or any other component determined appropriate by the Board except that the Board may not use the teacher performance or student growth measures.

Annually, the Board submits to the ODE the number of teachers assigned an effectiveness rating, aggregated by the teacher preparation programs from which, and the years in which, the teachers graduated. The name of, or any personally identifiable information about, any teacher reported in compliance with this provision cannot be required.

### Teacher Performance Calculation

Teachers are evaluated via two formal observations and periodic classroom walk-throughs. The teacher performance measure is based on the Ohio Standards for the Teaching Profession.

The Superintendent/designee selects/develops evaluation tools to calculate teacher performance. The Board directs the Superintendent/designee to develop procedures for these evaluation tools.

### Student Growth Calculation

For the purpose of this policy, student growth means the change in student achievement for an individual student between two or more points in time. Student growth is evaluated by a combination of: (1) Value-added data or an alternative student academic progress measure if adopted under RC 3302.03(C)(1)(e); (2) ODE-approved assessments and/or (3) Board-determined measures. When available, value-added data or an alternative student academic progress measure if adopted under RC 3302.03(C)(1)(e) shall be included in the multiple measures used to evaluate student growth in proportion to the part of the teacher's schedule of courses or subjects for which the value-added progress dimension is applicable.

If a teacher's schedule is comprised only of courses or subjects for which value-added data is applicable, the entire student academic growth factor of the evaluation for such teachers shall be based on the value-added progress dimension.

Value-added data based on the results of state assessments administered in the 2014-2015 and 2015-2016 school years will not be used to assess student academic growth. Such data also will not be used when making dismissal, retention, tenure or compensation decisions. The Board may administer ODE-approved assessments and/or local measures of student growth using state-designed criteria and guidance for teachers of subjects where value-added scores from state assessments are not available. Evaluations for teachers of grade levels and subject areas for which the value-added progress dimension is applicable, and where no other measure is available to determine student academic growth, shall be based solely on teacher performance.

Students with 45 or more excused or unexcused absences during the full academic year will not be included in the calculation of student academic growth. Data from Board-determined multiple measures will be converted to a score of: (1) Least Effective, (2) Approaching Average, (3) Average, (4) Above Average or (5) Most Effective student growth levels.

### Professional Growth and Improvement Plans

Teachers with a final summative rating of Accomplished must develop professional growth plans and choose their credentialed evaluators from the Board-approved evaluator list.

Teachers with a final summative rating of Skilled must develop professional growth plans collaboratively with their credentialed evaluators from the Board-approved evaluator list and will have input on their credentialed evaluator.

Teachers with a final summative rating of Developing must develop professional growth plans with their credentialed evaluators. The Superintendent/designee approves the professional growth plan and assigns the credentialed evaluator.

Teachers with a final summative rating of Ineffective must develop an improvement plan with their credentialed evaluators. The Superintendent/designee approves the improvement plan and assigns the credentialed evaluator.

### Evaluation Time Line

District administrators evaluate teachers annually. Annual evaluations include two formal observations at least 30 minutes each and periodic classroom walk-throughs. Teachers, who are on limited or extended limited contracts pursuant to State law and under consideration for nonrenewal, receive at least three formal observations during the evaluation cycle.

All teacher evaluations are completed by May 1. Teachers evaluated under this policy are provided with a written copy of their evaluation results by May 10.

*(Permissive – add if want to evaluate Accomplished teachers every three years.)*

The Board evaluates teachers receiving effectiveness ratings of Accomplished on those teachers' most recent evaluations carried out under this policy, and whose student growth measures are at least average or higher every three years. Such evaluations are completed by May 1 of the evaluation year. Teachers evaluated on this basis are provided a written copy of their evaluation results by May 10 of the evaluation year. In years when an evaluation will not take place, one observation is carried out and at least one conference with the teacher is held.

*(Permissive – add if want to evaluate Skilled teachers biennially.)*

The Board evaluates teachers receiving effectiveness ratings of Skilled on those teachers' most recent evaluations carried out under this policy, and whose student growth measures are at least average or higher every two years. Biennial evaluations conducted under this policy are completed by May 1 of the evaluation year. Teachers evaluated on a biennial basis are provided a written copy of their evaluation results by May 10 of the evaluation year. In years when an evaluation will not take place, one observation is carried out and at least one conference with the teacher is held.

File: AFC-1 (Also GCN-1)

*(Permissive – add if want to evaluate Accomplished teachers with one evaluation and a project.)*

The Board evaluates teachers receiving effectiveness ratings of Accomplished on their most recent evaluations via one formal observation when those teachers complete projects approved by the Board to demonstrate their continued growth and practice at the level of Accomplished. Teachers must submit project proposals to the Superintendent no later than \_\_\_\_\_ for submission to and approval by the Board.

#### Testing for Ineffective Teachers in Core Subjects

Beginning with the 2015-2016 school year, teachers of core subject areas, as defined by State law, who have received a rating of Ineffective for two of the three most recent school years must register for and take all written examinations of content knowledge selected by ODE.

#### Retention and Promotion

The Board uses evaluation results for retention and promotion decisions. The Board adopts procedures for use by District administrators in making retention and promotion decisions based on evaluation results.

Seniority shall not be the basis for making retention decisions, except when choosing between teachers who have comparable evaluations.

#### Poorly Performing Teachers

The Board uses evaluation results for removing poorly performing teachers. The Board adopts procedures for removing poorly performing teachers based on evaluation results.

#### Professional Development

The Board allocates financial resources to support professional development in compliance with State law and the SBOE's evaluation framework.

[Adoption date:]

LEGAL REFS.: ORC 3319.11; 3319.111; 3319.112; 3319.114; 3319.16; 3319.58  
Chapter 4117  
OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records  
GCB, Professional Staff Contracts and Compensation Plans

CONTRACT REF.: Teachers' Negotiated Agreement

*NOTE: By July 1, 2013, the board of each district, in consultation with teachers employed by the board, must adopt a standards-based teacher evaluation policy that conforms with the Ohio Department of Education (ODE) framework for evaluation of teachers developed under Ohio Revised Code Section (RC) 3319.112. The requirements of the RC prevail over any conflicting bargaining agreement entered into on or after September 24, 2012.*

*Districts that receive Race to the Top (RttT) funds should follow the teacher evaluation time line and guidelines set forth in their scopes of work.*

*Districts not receiving RttT funds whose bargaining agreement was entered into on or after September 24, 2012 must implement this policy by the 2013-2014 school year. Districts who entered into a bargaining agreement prior to September 24, 2012 must implement the evaluation system at the expiration of that bargaining agreement.*

*Unless using the alternative framework, 50% of the teacher's evaluation must be based on student growth measures. Student growth must be based on multiple measures, including value-added data where it is available. Local boards of education may administer assessments chosen from the ODE assessment list for teachers of subjects where value-added scores are not available, and/or local measures of student growth using state-designed criteria and guidance. The multiple measures designated by the board for teachers may vary based on subject level and grade taught and should be determined at the district level. The board-determined measures should be consistent for teachers teaching the same subject and/or grade level. The remaining 50% of the evaluation is based on teacher performance measured by the Ohio Standards for the teaching profession.*

*Districts may choose to use the alternative Ohio Teacher Evaluation System (OTES) framework. Under the alternative framework 50% of the teacher's evaluation is based on teacher performance, 35% is based on student growth measures and the remaining 15% will be based on one or any combination of the following components, as determined by the board: student surveys, teacher self-evaluations, peer review evaluations, student portfolios or any other component determined appropriate by the board except that the board may not use the teacher performance or student growth measures.*

*House Bill 64 (2015) prohibits the use of value-added data based on the results of state assessments administered in the 2014-2015 and 2015-2016 school years for the student growth measure. Such data also cannot be used when making dismissal, retention, tenure or compensation decisions. The board may however, enter into a memorandum of understanding with the teachers' union to use such data.*

*In November 2015, the State Board of Education (SBOE) revised the OTES framework language on professional growth and improvement plans and the ability for teachers to choose their credentialed evaluator. These are now tied to a teacher's final summative rating. The SBOE framework also allows a district to place a teacher on an improvement plan at any time based on deficiencies in any individual component of the evaluation system subject to collective bargaining.*

*Evaluations conducted pursuant to these requirements must be carried out by a person who holds a credential established by ODE. The board adopts a list of approved credentialed evaluators chosen from the ODE's list.*

*Districts may choose to evaluate teachers receiving effectiveness ratings of Accomplished on their most recent evaluations every three years and teachers receiving effectiveness ratings of Skilled on their most recent evaluations every two years. If the district chooses to do this, policy language should be included. Districts may choose to place limits on this language, for instance, limiting to only teachers on continuing contracts or teachers not in the last year of a limited contract. Districts should consult with board counsel when making this determination.*

*Districts may choose to evaluate teachers receiving effectiveness ratings of Accomplished on the most recent evaluations through one formal observation and the completion of a board-approved project. If the district chooses to do this, policy language should be included.*

*Beginning with the 2014-2015 school year, boards also can elect to not evaluate teachers who: 1) were on leave for 50% or more of the school year as calculated by the board or 2) have submitted a notice of retirement that has been accepted by the board no later than December 1 of the school year in which the evaluation would have been conducted.*

*Beginning with the 2017-2018 school year, boards also can elect to not evaluate a teacher who is participating in the teacher residency program for the year during which the teacher takes, for the first time, at least half of the performance-based assessment prescribed by the SBOE for resident educators.*



File: AFC-1 (Also GCN-1)

*The SBOE adopted a revised teacher evaluation framework in September 2014 that revised the student growth measure levels to five different levels. The revisions also removed the final summative rating grid. Final summative ratings are now calculated on a points system through eTPES.*

*Boards are required to use teacher evaluation results for promotion and retention decisions and for removing poorly performing teachers. These procedures are required to appear in board policy, but will be unique to each district. Boards should develop these procedures with district administrators and adopt them into board policy as a regulation, which should be coded as AFC-1-R (also GCN-1-R).*

*Boards are required to allocate financial resources to support professional development. While ODE's model policy suggests that the allocation should appear in board policy, neither the law nor the framework requires the addition of such specific language. Boards wishing to do so may include the allocation of financial resources in the regulation language.*

***THIS IS A REQUIRED POLICY***



## EVALUATION OF SCHOOL COUNSELORS

Professional school counselors offer students access to high-quality services that support students' academic, career and social/emotional development. The Board evaluates school counselors in accordance with State law and the standards-based statewide counselor evaluation framework adopted by the State Board of Education (SBOE). The framework is aligned with the Ohio Standards for School Counselors.

The Board directs the Superintendent/designee to implement this policy in accordance with State law. The policy becomes operative at the expiration of any collective bargaining agreement covering school counselors that is in effect on September 29, 2015. The requirements of this policy prevail over any conflicting provisions of collective bargaining agreements entered into on or after September 29, 2015.

Annually, the Board submits to the Ohio Department of Education (ODE) a report regarding implementation of this policy. The name of, or any personally identifiable information about, any counselor reported in compliance with this provision cannot be required.

### Effectiveness Rating

School counselors are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. Each school counselor is evaluated based on multiple factors including performance on all areas identified by the standards for school counselors and the ability to produce positive student outcomes using metrics in order to determine the holistic final summative rating of effectiveness according to ODE requirements. The choice of metrics for student outcomes will be determined locally and will include information from the school or school district's report card when appropriate.

### Evaluation Time Line

District administrators evaluate school counselors annually except as otherwise appropriate for high performing school counselors. Annual evaluations include two formal observations of at least 30 minutes each and informal observations. Counselors will be provided with a written report of the evaluation.

*(Permissive – add if want to evaluate Accomplished counselors every three years.)*

The Board evaluates school counselors receiving effectiveness ratings of Accomplished on the counselors' most recent evaluations carried out under this policy, and whose metric of student outcomes for the most recent school year for which data is available is skilled or higher on the evaluation rubric every three years. In years when an evaluation will not take place, one observation is carried out and at least one conference with the counselor is held.

File: AFCA (Also GCNA)

*(Permissive – add if want to evaluate Skilled counselors biennially.)*

The Board evaluates school counselors receiving effectiveness ratings of Skilled on the counselors' most recent evaluations carried out under this policy, and whose metric of student outcomes for the most recent school year for which data is available is skilled or higher on the evaluation rubric every two years. In years when an evaluation will not take place, one observation is carried out and at least one conference with the counselor is held.

#### Professional Growth and Improvement Plans

School counselors with a final summative rating of Accomplished must develop a professional growth plan.

School counselors with a final summative rating of Skilled must develop a professional growth plan collaboratively with their evaluator.

School counselors with a final summative rating of Developing must develop a professional growth plan with their evaluator. The Superintendent/designee approves the professional growth plan.

School counselors with a final summative rating of Ineffective must develop an improvement plan with their evaluator. The Superintendent/designee approves the improvement plan.

The District has discretion to place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.

#### Retention and Promotion

The Board uses evaluation results for retention and promotion decisions for school counselors beginning with the 2017-2018 school year. The Board adopts procedures for use by District administrators in making retention and promotion decisions based on evaluation results.

#### Poorly Performing Counselors

The Board uses evaluation results for removing poorly performing counselors beginning with the 2017-2018 school year. The Board adopts procedures for removing poorly performing school counselors based on evaluation results.

#### Professional Development

The Board allocates financial resources to support professional development in compliance with State law and the SBOE's evaluation framework.

[Adoption date:]

LEGAL REFS.: ORC 3319.113; 3319.61  
3302.03  
Chapter 4117  
OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records  
GCB, Professional Staff Contracts and Compensation Plans

CONTRACT REF.: Teachers' Negotiated Agreement

*NOTE: By September 30, 2016, the board must adopt a standards-based counselor evaluation policy that conforms to the State Board of Education (SBOE) framework for evaluation of counselors developed under Ohio Revised Code Section (RC) 3319.113. The requirements of the RC prevail over any conflicting bargaining agreement entered into on or after September 29, 2015. The SBOE framework is aligned with the standards for school counselors adopted under RC 3319.61. The policy must include implementation of the framework beginning with the 2016-2017 school year and procedures for using the evaluation results for decisions regarding retention and promotion of counselors and removal of poorly performing counselors beginning with the 2017-2018 school year.*

*The policy becomes operative at the expiration of any collective bargaining agreement covering schools counselors that is in effective on September 29, 2015 and must be included in any collective bargaining agreement renewal or extension.*

*Boards are required to use counselor evaluation results for promotion and retention decisions and for removing poorly performing counselors beginning with the 2017-2018 school year. These procedures are required to appear in board policy, but will be unique to each district. Boards should develop these procedures with district administrators and adopt them into board policy as a regulation, which should be coded as AFCA-R (Also GCNA-R).*

*Beginning with the 2017-2018 school year, boards can elect to not evaluate school counselors who: 1) were on leave for 50% or more of the school year as calculated by the board or 2) have submitted a notice of retirement that has been accepted by the board no later than December 1 of the school year in which the evaluation would have been conducted.*

***THIS IS A REQUIRED POLICY***





CROSS REFS.: AA, School District Legal Status  
BBA, School Board Powers and Duties  
BBB, School Board Elections

**NOTE:** *A statement under this code is usually statutory and informational in nature, not a "policy" in the strict sense of the word. Included under this code are the number of board members and the length of a regular term.*

*A local district should cite Ohio Revised Code Section (RC) 3311.03 and 3313.01; a city district should cite RC 3311.02 and 3313.02; an exempted village school district should cite RC 3311.04. Joint vocational school districts (JVSD) should refer to RC 3311.19, and educational service centers should refer to RC 3311.05 and 3313.01.*

***Senate Bill 3 (2016) revised several of the requirements made by House Bill (HB) 59 (2013), effective September 29, 2013, revised impacting the governance structure of JVSD boards. Members are to be appointed to a JVSD board for a three-year term and no longer are limited to two consecutive terms. SB 3 also removed specific qualifications board members must meet. A member must be appointed by the appointing district in accordance with the JVSD plan and the member may be:***

- ***a current elected board member of a JVSD member school board or***
- ***an individual who has experience or knowledge regarding the labor needs of the state and region with an understanding of the skills, training and education needed for current and future employment opportunities in the state.***

~~*Members must be appointed to the JVSD board by the participating districts in accordance with the JVSD plan. No member may be appointed unless they meet the following qualifications:*~~

~~*–have experience serving as chief financial officers, chief executive officers, human resources managers, or other business, industry or career counseling professions;*~~

~~*–are qualified to discuss the labor needs of the region with respect to the regional economy;*~~

~~*–represent employers in the region served by the JVSD and*~~

~~*–are qualified to consider the state's workforce need with an understanding of the skills, training and education needed for current and future employment opportunities in the state.*~~



File: BB

~~*JVSD board members must be appointed to a three-year term and are limited to two consecutive three-year terms. Terms are considered consecutive unless separated by three or more years. Preference may be given to qualified individuals who have served on a JVSD business advisory committee. SB 3 also allows any JVSD board to submit an application to the State Superintendent of Public Instruction for approval to revise its membership plan to stagger the members' terms of office. It is recommended that when members are appointed to a JVSD board, the resolution state how the individual meets the qualifications.*~~



## BOARD MEMBER QUALIFICATIONS

Under State law, a board member must be an elector residing in the District. To qualify as an elector, a person must be a citizen of the United States, 18 years of age or older, a resident of the state for at least 30 days prior to the election and a resident of the county and precinct in which he/she offers to vote for at least 30 days prior to the election.

A variety of other public positions, elected and appointed, have been determined by the General Assembly or the courts to be incompatible with board membership. Generally, offices are considered incompatible when one is subordinate to, or in any way provides a check upon, the other, or when it is physically impossible for one person to discharge the duties of both positions.

Before taking office, each person elected or appointed to the Board is required by law to take an oath of office.

*(Add for joint vocational school districts.)*

Members of the \_\_\_\_\_ Joint Vocational School District Board must be a **current elected member of a JVSD member board or an individual who has experience or knowledge regarding the labor needs of the state and region with an understanding of the skills, training and education needed for current and future employment opportunities in the state.**

- ~~1. have experience as chief financial officers, chief executive officers, human resources managers, or other business, industry, or career counseling professions;~~
- ~~2. be qualified to discuss the labor needs of the region with respect to the regional economy;~~
- ~~3. represent employers in the region served by the joint vocational school district and~~
- ~~4. be qualified to consider the state's workforce needs, with an understanding of the skills, training and education needed for current and future employment opportunities in the state.~~

[Adoption date:]

LEGAL REFS.: ORC 3311.19  
3313.02; 3313.10; 3313.13; 3313.70  
3503.01  
Chapter 3517

CROSS REFS.: BBBB, Board Member Oath of Office  
BBE, Unexpired Term Fulfillment (Board Vacancy)  
BBFA, Board Member Conflict of Interest  
LBB, Cooperative Educational Programs

**NOTE:** *Senate Bill (SB) 3 (2016) revised several of the requirements made by House Bill (HB) 59 (2013), effective September 29, 2013, revised impacting the governance structure of JVSD boards. A member must be appointed by the appointing district in accordance with the JVSD plan and the member may be:*

- *a current elected board member of a JVSD member school board or*
- *an individual who has experience or knowledge regarding the labor needs of the state and region with an understanding of the skills, training and education needed for current and future employment opportunities in the State.*

~~*Members must be appointed to the JVSD board by the participating districts in accordance with the JVSD plan. No member may be appointed unless they meet the following qualifications:*~~

~~*—have experience serving as chief financial officers, chief executive officers, human resources managers, or other business, industry or career counseling professions;*~~

~~*—are qualified to discuss the labor needs of the region with respect to the regional economy;*~~

~~*—represent employers in the region served by the JVSD and*~~

~~*—are qualified to consider the state's workforce need with an understanding of the skills, training and education needed for current and future employment opportunities in the state.*~~

~~*JVSD board members must be appointed to a three-year term and are limited to two consecutive three-year terms. Terms are considered consecutive unless separated by three or more years. Preference may be given to qualified individuals who have served on a JVSD business advisory committee. SB 3 also allows any JVSD board to submit an application to the State Superintendent of Public Instruction for approval to revise its membership plan to stagger the members' terms of office. It is recommended that when members are appointed to a JVSD board, the resolution state how the individual meets the qualifications.*~~

File: BBBA

*“Boardmanship,” a handbook for school board members published by the Ohio School Boards Association, provides a listing of public positions that are and are not compatible with board membership.*



## BIDDING REQUIREMENTS

Contracts for construction or demolition of buildings or for any improvements or repairs that exceed ~~\$50,000~~ ~~\$25,000~~ are let only after bids are solicited and received in compliance with law. However, if the Board enters into a shared savings contract for energy conservation measures, competitive bidding is not required. The Board may also enter into an installment payment contract for the purchase and installation of energy conservation measures and competitive bidding does not need to be utilized if two-thirds of the entire Board adopts a resolution stating that competitive bidding does not apply to the project.

If feasible, all purchases over \$ \_\_\_\_\_ but under ~~\$50,000~~ ~~\$25,000~~ will be based on price quotations submitted by at least three vendors. These quotations are treated confidentially until the deadline for filing is past; thereafter, they are public information.

The Business Manager assembles the proper specifications and makes the necessary arrangements for public bidding and price quotations. The Treasurer receives the bids and price quotations and records them. The Business Manager makes his/her recommendations to the Board. Upon approval by the Board, he/she processes purchase orders to those bidders awarded contracts and notifies the other bidders of the results of the bidding.

**Purchases made through the use of federal funds are made in compliance with the requirements of State and Federal law, including the applicable bidding requirements.**

[Adoption date:]

LEGAL REFS.: ORC 9.314  
153.01; 153.12 through 153.14; 153.50 through 153.56  
3313.372; 3313.373; 3313.46  
3319.04

CROSS REFS.: DJ, Purchasing  
DJF, Purchasing Procedures  
ECF, Energy Conservation  
FA, Facilities Development Goals  
FEF, Construction Contracts Bidding and Awards

*NOTE: In a district lacking a business manager, the superintendent normally acts in that capacity.*

*Beginning September 12, 2008, the second required notice for competitive bidding will change to allow advertising for bids in trade or other publications and by electronic means, such as posting on the district's website.*

*Districts must continue to comply with State law regarding competitive bidding, including the requirement that school districts place the first notice in a newspaper of general circulation.*

*Senate Bill 3 (2016) increased the bidding threshold from \$25,000 to \$50,000.*



## SCHOOL PROPERTIES DISPOSAL

The Board believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the District.

The Board recognizes that most unused property of the District has value and that it may be practical to retain such property for a period of time. Once property is no longer needed for school purposes currently or in the future, it should be slated for disposal at the Superintendent's discretion. State law governs the retention and method of disposal of the Board's property. Therefore, the Board follows the procedures required by the various statutes governing the disposal of real or personal property.

The Board follows the procedures set forth in State law for the disposal of real or personal property at the minimum dollar value set forth in the statute on the date the Board decides to dispose of the property. The Board is ~~first~~ required to ~~offer sell~~ its real property ~~for sale to all community schools and college-preparatory boarding schools for the period of time set forth in law.~~ **High-performing community schools as defined by State law, are given first priority.** ~~and any newly established community schools implementing a community school model that has a track record of high-quality academic performance as determined by the Ohio Department of Education (ODE).~~ If a high-performing ~~or newly established ODE defined~~ community school is not interested in buying the property, the Board ~~is will then required to sell its real property to~~ **proceed with offers to purchase from other** start-up community schools operating in the District and college-preparatory boarding schools located within the territory of the District. If ~~the no~~ community school or college-preparatory boarding school is ~~not~~ interested in buying the property, the Board can sell its real or personal property at a public auction and follow specific statutory requirements if the property exceeds \$10,000 in value. If this amount is changed by the legislature, the Board and administration's responsibility changes automatically to reflect the new minimum statutory dollar value.

The Board directs the periodic review of all District property and authorizes the disposition by sale, donation, trade or discard of any property not required for school purposes.

The District complies with State law regarding the sale or lease of unused District property to high-performing community schools, community schools and college-preparatory boarding schools.

Disposal of Property Valued at Less Than the Dollar Value Set Forth in State Law

For the disposal of property that is not governed by the Ohio Revised Code or administrative regulations, the administration is required to follow these procedures:

1. The Superintendent determines that the value of the property is less than the value set forth in State law. The property is valued pursuant to a reasonable method as determined by the Superintendent.
2. The Board is notified when real or personal property is no longer needed for school purposes and directs that the property be sold.
3. The Superintendent sells the property to a start-up community school or by bids, general sale, negotiated sale or by trade as determined by the Superintendent or the Board on an individual basis.

[Adoption date:]

LEGAL REFS.: ORC 131.09  
3313.17; 3313.37; 3313.40; 3313.41; 3313.411; 3313.413  
3314.051  
5705.10

CROSS REF.: FL, Retirement of Facilities

*NOTE: Senate Bill (SB) 316 (2012) added language to the House Bill (HB) 153 (2011) (budget bill) language below. SB 316 added boards of trustees of college-preparatory boarding schools to the right of first refusal and sale/lease requirements below. SB 316 also adds that any appraisals required by State law must be not more than one year old. The SB 316 sale/lease provisions also require that intent to purchase or lease the property must be provided to the treasurer. Only qualified parties who have provided intent to purchase or lease to the treasurer may participate in any resulting auctions or lotteries.*

*Finally, SB 316 permits, but does not require, boards to offer unused school facilities for sale or lease to the governing authorities of community schools with plans, stipulated in their contracts entered into under State law, to either relocate their operations to the territory of the district or to add facilities to be located within the territory of the district.*

*HB 153 makes changes to the property disposal requirements regarding community schools and college-preparatory boarding schools. ~~First~~, HB 153 removes the requirement that real property be suitable for use as a classroom space in order for the districts to be required to offer it to a community school and college-preparatory boarding schools within the district prior to selling it under other applicable law.*

*HB 438 (2016) makes additional changes and streamlines the process by which a school district board of education must offer real property and unused facilities for sale or lease to the governing authorities of community schools.*

*If the district decides to dispose of real property that exceeds \$10,000 in value, the district must ~~first~~ offer to sell it to all community schools and college-preparatory boarding schools for one period of 60 days. No later than 60 days after the district board makes the offer, interested governing authorities and boards of trustees must notify the district treasurer of the intent to purchase. ~~High-~~ performing community schools as defined by State law are given first priority. ~~and any newly established community schools implementing a community school model that has a track record of high quality academic performance as determined by the Ohio Department of Education (ODE).~~ If more than one governing authority of a high-performing community school notifies the district treasurer of its intention to purchase the property, the board must conduct a public auction. Only the schools that notified the district treasurer are eligible to bid at the auction. If a high-performing ~~or newly established ODE defined~~ community school is not interested in buying the property within 60 days of the offer, the Board is then required to proceed with offers ~~sell its real property to~~ from all other start-up community schools and college-preparatory boarding schools within the district. The sale must be for fair market value, as determined by a property appraisal not more than one year old. If more than one community school or college-preparatory boarding school notifies the district treasurer of its intention to purchase ~~accepts the offer~~ within 60 days, the district will conduct a public auction. Only entities that notified the district treasurer of its intent to purchase are eligible to bid at the auction. ~~sell it to the community school or college-preparatory boarding school whose offer was received first in time.~~ If no community schools or college-preparatory boarding schools notify the district treasurer of its intention to purchase the property ~~accept the offer~~ within 60 days, the district may dispose of the real property in compliance with State law.*

*HB 64 (15) prohibits community schools and college-preparatory boarding schools that have purchased property from districts from, within five years, selling any property purchased under the requirement that districts first offer unused school facilities to them. The provision goes on to add the exception that such property may be sold within five years, only if it is sold or transferred to another community school or college-preparatory boarding school located within the territory of the district that initially made the sale.*

~~HB 153 adds new~~ **There are specific requirements in regards to “unused school facilities.” Unused school facilities are facilities that have been used by the district for school operations since July 1, 1998, but have not been used in that capacity for two years. HB 64 (15) adds requirements for the offer of unused school facilities to high-performing community schools. Districts also must offer these facilities to all community schools and college-preparatory boarding schools within the district for sale or lease for one period of 60 days. First priority is to be given to the governing authorities of high-performing community schools that are located within the territory of the district.**

**If, within 60 days, a high-performing community school notifies the district treasurer in writing of the intention to purchase ~~or college-preparatory boarding school within the district accepts the offer for sale,~~ the district must sell the real property to ~~the~~ that community school ~~or college-preparatory boarding school~~ for fair market value. If, within 60 days, more than one high-performing community school states its intention to purchase ~~or college-preparatory boarding school accepts the offer for sale~~ by notifying the treasurer, the district must hold a public auction for the real property, but it is important to note that the district is not required to accept a bid for less than the appraised fair market value of the property, as determined by a property appraisal that is not more than one year old. Only qualified parties who notified the treasurer of their intent to purchase the property are eligible to bid at auction. If no high-performing community schools are interested in the property, the district must then proceed with offers from other start-up community schools and college-preparatory boarding schools.**

**If, within 60 days, a high-performing community school notifies the district treasurer of its intention to lease unused facilities ~~or college-preparatory boarding school accepts the offer to lease the real property,~~ the district must lease to ~~the~~ that community school ~~or college-preparatory boarding school~~ for the fair market value of a lease on the real property. Fair market value is determined by a property appraisal that is not more than one year old. If, within 60 days, ~~two or more than one~~ high-performing community schools ~~or college-preparatory boarding schools~~ within the district sends a written intention to lease the property to the treasurer, the district must conduct a lottery to determine to which community school ~~or college-preparatory boarding school~~ the district will award the lease. Only qualified parties who have notified the treasurer of their intent to lease the property will be eligible for participation in the lottery. If no high-performing community schools are interested in the property, the district treasurer must then proceed with offers from other start-up community schools and college-preparatory boarding schools. It is ~~also~~ important to note that districts that have outstanding leases with entities other than community schools or college-preparatory boarding schools may renew those leases. Nothing in the statute affects current lease agreements between the district and other entities.**

*If, within 60 days, no community school or college-preparatory boarding school accepts the offer to lease or buy the property, the district may offer it to any other entity, in accordance with State law. SB 316 extends the list of eligible entities to include nonprofit institutions of higher education that have certificates of authorization under State law and governing authorities of chartered nonpublic schools.*

*HB 59 (13) (budget bill) added language requiring proceeds from the sale of real property disposed of under Ohio Revised Code Section 3313.41 to be used to retire any debt incurred in connection with that real property. Excess proceeds may be paid into the Capital and Maintenance Fund and used for costs of nonoperating capital expenses related to technology infrastructure and equipment to be used for instruction and assessment. HB 483 (14) adds another option for handling this revenue. Boards may choose to use the money for payment into a special fund for the construction or acquisition of permanent improvements. This provision applies to proceeds received on or after September 29, 2013.*



## EMERGENCY CLOSINGS

The Superintendent may close the schools, dismiss students early or delay the opening of schools in the event of hazardous weather, other emergencies that threaten the safety or health of students or staff members, law enforcement emergencies or other circumstances where the Superintendent determines a closure, dismissal or delay is necessary. It is understood that the Superintendent takes such action only after consultation with transportation and other necessary authorities.

Parents, students and staff members are informed early in each school year of the method of notification in the event of emergency closings or early dismissals.

[Adoption date:]

LEGAL REFS.: ORC 3313.48; 3313.482

CROSS REFS.: EBC, Emergency Management and Safety Plans  
IC/ICA, School Year/School Calendar  
ID, School Day

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

*NOTE: House Bill (HB) 153 (Budget Bill) of 2011 gives districts the option of allowing students to make up a maximum of three days via online lessons and/or blizzard bags. Policy language is not required; however, if a district chooses to participate in the program, it may want to consider adding optional policy language as well as regulation language setting forth what is required to be in the district's plan. ~~that is submitted to the Ohio Department of Education.~~ The actual plan should not be included in the board policy manual, but regulation language setting forth what must be included in the plan may be useful for informational purposes. **Senate Bill 3 (2016) removed the requirement for plans to be submitted to the Ohio Department of Education.***

*The changes to Ohio Revised Code Section (RC) 3313.48 are effective July 1, 2014, then the change to hours and removal of calamity days takes effect.*

*HB 59 (Budget Bill) of 2013 deleted the concept of "calamity days" from the Revised Code and the requirement that districts designate a certain number of days as "contingency days." The bill modified the definition of the "minimum school year" and required school districts to be open for a certain number of hours, instead of a certain number of days. A district is still able to schedule "make-up hours," but these hours are only legally required if a school closes enough that it will fall below the minimum number of hours required for the year. HB 59 also renumbered the statute governing online lessons and/or blizzard bags. The language now appears in RC 3313.482.*

***THIS IS A REQUIRED POLICY***



## STUDENT WELLNESS PROGRAM

~~In response to the reauthorization of the Child Nutrition and Women, Infants and Children Act,~~  
**The Board directs the Superintendent/designee to develop and maintain a student wellness program: plan in compliance with Federal law.**

**The student wellness program plan:**

- 1. includes goals for nutrition promotion and education, physical activity and other school-based activities designed to promote student wellness that are developed with consideration of evidence-based strategies and techniques;**
- 2. includes nutrition guidelines for all foods provided, but not sold to students available in the District during the school day in order to promote student health and reduce childhood obesity;**
- 3. provides assurance that District guidelines for reimbursable school meals all food and beverages sold during the school day are, at a minimum, equal to the guidelines issued by the U.S. Department of Agriculture(USDA) and that marketing of foods and beverages on the school campus during the school day is prohibited for foods or beverages that do not meet the nutritional standards established by the District in accordance with USDA regulations and**
- 4. establishes a plan of implementation and evaluation, including designating one or more persons within the District with the responsibility for ensuring that the District is compliant with Federal law.**

**Development of the student wellness program plan must be a collaborative effort between parents, students, food service workers, physical education teachers, school health professionals, administrators, the Board and the public.**

**The District notifies the public of the wellness plan at least annually. The wellness plan is assessed at least once every three years and the results of the assessment are made available to the public.**

[Adoption date:]

**LEGAL REFS.:** Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265  
(Title I, Section 204), 118 Stat. 729  
National School Lunch Act; 42 USC 1751 et seq.  
Child Nutrition Act; 42 USC 1771 et seq.  
7 CFR, Subtitle B, Chapter 11, Part 210  
7 CFR 220  
7 CFR 225  
7 CFR 245  
ORC 3313.814  
OAC 3301-91-09

**CROSS REFS.:** EF, Food Services Management  
EFB, Free and Reduced-Price Food Services  
EFF, Food Sale Standards  
IGAE, Health Education  
IGAF, Physical Education  
**KJ, Advertising in the Schools**

*NOTE: In response to the Reauthorization of the Child Nutrition and Women, Infants and Children Act of 2004, districts are required to develop a "school wellness" policy. Components of the program are listed in the policy.*

*On July 29, 2016, the U.S. Department of Agriculture (USDA) Food and Nutrition Service finalized regulations to create a framework and guidelines for locally established written wellness policies. The final rule expands the existing requirements to strengthen policies and increase transparency. The final rule became effective August 29, 2016 and it requires districts to begin developing a revised local wellness policy during the 2016-2017 school year, with full compliance by June 30, 2017.*

*Districts that allow the marketing of food and beverages to students must have policies that allow marketing and advertising of only those foods and beverages that meet the USDA Smart Snacks in School nutrition standards.*

***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:** ~~Senate Bill (SB) 184, effective September 9, 2008, made changes to Ohio's concealed-carry gun laws. SB 184 enables an individual with a valid concealed-carry license or temporary emergency license who is either a driver or passenger in a motor vehicle and who is dropping off or picking up a child 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 he 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.**

## EVALUATION OF PROFESSIONAL STAFF (Ohio Teacher Evaluation System)

A determination of the efficiency and effectiveness of the teaching staff is a critical factor in the overall operation of the District. The Board evaluates teachers in accordance with State law and the standards-based statewide teacher evaluation framework adopted by the State Board of Education (SBOE).

The Board directs the Superintendent/designee to implement this policy in accordance with State law. The requirements of this policy prevail over any conflicting provisions of collective bargaining agreements entered into on or after September 24, 2012.

Notwithstanding Ohio Revised Code Section (RC) 3319.09, this policy applies to any person employed under a teacher license issued under RC 3319, or under a professional or permanent teacher's certificate issued under former RC 3319.222, and who spends at least 50% of the time employed providing content-related student instruction. This teacher evaluation policy does not apply to substitute teachers or instructors of adult education.

### Credentialed Evaluators

Evaluations carried out under this policy are conducted by persons holding evaluator credentials established by the Ohio Department of Education (ODE). Evaluators must complete state-sponsored evaluation training and pass the online credentialing assessment. The Board adopts a list of approved credentialed evaluators chosen from ODE's list.

### Effectiveness Rating

*(Choose if evaluating under 50/50 framework)*

Teachers are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. This rating will be determined based on 50% teacher performance and 50% student growth measures. Student growth will be determined through multiple measures.

*(Choose if evaluating under alternative framework)*

Teachers are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. This rating will be determined based on 50% teacher performance and 35% student growth measures. Student growth will be determined through multiple measures. The remaining 15% will be based on one or any combination of the following components, as determined by the Board: student surveys, teacher self-evaluations, peer review evaluations, student portfolios or any other component determined appropriate by the Board except that the Board may not use the teacher performance or student growth measures.

Annually, the Board submits to the ODE the number of teachers assigned an effectiveness rating, aggregated by the teacher preparation programs from which, and the years in which, the teachers graduated. The name of, or any personally identifiable information about, any teacher reported in compliance with this provision cannot be required.

### Teacher Performance Calculation

Teachers are evaluated via two formal observations and periodic classroom walk-throughs. The teacher performance measure is based on the Ohio Standards for the Teaching Profession.

The Superintendent/designee selects/develops evaluation tools to calculate teacher performance. The Board directs the Superintendent/designee to develop procedures for these evaluation tools.

### Student Growth Calculation

For the purpose of this policy, student growth means the change in student achievement for an individual student between two or more points in time. Student growth is evaluated by a combination of: (1) Value-added data or an alternative student academic progress measure if adopted under RC 3302.03(C)(1)(e); (2) ODE-approved assessments and/or (3) Board-determined measures. When available, value-added data or an alternative student academic progress measure if adopted under RC 3302.03(C)(1)(e) shall be included in the multiple measures used to evaluate student growth in proportion to the part of the teacher's schedule of courses or subjects for which the value-added progress dimension is applicable.

If a teacher's schedule is comprised only of courses or subjects for which value-added data is applicable, the entire student academic growth factor of the evaluation for such teachers shall be based on the value-added progress dimension.

Value-added data based on the results of state assessments administered in the 2014-2015 and 2015-2016 school years will not be used to assess student academic growth. Such data also will not be used when making dismissal, retention, tenure or compensation decisions. The Board may administer ODE-approved assessments and/or local measures of student growth using state-designed criteria and guidance for teachers of subjects where value-added scores from state assessments are not available. Evaluations for teachers of grade levels and subject areas for which the value-added progress dimension is applicable, and where no other measure is available to determine student academic growth, shall be based solely on teacher performance.

Students with 45 or more excused or unexcused absences during the full academic year will not be included in the calculation of student academic growth. Data from Board-determined multiple measures will be converted to a score of: (1) Least Effective, (2) Approaching Average, (3) Average, (4) Above Average or (5) Most Effective student growth levels.

### Professional Growth and Improvement Plans

Teachers with a final summative rating of Accomplished must develop professional growth plans and choose their credentialed evaluators from the Board-approved evaluator list.

Teachers with a final summative rating of Skilled must develop professional growth plans collaboratively with their credentialed evaluators from the Board-approved evaluator list and will have input on their credentialed evaluator.

Teachers with a final summative rating of Developing must develop professional growth plans with their credentialed evaluators. The Superintendent/designee approves the professional growth plan and assigns the credentialed evaluator.

Teachers with a final summative rating of Ineffective must develop an improvement plan with their credentialed evaluators. The Superintendent/designee approves the improvement plan and assigns the credentialed evaluator.

### Evaluation Time Line

District administrators evaluate teachers annually. Annual evaluations include two formal observations at least 30 minutes each and periodic classroom walk-throughs. Teachers, who are on limited or extended limited contracts pursuant to State law and under consideration for nonrenewal, receive at least three formal observations during the evaluation cycle.

All teacher evaluations are completed by May 1. Teachers evaluated under this policy are provided with a written copy of their evaluation results by May 10.

*(Permissive – add if want to evaluate Accomplished teachers every three years.)*

The Board evaluates teachers receiving effectiveness ratings of Accomplished on those teachers' most recent evaluations carried out under this policy, and whose student growth measures are at least average or higher every three years. Such evaluations are completed by May 1 of the evaluation year. Teachers evaluated on this basis are provided a written copy of their evaluation results by May 10 of the evaluation year. In years when an evaluation will not take place, one observation is carried out and at least one conference with the teacher is held.

*(Permissive – add if want to evaluate Skilled teachers biennially.)*

The Board evaluates teachers receiving effectiveness ratings of Skilled on those teachers' most recent evaluations carried out under this policy, and whose student growth measures are at least average or higher every two years. Biennial evaluations conducted under this policy are completed by May 1 of the evaluation year. Teachers evaluated on a biennial basis are provided a written copy of their evaluation results by May 10 of the evaluation year. In years when an evaluation will not take place, one observation is carried out and at least one conference with the teacher is held.

File: GCN-1 (Also AFC-1)

*(Permissive – add if want to evaluate Accomplished teachers with one evaluation and a project.)*

The Board evaluates teachers receiving effectiveness ratings of Accomplished on their most recent evaluations via one formal observation when those teachers complete projects approved by the Board to demonstrate their continued growth and practice at the level of Accomplished. Teachers must submit project proposals to the Superintendent no later than \_\_\_\_\_ for submission to and approval by the Board.

#### Testing for Ineffective Teachers in Core Subjects

Beginning with the 2015-2016 school year, teachers of core subject areas, as defined by State law, who have received a rating of Ineffective for two of the three most recent school years must register for and take all written examinations of content knowledge selected by ODE.

#### Retention and Promotion

The Board uses evaluation results for retention and promotion decisions. The Board adopts procedures for use by District administrators in making retention and promotion decisions based on evaluation results.

Seniority shall not be the basis for making retention decisions, except when choosing between teachers who have comparable evaluations.

#### Poorly Performing Teachers

The Board uses evaluation results for removing poorly performing teachers. The Board adopts procedures for removing poorly performing teachers based on evaluation results.

#### Professional Development

The Board allocates financial resources to support professional development in compliance with State law and the SBOE's evaluation framework.

[Adoption date:]

LEGAL REFS.: ORC 3319.11; 3319.111; 3319.112; 3319.114; 3319.16; 3319.58  
Chapter 4117  
OAC 3301-35-05



File: GCN-1 (Also AFC-1)

CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records  
GCB, Professional Staff Contracts and Compensation Plans

CONTRACT REF.: Teachers' Negotiated Agreement

*NOTE: By July 1, 2013, the board of each district, in consultation with teachers employed by the board, must adopt a standards-based teacher evaluation policy that conforms with the Ohio Department of Education (ODE) framework for evaluation of teachers developed under Ohio Revised Code Section (RC) 3319.112. The requirements of the RC prevail over any conflicting bargaining agreement entered into on or after September 24, 2012.*

*Districts that receive Race to the Top (RttT) funds should follow the teacher evaluation time line and guidelines set forth in their scopes of work.*

*Districts not receiving RttT funds whose bargaining agreement was entered into on or after September 24, 2012 must implement this policy by the 2013-2014 school year. Districts who entered into a bargaining agreement prior to September 24, 2012 must implement the evaluation system at the expiration of that bargaining agreement.*

*Unless using the alternative framework, 50% of the teacher's evaluation must be based on student growth measures. Student growth must be based on multiple measures, including value-added data where it is available. Local boards of education may administer assessments chosen from the ODE assessment list for teachers of subjects where value-added scores are not available, and/or local measures of student growth using state-designed criteria and guidance. The multiple measures designated by the board for teachers may vary based on subject level and grade taught and should be determined at the district level. The board-determined measures should be consistent for teachers teaching the same subject and/or grade level. The remaining 50% of the evaluation is based on teacher performance measured by the Ohio Standards for the teaching profession.*

*Districts may choose to use the alternative Ohio Teacher Evaluation System (OTES) framework. Under the alternative framework 50% of the teacher's evaluation is based on teacher performance, 35% is based on student growth measures and the remaining 15% will be based on one or any combination of the following components, as determined by the board: student surveys, teacher self-evaluations, peer review evaluations, student portfolios or any other component determined appropriate by the board except that the board may not use the teacher performance or student growth measures.*

File: GCN-1 (Also AFC-1)

*House Bill 64 (2015) prohibits the use of value-added data based on the results of state assessments administered in the 2014-2015 and 2015-2016 school years for the student growth measure. Such data also cannot be used when making dismissal, retention, tenure or compensation decisions. The board may however, enter into a memorandum of understanding with the teachers' union to use such data.*

*In November 2015, the SBOE revised the OTES framework language on professional growth and improvement plans and the ability for teachers to choose their credentialed evaluator. These are now tied to a teacher's final summative rating. The SBOE framework also allows a district to place a teacher on an improvement plan at any time based on deficiencies in any individual component of the evaluation system subject to collective bargaining.*

*Evaluations conducted pursuant to these requirements must be carried out by a person who holds a credential established by ODE. The board adopts a list of approved credentialed evaluators chosen from the ODE's list.*

*Districts may choose to evaluate teachers receiving effectiveness ratings of Accomplished on their most recent evaluations every three years and teachers receiving effectiveness ratings of Skilled on their most recent evaluations every two years. If the district chooses to do this, policy language should be included. Districts may choose to place limits on this language, for instance, limiting to only teachers on continuing contracts or teachers not in the last year of a limited contract. Districts should consult with board counsel when making this determination.*

*Districts may choose to evaluate teachers receiving effectiveness ratings of Accomplished on the most recent evaluations through one formal observation and the completion of a board-approved project. If the district chooses to do this, policy language should be included.*

*Beginning with the 2014-2015 school year, boards also can elect to not evaluate teachers who: 1) were on leave for 50% or more of the school year as calculated by the board or 2) have submitted a notice of retirement that has been accepted by the board no later than December 1 of the school year in which the evaluation would have been conducted.*

*Beginning with the 2017-2018 school year, boards also can elect to not evaluate a teacher who is participating in the teacher residency program for the year during which the teacher takes, for the first time, at least half of the performance-based assessment prescribed by the SBOE for resident educators.*

*The SBOE adopted a revised teacher evaluation framework in September 2014 that revised the student growth measure levels to five different levels. The revisions also removed the final summative rating grid. Final summative ratings are now calculated on a points system through eTPES.*

File: GCN-1 (Also AFC-1)

*Boards are required to use teacher evaluation results for promotion and retention decisions and for removing poorly performing teachers. These procedures are required to appear in board policy, but will be unique to each district. Boards should develop these procedures with district administrators and adopt them into board policy as a regulation, which should be coded as AFC-1-R (also GCN-1-R).*

*Boards are required to allocate financial resources to support professional development. While ODE's model policy suggests that the allocation should appear in board policy, neither the law nor the framework requires the addition of such specific language. Boards wishing to do so may include the allocation of financial resources in the regulation language.*

***THIS IS A REQUIRED POLICY***



## EVALUATION OF SCHOOL COUNSELORS

Professional school counselors offer students access to high-quality services that support students' academic, career and social/emotional development. The Board evaluates school counselors in accordance with State law and the standards-based statewide counselor evaluation framework adopted by the State Board of Education (SBOE). The framework is aligned with the Ohio Standards for School Counselors.

The Board directs the Superintendent/designee to implement this policy in accordance with State law. The policy becomes operative at the expiration of any collective bargaining agreement covering school counselors that is in effect on September 29, 2015. The requirements of this policy prevail over any conflicting provisions of collective bargaining agreements entered into on or after September 29, 2015.

Annually, the Board submits to the Ohio Department of Education (ODE) a report regarding implementation of this policy. The name of, or any personally identifiable information about, any counselor reported in compliance with this provision cannot be required.

### Effectiveness Rating

School counselors are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. Each school counselor is evaluated based on multiple factors including performance on all areas identified by the standards for school counselors and the ability to produce positive student outcomes using metrics in order to determine the holistic final summative rating of effectiveness according to ODE requirements. The choice of metrics for student outcomes will be determined locally and will include information from the school or school district's report card when appropriate.

### Evaluation Time Line

District administrators evaluate school counselors annually except as otherwise appropriate for high performing school counselors. Annual evaluations include two formal observations of at least 30 minutes each and informal observations. Counselors will be provided with a written report of the evaluation.

*(Permissive – add if want to evaluate Accomplished counselors every three years.)*

The Board evaluates school counselors receiving effectiveness ratings of Accomplished on the counselors' most recent evaluations carried out under this policy, and whose metric of student outcomes for the most recent school year for which data is available is skilled or higher on the evaluation rubric every three years. In years when an evaluation will not take place, one observation is carried out and at least one conference with the counselor is held.

*(Permissive – add if want to evaluate Skilled counselors biennially.)*

The Board evaluates school counselors receiving effectiveness ratings of Skilled on the counselors' most recent evaluations carried out under this policy, and whose metric of student outcomes for the most recent school year for which data is available is skilled or higher on the evaluation rubric every two years. In years when an evaluation will not take place, one observation is carried out and at least one conference with the counselor is held.

#### Professional Growth and Improvement Plans

School counselors with a final summative rating of Accomplished must develop a professional growth plan.

School counselors with a final summative rating of Skilled must develop a professional growth plan collaboratively with their evaluator.

School counselors with a final summative rating of Developing must develop a professional growth plan with their evaluator. The Superintendent/designee approves the professional growth plan.

School counselors with a final summative rating of Ineffective must develop an improvement plan with their evaluator. The Superintendent/designee approves the improvement plan.

The District has discretion to place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.

#### Retention and Promotion

The Board uses evaluation results for retention and promotion decisions for school counselors beginning with the 2017-2018 school year. The Board adopts procedures for use by District administrators in making retention and promotion decisions based on evaluation results.

#### Poorly Performing Counselors

The Board uses evaluation results for removing poorly performing counselors beginning with the 2017-2018 school year. The Board adopts procedures for removing poorly performing school counselors based on evaluation results.

#### Professional Development

The Board allocates financial resources to support professional development in compliance with State law and the SBOE's evaluation framework.

[Adoption date:]

LEGAL REFS.: ORC 3319.113; 3319.61  
3302.03  
Chapter 4117  
OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records  
GCB, Professional Staff Contracts and Compensation Plans

CONTRACT REF.: Teachers' Negotiated Agreement

*NOTE: By September 30, 2016, the board must adopt a standards-based counselor evaluation policy that conforms to the State Board of Education (SBOE) framework for evaluation of counselors developed under Ohio Revised Code Section (RC) 3319.113. The requirements of the RC prevail over any conflicting bargaining agreement entered into on or after September 29, 2015. The SBOE framework is aligned with the standards for school counselors adopted under RC 3319.61. The policy must include implementation of the framework beginning with the 2016-2017 school year and procedures for using the evaluation results for decisions regarding retention and promotion of counselors and removal of poorly performing counselors beginning with the 2017-2018 school year.*

*The policy becomes operative at the expiration of any collective bargaining agreement covering schools counselors that is in effective on September 29, 2015 and must be included in any collective bargaining agreement renewal or extension.*

*Boards are required to use counselor evaluation results for promotion and retention decisions and for removing poorly performing counselors beginning with the 2017-2018 school year. These procedures are required to appear in board policy, but will be unique to each district. Boards should develop these procedures with district administrators and adopt them into board policy as a regulation, which should be coded as AFCA-R (Also GCNA-R).*

*Beginning with the 2017-2018 school year, boards can elect to not evaluate school counselors who: 1) were on leave for 50% or more of the school year as calculated by the board or 2) have submitted a notice of retirement that has been accepted by the board no later than December 1 of the school year in which the evaluation would have been conducted.*

***THIS IS A REQUIRED POLICY***





## HEALTH EDUCATION

The Board is committed to a sound, comprehensive health education program as an integral part of each student's general education. At a minimum, the health education program meets the requirements established by State law and includes instruction in nutrition; drugs, alcohol and tobacco; venereal disease; personal safety and assault prevention (grades K-6); dating violence prevention (grades 7-12); ~~and~~ prescription opioid abuse prevention; **and anatomical gifts.**

The Board believes that the greatest opportunity for effective health education lies with the public schools because of the opportunity to reach almost all students at an age when positive, lifelong health, wellness and safety habits may be instilled.

The health education program emphasizes a contemporary approach to the presentation of health, wellness and safety information, skills and knowledge necessary for students to understand the functioning and proper care of the human body and tools for recognizing the characteristics of healthy relationships and the warning signs of dating violence.

In an effort to promote a relevant approach to the instruction of health education, the Board continues to stress the need for curricular, personnel and financial commitments to ensure a health education program of high quality in the public schools.

[Adoption date:]

LEGAL REFS.: ORC 3313.60; 3313.666  
3319.073  
OAC 3301-35-04; 3301-35-06

CROSS REFS.: EB, Safety Program  
EBC, Emergency Management and Safety Plans  
EFG, Student Wellness Program  
IGAF, Physical Education  
IGAG, Drugs, Alcohol and Tobacco Education  
IGAH, Family Life Education  
IGAI, Sex Education  
JFC, Student Conduct (Zero Tolerance)  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)  
JHF, Student Safety  
JHG, Reporting Child Abuse

*NOTE: According to State law, the study of health education must include instruction in:*

- 1. the nutritive value of foods, including natural and organically produced foods, the relation of nutrition to health and the use and effects of food additives;*
- 2. the harmful effects of and legal restrictions against the use of drugs of abuse, alcoholic beverages and tobacco;*
- 3. venereal disease education (students may be excused from this instruction with a written request by parents);*
- 4. personal safety and assault prevention for students in kindergarten through grade six (students may be excused from this instruction with a written request by parents);*
- 5. age-appropriate instruction in dating violence prevention for students in grades 7 through 12 that must include recognizing the warning signs of dating violence and the characteristics of healthy relationships; ~~and~~*
- 6. prescription opioid abuse prevention, with an emphasis on the prescription drug epidemic and the connection between prescription opioid abuse and addiction to other drugs, such as heroin; ~~and~~*
- 7. the process of making an anatomical gift, with an emphasis on the life-saving and life-enhancing effects of organ and tissue donation.*

*In addition, upon written request to the building principal and within a reasonable amount of time, a parent of a student under 18 years old may examine the school's dating prevention materials at the school.*

*Although it is not required to do so, districts may want to include other topics in their comprehensive health education instruction program, such as first aid, cardiopulmonary resuscitation, bloodborne pathogens, etc. If adding these topics, add these policies in the cross-references:*

*EBBA, First Aid*

*EBBC, Bloodborne Pathogens*

*EBC, Emergency Management and Safety Plans*

*GBEA, HIV/AIDS (Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome) (Also JHCCA)*

## COLLEGE CREDIT PLUS

### District Obligations

The District is required to notify all 6th through 11th grade students and their parents about the College Credit Plus (CCP) program through multiple, easily accessible resources by March 1 of each school year. The notice includes all information required by State law. The District promotes the CCP program on the District website, including details of current agreements with partnering colleges.

Students and/or parent(s) are required to submit written notice of intent to participate to the principal by April 1 of the year in which the student wishes to enroll and may submit written notice as early as February 15. Failure to inform the principal by the April 1 deadline of intent to participate shall result in the student having to secure written permission from the principal in order to participate in the program.

The District holds an annual informational session between October 1 and February 15 to which partnering colleges located within 30 miles of the school (or the closest college if none are located within 30 miles) are invited. The informational session includes information on benefits and consequences of participation in CCP, and outlines any changes or additions to program requirements.

The District is required to provide counseling services to students prior to their participation in the program. Counseling services include but are not limited to:

1. program eligibility;
2. any necessary financial arrangements for tuition, textbooks and fees;
3. process of granting academic credits;
4. criteria for any transportation aid;
5. available support services;
6. scheduling;
7. the effect of the grade attained in the course being included in the student's grade-point average, if applicable;
8. consequences of failing or not completing a course under the program, including the effect on the student's ability to complete District graduation requirements;

File: IGCH-R (Also LEC-R)

9. benefits to the student of successfully completing a course under the program, including the ability to reduce the overall cost of, and the amount of time required for, a college education;
10. academic and social responsibilities of students and parents relative to this program;
11. information about and encouraging the use of college counseling services and
12. the standard program information packet developed by the Ohio Board of Regents.

The District develops both a 15-credit hour and a 30-credit hour model course pathway for courses offered under CCP in consultation with a partnering college. Each pathway must include courses, which once completed, apply to at least one degree or professional certification offered at the college. The pathways may be organized by desired major or career path, or may include various core courses required for a degree or professional certification by the college. The pathways are published among the school's official list of course offerings for participant selection. No participant is required to enroll only in courses included in a model pathway.

The District implements a policy for awarding grades and calculating class standing for CCP courses that is equivalent to the school's policy for other advanced standing programs or District-designated honors courses. Any grade weighting or class standing enhancements applicable to advanced standing programs or District-designated honors courses are similarly applied to CCP courses.

### Student Enrollment

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college's established procedures for admission. The student also must meet the college's established standards for admission and course placement, including any course specific capacity limits. The student and his/her parent also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program.

The student may opt to receive college credit only or both college and high school credit. The student must designate his/her choice at the time of enrollment.

If a student completes a college course, the Board shall award him/her appropriate credit toward high school graduation if, at the time of enrollment, he/she elects to receive credit for courses toward fulfilling the graduation requirements.

High school credit awarded for courses successfully completed counts toward graduation requirements and subject area requirements.

1. The Board awards comparable credit for the course/courses completed at the college.

File: IGCH-R (Also LEC-R)

2. If no comparable course is offered, the Board grants an appropriate number of elective credits.
3. Any disputes between the student and the Board regarding high school credits granted for a course may be appealed by the student to the State Board of Education. The State Board's decision on these matters is final.
4. The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.
5. Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system CCP courses are treated in the same way as other advanced standing program or honors course.

#### High School/College Enrollment

1. A student who enrolls in CCP for the first time in:
  - A. grades 7, 8 or 9 may receive credit toward high school graduation for up to the equivalent of four academic school years.
  - B. 10th grade may receive credit toward high school graduation for up to the equivalent of three academic school years.
  - C. 11th grade may receive credit toward high school graduation for up to the equivalent of two academic school years.
  - D. 12th grade may receive credit for up to the equivalent of one academic school year.
2. Proportionate reductions are made for any student who enrolls in the program during the course of a school year.
3. For the purpose of this program, an academic year begins with the summer term. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses. The total may not exceed 30 college credit hours per academic year.
4. College courses for which three-semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally.

### Summer Term Eligibility

A student who is scheduled or anticipated to graduate from high school may not participate in CCP for any term beginning after the student's scheduled or anticipated graduation date or in any course offered at a college during a summer term that begins during the student's last quarter of high school.

### Financial Responsibilities

1. If a student elects to enroll for college credit only (Option A), the student is responsible for all costs associated with the course.
2. If a student elects to enroll for the combination high school/college credit (Option B), the District is responsible for all costs associated with the course at a public college/university. Students participating in CCP under Option B at a private college may be charged tuition and/or fees unless they are economically disadvantaged.
3. If a student fails a CCP course, the student or parent(s) may be responsible for all costs associated with the course. The District may not seek reimbursement from a student who fails a course if he/she is economically disadvantaged, unless the student has been expelled.
4. Students enrolled for the combination of high school/college credit are not eligible for financial aid from the college.
5. Upon parental application and determination of need an eligible student, as defined by State law, enrolling for the combination of high school and college credit in the program may receive full or partial reimbursement for the necessary costs of transportation between the secondary school that he/she attends and the college/university in which he/she is enrolled.

### Other Considerations

1. A student enrolled in the program follows the District attendance policy, as well as the District code of conduct, for curricular and extracurricular activities. These policies and codes are applicable during the time the student is attending high school and is on school property for any class or activity.
2. If a student is expelled from the District, the Board will deny high school credit for college courses taken during the period of the student's expulsion.

File: IGCH-R (Also LEC-R)

The Superintendent must send written notice of a student's expulsion to the college where the student is taking courses to receive high school credit. The notice must state the date the expulsion is scheduled to expire and whether the Board has denied high school credit for postsecondary education courses taken during the expulsion. If the expulsion period is extended, the Superintendent must notify the college of the extension. The college may withdraw its acceptance of a student who has been expelled. Unless otherwise authorized by State law, the expelled student is ineligible to enroll in a college under CCP for subsequent college terms during the expulsion period.

3. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment. Adjustments to individual schedules may be made by the school administration.
4. **The District will not deny students the opportunity to participate in extracurricular activities because of their participation in CCP.** The District adheres to the Ohio High School Athletic Association for eligibility to participate in athletics. In order to be eligible, the student must have passed five courses that count toward graduation during the prior grading period. The five courses may be a combination of high school and college courses. Students also must meet any additional District eligibility requirements.

(Approval date:)

*NOTE: The notice provided to students and parents outlining the College Credit Plus (CCP) program must include the following information:*

- *Cost, including:*
  - *notice of CCP opportunities that have no cost to students, including the free option to attend public institutions of higher education;*
  - *clear references to the potential cost of participation at a nonpublic institution of higher education and*
  - *the prohibition of charging economically disadvantaged students who choose to attend a nonpublic institution of higher education.*
- *Criteria for student participation, including but not limited to:*
  - *the requirement for a counseling session prior to participation (Ohio Revised Code (RC) 3365.04).*
  - *a notice that states: "Students must submit a written notice of their intent to participate in the upcoming academic year, by April 1, in accordance with Section 3365.03 of the RC, but may submit the written notice of intent to participate as early as February 15. Students desiring to participate in college credit plus in the summer are strongly encouraged to submit letters of intent and begin the admissions process starting in February and prior to the April 1 notice of intent deadline in order to improve chances of meeting summer registration timelines."*

- **Student participation options:**
  - *a statement secondary schools cannot limit a student's participation in CCP to only the courses offered in that school and that students may also participate online or at any other participating institution of higher education, or any combination thereof.*
  - *a statement that participating students may be concurrently enrolled in multiple postsecondary institutions and may concurrently take postsecondary courses from more than one institution of higher education.*
  - *list of courses offered at the secondary school through an agreement with an institution of higher education.*
  - *a statement students should review the course catalog of an institution of higher education for a full listing of course offerings of the institution.*
- *Specific information pertaining to the student's opportunity to participate during the summer term and the responsibility of the student to notify the college and students prior high school prior to a transfer to a new school when participating in a summer term course.*
- *Deadlines pertinent to the student's participation, including all deadlines associated with summer term participation.*
- *The designated point of contact at the secondary school for CCP who can answer questions from students, parents and the community regarding the program's operation and who will act as a liaison to the state to monitor future changes or amendments to the program.*
- *Specific information regarding a student's option to participate in CCP, at the high school-if applicable-, online, or at an institution of higher education, must also be part of all communications developed by the secondary school to promote CCP.*

*Districts are required to report CCP program data by July 15 annually in accordance with requirements to be developed by the Ohio Board of Regents and Ohio Department of Education.*

*While districts are required to apply any weighted grading policy in a similar manner for CCP courses, districts are not required to create a weighted grade policy if they do not already have one. It is important to note, however, that if you are using a weighted grading policy, a higher value may not be placed on honors courses or other advanced standing program than on CCP courses.*

***Senate Bill 3 (2016) added RC 3313.5314 stating that students attending the district or homeschool, nonpublic school, community school and STEM school students otherwise eligible to participate in extracurricular activities in the district cannot be denied the opportunity to participate in extracurricular activities in the district solely because of their participation in CCP. Students still must meet the district eligibility requirements.***



## COLLEGE CREDIT PLUS

State law provides for student participation in the College Credit Plus (CCP) program for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th through 12th grade students may enroll at any public college/university and any participating nonpublic college/university on a full- or part-time basis and complete nonsectarian, nonremedial courses for transcribed high school and/or college credit.

The Board directs the Superintendent/designee to develop and establish the necessary administrative guidelines to ensure that the CCP program is operating in accordance with state requirements.

[Adoption date:]

LEGAL REFS.: ORC 3313.5314  
Chapter 3365  
OAC 3333-1-65 through 3333-1-65-11  
3301-83-01(C)

CROSS REFS.: IGBM, Credit Flexibility  
IGCD, Educational Options (Also LEB)

*NOTE: College Credit Plus replaces Postsecondary Enrollment opportunities beginning with the 2015-2016 academic year. All public school districts and public colleges and universities are required to participate in the program. While the accompanying regulation is not required, it outlines key program requirements.*

***THIS IS A REQUIRED POLICY***



## GRADUATION REQUIREMENTS

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education (ODE) as well as State law and, further, that our high school compares favorably with other high schools in the state that are recognized for excellence.

The requirements for graduation from high school are as follows.

<u>District Minimum</u>		<u>Statutory Graduation Requirements</u>	
English Language Arts	4 units	English Language Arts	4 units
History and government, including one-half unit of American History and one-half unit of American Government	1 unit	History and government, including one-half unit of American History and one-half unit of American Government	1 unit
Social Studies	2 units	Social Studies	2 units
Science, with inquiry-based lab experience, including one unit each in Physical Science and Life Sciences and one unit in Chemistry, Physics or other physical science, Advanced Biology or other life science, Astronomy, Physical Geology or other earth or space science	3 units	Science, with inquiry-based lab experience, including one unit each in Physical Science and Life Sciences and one unit in Chemistry, Physics or other physical science, Advanced Biology or other life science, Astronomy, Physical Geology or other earth or space science	3 units
Math, including one unit of Algebra II or its equivalent **	4 units	Math, including one unit of Algebra II or its equivalent **	4 units
Health	½ unit	Health	½ unit
Physical Education	½ unit	Physical Education	½ unit
Electives *	<u>5 units</u>	Electives *	<u>5 units</u>
Total	20 units	Total	20 units

The statutory graduation requirements also include:

1. student electives\* of any one or combination of the following: foreign language, fine arts (must complete two semesters in any of grades 7-12 unless following a career-technical pathway), business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the statutory graduation requirements;
2. \*\*students entering ninth grade for the first time on or after July 1, 2015 who are pursuing a career-technical instructional track may complete a career-based pathway math course **approved by ODE** as an alternative to Algebra II;
3. units earned in social studies shall be integrated with economics and financial literacy and
4. passing all state-required examinations.

### Summer School

Summer school credits are accepted toward graduation, provided that administrative approval has been given prior to registration for the course.

### Educational Options

High school credit is awarded to students who successfully complete Board-approved educational options that count toward the graduation requirements and subject area requirements.

### College Credit Plus and Postsecondary Enrollment Options

Credit is awarded for courses successfully completed at an accredited postsecondary institution. High school credit awarded for a course successfully completed under College Credit Plus, or where applicable the former Postsecondary Enrollment Options Program, counts toward the graduation requirements and subject area requirements of the District. If a course comparable to the course successfully completed is offered by the District, then comparable credit for the completed equivalent course is awarded. If no comparable course is offered, the District grants to the student an appropriate number of credits in a similar subject area.

### Correspondence Courses

High school courses offered through correspondence courses are accepted for credit toward graduation only when they meet the following criteria.

1. Credits earned in correspondence schools directly affiliated with state universities are evaluated by the school administration for students who wish to qualify for graduation from high school.

2. Credits earned from correspondence schools not directly affiliated with an accredited college or university may not be applied toward graduation.
3. Credits earned from schools that have been established primarily for correspondence study, rather than an institution primarily for residence study, are not accepted toward graduation.

*(Permissive language)*

#### Course Work Prior to Ninth Grade

Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.

#### Physical Education Exemption

A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

#### Junior Reserve Officer Training Corps (JROTC) Exemption

A student who has participated in JROTC for at least two full school years is not required to complete any physical education courses as a condition to graduate. In addition, the academic credit received from participating in JROTC may be used to satisfy the one-half unit of Physical Education and completion of another course is not necessary for graduation.

#### Community Service

The District offers community service education, which acquaints students with the history and importance of volunteer service and with a wide range of existing community needs. Community service opportunities may be considered an elective towards graduation.

#### Graduation Requirements Opt Out

*(Choose one of the following two paragraphs.)*

The District offers students entering the ninth grade on or after July 1, 2010, and before July 1, 2016, the ability to opt out of the graduation requirements in compliance with Board policy and regulations and all procedural requirements stipulated by the school.

OR

The District does not offer students the ability to participate in the Opt Out program.

[Adoption date:]

LEGAL REFS.: ORC 3301.07(D)(3)  
3313.60; 3313.6014; 3313.603; 3313.605; 3313.61  
3345.06  
OAC 3301-35-04  
3301-16-05

CROSS REFS.: IGBM, Credit Flexibility  
IGCA, Summer Schools  
IGCD, Educational Options (Also LEB)  
IGCH, College Credit Plus (Also LEC)  
IGCI, Community Service  
JN, Student Fees, Fines and Charges

*NOTE: Although the minimum requirements for graduation are listed in the policy as 20 units of credit, boards are permitted to require more than 20 units in order for its students to graduate from high school and should edit this policy accordingly. District requirements should be reflected in the district minimum column.*

*Senate Bill (SB) 311, passed in 2006, permits boards to adopt a policy that excuses from high school physical education those students who have participated in interscholastic athletics, cheerleading or marching band for at least two full seasons. However, excused (exempted) students must complete one-half unit of at least 60 hours of instruction in another course of study in order to graduate from high school.*

*House Bill (HB) 290, passed in 2009, adds participation in Junior Reserve Officer Training Corps (JROTC) programs approved by the United States Congress to the list of permitted electives within the Ohio Core curriculum. Boards may also excuse (exempt) participating students from high school physical education courses if participation in JROTC is for at least two full years.*

*In addition, under HB 290, boards are permitted to grant high school credit for two full years of participation in JROTC without the student having to take another course of study in order to graduate from high school.*

*HB 487 in 2014 sets forth three diploma pathways in addition to the regular curriculum requirements. These diploma pathways appear in RC 3313.618, and apply to students entering ninth grade for the first time on or after July 1, 2014. In order to qualify for a high school diploma, eligible students must satisfy at least one of the following conditions: 1) be remediation-free on each of the nationally standardized assessments in English, mathematics and reading; 2) attain a cumulative score of 18 points on the seven end-of-course examinations or 3) attain a score that demonstrates workforce readiness and employability on a nationally recognized job skills assessment and obtain either an industry-recognized credential or license issued by a state agency or board for practice in a vocation that requires an examination for issuance of that license.*

*HB 64 required the State Board of Education (SBOE) to adopt new rules permitting students who began ninth grade before July 1, 2014 who are subject to the Ohio Graduation Test requirements, graduation choices that incorporate these new graduation options. The SBOE adopted Ohio Administrative Code 3301-16-05, effective January 1, outlining additional assessment options for these students.*

***THIS IS A REQUIRED POLICY***





## 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;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
4. death in the family;
5. quarantine for contagious disease;
6. religious reasons;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to ~~four days~~ **24 school hours**) or
8. as determined by the Superintendent.

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 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 ~~10~~ **60 consecutive days** ~~hours~~ **during a school month** or a total of at least ~~15 days~~ **90 hours** during a ~~semester or term~~ **school year**.

[Adoption date:]

LEGAL REFS.: ORC 3313.609  
3321.01; 3321.03; 3321.04; 3321.13; 3321.14; 3321.19; 3321.38  
4510.32

CROSS REFS.: IGAC, Teaching About Religion  
IKB, Homework  
JEDB, Student Dismissal Precautions  
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 ~~four days~~ 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 ~~four~~ 24 or more consecutive school ~~days~~ 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.*

***THIS IS A REQUIRED POLICY***

## STUDENT RIGHTS AND RESPONSIBILITIES

Students, like all citizens, have civil rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities that are inseparable from these rights, which include the right to:

1. equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. due process of law with respect to suspension and expulsion;
4. free inquiry and expression and the responsibility to observe rules regarding these rights and
5. privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses ~~such as truancy, tardiness, property damage, etc.~~, for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

[Adoption date:]

LEGAL REFS.: U.S. Const. Amend. I  
U.S. Const. Amend. XIV, Section 1  
ORC 3313.20; 3313.66; 3313.661; 3313.662; **3313.668**

CROSS REFS.: ABC, Student Involvement in Decision Making (Also JFB)  
IGDB, Student Publications  
JFC, Student Conduct (Zero Tolerance)  
JFG, Interrogations and Searches  
Student Handbooks

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

## STUDENT CONDUCT (Zero Tolerance)

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the student code of conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents receive, at the beginning of each school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the student code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The student code of conduct is made available to students and parents and is posted in a central location within each building.

[Adoption date:]

LEGAL REFS.: Gun-Free Schools Act; 20 USC 1751  
The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Children's Internet Protection Act; 47 USC 254(h)(5)(b)(iii); (P.L. 106-554,  
HR 4577, 2000, 114 Stat 2763)  
ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662; **3313.668**

CROSS REFS.: AC, Nondiscrimination  
EBC, Emergency Management and Safety Plans  
ECAB, Vandalism  
EDE, Computer/Online Services (Acceptable Use and Internet Safety)  
JFCA, Student Dress Code  
JFCEA, Gangs  
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)  
JFCJ, Weapons in the Schools  
JFCK, Use of Electronic Communication Equipment by Students  
JG, Student Discipline  
JGA, Corporal Punishment  
JGD, Student Suspension  
JGDA, Emergency Removal of Student  
JGE, Student Expulsion  
JM, Staff-Student Relations (Also GBH)  
Student Handbooks

*NOTE: In accordance with State law, all boards of education are required to have a "zero tolerance" policy. Although this policy satisfies the provision of law, administrators are encouraged to develop a comprehensive list of rules for students – the actual codes of conduct – with corresponding disciplinary sanctions for violations.*

*House Bill (HB) 410 (2016) removed the requirement for districts to include excessive truancy in zero tolerance policies. HB 410 also 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.*

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

*This list of rules should be published in student handbooks, made available to parents, reviewed and revised yearly and approved by the board. When approved by the board, provisions in student handbooks carry the same legal status as board policies.*

***THIS IS A REQUIRED POLICY***





## STUDENT DISCIPLINE

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education. The Board delegates to school officials the authority to enforce District policies, regulations and school rules governing student conduct.

A complete statement governing or describing all the relationships and processes involved in student discipline would be very extensive. The most important part of such a statement would be the relationship of the teacher and the principal in matters of discipline. Teachers must feel free to consult and work closely with the building principal in dealing with any problem with which the teacher might need guidance. This working relationship is one key to desirable discipline and a quality instructional environment.

The Board also believes that the teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher is recognized as the person in authority at all times in the classroom, halls, buildings, school grounds and at school-related events.

Each case of unsatisfactory behavior by a student is handled individually. The classroom teacher may take the steps that he/she believes are justified in each case. If the student does not respond to these measures, the teacher then refers the student to the principal.

In terms of the relationship of the teacher and principal in discipline matters, the Board expects that whenever a discipline problem appears to extend beyond the classroom, the teacher discuss the problem with the principal. The teacher(s) and the principal work together in attempting to control or correct the problem.

A student's failure to comply with the requirements for conduct outlined in the student handbooks may result in the student being disciplined. **A student cannot be suspended, expelled or removed from school solely because of unexcused absences.** The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner.

If several methods of discipline have been used in an effort to solve a problem and it appears necessary, in the judgment of the principal and Superintendent, to discipline or withdraw privileges from a large group, this action may be taken. Any punishment technique involving an entire class or large group is used only as a last resort.

*(Permissive language)*

The Board requires a parent of a student who is suspended or expelled from school or who is truant or habitually absent from school to attend a parental education or training program. If the parent fails to attend the program, he/she may be charged with a misdemeanor of the fourth degree, punishable by a maximum fine of \$250 and imprisonment of up to 30 days.

[Adoption date:]

LEGAL REFS.: ORC 3313.20; 3313.66; 3313.661; 3313.662; **3313.668**  
3319.41  
OAC 3301-32-09  
3301-37-10

CROSS REFS.: ECAB, Vandalism  
IGD, Cocurricular and Extracurricular Activities  
JFC, Student Conduct (Zero Tolerance)  
JGA, Corporal Punishment  
JGD, Student Suspension  
JGDA, Emergency Removal of Student  
JGE, Student Expulsion  
Student Handbooks

***NOTE: House Bill 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.***

## 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. ~~Suspensions may extend beyond the current school year if~~ **If**, at the time a suspension is imposed, fewer than 10 days remain in the school year, ~~the Superintendent may~~ **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, in conjunction with or in place of a suspension.** **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.** ~~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 suspension into the following school year.~~

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 24 hours, 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;
  - B. Treasurer and
  - C. 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 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.***

***THIS IS A REQUIRED POLICY***

## 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.

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

***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.*

*Senate Bill 184, effective September 9, 2008, made changes to Ohio’s concealed-carry gun laws. ~~SB 184~~ Ohio’s concealed carry gun laws enables an individual with a valid concealed-carry license or temporary emergency license who is either a driver or passenger in a motor vehicle ~~and who is dropping off or picking up a child~~ 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.*



## ADVERTISING IN THE SCHOOLS

### General Guidelines

1. Any materials received or distributed as part of a public-private partnership must be age appropriate and in the best interest of students.
2. If the economic benefit from a partnership exceeds \$2,500 to a school or the District, the agreement must be in writing and approved by the Board.
3. If the agreement requires a contract, the contract may not be for longer than \_\_\_\_\_ years, or provide for automatic renewals or extensions, nor may it subject the District to payment during periods beyond the length of the contract or in excess of the prorated benefit in the event of early termination.
4. **Marketing related to food and beverages must comply with the provisions of the District's student wellness policy, which allows the marketing and advertising of only those foods and beverages meeting applicable U. S. Department of Agriculture requirements.**

### Exclusive Vending Agreements

1. The District will enter into no agreements with vendors to provide exclusive Districtwide soft drink access to student customers for soft drinks or snack foods purchased by students in school.
2. No students will be used as agents for any Districtwide vendors in an exclusive arrangement to sell products or services to the community at large.
3. School supply lists are brand neutral and do not endorse any individual merchant.

### Sponsored Educational Materials and Advertising in the Curriculum

Sponsored educational materials, whether purchased or provided free of charge by the sponsor, are not used in the classroom unless the District has reviewed them and found them to meet the following standards:

1. **Accuracy:** Statements are consistent with established fact or prevailing expert opinion.
2. **Objectivity:** Points of view are fairly represented. If the subject is controversial, arguments are balanced. Any sponsor bias is clearly stated and references to differing views are made.

3. **Completeness:** The materials contain all relevant information and do not deceive or mislead by omission.
4. **Language:** Materials are both interesting and readable.

Logo Advertising on School Grounds

1. All company logos appearing on school property, including non-cash donations provided by sponsors, are for identification purposes only.
2. Logos are not permitted inside or on the outside of school buses.
3. Public signs expressing the District's appreciation of an enterprise's support for education are permitted if approved by the Superintendent/designee.
4. Students are not required to wear the logo of any manufacturer for any school activity.

Advertising in Electronic Media

1. Except for courses of study that have specific lessons related to advertising, District students are not required to observe, listen to or read commercial advertising in the classroom.
2. The District will not enter into any contract to obtain electronic equipment or software that obligates the District to expose students to advertising directed at young people during school time.
3. The District will not post information about school procedures or events on electronic media that contain advertising directed at students or where personal information including, but not limited to, names, home addresses and telephone numbers is collected from students by service providers.

(Approval date:)

ADVERTISING IN THE SCHOOLS  
(Version 1)

Notices, advertisements or written matter of any nature on behalf of persons or organizations not officially connected with the District shall not be distributed or displayed in any school building or on District property without permission of the Superintendent. All notices, including those by personnel, shall be approved by the building principal and, in case of doubt, by the Superintendent. Appeal of the Superintendent's decision may be made to the Board.

[Adoption date:]

LEGAL REFS.: ORC 3313.20; 3313.47  
7 CFR, Subtitle B, Chapter 11, Part 210

CROSS REFS.: EDE, Computer/Online Services (Acceptable Use and Internet Safety)  
EFG, Student Wellness Program  
IGDB, Student Publications  
IIBH, District Websites

***NOTE: On July 29, 2016, the U. S. Department of Agriculture (USDA) Food and Nutrition Service finalized regulations to create a framework and guidelines for locally established written wellness policies. The final rule expands the existing requirements to strengthen policies and increase transparency. The final rule became effective August 29, 2016 and it requires districts to begin developing a revised local wellness policy during the 2016-2017 school year, with full compliance by June 30, 2017.***

***Districts that allow the marketing of food and beverages to students must have policies that allow marketing and advertising of only those foods and beverages that meet the USDA Smart Snacks in Schools nutrition standards.***



## COOPERATIVE EDUCATIONAL PROGRAMS

State law permits the establishment of joint vocational school districts to provide career-technical programs for students from participating districts. The District participates in programs conducted under the auspices of the \_\_\_\_\_ (name) \_\_\_\_\_ Joint Vocational School District (JVSD).

A board of education composed of representatives appointed by the boards of education of the participating districts governs the JVSD. The term of office for each member of the JVSD board of education is three years. ~~JVSD board members are limited to two consecutive terms. Terms are considered consecutive unless separated by three or more years.~~ Members are appointed to the JVSD board by participating districts in accordance with the JVSD plan. A member will not be appointed to the JVSD board unless he/she meets the qualifications set forth by State law.

The Board also participates in various programs of the \_\_\_\_\_ (name) \_\_\_\_\_ Educational Service Center, which assists this District in providing special services to the students enrolled in our schools.

[Adoption date:]

LEGAL REFS.: Ohio Const. Art. VI, Section 2  
ORC 3311.19; 3311.191  
3313.841; 3313.843  
3315.09  
3323.09

*NOTE: Policies in this category are usually specific in naming the special cooperatives and special agencies with which the district is associated to provide special services and programs.*

*A city, exempted village or local school district with an average daily student enrollment of 16,000 or less as reported on the most recent state report card is required to enter into an agreement with an educational service center (ESC). Services provided will be specified in the agreement.*

*A city, exempted village or local school district with an average daily student enrollment of more than 16,000 may choose to enter into an agreement with an ESC. Services provided will be specified in the agreement. A joint vocational school district (JVSD) may also enter into an agreement directly with an ESC for the provision of services specified in the agreement.*

*Senate Bill (SB) 3 (2016) revised several of the requirements made by House Bill (HB) 59 (2013), effective September 29, 2013, revised impacting the governance structure of JVSD boards. A member must be appointed by the appointing district in accordance with the JVSD plan and the member may be:*

- *a current elected board member of a JVSD member school board or*
- *an individual who has experience or knowledge regarding the labor needs of the state and region with an understanding of the skills, training and education needed for current and future employment opportunities in the state.*

*Members must be appointed to the JVSD board by the participating districts in accordance with the JVSD plan. No member may be appointed unless they meet the following qualifications:*

- ~~*-have experience serving as chief financial officers, chief executive officers, human resources managers, or other business, industry or career counseling professions;*~~
- ~~*-are qualified to discuss the labor needs of the region with respect to the regional economy;*~~
- ~~*-represent employers in the region served by the JVSD and*~~
- ~~*-are qualified to consider the state's workforce need with an understanding of the skills, training, and education needed for current and future employment opportunities in the state.*~~

*JVSD board members must be appointed to a three-year term and are limited to two consecutive three-year terms. Terms are considered consecutive unless separated by three or more years. Preference may be given to qualified individuals who have served on a JVSD business advisory committee. SB 3 also allows any JVSD board to submit an application to the State Superintendent of Public Instruction for approval to revise its membership plan to stagger the members' term of office. It is recommended that when members are appointed to a JVSD board, the resolution state how the individual meets the qualifications.*

*HB 64, effective September 29, 2015, provides that if a JVSD has an even number of member districts each appointing a member to the JVSD board, and the JVSD's plan on file with Ohio Department of Education provides for one additional board member appointed on a rotating basis by one of the appointing boards, that additional member's term shall be for one year. The board member must also meet the same state law requirements for JVSD school board members.*

File: LBB

~~Additional JVSD board members appointed on or after September 29, 2013, but prior to September 29, 2015, may continue in office until the expiration of their current term. If such member vacates the office for any reason prior to expiration of the term, a new additional member shall be appointed according to the rotational basis prescribed by the district's plan, and that member shall serve for the remainder of the vacating member's term.~~





## COLLEGE CREDIT PLUS

### District Obligations

The District is required to notify all 6th through 11th grade students and their parents about the College Credit Plus (CCP) program through multiple, easily accessible resources by March 1 of each school year. The notice includes all information required by State law. The District promotes the CCP program on the District website, including details of current agreements with partnering colleges.

Students and/or parent(s) are required to submit written notice of intent to participate to the principal by April 1 of the year in which the student wishes to enroll and may submit written notice as early as February 15. Failure to inform the principal by the April 1 deadline of intent to participate shall result in the student having to secure written permission from the principal in order to participate in the program.

The District holds an annual informational session between October 1 and February 15 to which partnering colleges located within 30 miles of the school (or the closest college if none are located within 30 miles) are invited. The informational session includes information on benefits and consequences of participation in CCP, and outlines any changes or additions to program requirements.

The District is required to provide counseling services to students prior to their participation in the program. Counseling services include but are not limited to:

1. program eligibility;
2. any necessary financial arrangements for tuition, textbooks and fees;
3. process of granting academic credits;
4. criteria for any transportation aid;
5. available support services;
6. scheduling;
7. the effect of the grade attained in the course being included in the student's grade-point average, if applicable;
8. consequences of failing or not completing a course under the program, including the effect on the student's ability to complete District graduation requirements;

File: LEC-R (Also IGCH-R)

9. benefits to the student of successfully completing a course under the program, including the ability to reduce the overall cost of, and the amount of time required for, a college education;
10. academic and social responsibilities of students and parents relative to this program;
11. information about and encouraging the use of college counseling services and
12. the standard program information packet developed by the Ohio Board of Regents.

The District develops both a 15-credit hour and a 30-credit hour model course pathway for courses offered under CCP in consultation with a partnering college. Each pathway must include courses, which once completed, apply to at least one degree or professional certification offered at the college. The pathways may be organized by desired major or career path, or may include various core courses required for a degree or professional certification by the college. The pathways are published among the school's official list of course offerings for participant selection. No participant is required to enroll only in courses included in a model pathway.

The District implements a policy for awarding grades and calculating class standing for CCP courses that is equivalent to the school's policy for other advanced standing programs or District-designated honors courses. Any grade weighting or class standing enhancements applicable to advanced standing programs or District-designated honors courses are similarly applied to CCP courses.

### Student Enrollment

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college's established procedures for admission. The student also must meet the college's established standards for admission and course placement, including any course specific capacity limits. The student and his/her parent also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program.

The student may opt to receive college credit only or both college and high school credit. The student must designate his/her choice at the time of enrollment.

If a student completes a college course, the Board shall award him/her appropriate credit toward high school graduation if, at the time of enrollment, he/she elects to receive credit for courses toward fulfilling the graduation requirements.

High school credit awarded for courses successfully completed counts toward graduation requirements and subject area requirements.

1. The Board awards comparable credit for the course/courses completed at the college.

File: LEC-R (Also IGCH-R)

2. If no comparable course is offered, the Board grants an appropriate number of elective credits.
3. Any disputes between the student and the Board regarding high school credits granted for a course may be appealed by the student to the State Board of Education. The State Board's decision on these matters is final.
4. The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.
5. Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system CCP courses are treated in the same way as other advanced standing program or honors course.

#### High School/College Enrollment

1. A student who enrolls in CCP for the first time in:
  - A. grades 7, 8 or 9 may receive credit toward high school graduation for up to the equivalent of four academic school years.
  - B. 10th grade may receive credit toward high school graduation for up to the equivalent of three academic school years.
  - C. 11th grade may receive credit toward high school graduation for up to the equivalent of two academic school years.
  - D. 12th grade may receive credit for up to the equivalent of one academic school year.
2. Proportionate reductions are made for any student who enrolls in the program during the course of a school year.
3. For the purpose of this program, an academic year begins with the summer term. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses. The total may not exceed 30 college credit hours per academic year.
4. College courses for which three-semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally.

### Summer Term Eligibility

A student who is scheduled or anticipated to graduate from high school may not participate in CCP for any term beginning after the student's scheduled or anticipated graduation date or in any course offered at a college during a summer term that begins during the student's last quarter of high school.

### Financial Responsibilities

1. If a student elects to enroll for college credit only (Option A), the student is responsible for all costs associated with the course.
2. If a student elects to enroll for the combination high school/college credit (Option B), the District is responsible for all costs associated with the course at a public college/university. Students participating in CCP under Option B at a private college may be charged tuition and/or fees unless they are economically disadvantaged.
3. If a student fails a CCP course, the student or parent(s) may be responsible for all costs associated with the course. The District may not seek reimbursement from a student who fails a course if he/she is economically disadvantaged, unless the student has been expelled.
4. Students enrolled for the combination of high school/college credit are not eligible for financial aid from the college.
5. Upon parental application and determination of need an eligible student, as defined by State law, enrolling for the combination of high school and college credit in the program may receive full or partial reimbursement for the necessary costs of transportation between the secondary school that he/she attends and the college/university in which he/she is enrolled.

### Other Considerations

1. A student enrolled in the program follows the District attendance policy, as well as the District code of conduct, for curricular and extracurricular activities. These policies and codes are applicable during the time the student is attending high school and is on school property for any class or activity.
2. If a student is expelled from the District, the Board will deny high school credit for college courses taken during the period of the student's expulsion.

The Superintendent must send written notice of a student's expulsion to the college where the student is taking courses to receive high school credit. The notice must state the date the expulsion is scheduled to expire and whether the Board has denied high school credit for postsecondary education courses taken during the expulsion. If the expulsion period is extended, the Superintendent must notify the college of the extension. The college may withdraw its acceptance of a student who has been expelled. Unless otherwise authorized by State law, the expelled student is ineligible to enroll in a college under CCP for subsequent college terms during the expulsion period.

3. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment. Adjustments to individual schedules may be made by the school administration.
4. **The District will not deny students the opportunity to participate in extracurricular activities because of their participation in CCP.** The District adheres to the Ohio High School Athletic Association for eligibility to participate in athletics. In order to be eligible, the student must have passed five courses that count toward graduation during the prior grading period. The five courses may be a combination of high school and college courses. Students also must meet any additional District eligibility requirements.

(Approval date:)

*NOTE: The notice provided to students and parents outlining the College Credit Plus (CCP) program must include the following information:*

- *Cost, including:*
  - *notice of CCP opportunities that have no cost to students, including the free option to attend public institutions of higher education;*
  - *clear references to the potential cost of participation at a nonpublic institution of higher education and*
  - *the prohibition of charging economically disadvantaged students who choose to attend a nonpublic institution of higher education.*
- *Criteria for student participation, including but not limited to:*
  - *the requirement for a counseling session prior to participation (Ohio Revised Code (RC) 3365.04).*
  - *a notice that states: "Students must submit a written notice of their intent to participate in the upcoming academic year, by April 1, in accordance with Section 3365.03 of the RC, but may submit the written notice of intent to participate as early as February 15. Students desiring to participate in college credit plus in the summer are strongly encouraged to submit letters of intent and begin the admissions process starting in February and prior to the April 1 notice of intent deadline in order to improve chances of meeting summer registration timelines."*

- *Student participation options:*
  - *a statement secondary schools cannot limit a student's participation in CCP to only the courses offered in that school and that students may also participate online or at any other participating institution of higher education, or any combination thereof.*
  - *a statement that participating students may be concurrently enrolled in multiple postsecondary institutions and may concurrently take postsecondary courses from more than one institution of higher education.*
  - *list of courses offered at the secondary school through an agreement with an institution of higher education.*
  - *a statement students should review the course catalog of an institution of higher education for a full listing of course offerings of the institution.*
- *Specific information pertaining to the student's opportunity to participate during the summer term and the responsibility of the student to notify the college and students prior high school prior to a transfer to a new school when participating in a summer term course.*
- *Deadlines pertinent to the student's participation, including all deadlines associated with summer term participation.*
- *The designated point of contact at the secondary school for CCP who can answer questions from students, parents and the community regarding the program's operation and who will act as a liaison to the state to monitor future changes or amendments to the program.*
- *Specific information regarding a student's option to participate in CCP, at the high school-if applicable-, online, or at an institution of higher education, must also be part of all communications developed by the secondary school to promote CCP.*

*Districts are required to report CCP program data by July 15 annually in accordance with requirements to be developed by the Ohio Board of Regents and Ohio Department of Education.*

*While districts are required to apply any weighted grading policy in a similar manner for CCP courses, districts are not required to create a weighted grade policy if they do not already have one. It is important to note, however, that if you are using a weighted grading policy, a higher value may not be placed on honors courses or other advanced standing program than on CCP courses.*

*Senate Bill 3 (2016) added RC 3313.5314 stating that students attending the district or homeschool, nonpublic school, community school and STEM school students otherwise eligible to participate in extracurricular activities in the district cannot be denied the opportunity to participate in extracurricular activities in the district solely because of their participation in CCP. Students still must meet the district eligibility requirements.*

## COLLEGE CREDIT PLUS

State law provides for student participation in the College Credit Plus (CCP) program for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th through 12th grade students may enroll at any public college/university and any participating nonpublic college/university on a full- or part-time basis and complete nonsectarian, nonremedial courses for transcribed high school and/or college credit.

The Board directs the Superintendent/designee to develop and establish the necessary administrative guidelines to ensure that the CCP program is operating in accordance with state requirements.

[Adoption date:]

LEGAL REFS.: ORC 3313.5314  
Chapter 3365  
OAC 3333-1-65 through 3333-1-65-11  
3301-83-01(C)

CROSS REFS.: IGBM, Credit Flexibility  
IGCD, Educational Options (Also LEB)

*NOTE: College Credit Plus replaces Postsecondary Enrollment opportunities beginning with the 2015-2016 academic year. All public school districts and public colleges and universities are required to participate in the program. While the accompanying regulation is not required, it outlines key program requirements.*

***THIS IS A REQUIRED POLICY***





## CLASS OF 2017

### Graduates

Naj Akeem Abdullah	Regine Symone Cheatham	Tertius Makal Farmer
Taraejah Nicole Albert	Alexandria Lee Chizek	Kayla Janise Felder
Kaylee Lynn Alheit	Kwamicia Chardonnay Chubbs	Nia Somone Flethcer
Donovan Jacob Anderson	Shawn Paul Christian Jr	*Maniya Laurice Ford
Mariyah T Anderson	Maleek Montreal Coles	Rebecca Anne Fox
Olivia Jade Anderson	Jaylen Lamon Cole Thomas	Anthony Michael Franchino
Kameron Antonio Austin	Aaliyah J Collier	Mya Renee Frost
Kristin Shaneal Bailey	Aaron R Cook	Michael Anthony Galla
Malia Racquel Bailey	Anthony Reshaun Cook	Ayanna Chenai George
Devon De'Jon Beard	*Tamia Mae Cook	Dominik Glazar
Joseph Frank Beller	Cassandra Marie Cotter	Benjamin Thomas Glowik
Laval Bennett Jr	Donnell Larentz Cotton	Matthew Joseph Glowik
Austin Jordan Bhuller	Terrell Duane Crawford	Jamel Rayshon Golson Jr
Da Juan Rasheed Birch	Emerald Royel Tiara Culpepper	Lamere Daemar Graham
Aaryngton Leigh Black	<b>*V Sierra Rose Dalton</b>	Arion Cassandra Cashe
Rashawn Curdell Blair	Lavonte Nasier Daniels	Gregory
Taliyah Jonah Blyler	Tatiana Angina Davis	Tyler James Gudat
<b>*T Sandra Mae Serote</b>	Daztae Yarnell Davis	Katherine Ann Gumina
<b>Boado</b>	Nautica Marie DeJernette	Brianna Marie Exton
Eric Alberto Bonilla	Andrew John Deka	Cara Lily Gullatta
Derein Dae'Shon Bowden	Keniel Omar Diaz Cintron	Melissa Marie Hamed
Lee Elliott Boston	Ta Janee Dillingham	T'Keysia Lashi Hamm
Keneisha Chantell Broaden	Kayla Marie Doehring	Jeshayla Yajenai Harris
Jordan Matthew Brooks	Arionna Janae Doss	Delana Marie Hartfield
Jazzmyn Destineya Brown	Car'monie Lashay Dortch	Tyree Russell Haugabrook
Mark Anthony Brown Jr	John Lewis Doughty	David Helmick
*Rachel Teshia Buckner	Brendon Lewis Downey	Haley Amber Hemel
Aeriel Marie Burge	Kennedy Alaysia Draine	Allison Taninsia Hill
Ahriel A'Lura Charniece Burge	Myracle Devonna Dudley-	Dayaries Ashley Maria Hill
Taylor Eleece Burge	Brooks	Cayla Sharice Hilton
Timothy Derrick Burge	Taijha Aurmani Dukes	Hasan Jamar Howard Jr
Alexis Lashay Burketh	Trent N Durham	Zachary Karl Humpal
Dentlyanna Christine	Damian Kamil Dziubek	Kayla Shardonay Hurd
Burkhalter	Chantel Alexis Edmond	Raheem Allen Hurst
Brian Michael Callahan	Justice Brianna Ellison	Angelece Hope Irvine
<b>*T Sharnay Nicole Calloway</b>	*T Brianna Marie Exton	Adolph Jackson Jr
Jasmine D Campbell	Reisy Rence Fang	Cherron Lashae Jackson
Andrea Lynn Cantale	Ashaunie Breyanna Mona'e	Marreon Jamar Jackson
Branden Delaney Chatman	Farmer	Nautica Shampale Jackson

Tyra Shenease James-Nichols  
 Shyan Hope Jarrells  
 Matthew Christopher Jarubas  
 Roger Lee Johns  
 De'Aveon Cashmere Johnson  
 Jazmyn Sharday Johnson  
 Ke'Ara Michelle Johnson  
 Darryl Leonard Jolly  
 Dejah Janea Jones  
 \*Alexus Destiny Joyce  
 Frank Peter Jurkowski III  
 Nathanael Robert Justice  
 Matai Treire Kaigler  
 Jeffrey Walter Kaminicki  
 Imani Andrea Killingsworth  
 Kaylen Chanelle Kindred  
 Sheldon Cecil King Jr  
 Shannon Rose Klinkowicz  
 Diamond Nicole Knight  
 Jayvon William Knowles  
 Leanne Josephine Koenig  
**T Emily Margaret Kondash**  
 Victoria Helen Krase  
 Justin Allen Ksiazka  
 Alexandria Mone' Kyles  
 Shannon Hope Letsky  
 Dajanea Lachea Lewis  
 Kyanna De Mone Lewis  
 Me'Caila Nicole Leeth  
**\*T Giselle A Lopez**  
 Franklin Timothy Love II  
 Yazmine Denise Lucas  
 Jared Thomas Lundgren  
 E'Shira Mon'et Maddox  
 Destiney Rose Maholtz  
 Shande Ja Monquie Maynor  
**T Nathan Joseph Marek**  
 Brandon Keith Mason Jr  
 Trevon Charles McCarver  
 Jae'Sean Arvelle McDuffie  
 Rachael Elizabeth McKee

Deandre' M McLean  
 Daniel Mahlon Mills Jr  
**\*S Justin Allen Mills**  
 Jamye Lorraine Mitchell  
 Tyler Christopher Mitchell  
 Dominic Anthony Monaco  
 April Lynise Moore  
 Larae Sydoney Morris  
**\*T Rebecca Anne Mosier**  
**\*T Rey Benedict Nahine**  
 Paul John Newrones  
 David James Novak  
 Giavonni T Obbish  
 Fayvon Kristyle Theodore  
 Ogletree  
 Jayvion Detrail Rayvon Ollison  
 Stephanie O'Neal  
 Leah Marie Pajarillaga  
 Kaye Amyrieth Paraon  
 Nadia Parker  
 Tyanna Satrice Parks  
 Anthony James Parsons  
 Larry Reginald Patterson  
 Tashianna Catherine Patterson  
 Nathan Alexander Payton  
 Raymond Perkins  
 Ashley Sabrina Perry  
 Brandon Tyler Persons  
 Alexander Michael Phillips  
 Andrea Rochelle Phillips  
 Audrey Renee Phillips  
 Ja'colby Benjamin Pierce  
 D Avion Pamela La'Saun  
 Philpot  
 Dwayne Louis Pope  
 Catherine Rose Potter  
 Talia Jeanette Potter  
 Ania'yha Minyion Ashley  
 Quarterman  
 Owen William Rasmusen  
 \*James Romero Ray  
 Maa Lik Jabari Reed

Ernie Lamont Reed-Terrell Jr  
 DeCavilon Armond Reese II  
 Taylor Nicole Reese  
 Whitney Renae Jean Reid  
 Ricky Henton Reeves II  
 Angelo Michael Reillo  
 Deona La'shawn Richardson  
 Joseph Mccoy Riley  
 Joshua Mckenzie Riley  
 Cassandra E Rini  
 Dante Nicolas Roberts  
 Dominique Nicole Roberts  
 Joseph Michael Roberts  
 Nauindica Alexis Roberts  
 Damarco Davon Robinson  
 Ricky Thomas Robinson  
 Taylor C Robinson  
 Destiny Deona Rodgers  
 Amaya Denise Rogers  
 Diamonn Dominique Rogers  
 Vernon Lee Rose  
 Cache Jovonna Ruffin  
 Skylar Nicole Russell  
 Samantha Rose Savchuk  
 Jonathan Choun Say  
 Alyssa Faith Schillero  
 Samantha Morgan  
 Schuttenberg  
 Chardae Scott  
 Dylan Michael Sell  
 Megan Jean Shott  
 Jariaha Elizabeth Sibert  
 Justeena Brooke Sikorsky  
 Mikel Sims  
 Mariam Sita  
 Donavon Geno Sledge  
 Courtney Lynn Sloan  
 Audwin Lamar Smith Jr  
 Kasia Lynn Marie Smith  
 Sidney Kachelle Smith  
 Tyrone Stallings

Michael Deontre' Starlin	D'Andre A Vaughn	McRay White III
Janea S Steele	Omaris Brizil Vera	Deangelo Tyvon Wiggins
Anthony Wade Stewart	Derek Michael Vetrano	Dajah Lashwon Wilder
Marcellus Tyrone Streety	Michael Tyler Walker	Ni'Kerra Shant'e Willis
Carson Edward Strnisa	Mack Laquanos Warren II	Thomas Wilkens
Evan Sevon Strong	Marcellius Raymont Washington	Kayleigh Alyssa Williams
Takeia Elon Swanson	Breianna Monique Wells	Mariah Irene Williams
John Roger Guitierrez Tavares	Javion Anthony Wells	Tiara Chantel Williams
Destiny Monae Taylor	Diamond Desiree West	Gary Isaiah Willis
Paige Jillian Taylor	Rodney Shamar West	Destoni Lori Elle Wilson
Aliyah Monea Teal	Tyler Christopher West	
Chatoya Yvonne Thomas	Diontay Maurice Westerfield	
Isaira Marie Torres-Oyola	Kevin J White	
Brooke Taylor Trodden	Rachel Allison While	
Eric Troupe	Alajah Kian White	
Jonathan Ojima Ukwela		
Nathan Andrew Vekas		

V – Valedictorian

S – Salutatorian

T – Top 10

**Academic Excellence (Bold-face)**

\*Receiving Honors Diploma

**Social Grads (These students earned a diploma, but for now received a certificate of attendance because they are still getting services. When the services are complete, they will get their diploma.)**

David Helmick, Rachael McKee, David Novak, Mikel Sims, and Jonathan Ukwela

**Honors Diploma (College Prep)**

Sandra Boado	Sierra Dalton	Rebecca Mosier
Rachel Buckner	Alexus Joyce	Rey Nahine
Sharnay Calloway	Giselle Lopez	James Ray
Tamia Cook	Justin Mills	

**Honors Diploma (Voed)**

Brianna Exton	Maniya Ford
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**A RESOLUTION DECLARING AN URGENT NECESSITY EXISTS TO REPLACE PORTIONS OF THE BUILDING AUTOMATION SYSTEM AT THE HIGH AND MIDDLE SCHOOLS IN AN AMOUNT NOT TO EXCEED \$100,000.**

WHEREAS, portions of the building automation system have been failing at the High School and Middle School and can no longer be efficiently repaired; and

WHEREAS, the Ohio Revised Code generally requires competitive bidding for such work; and

WHEREAS, the competitive bidding process would create a delay in replacing the building automation systems and impact learning in the schools by not properly regulating the environments; and

WHEREAS, that delay may create a health and safety issue for the District's students; and

WHEREAS, this Board believes there is an urgent necessity to replace portions of the Building Automation System in the High and Middle Schools in the expeditious method possible which includes procuring letter head quotes rather than competitive bidding.

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

Section 1. This Board hereby declares the existence of an urgent necessity to replace portions of the Building Automation System in the High and Middle schools.

Section 2. The Treasurer is authorized to spend an amount not to exceed \$100,000 either by utilizing letter head quotes/proposals, state term schedules or by purchase on the open market.

Section 3. The Treasurer and President of this Board and the Superintendent of Schools, as appropriate, are each authorized to sign any certificates and documents and to take such actions as are necessary or appropriate to consummate the transactions contemplated by this Resolution.

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

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