

**GARFIELD HEIGHTS BOARD OF EDUCATION  
GARFIELD HEIGHTS, OHIO**

**RECORD OF PROCEEDINGS  
Minutes – Regular Board Meeting  
February 19, 2013**

The Board of Education of the Garfield Heights City School District met Regular session on Tuesday, February 19, 2013, at the Garfield Heights Board of Education Offices, 5640 Briarcliff Drive, Garfield Heights, Ohio 44125 at 6:00 p.m. with Mr. Joseph M. Juby, President of the Board, presiding.

**ROLL CALL**

Present: Mr. Juby, Mr. Dobies, Mrs. Geraci, Mrs. Kitson, Mr. Wolske  
Absent: None

**ADOPTION OF AGENDA**

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

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

**READING & APPROVAL OF MINUTES**

Moved by Mr. Dobies, seconded by Mr. Wolske to approve the following minutes:  
Organizational Meeting of January 14, 2013  
Special Board Meeting of January 14, 2013  
Regular Board Meeting of January 23, 2013

**BOARD PRESIDENT'S REPORT**

Mr. Juby welcomed everyone to the Board Meeting and thanked Elmwood for hosting the meeting.

**COMMITTEE REPORTS:**

Cuyahoga Valley Career Center – Christine A. Kitson  
Student Activities - June Geraci

- A. It's tournament time again for the Bulldog Athletic teams!!!
1. The girls' basketball team finished third in the NOC Lake Division. They begin sectional play this Wednesday at Bedford vs. John Adams.
  2. The hockey team begins sectional play tonight at Brooklyn vs. St. Edwards.
  3. Ryan Bouk and Sarah Becony qualified for the district bowling tournament at Crest Lanes in Warren this weekend.

4. The wrestling team finished second in the NOC Lake Division and Tyler Corradi, Dave Celinski and Craig Sloan qualified for the district tournament at Mentor HS this weekend.
  5. The boys' basketball team finishes up the regular season this Thursday vs. Shaker Heights. With a win and a Mentor loss Friday the team would tie for the NOC Valley Division title. They begin sectional play March 2nd at Solon HS vs. the winner of the Bedford/Aurora game.
- B. The Winter Formal Dance was this past Sunday in the HS Cafeteria. The kids had loads of fun as they danced the night away.

Legislative Liaison – Gary Wolske  
 City Liaison – Robert A. Dobies Sr.  
 Policy Liaison – Christine A. Kitson & Gary Wolske

## PRESENTATION

Elmwood/Maple Leaf OSFC project update  
 TDA, Inc. and PCS

Bob Fiala and Scott Clifford of TDA gave an update on the William Foster Project.

Mr. Sluka gave the Board an update on the district losing approximately \$500,000 in state foundation revenue for this fiscal year due to significant drop in October's ADM. This situation will need to be monitored closely as we move towards fiscal year end. In addition, Mr. Sluka also gave the Board an overview of Governor Kasich's school funding proposal and how it affects Garfield Heights City Schools. As of now, Garfield Heights will see a 9% increase for the FY14 and 6% for FY15. Mr. Sluka cautioned the Board that the student count used for these numbers is just an estimate. This proposal will most probably change for its final version. Will be watching this closely and keep the Board updated.

## SUPERINTENDENT'S REPORT

For this Board Report, I wish to share with the Board of Education, the administration and with the public, a "MID-YEAR REVIEW" which I consider to be an update of some of the things that we have accomplished since I have taken over as superintendent. Without question, the support of the Board and those in the community with whom I have a close relationship, have helped to advance and affirm some of these initiatives. Together, the various stakeholders of the district—whether it be students, teachers, administrators, parents, the public, The City, the businesses, can make a difference to move the district forward. This is what I referred to at the beginning of the year, AS UNITY. Running a school district has its challenges, but if we all consider the students and their interests as the number one priority, we are well on our way to achieving our mission and our vision. Already, in the last few months, a number of significant things have taken place, including:

- We have enhanced the number and the quality of counselors at every building. The elementary schools share a counselor, and there are additional ones for the middle school and the high school. These counselors are already making a difference as it relates to intervention and direct engagement of the students.

- In addition to counselors, two dozen additional tutors have been added for the students of our district. Make no mistake about it, our aim is to improve our students' enrichment and enhance their performance, particularly on tests.
- Through "Project More," the district has retired educators in the buildings, who are serving as 'special assistants and aids' to our students. This program means more one-on-one time for students with experienced veteran instructors.
- After school programs are beginning to "bustle" once again, and at the Middle School, more than 60 kids are engaging in after school curriculum that will supplement their academic experience.
- We have intensified our security measures throughout the district, so that our students are learning in a safe and security environment. This has been done through the hiring of a Full Time and Part Time Security Officer at the High School... and a Part Time Security Officer at the Middle School.
- The school district and the City, as one reflection of a growing partnership with them, are in final discussions regarding a Student Resource Officer, or "SRO" which will be a full-time, full duty police officer who will be "housed" at one of our school buildings but available to each of them. Expect the hiring and utilization of the SRO to be prepared for the start of the next school year.
- The continued partnership with the City has led to a serious "drug curriculum and intervention" effort with the Garfield Heights City Schools. Since the drug forum took place earlier in the year, Police Chief Sackett has been to the schools, and so too have police officers in various classes, to communicate the urgency against drug use. This has prompted more planned interventions between the police department and the city.
- In continued outreach efforts with the business community, a dozen local businesses came to a meeting for our Bulldog Business Partnership late last month, and toured the High School... got on a bus... took a tour of Maple Leaf and were led by student ambassadors... and then toured Elmwood Elementary School. The group then came back to the High School to have lunch with all the principals...
- We are also partnering with the City and the Chamber on the upcoming International Day festival, which will be held during the first Saturday in May.
- And, we are approving an agreement tonight to authorize an official grant writer to begin helping the district to identify the ever-important alternative resources that exist, to help our students to succeed.

It has been a busy and productive first half of the year. But to reiterate, student achievement is our top priority. As we near test taking season, our students are being pushed right now...our staff is being pushed right now... our parents can play an important role and you can read my most recent newsletter for "tips on helping your students achieve on tests." At the beginning of the year, I told the staff, students and community, that "it starts at the top." The positive energy. The sense of unity. The sense of pride we have as administrators. Well at the half way point of this year, I can honestly say that the items I mentioned are really only a fraction of our accomplishments. I could be no more proud of our Garfield Heights team. Thank you to everyone for your hard work. As always, GO BULLDOGS!

REPORTS & RECOMMENDATIONS OF THE TREASURER:

Moved by Mr. Wolske, seconded by Mrs. Kitson to approve the financials for January 2013, as presented in Exhibit "A".

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

Moved by Mr. Wolske, seconded by Mrs. Kitson to approve the annual membership in the Ohio School Boards Association for the period January through December 2013 in the amount of \$6931.00 including association publication fees.

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

PERSONNEL:

Moved by Mrs. Geraci, seconded by Mr. Wolske to approve the Leave of Absences.

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

Moved by Mrs. Geraci, seconded by Mr. Wolske to approve the Suspension Days.

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

Moved by Mrs. Geraci, seconded by Mr. Wolske to accept the supplemental resignation of Kimberlee Barber, Year One Mentor, effective February 1, 2013.

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

Moved by Mrs. Geraci, seconded by Mr. Wolske to approve the classified substitute contracts for the 2012-2013 school year, effective November 7, 2012 as follows:

Name	Substitute Areas
Linda Faciana-Smith	1B, 2B, 3B

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



Moved by Mrs. Geraci, seconded by Mr. Wolske to accept the retirement resignation for Linda Spremulli, Maple Leaf Teacher, effective at the end of the 2012-2013 school year after 22 years of service to Garfield Heights City Schools.

Mr. Dobies thanked Mrs. Spremulli for her years of service to Garfield Heights.

Ayes: Geraci, Wolske, Kitson, Dobies, Juby

Nays: None

Moved by Mrs. Geraci, seconded by Mr. Wolske to accept the retirement resignation for Margaret Krueger, Middle School Teacher, effective at the end of the 2012-2013 school year after 20 years of service to Garfield Heights City Schools.

Mr. Dobies thanked Mrs. Krueger for her years of service to Garfield Heights.

Ayes: Geraci, Wolske, Kitson, Dobies, Juby

Nays: None

Moved by Mrs. Geraci, seconded by Mr. Wolske to approve the year-long academic supplemental contracts for the second half of the 2012-2013 school year as follows:

Name	Supplemental
Kelly Sauer	Instructional Leader – MS
Danielle Arnold	Grade Level Lead Teacher – Grade One EW
Krystal Lawrence	Grade Level Lead Teacher – Grade Two EW
Heather Graham	Grade Level Lead Teacher – Grade Three EW
Kylene Davis	Grade Level Lead Teacher – Grade One WF
Patrick McDermott	TCS Chairperson – EW
Sarah Close	Curriculum Advocate – Math EW
Stacey Mather	Memory Book – EW

Mr. Wolske thanked those who stepped up to take a leadership role.

Ayes: Geraci, Wolske, Kitson, Dobies, Juby

Nays: None

Moved by Mrs. Geraci, seconded by Mr. Wolske to approve the athletic supplemental contracts for the 2012-2013 school year as follows:

Name	Supplemental
Kyle Kovach	Assistant Boys Baseball Coach – HS
Pete Walchanowicz	Assistant Boys Baseball Coach (JV) –HS
Tim Duhanich	Assistant Boys Baseball Coach (FR) – HS
Matt Mihalyov	Head Baseball Coach (7/8) – MS
David Turner	Assistant Girls Track Coach – HS
Dale Krzynowek	Assistant Girls Softball Coach – HS
David Palmer	Assistant Girls Softball Coach – HS
Patrick Kimbrough	Assistant Girls Softball Coach (JV) – HS
Brad Farmer	Head Girls Softball Coach (7/8) – MS

Ayes: Geraci, Wolske, Kitson, Dobies, Juby

Nays: None

Moved by Mrs. Geraci, seconded by Mr. Wolske to approve the following classified employees for the 2012-2013 school year:

Name	Position	Hours	Exp
Mario Blue (eff: 1/30/13)	Assistant Custodian (2D)	8	0
Antonio Kyles (eff: 2/22/13)	Part Time Bus Driver (4E)	5	0

Ayes: Geraci, Wolske, Kitson, Dobies, Juby

Nays: None

Moved by Mrs. Geraci, seconded by Mr. Wolske to accept the resignation of Katrina Spencer, Maple Leaf Tutor, effective February 6, 2013.

Ayes: Geraci, Wolske, Kitson, Dobies, Juby

Nays: None

Moved by Mrs. Geraci, seconded by Mr. Wolske to Board hire student interns from Garfield Heights High School and the CVCC Network Academy for their Senior Internship at a rate of \$10.00 per hour. This internship will be begin on Wednesday, February 20th and will run until Friday, May 24th. They will work from 11:00 am until 4:00 pm Tuesday – Friday not to exceed 20 hours per week.

Ben Brooks

Sage Rozzel

Ayes: Geraci, Wolske, Kitson, Dobies, Juby

Nays: None

Moved by Mrs. Geraci, seconded by Mr. Wolske to approve Grant Steward, Title I Tutor at Maple Leaf for the 2012-2013 school year effective February 19, 2012 paid with federal funds.

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

Moved by Mrs. Geraci, seconded by Mr. Wolske to approve the unpaid leave of absence for Lisa Kalis, General Cafeteria (1C) at the Middle School for February 27, 28, and March 1, 2013.

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

Moved by Mrs. Geraci, seconded by Mr. Wolske to approve the unpaid leave of absence for Nora Cieplowski, General Cafeteria (1C) at the Middle School for February 28 and March 1, 2013.

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

Mr. Dobies thanked Linda Spremulli and Margaret Krueger for their years of service to the district.

### POLICY

Moved by Mr. Wolske, seconded by Mrs. Kitson to approve Board Policy updates for adoption, as presented in Exhibit "B".

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

### CONTRACTS

Moved by Mrs. Geraci, seconded by Mr. Dobies to approve an agreement between McGuire & Associates, LLC and the Garfield Heights City Schools to draft grant proposals on an ongoing basis on behalf of the district to be submitted to various public or private agencies offering grant funding for projects or potential project which, in the District, would forward the goals of the District.

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

Moved by Mrs. Geraci, seconded by Mr. Dobies to approve the revised Interdistrict Service Area Contract for the 2012-2013 school year with the Educational Service Center of Cuyahoga County.

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

MISCELLANEOUS

Moved by Mrs. Geraci, seconded by Mr. Dobies to approve the Preschool Peer Model tuition at \$1,000.00 for the peer model program for the 2013-2014 school year. Tuition will be based on a sliding scale and is based on the 2012 Federal Poverty Guidelines.

Ayes: Geraci, Dobies, Kitson, Wolske, Juby

Nays: None

Moved by Mrs. Geraci, seconded by Mr. Dobies to approve the school calendar for the 2013-2014 school year, as presented in Exhibit "C".

Ayes: Geraci, Dobies, Kitson, Wolske, Juby

Nays: None

Moved by Mrs. Geraci, seconded by Mr. Dobies to approve the following Resolution No. 2013-005, a Resolution where by the Garfield Heights Schools Board of Education wishes to participate and authorizes the Ohio Schools Council to advertise and receive bids on behalf of said Board as per specifications submitted for the cooperative purchase of (2) 84 passenger conventional school bus and chassis and bodies. The board agrees to pay \$325.00 to Ohio Schools Council for school district membership as a service fee for this purpose.

Ayes: Geraci, Dobies, Kitson, Wolske, Juby

Nays: None

Moved by Mrs. Geraci, seconded by Mr. Dobies to approve the graduation of Rudy Skyzmoski, a 2012 Garfield Heights High School non-grad, who has now completed all requirements to receive his diploma.

Mr. Wolske congratulated Rudy on receiving his diploma.

Ayes: Geraci, Dobies, Kitson, Wolske, Juby

Nays: None

None

REMARKS FROM THE PUBLIC REGARDING MISCELLANEOUS SCHOOL ITEMS

None

ANNOUNCEMENT OF NEXT BOARD MEETING

Board of Education Regular Meeting – 6:00 p.m.

March 18, 2013

Garfield Heights Board of Education Offices

5640 Briarcliff Drive

Garfield Heights, Ohio 44125

Moved by Mr. Dobies, seconded by Mrs. Geraci to adjourn at 6:50 p.m.

Ayes: Dobies, Geraci, Kitson, Wolske, Juby

Nays: None



President



Treasurer

**Exhibit "A"**

**GARFIELD HEIGHTS CITY SCHOOLS**

**FINANCIALS**

**JANUARY 2013**

## **RECONCILIATION**

**January-13**

<b>Key Bank (checking)</b>	<b>\$492,688.39</b>		
<b>PNC Bank (checking)</b>	<b>\$581,290.76</b>		<b>Investments</b>
<b>PNC Bank (deposits)</b>	<b>\$522,108.56</b>	<b>4,039,644.59</b>	<b>PNC</b>
<b>JPMorgan Chase (payroll)</b>	15,806.42	<b>112,856.77</b>	<b>PNC ESCROW</b>
<b>Investments</b>	6,701,487.01	<b>9,694.58</b>	<b>Star</b>
<b>Total Bank Depositories</b>	<b>\$8,313,381.14</b>	<b>90,978.93</b>	<b>First Merit</b>
 		<b>18,246.04</b>	<b>Charter One</b>
<b>Outstanding Checks</b>	(149,434.01)	<b>1,330,066.10</b>	<b>Baird</b>
		1,000,000.00	<b>Independence Bank</b>
		100,000.00	<b>Blaugrund Scholarship</b>
		<b>6,701,487.01</b>	
<b>Start up Cash-School Store</b>	<b>50.00</b>		
<b>Start up Cash-HS Library</b>	<b>50.00</b>		
<b>Start up Cash-Athletics</b>	<b>1,050.00</b>		
<b>Returned NSF checks</b>	<b>\$0.00</b>		
<b>Outstanding Memo Check</b>	0.00		
<b>Deposit in Transit (Café)</b>	<b>64.55</b>		
Transfer from Star to Key			
Unreconciled Difference	-7.24		
<b>Total Adjustments</b>	<b>1,207.31</b>		
<b>Total Bank Balance</b>	<b>8,165,154.44</b>		
<b>Total Fund Balance</b>	<b>\$8,165,154.44</b>		
Difference	-		

*Allen D. Sluka*

Treasurer's Signature



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

GARFIELD HTS. BOARD OF EDUC.  
 Fiscal Year Budget  
 Revenues & Expenditures  
 January 1, 2013 through January 31, 2013

GENERAL (001)

	January Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 698,937.12		\$ 1,279,652.42		
Revenue:					
TAXES	\$ 2,263,262.26	\$ 13,951,000.00	\$ 7,895,650.82		
TUITION	\$ 400.00	\$ 300,000.00	\$ 151,659.06		
EARNINGS ON INVESTMENTS	\$ 901.26	\$ 20,000.00	\$ 9,881.05		
EXTRA CURRIC (STUDENT) ACTIVIT	\$ 3,155.00	\$ 95,000.00	\$ 41,619.75		
MISC. RECEIPTS - LOCAL SOURCES	\$ 52,824.91	\$ 75,000.00	\$ 102,344.55		
OTHER RECEIPTS - LOCAL SOURCES	\$ 2,000.00		\$ 2,000.00		
UNRESTRICTED GRANTS-IN-AID	\$ 1,393,042.11	\$ 19,560,000.00	\$ 11,133,546.57		
RESTRICTED GRANTS-IN-AID	\$ 2,892.90	\$ 85,000.00	\$ 20,250.31		
ADVANCES-IN		\$ 442,000.00	\$ 441,685.00		
Total Revenues:	\$ 3,718,478.44	\$ 34,528,000.00	\$ 19,798,637.11		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 1,521,434.51	\$ 19,681,000.00	\$ 11,250,397.55		\$ 8,430,602.45
FRINGE BENEFITS	\$ 594,309.38	\$ 7,504,399.71	\$ 4,103,487.92	\$ 8,314.57	\$ 3,392,597.22
TOTAL PERSONNEL:	\$ 2,115,743.89	\$ 27,185,399.71	\$ 15,353,885.47	\$ 8,314.57	\$ 11,823,199.67
PURCHASED SERVICES	\$ 517,842.94	\$ 4,493,189.91	\$ 2,887,790.45	\$ 1,013,787.25	\$ 591,612.21
SUPPLIES AND MATERIALS	\$ 51,304.09	\$ 1,204,031.62	\$ 539,504.04	\$ 367,048.64	\$ 297,478.94
CAPITAL OUTLAY	\$ 12,347.01	\$ 129,719.00	\$ 50,679.66	\$ 4,325.90	\$ 74,713.44
CAPITAL OUTLAY		\$ 36,535.98		\$ 1,535.98	\$ 35,000.00
MISCELLANEOUS OBJECTS	\$ 13,107.00	\$ 941,869.00	\$ 442,304.48	\$ 56,996.75	\$ 442,567.77
OTHER USES OF FUNDS			\$ 72,360.78		\$ 72,360.78
Total Expenditures:	\$ 2,685,650.91	\$ 33,990,745.22	\$ 19,346,524.88	\$ 1,452,009.09	\$ 13,192,211.25
Increase (Decrease) for Period	\$ 1,032,827.53		\$ 452,112.23		
Fund Balance, End of Period	\$ 1,731,764.65		\$ 1,731,764.65		
Current Encumbrances	\$ 1,452,009.09		\$ 1,452,009.09		
Unencumbered Cash Balance	\$ 279,755.56		\$ 279,755.56		

Date: 02/06/13  
 Time: 2:51 pm

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	January Activity	Annual Budget	FYTD Activity	Encumberances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 84,518.42		\$ 1,083,778.12		
Revenue:					
TAXES	\$ 454,855.59	\$ 3,051,000.00	\$ 1,914,246.52		
UNRESTRICTED GRANTS-IN-AID		\$ 628,000.00	\$ 352,470.74		
Total Revenues:	\$ 454,855.59	\$ 3,679,000.00	\$ 2,266,717.26		
Expenditures:					
MISCELLANEOUS OBJECTS		\$ 3,603,606.00	\$ 2,811,121.37		\$ 792,484.63
Total Expenditures:		\$ 3,603,606.00	\$ 2,811,121.37		\$ 792,484.63
Increase (Decrease) for Period	\$ 454,855.59		\$ 544,404.11-		
Fund Balance, End of Period	\$ 539,374.01		\$ 539,374.01		
	=====		=====		
Current Encumbrances	\$ 0.00		\$ 0.00		
Unencumbered Cash Balance	\$ 539,374.01		\$ 539,374.01		
	=====		=====		

Date: 02/06/13  
 Time: 2:51 pm

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	PERMANENT IMPROVEMENT (003)				
	January Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 305,319.08		\$ 2,356,496.36		
Revenue:					
TAXES	\$ 45,882.15	\$ 120,300.00	\$ 107,090.50		
MISC. RECEIPTS - LOCAL SOURCES					
UNRESTRICTED GRANTS-IN-AID		\$ 50,000.00	\$ 21,098.60		
Total Revenues:	\$ 45,882.15	\$ 170,300.00	\$ 128,189.10		
Expenditures:					
PURCHASED SERVICES	\$ 49,533.58	\$ 1,226,429.35	\$ 924,509.10	\$ 77,856.11	\$ 224,064.14
CAPITAL OUTLAY	\$ 2,469.10	\$ 110,474.08	\$ 30,724.88	\$ 39,598.87	\$ 40,150.33
***OBJECT CODE 0700 INVALID***		\$ 2,813.94	\$ 2,813.94		
MISCELLANEOUS OBJECTS		\$ 2,500.00	\$ 834.99		\$ 1,665.01
OTHER USES OF FUNDS			\$ 1,226,604.00		\$ 1,226,604.00-
Total Expenditures:	\$ 52,002.68	\$ 1,342,217.37	\$ 2,185,486.91	\$ 117,454.98	\$ 960,724.52-
Increase (Decrease) for Period	\$ 6,120.53-		\$ 2,057,297.81-		
Fund Balance, End of Period	\$ 299,198.55		\$ 299,198.55		
	=====		=====		
Current Encumbrances	\$ 117,454.98		\$ 117,454.98		
Unencumbered Cash Balance	\$ 181,743.57		\$ 181,743.57		
	=====		=====		

Date: 02/06/13  
 Time: 2:51 pm

GARFIELD HTS. BOARD OF EDUC.  
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BUILDING (004)

	January Activity	Annual Budget	FYTD Activity	Encumberances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 275,178.83		\$ 287,186.08		
Expenditures:					
PURCHASED SERVICES		\$ 53,308.32	\$ 9,652.25	\$ 41,331.49	\$ 2,324.58
CAPITAL OUTLAY		\$ 2,355.00	\$ 2,355.00		
OTHER USES OF FUNDS		\$ 1,535.00			\$ 1,535.00
Total Expenditures:		\$ 57,198.32	\$ 12,007.25	\$ 41,331.49	\$ 3,859.58
Increase (Decrease) for Period	\$ 0.00		\$ 12,007.25-		
Fund Balance, End of Period	\$ 275,178.83		\$ 275,178.83		
Current Encumbrances	\$ 41,331.49		\$ 41,331.49		
Unencumbered Cash Balance	\$ 233,847.34		\$ 233,847.34		

Date: 02/06/13  
 Time: 2:51 pm

GARFIELD HTS. BOARD OF EDUC.  
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FOOD SERVICE (006)

	January Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 756,879.87		\$ 781,917.22		
Revenue:					
EARNINGS ON INVESTMENTS		\$ 1,000.00	\$ 789.44		
FOOD SERVICES	\$ 22,062.08	\$ 300,000.00	\$ 124,594.14		
RESTRICTED GRANTS-IN-AID	\$ 3,732.45	\$ 110,000.00	\$ 11,197.35		
RESTRICTED GRANTS-IN-AID	\$ 116,261.62	\$ 950,000.00	\$ 528,282.93		
Total Revenues:	\$ 142,056.15	\$ 1,361,000.00	\$ 664,863.86		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 37,748.46	\$ 501,000.00	\$ 287,674.39		\$ 213,325.61
FRINGE BENEFITS	\$ 10,330.03	\$ 158,696.80	\$ 82,932.29	\$ 689.00	\$ 75,075.51
TOTAL PERSONNEL:	\$ 48,078.49	\$ 659,696.80	\$ 370,606.68	\$ 689.00	\$ 288,401.12
PURCHASED SERVICES	\$ 576.25	\$ 50,161.31	\$ 11,021.78	\$ 31,863.51	\$ 7,276.02
SUPPLIES AND MATERIALS	\$ 60,914.79	\$ 605,394.47	\$ 275,086.13	\$ 491,931.30	\$ 161,622.96-
CAPITAL OUTLAY		\$ 25,000.00		\$ 572.50	\$ 24,427.50
MISCELLANEOUS OBJECTS		\$ 2,000.00	\$ 700.00		\$ 1,300.00
Total Expenditures:	\$ 109,569.53	\$ 1,342,252.58	\$ 657,414.59	\$ 525,056.31	\$ 159,781.68
Increase (Decrease) for Period	\$ 32,486.62		\$ 7,449.27		
Fund Balance, End of Period	\$ 789,366.49		\$ 789,366.49		
Current Encumbrances	\$ 525,056.31		\$ 525,056.31		
Unencumbered Cash Balance	\$ 264,310.18		\$ 264,310.18		

Date: 02/06/13  
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SPECIAL TRUST (007)

	January Activity	Annual Budget	FYTD Activity	Encumberances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 12,186.71		\$ 14,811.94		
Revenue:					
EARNINGS ON INVESTMENTS			\$ 202.22		
EXTRA CURRIC (STUDENT) ACTIVIT					
MISC. RECEIPTS - LOCAL SOURCES			\$ 4,509.00		
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:			\$ 4,711.22		
Expenditures:					
MISCELLANEOUS OBJECTS	\$ 375.00	\$ 9,500.00	\$ 7,711.45	\$ 2,875.00	\$ 1,086.45-
Total Expenditures:	\$ 375.00	\$ 9,500.00	\$ 7,711.45	\$ 2,875.00	\$ 1,086.45-
Increase (Decrease) for Period	\$ 375.00-		\$ 3,000.23-		
Fund Balance, End of Period	\$ 11,811.71		\$ 11,811.71		
Current Encumbrances	\$ 2,875.00		\$ 2,875.00		
Unencumbered Cash Balance	\$ 8,936.71		\$ 8,936.71		

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	ENDOWMENT (008)				
	January Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 102,724.01		\$ 103,224.01		
Revenue:					
EARNINGS ON INVESTMENTS		\$ 1,000.00			
Total Revenues:		\$ 1,000.00			
Expenditures:					
MISCELLANEOUS OBJECTS		\$ 1,500.00	\$ 500.00		\$ 1,000.00
Total Expenditures:		\$ 1,500.00	\$ 500.00		\$ 1,000.00
Increase (Decrease) for Period	\$ 0.00		\$ 500.00-		
Fund Balance, End of Period	\$ 102,724.01		\$ 102,724.01		
	=====		=====		
Current Encumbrances	\$ 0.00		\$ 0.00		
Unencumbered Cash Balance	\$ 102,724.01		\$ 102,724.01		
	=====		=====		



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UNIFORM SCHOOL SUPPLIES (009)

	January Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 32,864.43-		\$ 154.26		
Revenue:					
CLASSROOM MATERIALS AND FEES	\$ 1,074.00	\$ 37,000.00	\$ 12,971.24		
Total Revenues:	\$ 1,074.00	\$ 37,000.00	\$ 12,971.24		
Expenditures:					
SUPPLIES AND MATERIALS	\$ 2,885.81	\$ 65,109.28	\$ 47,801.74	\$ 10,417.79	\$ 6,889.75
Total Expenditures:	\$ 2,885.81	\$ 65,109.28	\$ 47,801.74	\$ 10,417.79	\$ 6,889.75
Increase (Decrease) for Period	\$ 1,811.81-		\$ 34,830.50-		
Fund Balance, End of Period	\$ 34,676.24-		\$ 34,676.24-		
Current Encumbrances	\$ 10,417.79		\$ 10,417.79		
Unencumbered Cash Balance	\$ 45,094.03-		\$ 45,094.03-		

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CLASSROOM FACILITIES (010)

	January Activity	Annual Budget	FYTD Activity	Encumberances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 4,313,967.31		\$ 3,403,073.47		
Revenue:					
EARNINGS ON INVESTMENTS			\$ 3,735.43		
MISC. RECEIPTS - LOCAL SOURCES					
REVENUE FOR/ON BEHALF SCL DIST		\$ 2,000,000.00			
TRANSFERS-IN			\$ 1,226,604.00		
Total Revenues:		\$ 2,000,000.00	\$ 1,230,339.43		
Expenditures:					
PURCHASED SERVICES		\$ 1,489,252.59	\$ 33,319.91	\$ 990,890.93	\$ 465,041.75
CAPITAL OUTLAY	\$ 44,014.44	\$ 4,006,865.73	\$ 330,140.12	\$ 547,921.65	\$ 3,128,803.96
Total Expenditures:	\$ 44,014.44	\$ 5,496,118.32	\$ 363,460.03	\$ 1,538,812.58	\$ 3,593,845.71
Increase (Decrease) for Period	\$ 44,014.44-		\$ 866,879.40		
Fund Balance, End of Period	\$ 4,269,952.87		\$ 4,269,952.87		
Current Encumbrances	\$ 1,538,812.58		\$ 1,538,812.58		
Unencumbered Cash Balance	\$ 2,731,140.29		\$ 2,731,140.29		

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ROTARY-INTERNAL SERVICES (014)

	January Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 56,571.08		\$ 40,231.08		
Revenue:					
TRANSPORTATION FEES			\$ 13,555.00		
EXTRA CURRIC (STUDENT) ACTIVIT	\$ 450.00	\$ 100,000.00	\$ 2,850.00		
MISC. RECEIPTS - LOCAL SOURCES			\$ 2,599.00		
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:	\$ 450.00	\$ 100,000.00	\$ 19,004.00		
Expenditures:					
PURCHASED SERVICES	\$ 6,450.00	\$ 120,000.00	\$ 6,450.00		\$ 113,550.00
SUPPLIES AND MATERIALS		\$ 40.00		\$ 40.00	
MISCELLANEOUS OBJECTS		\$ 5,100.00	\$ 2,214.00	\$ 1,681.00	\$ 1,205.00
Total Expenditures:	\$ 6,450.00	\$ 125,140.00	\$ 8,664.00	\$ 1,721.00	\$ 114,755.00
Increase (Decrease) for Period	\$ 6,000.00-		\$ 10,340.00		
Fund Balance, End of Period	\$ 50,571.08		\$ 50,571.08		
	=====		=====		
Current Encumbrances	\$ 1,721.00		\$ 1,721.00		
Unencumbered Cash Balance	\$ 48,850.08		\$ 48,850.08		
	=====		=====		

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PUBLIC SCHOOL SUPPORT (018)

	January Activity	Annual Budget	FYTD Activity	Encumberances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 57,896.48		\$ 63,007.32		
Revenue:					
EXTRA CURRIC (STUDENT) ACTIVIT	\$ 4,487.04	\$ 40,000.00	\$ 16,397.01		
MISC. RECEIPTS - LOCAL SOURCES	\$ 12.21		\$ 549.94		
Total Revenues:	\$ 4,499.25	\$ 40,000.00	\$ 16,946.95		
Expenditures:					
SUPPLIES AND MATERIALS				\$ 1,944.76	\$ 1,944.76-
CAPITAL OUTLAY		\$ 500.00			\$ 500.00
MISCELLANEOUS OBJECTS	\$ 3,165.00	\$ 49,103.28	\$ 20,723.54	\$ 9,444.53	\$ 18,935.21
Total Expenditures:	\$ 3,165.00	\$ 49,603.28	\$ 20,723.54	\$ 11,389.29	\$ 17,490.45
Increase (Decrease) for Period	\$ 1,334.25		\$ 3,776.59-		
Fund Balance, End of Period	\$ 59,230.73		\$ 59,230.73		
Current Encumbrances	\$ 11,389.29		\$ 11,389.29		
Unencumbered Cash Balance	\$ 47,841.44		\$ 47,841.44		

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	OTHER GRANT (019)			
	January Activity	Annual Budget	FYTD Activity	Encumberances
	Unencumbered Balance			
Fund Balance, Beg. of Period	\$ 22,190.79		\$ 16,556.61	
Revenue:				
MISC. RECEIPTS - LOCAL SOURCES	\$ 4,050.00		\$ 5,655.75	
RESTRICTED GRANTS-IN-AID	\$ 4,000.00			
Total Revenues:	\$ 8,050.00		\$ 5,655.75	
Expenditures:				
PURCHASED SERVICES				
SUPPLIES AND MATERIALS	\$ 3,545.28		\$ 21.57	\$ 523.71
Total Expenditures:	\$ 3,545.28		\$ 21.57	\$ 523.71
Increase (Decrease) for Period	\$ 0.00		\$ 5,634.18	
Fund Balance, End of Period	\$ 22,190.79		\$ 22,190.79	
Current Encumbrances	\$ 523.71		\$ 523.71	
Unencumbered Cash Balance	\$ 21,667.08		\$ 21,667.08	

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EMPLOYEE BENEFITS SELF INS. (024)

	January Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 507,642.11		\$ 553,873.81		
Revenue:					
MISC. RECEIPTS - LOCAL SOURCES		\$ 300,000.00			
Total Revenues:		\$ 300,000.00			
Expenditures:					
MISCELLANEOUS OBJECTS	\$ 5,039.85	\$ 300,244.62	\$ 51,271.55	\$ 1,664,637.41	\$ 1,415,664.34-
Total Expenditures:	\$ 5,039.85	\$ 300,244.62	\$ 51,271.55	\$ 1,664,637.41	\$ 1,415,664.34-
Increase (Decrease) for Period	\$ 5,039.85-		\$ 51,271.55-		
Fund Balance, End of Period	\$ 502,602.26		\$ 502,602.26		
Current Encumbrances	\$ 1,664,637.41		\$ 1,664,637.41		
Unencumbered Cash Balance	\$ 1,162,035.15-		\$ 1,162,035.15-		

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CLASSROOM FACILITIES MAINT. (034)

	January Activity	Annual Budget	FYTD Activity	Encumberances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 156,418.99		\$ 83,120.95		
Revenue:					
TAXES		\$ 171,900.00	\$ 89,811.71		
UNRESTRICTED GRANTS-IN-AID		\$ 29,000.00	\$ 13,996.77		
TRANSFERS-IN			\$ 72,360.78		
Total Revenues:	\$	200,900.00	\$ 176,169.26		
Expenditures:					
PURCHASED SERVICES	\$ 13,200.00	\$ 200,000.00	\$ 116,005.02	\$ 53,598.32	\$ 30,396.66
SUPPLIES AND MATERIALS					
CAPITAL OUTLAY	\$ 14,460.00	\$ 80,000.00	\$ 14,460.00	\$ 3,500.00	\$ 62,040.00
MISCELLANEOUS OBJECTS		\$ 500.00	\$ 66.20		\$ 433.80
Total Expenditures:	\$ 27,660.00	\$ 280,500.00	\$ 130,531.22	\$ 57,098.32	\$ 92,870.46
Increase (Decrease) for Period	\$ 27,660.00-		\$ 45,638.04		
Fund Balance, End of Period	\$ 128,758.99		\$ 128,758.99		
Current Encumbrances	\$ 57,098.32		\$ 57,098.32		
Unencumbered Cash Balance	\$ 71,660.67		\$ 71,660.67		

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STUDENT MANAGED ACTIVITY (200)

	January Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 47,880.81		\$ 27,436.31		
Revenue:					
EXTRA CURRIC (STUDENT) ACTIVIT	\$ 1,019.00	\$ 34,000.00	\$ 50,981.75		
Total Revenues:	\$ 1,019.00	\$ 34,000.00	\$ 50,981.75		
Expenditures:					
MISCELLANEOUS OBJECTS	\$ 510.00	\$ 45,932.82	\$ 30,028.25	\$ 24,282.99	\$ 8,378.42-
Total Expenditures:	\$ 510.00	\$ 45,932.82	\$ 30,028.25	\$ 24,282.99	\$ 8,378.42-
Increase (Decrease) for Period	\$ 509.00		\$ 20,953.50		
Fund Balance, End of Period	\$ 48,389.81		\$ 48,389.81		
Current Encumbrances	\$ 24,282.99		\$ 24,282.99		
Unencumbered Cash Balance	\$ 24,106.82		\$ 24,106.82		



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DISTRICT MANAGED ACTIVITY (300)

	January Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 38,486.05		\$ 40,893.56		
Revenue:					
EXTRA CURRIC (STUDENT) ACTIVIT	\$ 15,300.09	\$ 108,500.00	\$ 69,300.51		
MISC. RECEIPTS - LOCAL SOURCES		\$ 4,000.00	\$ 100.00		
TRANSFERS-IN		\$ 28,000.00			
REFND OF PRIOR YEAR EXPENDITUR			\$ 55.00		
Total Revenues:	\$ 15,300.09	\$ 140,500.00	\$ 69,455.51		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 945.00	\$ 15,000.00	\$ 6,130.00		\$ 8,870.00
FRINGE BENEFITS	\$ 509.75	\$ 3,073.85	\$ 2,646.69		\$ 427.16
TOTAL PERSONNEL:	\$ 1,454.75	\$ 18,073.85	\$ 8,776.69	\$ 0.00	\$ 9,297.16
PURCHASED SERVICES	\$ 3,404.00	\$ 49,629.39	\$ 26,771.39	\$ 24,058.00	\$ 1,200.00-
SUPPLIES AND MATERIALS	\$ 14,008.96	\$ 62,703.55	\$ 35,624.42	\$ 38,914.40	\$ 11,835.27-
CAPITAL OUTLAY			\$ 604.95		\$ 604.95-
MISCELLANEOUS OBJECTS	\$ 325.00	\$ 12,200.00	\$ 3,978.19	\$ 1,500.00	\$ 6,721.81
Total Expenditures:	\$ 19,192.71	\$ 142,606.79	\$ 75,755.64	\$ 64,472.40	\$ 2,378.75
Increase (Decrease) for Period	\$ 3,892.62-		\$ 6,300.13-		
Fund Balance, End of Period	\$ 34,593.43		\$ 34,593.43		
Current Encumbrances	\$ 64,472.40		\$ 64,472.40		
Unencumbered Cash Balance	\$ 29,878.97-		\$ 29,878.97-		

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DMSA-MUSIC EXPRESS-HS (300 910E)

	January Activity	Annual Budget	FYTD Activity	Encumberances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 18,091.69		\$ 14,211.77		
Revenue:					
EXTRA CURRIC (STUDENT) ACTIVIT	\$ 10,646.09	\$ 30,000.00	\$ 20,283.51		
Total Revenues:	\$ 10,646.09	\$ 30,000.00	\$ 20,283.51		
Expenditures:					
PURCHASED SERVICES		\$ 2,000.00			\$ 2,000.00
SUPPLIES AND MATERIALS	\$ 13,424.99	\$ 36,518.55	\$ 19,182.49	\$ 16,157.71	\$ 1,178.35
MISCELLANEOUS OBJECTS		\$ 2,000.00			\$ 2,000.00
Total Expenditures:	\$ 13,424.99	\$ 40,518.55	\$ 19,182.49	\$ 16,157.71	\$ 5,178.35
Increase (Decrease) for Period	\$ 2,778.90-		\$ 1,101.02		
Fund Balance, End of Period	\$ 15,312.79		\$ 15,312.79		
Current Encumbrances	\$ 16,157.71		\$ 16,157.71		
Unencumbered Cash Balance	\$ 844.92-		\$ 844.92-		

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DMSA-ATHLETICS (300 926A)						
	January Activity	Annual Budget	FYTD Activity	Encumbrances		Unencumbered Balance
	<hr style="border-top: 1px dashed black;"/>		<hr style="border-top: 1px dashed black;"/>		<hr style="border-top: 1px dashed black;"/>	
Fund Balance, Beg. of Period	\$ 19,835.20-		\$ 18,188.34-			
Revenue:						
EXTRA CURRIC (STUDENT) ACTIVIT	\$ 4,509.00	\$ 42,800.00	\$ 37,199.00			
MISC. RECEIPTS - LOCAL SOURCES		\$ 4,000.00	\$ 100.00			
TRANSFERS-IN		\$ 28,000.00				
REFND OF PRIOR YEAR EXPENDITUR			\$ 55.00			
	<hr style="border-top: 1px dashed black;"/>		<hr style="border-top: 1px dashed black;"/>		<hr style="border-top: 1px dashed black;"/>	
Total Revenues:	\$ 4,509.00	\$ 74,800.00	\$ 37,354.00			
Expenditures:						
PERSONNEL:						
SALARIES	\$ 945.00	\$ 15,000.00	\$ 6,130.00			\$ 8,870.00
FRINGE BENEFITS	\$ 509.75	\$ 3,073.85	\$ 2,646.69			\$ 427.16
	<hr style="border-top: 1px dashed black;"/>		<hr style="border-top: 1px dashed black;"/>		<hr style="border-top: 1px dashed black;"/>	
TOTAL PERSONNEL:	\$ 1,454.75	\$ 18,073.85	\$ 8,776.69	\$ 0.00		\$ 9,297.16
PURCHASED SERVICES	\$ 3,404.00	\$ 32,500.00	\$ 21,442.00	\$ 24,058.00		\$ 13,000.00-
SUPPLIES AND MATERIALS	\$ 343.97		\$ 7,400.94	\$ 12,430.00		\$ 19,830.94-
CAPITAL OUTLAY			\$ 604.95			\$ 604.95-
MISCELLANEOUS OBJECTS	\$ 325.00	\$ 2,000.00	\$ 1,795.00	\$ 225.00		\$ 20.00-
	<hr style="border-top: 1px dashed black;"/>		<hr style="border-top: 1px dashed black;"/>		<hr style="border-top: 1px dashed black;"/>	
Total Expenditures:	\$ 5,527.72	\$ 52,573.85	\$ 40,019.58	\$ 36,713.00		\$ 24,158.73-
Increase (Decrease) for Period	\$ 1,018.72-		\$ 2,665.58-			
Fund Balance, End of Period	\$ 20,853.92-		\$ 20,853.92-			
	<hr style="border-top: 3px double black;"/>		<hr style="border-top: 3px double black;"/>		<hr style="border-top: 3px double black;"/>	
Current Encumbrances	\$ 36,713.00		\$ 36,713.00			
Unencumbered Cash Balance	\$ 57,566.92-		\$ 57,566.92-			
	<hr style="border-top: 3px double black;"/>		<hr style="border-top: 3px double black;"/>		<hr style="border-top: 3px double black;"/>	

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	January Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 289,762.76		\$ 86,798.27		
Revenue:					
EARNINGS ON INVESTMENTS			\$ 149.64		
RESTRICTED GRANTS-IN-AID			\$ 327,529.18		
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:			\$ 327,678.82		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 2,511.33	\$ 28,000.00	\$ 28,038.50		\$ 38.50-
FRINGE BENEFITS	\$ 388.00	\$ 7,845.45	\$ 3,311.14		\$ 4,534.31
TOTAL PERSONNEL:	\$ 2,899.33	\$ 35,845.45	\$ 31,349.64	\$ 0.00	\$ 4,495.81
PURCHASED SERVICES	\$ 529.07	\$ 448,569.99	\$ 41,360.90	\$ 155,780.34	\$ 251,428.75
SUPPLIES AND MATERIALS	\$ 14,365.32	\$ 243,061.57	\$ 69,797.51	\$ 188,059.95	\$ 14,795.89-
MISCELLANEOUS OBJECTS		\$ 9,000.00			\$ 9,000.00
Total Expenditures:	\$ 17,793.72	\$ 736,477.01	\$ 142,508.05	\$ 343,840.29	\$ 250,128.67
Increase (Decrease) for Period	\$ 17,793.72-		\$ 185,170.77		
Fund Balance, End of Period	\$ 271,969.04		\$ 271,969.04		
Current Encumbrances	\$ 343,840.29		\$ 343,840.29		
Unencumbered Cash Balance	\$ 71,871.25-		\$ 71,871.25-		

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MANAGEMENT INFORMATION SYSTEM (432)

	January Activity	Annual Budget	FYTD Activity	Encumberances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 50.00-		\$ 0.00		
Expenditures:					
MISCELLANEOUS OBJECTS			\$ 50.00		\$ 50.00-
Total Expenditures:			\$ 50.00		\$ 50.00-
Increase (Decrease) for Period	\$ 0.00		\$ 50.00-		
Fund Balance, End of Period	\$ 50.00-		\$ 50.00-		
Current Encumbrances	\$ 0.00		\$ 0.00		
Unencumbered Cash Balance	\$ 50.00-		\$ 50.00-		

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PUBLIC SCHOOL PRESCHOOL (439)

	January Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 30,285.77-		\$ 4.51		
Revenue:					
TUITION					
RESTRICTED GRANTS-IN-AID			\$ 24,490.27		
TRANSFERS-IN					
ADVANCES-IN					
Total Revenues:			\$ 24,490.27		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 4,910.08	\$ 56,800.00	\$ 42,776.42		\$ 14,023.58
FRINGE BENEFITS	\$ 2,218.03	\$ 23,200.00	\$ 19,072.24		\$ 4,127.76
TOTAL PERSONNEL:	\$ 7,128.11	\$ 80,000.00	\$ 61,848.66	\$ 0.00	\$ 18,151.34
PURCHASED SERVICES					
SUPPLIES AND MATERIALS					
CAPITAL OUTLAY					
OTHER USES OF FUNDS			\$ 60.00		\$ 60.00-
Total Expenditures:	\$ 7,128.11	\$ 80,000.00	\$ 61,908.66		\$ 18,091.34
Increase (Decrease) for Period	\$ 7,128.11-		\$ 37,418.39-		
Fund Balance, End of Period	\$ 37,413.88-		\$ 37,413.88-		
Current Encumbrances	\$ 0.00		\$ 0.00		
Unencumbered Cash Balance	\$ 37,413.88-		\$ 37,413.88-		

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	January Activity	Annual Budget	FYTD Activity	Encumberances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 1,406.83		\$ 1,408.42		
Revenue:					
RESTRICTED GRANTS-IN-AID					
ADVANCES-IN					
REFND OF PRIOR YEAR EXPENDITUR					
Total Revenues:					
Expenditures:					
PERSONNEL:					
SALARIES		\$ 1.59	\$ 1.59		
FRINGE BENEFITS					
TOTAL PERSONNEL:	\$ 0.00	\$ 1.59	\$ 1.59	\$ 0.00	\$ 0.00
PURCHASED SERVICES					
MISCELLANEOUS OBJECTS					
OTHER USES OF FUNDS					
Total Expenditures:		\$ 1.59	\$ 1.59		
Increase (Decrease) for Period	\$ 0.00		\$ 1.59-		
Fund Balance, End of Period	\$ 1,406.83		\$ 1,406.83		
Current Encumbrances	\$ 0.00		\$ 0.00		
Unencumbered Cash Balance	\$ 1,406.83		\$ 1,406.83		

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SCHOOLNET EQUIP/INFRASTRUCTURE (450)

	January Activity	Annual Budget	FYTD Activity	Encumberances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 0.12-		\$ 0.12-		
Revenue:					
RESTRICTED GRANTS-IN-AID TRANSFERS-IN					
Total Revenues:					
Expenditures:					
CAPITAL OUTLAY					
Total Expenditures:					
Increase (Decrease) for Period	\$ 0.00		\$ 0.00		
Fund Balance, End of Period	\$ 0.12-		\$ 0.12-		
	=====		=====		
Current Encumbrances	\$ 0.00		\$ 0.00		
Unencumbered Cash Balance	\$ 0.12-		\$ 0.12-		
	=====		=====		



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	January Activity	Annual Budget	FYTD Activity	Encumberances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 83,825.42		\$ 79,325.42		
Revenue:					
RESTRICTED GRANTS-IN-AID			\$ 4,500.00		
Total Revenues:			\$ 4,500.00		
Expenditures:					
PURCHASED SERVICES		\$ 94,325.00			\$ 94,325.00
Total Expenditures:		\$ 94,325.00			\$ 94,325.00
Increase (Decrease) for Period	\$ 0.00		\$ 4,500.00		
Fund Balance, End of Period	\$ 83,825.42 =====		\$ 83,825.42 =====		
Current Encumbrances	\$ 0.00		\$ 0.00		
Unencumbered Cash Balance	\$ 83,825.42 =====		\$ 83,825.42 =====		

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SCHOOLNET PROFESS. DEVELOPMENT (452)

	January Activity	Annual Budget	FYTD Activity	Encumberances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 8.95		\$ 8.95		
Revenue:					
RESTRICTED GRANTS-IN-AID					
TRANSFERS-IN					
ADVANCES-IN					
Total Revenues:					
Expenditures:					
PURCHASED SERVICES					
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)

	January Activity	Annual Budget	FYTD Activity	Encumberances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 3,317.57		\$ 3,317.57		
Revenue:					
RESTRICTED GRANTS-IN-AID					
Total Revenues:					
Expenditures:					
PERSONNEL:					
SALARIES					
FRINGE BENEFITS					
TOTAL PERSONNEL:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
PURCHASED SERVICES SUPPLIES AND MATERIALS					
Total Expenditures:					
Increase (Decrease) for Period	\$ 0.00		\$ 0.00		
Fund Balance, End of Period	\$ 3,317.57		\$ 3,317.57		
Current Encumbrances	\$ 0.00		\$ 0.00		
Unencumbered Cash Balance	\$ 3,317.57		\$ 3,317.57		

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	January Activity	Annual Budget	FYTD Activity	Encumberances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 10,620.12-		\$ 0.56		
Revenue:					
RESTRICTED GRANTS-IN-AID			\$ 18,743.30		
Total Revenues:			\$ 18,743.30		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 3,583.62	\$ 36,843.85	\$ 26,767.61		\$ 10,076.24
FRINGE BENEFITS	\$ 1,061.09	\$ 2,671.15	\$ 7,241.08		\$ 4,569.93-
TOTAL PERSONNEL:	\$ 4,644.71	\$ 39,515.00	\$ 34,008.69	\$ 0.00	\$ 5,506.31
Total Expenditures:	\$ 4,644.71	\$ 39,515.00	\$ 34,008.69		\$ 5,506.31
Increase (Decrease) for Period	\$ 4,644.71-		\$ 15,265.39-		
Fund Balance, End of Period	\$ 15,264.83-		\$ 15,264.83-		
	=====		=====		
Current Encumbrances	\$ 0.00		\$ 0.00		
Unencumbered Cash Balance	\$ 15,264.83-		\$ 15,264.83-		
	=====		=====		

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MISCELLANEOUS STATE GRANT FUND (499)

	January Activity	Annual Budget	FYTD Activity	Encumberances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 29,604.56		\$ 29,454.56		
Revenue:					
RESTRICTED GRANTS-IN-AID					
REFND OF PRIOR YEAR EXPENDITUR			\$ 150.00		
Total Revenues:			\$ 150.00		
Expenditures:					
PERSONNEL:					
FRINGE BENEFITS					
TOTAL PERSONNEL:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
PURCHASED SERVICES					
SUPPLIES AND MATERIALS	\$ 3,176.37		\$ 3,176.37	\$ 89.95	\$ 3,266.32-
CAPITAL OUTLAY					
MISCELLANEOUS OBJECTS					
OTHER USES OF FUNDS					
Total Expenditures:	\$ 3,176.37		\$ 3,176.37	\$ 89.95	\$ 3,266.32-
Increase (Decrease) for Period	\$ 3,176.37-		\$ 3,026.37-		
Fund Balance, End of Period	\$ 26,428.19		\$ 26,428.19		
Current Encumbrances	\$ 89.95		\$ 89.95		
Unencumbered Cash Balance	\$ 26,338.24		\$ 26,338.24		

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	January Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
	-----				
Fund Balance, Beg. of Period	\$ 10,017.45		\$ 10.85		
Revenue:					
RESTRICTED GRANTS-IN-AID			\$ 220,498.00		
Total Revenues:			\$ 220,498.00		
Expenditures:					
PERSONNEL:					
SALARIES			\$ 95,495.85		\$ 95,495.85-
FRINGE BENEFITS			\$ 18,695.55		\$ 18,695.55-
TOTAL PERSONNEL:	\$ 0.00	\$ 0.00	\$ 114,191.40	\$ 0.00	\$ 114,191.40-
OTHER USES OF FUNDS			\$ 96,300.00		\$ 96,300.00-
Total Expenditures:			\$ 210,491.40		\$ 210,491.40-
Increase (Decrease) for Period	\$ 0.00		\$ 10,006.60		
Fund Balance, End of Period	\$ 10,017.45		\$ 10,017.45		
	=====		=====		
Current Encumbrances	\$ 0.00		\$ 0.00		
Unencumbered Cash Balance	\$ 10,017.45		\$ 10,017.45		
	=====		=====		

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	January Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 235,423.31-		\$ 92,760.09-		
Revenue:					
RESTRICTED GRANTS-IN-AID ADVANCES-IN			\$ 358,283.07		
Total Revenues:			\$ 358,283.07		
Expenditures:					
PERSONNEL:					
SALARIES		\$ 35,481.00	\$ 65,716.92		\$ 30,235.92-
FRINGE BENEFITS		\$ 5,982.00	\$ 10,180.00		\$ 4,198.00-
TOTAL PERSONNEL:	\$ 0.00	\$ 41,463.00	\$ 75,896.92	\$ 0.00	\$ 34,433.92-
PURCHASED SERVICES	\$ 64,708.00	\$ 1,024,641.00	\$ 376,943.50	\$ 208,837.03	\$ 438,860.47
SUPPLIES AND MATERIALS	\$ 2,056.32	\$ 52,445.90	\$ 21,118.19	\$ 3,849.81	\$ 27,477.90
CAPITAL OUTLAY		\$ 15,052.00	\$ 5,052.00		\$ 10,000.00
OTHER USES OF FUNDS			\$ 88,700.00		\$ 88,700.00-
Total Expenditures:	\$ 66,764.32	\$ 1,133,601.90	\$ 567,710.61	\$ 212,686.84	\$ 353,204.45
Increase (Decrease) for Period	\$ 66,764.32-		\$ 209,427.54-		
Fund Balance, End of Period	\$ 302,187.63-		\$ 302,187.63-		
Current Encumbrances	\$ 212,686.84		\$ 212,686.84		
Unencumbered Cash Balance	\$ 514,874.47-		\$ 514,874.47-		

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TITLE II D - TECHNOLOGY (533)

	January Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 184.03-		\$ 715.97		
Revenue:					
RESTRICTED GRANTS-IN-AID ADVANCES-IN			\$ 540.00		
Total Revenues:			\$ 540.00		
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		\$ 3,240.00	\$ 1,440.00	\$ 1,800.00	
Total Expenditures:		\$ 3,240.00	\$ 1,440.00	\$ 1,800.00	
Increase (Decrease) for Period	\$ 0.00		\$ 900.00-		
Fund Balance, End of Period	\$ 184.03-		\$ 184.03-		
Current Encumbrances	\$ 1,800.00		\$ 1,800.00		
Unencumbered Cash Balance	\$ 1,984.03-		\$ 1,984.03-		



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TITLE I SCHOOL IMPROVEMENT A (536)

	January Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 8,924.87-		\$ 0.31		
Revenue:					
RESTRICTED GRANTS-IN-AID			\$ 64,412.00		
TRANSFERS-IN					
ADVANCES-IN					
Total Revenues:			\$ 64,412.00		
Expenditures:					
PERSONNEL:					
SALARIES		\$ 10,800.00	\$ 36,292.07		\$ 25,492.07-
FRINGE BENEFITS		\$ 1,758.76	\$ 7,735.29		\$ 5,976.53-
TOTAL PERSONNEL:	\$ 0.00	\$ 12,558.76	\$ 44,027.36	\$ 0.00	\$ 31,468.60-
PURCHASED SERVICES	\$ 3,035.84	\$ 66,542.00	\$ 8,055.73	\$ 6,271.24	\$ 52,215.03
SUPPLIES AND MATERIALS		\$ 15,623.58	\$ 7,164.93	\$ 2,095.43	\$ 6,363.22
OTHER USES OF FUNDS			\$ 17,125.00		\$ 17,125.00-
Total Expenditures:	\$ 3,035.84	\$ 94,724.34	\$ 76,373.02	\$ 8,366.67	\$ 9,984.65
Increase (Decrease) for Period	\$ 3,035.84-		\$ 11,961.02-		
Fund Balance, End of Period	\$ 11,960.71-		\$ 11,960.71-		
Current Encumbrances	\$ 8,366.67		\$ 8,366.67		
Unencumbered Cash Balance	\$ 20,327.38-		\$ 20,327.38-		

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TITLE I DISADVANTAGED CHILDREN (572)

	January Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 610,248.54-		\$ 500,293.76-		
Revenue:					
RESTRICTED GRANTS-IN-AID ADVANCES-IN			\$ 557,006.76		
Total Revenues:			\$ 557,006.76		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 58,052.34	\$ 1,225,450.87	\$ 418,855.56		\$ 806,595.31
FRINGE BENEFITS	\$ 18,297.30	\$ 227,508.05	\$ 122,266.26		\$ 105,241.79
TOTAL PERSONNEL:	\$ 76,349.64	\$ 1,452,958.92	\$ 541,121.82	\$ 0.00	\$ 911,837.10
PURCHASED SERVICES	\$ 6,074.00	\$ 219,826.84	\$ 31,389.37	\$ 37,404.72	\$ 151,032.75
SUPPLIES AND MATERIALS		\$ 49,234.51	\$ 26,873.99	\$ 200.00	\$ 22,160.52
OTHER USES OF FUNDS			\$ 150,000.00		\$ 150,000.00-
Total Expenditures:	\$ 82,423.64	\$ 1,722,020.27	\$ 749,385.18	\$ 37,604.72	\$ 935,030.37
Increase (Decrease) for Period	\$ 82,423.64-		\$ 192,378.42-		
Fund Balance, End of Period	\$ 692,672.18-		\$ 692,672.18-		
Current Encumbrances	\$ 37,604.72		\$ 37,604.72		
Unencumbered Cash Balance	\$ 730,276.90-		\$ 730,276.90-		

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TITLE V INNOVATIVE EDUC PGM (573)

	January Activity	Annual Budget	FYTD Activity	Encumberances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 2,074.48		\$ 2,074.48		
Expenditures:					
SUPPLIES AND MATERIALS	\$ 34.00	\$ 34.00	\$ 34.00	\$ 34.00	
Total Expenditures:	\$ 34.00	\$ 34.00	\$ 34.00	\$ 34.00	
Increase (Decrease) for Period	\$ 0.00		\$ 0.00		
Fund Balance, End of Period	\$ 2,074.48		\$ 2,074.48		
Current Encumbrances	\$ 34.00		\$ 34.00		
Unencumbered Cash Balance	\$ 2,040.48		\$ 2,040.48		

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DRUG FREE SCHOOL GRANT FUND (584)

	January Activity	Annual Budget	FYTD Activity	Encumberances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 7,776.74		\$ 7,776.74		
Revenue:					
RESTRICTED GRANTS-IN-AID					
TRANSFERS-IN					
ADVANCES-IN					
Total Revenues:					
Expenditures:					
PURCHASED SERVICES					
SUPPLIES AND MATERIALS					
MISCELLANEOUS OBJECTS					
OTHER USES OF FUNDS					
Total Expenditures:					
Increase (Decrease) for Period	\$ 0.00		\$ 0.00		
Fund Balance, End of Period	\$ 7,776.74 =====		\$ 7,776.74 =====		
Current Encumbrances	\$ 0.00		\$ 0.00		
Unencumbered Cash Balance	\$ 7,776.74 =====		\$ 7,776.74 =====		

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IDEA PRESCHOOL-HANDICAPPED (587)

	January Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 8,387.17-		\$ 3.79		
Revenue:					
RESTRICTED GRANTS-IN-AID			\$ 12,299.90		
TRANSFERS-IN					
ADVANCES-IN					
Total Revenues:			\$ 12,299.90		
Expenditures:					
PERSONNEL:					
SALARIES		\$ 14,479.76	\$ 14,376.67		\$ 103.09
FRINGE BENEFITS			\$ 6,314.19		\$ 6,314.19-
TOTAL PERSONNEL:	\$ 0.00	\$ 14,479.76	\$ 20,690.86	\$ 0.00	\$ 6,211.10-
PURCHASED SERVICES					
SUPPLIES AND MATERIALS					
OTHER USES OF FUNDS					
Total Expenditures:		\$ 14,479.76	\$ 20,690.86		\$ 6,211.10-
Increase (Decrease) for Period	\$ 0.00		\$ 8,390.96-		
Fund Balance, End of Period	\$ 8,387.17-		\$ 8,387.17-		
Current Encumbrances	\$ 0.00		\$ 0.00		
Unencumbered Cash Balance	\$ 8,387.17-		\$ 8,387.17-		

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IMPROVING TEACHER QUALITY (590)

	January Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 8,554.52		\$ 39,333.59		
Revenue:					
RESTRICTED GRANTS-IN-AID			\$ 300,827.71		
Total Revenues:			\$ 300,827.71		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 7,807.16	\$ 94,605.02	\$ 58,427.00		\$ 36,178.02
FRINGE BENEFITS	\$ 2,364.09		\$ 15,977.14		\$ 15,977.14-
TOTAL PERSONNEL:	\$ 10,171.25	\$ 94,605.02	\$ 74,404.14	\$ 0.00	\$ 20,200.88
PURCHASED SERVICES	\$ 7,194.10	\$ 383,556.23	\$ 178,134.76	\$ 55,381.43	\$ 150,040.04
SUPPLIES AND MATERIALS		\$ 13,600.00	\$ 6,933.23	\$ 3,000.00	\$ 3,666.77
OTHER USES OF FUNDS			\$ 89,500.00		\$ 89,500.00-
Total Expenditures:	\$ 17,365.35	\$ 491,761.25	\$ 348,972.13	\$ 58,381.43	\$ 84,407.69
Increase (Decrease) for Period	\$ 17,365.35-		\$ 48,144.42-		
Fund Balance, End of Period	\$ 8,810.83-		\$ 8,810.83-		
	=====		=====		
Current Encumbrances	\$ 58,381.43		\$ 58,381.43		
Unencumbered Cash Balance	\$ 67,192.26-		\$ 67,192.26-		
	=====		=====		

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MISCELLANEOUS FED. GRANT FUND (599)

	January Activity	Annual Budget	FYTD Activity	Encumberances	Unencumbered Balance
Fund Balance, Beg. of Period	\$ 4,229.18		\$ 4,229.18		
Revenue:					
RESTRICTED GRANTS-IN-AID					
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	\$ 4,229.18		\$ 4,229.18		
	=====		=====		
Current Encumbrances	\$ 0.00		\$ 0.00		
Unencumbered Cash Balance	\$ 4,229.18		\$ 4,229.18		
	=====		=====		

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Aggregate of Funds					
	January Activity	Annual Budget	FYTD Activity	Encumbrances	Unencumbered Balance
Total Fund Balance, Beg. of Period	\$ 6,940,387.76		\$ 9,796,822.72		
Revenue:					
TAXES	\$ 2,764,000.00	\$ 17,294,200.00	\$ 10,006,799.55		
TUITION	\$ 400.00	\$ 300,000.00	\$ 151,659.06		
TRANSPORTATION FEES			\$ 13,555.00		
EARNINGS ON INVESTMENTS	\$ 901.26	\$ 22,000.00	\$ 14,757.78		
FOOD SERVICES	\$ 22,062.08	\$ 300,000.00	\$ 124,594.14		
EXTRA CURRIC (STUDENT) ACTIVIT	\$ 24,411.13	\$ 377,500.00	\$ 181,149.02		
CLASSROOM MATERIALS AND FEES	\$ 1,074.00	\$ 37,000.00	\$ 12,971.24		
MISC. RECEIPTS - LOCAL SOURCES	\$ 52,837.12	\$ 383,050.00	\$ 115,758.24		
OTHER RECEIPTS - LOCAL SOURCES	\$ 2,000.00		\$ 2,000.00		
RESTRICTED GRANTS-IN-AID		\$ 4,000.00			
UNRESTRICTED GRANTS-IN-AID	\$ 1,393,042.11	\$ 20,267,000.00	\$ 11,521,112.68		
RESTRICTED GRANTS-IN-AID	\$ 6,625.35	\$ 195,000.00	\$ 406,710.41		
REVENUE FOR/ON BEHALF SCL DIST		\$ 2,000,000.00			
RESTRICTED GRANTS-IN-AID	\$ 116,261.62	\$ 950,000.00	\$ 2,042,150.37		
TRANSFERS-IN		\$ 28,000.00	\$ 1,298,964.78		
ADVANCES-IN		\$ 442,000.00	\$ 441,685.00		
REFND OF PRIOR YEAR EXPENDITUR			\$ 205.00		
Total Revenues:	\$ 4,383,614.67	\$ 42,599,750.00	\$ 26,334,072.27		
Expenditures:					
PERSONNEL:					
SALARIES	\$ 1,636,992.50	\$ 21,699,460.50	\$ 12,330,948.54		\$ 9,368,511.96
FRINGE BENEFITS	\$ 629,477.67	\$ 7,935,137.36	\$ 4,399,861.38	\$ 9,003.57	\$ 3,526,272.41
TOTAL PERSONNEL:	\$ 2,266,470.17	\$ 29,634,597.86	\$ 16,730,809.92	\$ 9,003.57	\$ 12,894,784.37
PURCHASED SERVICES	\$ 672,547.78	\$ 9,922,671.93	\$ 4,652,844.16	\$ 2,698,860.37	\$ 2,570,967.40
SUPPLIES AND MATERIALS	\$ 148,711.66	\$ 2,314,823.76	\$ 1,033,102.12	\$ 1,108,149.74	\$ 173,571.90
CAPITAL OUTLAY	\$ 48,596.53	\$ 4,369,965.81	\$ 434,016.61	\$ 595,918.92	\$ 3,340,030.28
***OBJECT CODE 0700 INVALID***		\$ 39,349.92	\$ 2,813.94	\$ 1,535.98	\$ 35,000.00
MISCELLANEOUS OBJECTS	\$ 22,521.85	\$ 4,983,055.72	\$ 3,371,504.02	\$ 1,761,417.68	\$ 149,865.98-
OTHER USES OF FUNDS		\$ 1,535.00	\$ 1,740,649.78		\$ 1,739,114.78-
Total Expenditures:	\$ 3,158,847.99	\$ 51,266,000.00	\$ 27,965,740.55	\$ 6,174,886.26	\$ 17,125,373.19
Increase (Decrease) for Period	\$ 1,224,766.68		\$ 1,631,668.28-		
Total Fund Balance, End of Period	\$ 8,165,154.44		\$ 8,165,154.44		
Total Current Encumbrances	\$ 6,174,886.26		\$ 6,174,886.26		



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GARFIELD HTS. BOARD OF EDUC.  
Fiscal Year Budget  
Revenues & Expenditures  
January 1, 2013 through January 31, 2013

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Aggregate of Funds (cont'd)

	January Activity	Annual Budget	FYTD Activity	Encumberances	Unencumbered Balance
Total Unencumbered Cash Balance	\$ 1,990,268.18		\$ 1,990,268.18		

**CHECKS PAID FOR MONTH**

Date: 02/06/2013  
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GARFIELD HTS. BOARD OF EDUC.  
 SORT BY CHECK NUMBER  
 CHECK DATES BETWEEN 01/01/2013 AND 01/31/2013  
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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: 088992 Type: W Date: 01/04/13 Vendor: CHARTER ONE		Vendor#: 830608 Stat/Date: RECONCILED:01/07/13 Bank: 1															
0001	Supplies to fix cable in	0130842	0001		0130842	11/12/12	05	001	2211	511	0000	000000	815	00	015		62.46
0002	Meal Expense for	0130857	0001		0130857	11/12/12	05	001	2411	432	0000	000000	831	00	024		72.37
0003	Meals for Board of Educat	0130859	0001		0130859	11/11/12	05	001	2310	439	0000	000000	900	00	007		161.97
0004	Reimbursement for Meals a	0130916	0001		0130916	11/12/12	05	001	2412	432	0000	000000	835	00	023		18.56
0005	Christmas Cards for	0130926	0001		0130926	12/01/12	05	001	2411	512	0000	000000	831	00	024		16.14
0006	Pat Catans ~ Frames for	0131015	0001		0131015	12/09/12	05	001	2411	512	0000	000000	831	00	024		53.91
0007	Amazon.com - Book for	0131099	0001		0131099	11/13/12	05	001	2411	512	0000	000000	831	00	024		14.19
Check total: \$399.60																	
Check: 088993 Type: W Date: 01/11/13 Vendor: KYLE JASANY		Vendor#: 832144 Stat/Date: RECONCILED:01/11/13 Bank:															
0001	Coca-Cola scholarship	0121868	0001		0121868	01/11/13	05	007	2590	881	912C	000000	600	00	000		375.00
Check total: \$375.00																	
Check: 088994 Type: W Date: 01/11/13 Vendor: ABC PIPING CO.		Vendor#: 831729 Stat/Date: RECONCILED:01/22/13 Bank:															
0001	Change Order HV-002	0130093	0001		APPLI. 22	01/11/13	05	010	5600	620	0002	000000	200	00	000		9,225.99
0002	Change Order HV-003	0130218	0001		APPLI. 22	01/11/13	05	010	5600	640	0002	000000	200	00	000		4,598.23
0003	Change Order HV-004	0130218	0002		APPLI. 22	01/11/13	05	010	5600	640	0002	000000	200	00	000		9,260.88
0004	Change Order HV-005	0130604	0001		APPLI. 22	01/11/13	05	010	5600	620	0002	000000	200	00	000		9,660.92
0005	Change Order HV-006	0130604	0002		APPLI. 22	01/11/13	05	010	5600	620	0002	000000	200	00	000		790.62
Check total: \$33,536.64																	
Check: 088995 Type: W Date: 01/11/13 Vendor: APPLE INC.		Vendor#: 010451 Stat/Date: RECONCILED:01/15/13 Bank:															
0001	Apple Mini DVI to VGA Ada	0130894	0001		4218500065	12/04/12	05	001	1130	511	9412	000000	600	00	006		51.30
Check total: \$51.30																	
Check: 088996 Type: W Date: 01/11/13 Vendor: ASTORHURST LAND COMPANY		Vendor#: 010543 Stat/Date: RECONCILED:01/16/13 Bank: 1															
0001	Fee/home course/HS Varsit	0131066	0001		0008129	12/20/12	05	001	4510	849	0000	000000	000	00	045		904.00
Check total: \$904.00																	
Check: 088997 Type: W Date: 01/11/13 Vendor: AT&T		Vendor#: 150101 Stat/Date: RECONCILED:01/17/13 Bank: 1															
0001	AT&T PHONE SERVICE FOR (5	0130006	0001		2163320740-12	12/22/12	05	001	2910	441	0000	000000	000	00	007		84.60
0002	AT&T PHONE SERVICE FOR (5	0130006	0001		216R931878-12	12/25/12	05	001	2910	441	0000	000000	000	00	007		1,407.58
Check total: \$1,492.18																	
Check: 088998 Type: W Date: 01/11/13 Vendor: ATLAS AUTOMOTIVE TRANS, INC.		Vendor#: 831909 Stat/Date: RECONCILED:01/15/13 Bank: 1															
0001	Transmission repair (Bus	0122033	0001		R.O #2103	06/12/12	05	001	2840	423	0000	000000	705	00	078		445.00
0002	Transmission repair (Bus	0122033	0001		R.O #4569	12/24/12	05	001	2840	423	0000	000000	705	00	078		1,950.00
Check total: \$2,395.00																	
Check: 088999 Type: W Date: 01/11/13 Vendor: CDW GOVERNMENT, INC.		Vendor#: 020237 Stat/Date: RECONCILED:01/15/13 Bank: 1															
0001	Acer Aspire ONE D270 1375	0130915	0001		T998837	12/05/12	05	001	1120	511	9412	000000	500	00	005		1,749.93

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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
0002	CDW LASER ETCHING DEPLOYM		0130915	0002	T998837	12/05/12	05	001	1120	511	9412	000000	500	00	005		139.58
0003	Black Box speaker cable 1		0130968	0001	V452654	12/17/12	05	001	2211	516	0000	000000	400	00	004		28.82
																Check total:	\$1,918.33
(Multi-bank check)																	
Check: 089000 Type: W Date: 01/11/13 Vendor: CEILING SYSTEMS DISTRIBUTORS Vendor#: 030686 Stat/Date: RECONCILED:01/16/13 Bank: 1																	
0001	Materials for office for		0130576	0001	0346131	12/28/12	05	003	2720	423	0000	000000	000	00	000		127.03
																Check total:	\$127.03
Check: 089001 Type: W Date: 01/11/13 Vendor: CHRISTINE KITSON Vendor#: 030273 Stat/Date: RECONCILED:01/22/13 Bank: 1																	
0001	Reimbursement for use of		0130368	0001	AUGUST 2012	01/08/13	05	001	2690	441	0000	000000	000	00	007		25.00
0002	Reimbursement for use of		0130368	0001	NOVEMBER 2012	01/08/13	05	001	2690	441	0000	000000	000	00	007		25.00
0003	Reimbursement for use of		0130368	0001	OCTOBER 2012	01/08/13	05	001	2690	441	0000	000000	000	00	007		25.00
0004	Reimbursement for use of		0130368	0001	SEPTEMBER 2012	01/08/13	05	001	2690	441	0000	000000	000	00	007		25.00
0005	Reimbursement for use of		0130373	0001	AUGUST 2012	01/08/13	05	001	2690	441	0000	000000	000	00	007		50.00
0006	Reimbursement for use of		0130373	0001	JULY 2012	01/08/13	05	001	2690	441	0000	000000	000	00	007		50.00
0007	Reimbursement for use of		0130373	0001	NOVEMBER 2012	01/08/13	05	001	2690	441	0000	000000	000	00	007		50.00
0008	Reimbursement for use of		0130373	0001	OCTOBER 2012	01/08/13	05	001	2690	441	0000	000000	000	00	007		50.00
0009	Reimbursement for use of		0130373	0001	SEPTEMBER 2012	01/08/13	05	001	2690	441	0000	000000	000	00	007		50.00
																Check total:	\$350.00
Check: 089002 Type: W Date: 01/11/13 Vendor: CHRISTOPHER HANKE Vendor#: 030361 Stat/Date: RECONCILED:01/28/13 Bank: 1																	
0001	Reimbursement for use of		0121945	0001	JUN-12	01/08/13	05	001	2690	441	0000	000000	000	00	007		50.00
0002	Reimbursement for use of		0121945	0001	MAY-12	01/08/13	05	001	2690	441	0000	000000	000	00	007		50.00
																Check total:	\$100.00
Check: 089003 Type: W Date: 01/11/13 Vendor: CITY OF CLEVELAND DIVISION OF WATER Vendor#: 040220 Stat/Date: RECONCILED:01/14/13 Bank: 1																	
0001	PAYMENT FOR WATER & SEWER		0130013	0004	1006230000-01	12/14/12	05	001	2720	452	0000	000000	500	00	007		3,079.77
0002	PAYMENT FOR WATER & SEWER		0130013	0002	1406230000-01	12/14/12	05	001	2720	452	0000	000000	200	00	007		1,097.53
0003	PAYMENT FOR WATER & SEWER		0130013	0006	2369130000-01	12/13/12	05	001	2720	452	0000	000000	700	00	007		4,914.20
0004	PAYMENT FOR WATER & SEWER		0130013	0001	5306230000-01	12/13/12	05	001	2720	452	0000	000000	100	00	007		882.90
0005	PAYMENT FOR WATER & SEWER		0130013	0005	5959130000-01	12/13/12	05	001	2720	452	0000	000000	600	00	007		5,735.28
0006	PAYMENT FOR WATER & SEWER		0130013	0003	6141230000-01	12/14/12	05	001	2720	452	0000	000000	400	00	007		1,858.03
0007	PAYMENT FOR WATER & SEWER		0130013	0005	6369130000-01	12/13/12	05	001	2720	452	0000	000000	600	00	007		158.51
0008	PAYMENT FOR WATER & SEWER		0130013	0006	7069130000-01	12/14/12	05	001	2720	452	0000	000000	700	00	007		41.85
0009	PAYMENT FOR WATER & SEWER		0130013	0007	7141230000-01	12/14/12	05	001	2720	452	0000	000000	800	00	007		208.99
																Check total:	\$17,977.06
Check: 089004 Type: W Date: 01/11/13 Vendor: COLUMBUS CLAY & CERAMICS CO. Vendor#: 080277 Stat/Date: RECONCILED:01/17/13 Bank: 1																	
0001	Order of glazes for art d		0130913	0001	0021094	12/07/12	05	009	2620	551	9601	000000	600	00	000		530.00
																Check total:	\$530.00
Check: 089005 Type: W Date: 01/11/13 Vendor: COMDOC, INC. Vendor#: 030546 Stat/Date: RECONCILED:01/16/13 Bank:																	
0001	Richoh K Stapler Housing		0130977	0001	29Q21A	12/06/12	05	001	1130	511	9412	000000	600	00	006		88.00
0002	Richoh Staple K Refil #RR		0130977	0002	29Q21A	12/06/12	05	001	1130	511	9412	000000	600	00	006		184.00

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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	
0003	Refer to Order Number 900		0130977	0003	29Q21A	12/06/12	05	001	1130	511	9412	000000	600	00	006		15.00	
																	Check total:	\$287.00
Check: 089006 Type: W Date: 01/11/13 Vendor: COMDOC, INC. Vendor#: 030548 Stat/Date: RECONCILED:01/14/13 Bank: 1																		
0001	District Wide Copier Leas		0130065	0001	6739759498	12/13/12	05	001	2690	426	0000	000000	832	00	026		16,085.25	
																	Check total:	\$16,085.25
Check: 089007 Type: W Date: 01/11/13 Vendor: CUNNINGHAM PAVING CO. Vendor#: 030761 Stat/Date: RECONCILED:01/25/13 Bank: 1																		
0001	Repair Bus garage lot, se		0130518	0001	0130518	12/31/12	05	001	2720	423	0000	000000	709	00	078		1,200.00	
																	Check total:	\$1,200.00
Check: 089008 Type: W Date: 01/11/13 Vendor: DAMON INDUSTRIES, INC. Vendor#: 040052 Stat/Date: RECONCILED:01/15/13 Bank: 1																		
0001	Maintenance supplies and		0130237	0001	0941837	12/27/12	05	001	2720	572	0000	000000	702	00	078		4,322.00	
																	Check total:	\$4,322.00
Check: 089009 Type: W Date: 01/11/13 Vendor: DAVID PALMER Vendor#: 832254 Stat/Date: RECONCILED:01/28/13 Bank: 1																		
0001	Reimbursement for use of		0130946	0001	DECEMBER 2012	01/08/13	05	001	2690	441	0000	000000	000	00	007		50.00	
0002	Reimbursement for use of		0130946	0001	NOVEMBER 2012	01/08/13	05	001	2690	441	0000	000000	000	00	007		50.00	
																	Check total:	\$100.00
Check: 089010 Type: W Date: 01/11/13 Vendor: DESMOND BEASLEY Vendor#: 832185 Stat/Date: RECONCILED:01/14/13 Bank:																		
0001	2012-2013 Music Express		0130034	0001	0130031	01/11/13	05	001	1130	511	9412	000000	600	00	006		3,000.00	
																	Check total:	\$3,000.00
Check: 089011 Type: W Date: 01/11/13 Vendor: EDUCATIONAL SERVICE CENTER OF CUYAHOGA COUNTY Vendor#: 050183 Stat/Date: RECONCILED:01/15/13 Bank: 1																		
0001	Open PO - Out of District		0130464	0001	GFD1511	12/10/12	05	516	1235	479	9013	000000	813	00	013		35,388.00	
0002	Open PO - Out of District		0130464	0001	GFD1512	12/11/12	05	516	1235	479	9013	000000	813	00	013		4,675.00	
0003	Open PO - Out of District		0130464	0001	GFD1513	12/14/12	05	516	1235	479	9013	000000	813	00	013		6,960.00	
0004	Professional Development		0130496	0001	GFD1514	12/12/12	05	516	2213	432	9013	000000	000	00	022		1,900.00	
0005	Open PO - Speech-Language		0130890	0001	GFD1509	12/05/12	05	001	2150	413	0000	000000	813	00	013		4,648.47	
																	Check total:	\$53,571.47
(Multi-bank check)																		
Check: 089012 Type: W Date: 01/11/13 Vendor: ESM SOLUTIONS CORP. dba ESCHOOLMALL Vendor#: 050364 Stat/Date: RECONCILED:01/18/13 Bank: 1																		
0001	Eastpurchase Software Sup		0130997	0001	0009670	12/03/12	05	001	2610	415	0000	000000	832	00	026		3,241.00	
																	Check total:	\$3,241.00
Check: 089013 Type: W Date: 01/11/13 Vendor: GIAMBRONE CONSTRUCTION, INC. Vendor#: 180268 Stat/Date: RECONCILED:01/22/13 Bank:																		
0001	Change Order GT-039		0121370	0005	APPLI. 24	01/11/12	05	010	5600	620	0002	000000	100	00	000		4,807.81	
0002	Change Order GT-024		0121559	0001	APPLI. 24	01/11/12	05	010	5600	620	0002	000000	100	00	000		5,669.99	
																	Check total:	\$10,477.80
Check: 089014 Type: W Date: 01/11/13 Vendor: GLOBAL GOV/ED SOLUTIONS INC. Vendor#: 831172 Stat/Date: RECONCILED:01/22/13 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	L49-5519 :: LG 55LS5700 5		0130201	0001	P42031860101	10/11/12	05	001	2211	640	0000	000000	815	00	015		1,375.00	
0002	shipping		0130201	0003	P42031860101	10/11/12	05	001	2211	640	0000	000000	815	00	015		39.99	
0003	Interior I92-40938 Large		0130201	0002	P42031860102	10/12/12	05	001	2211	640	0000	000000	815	00	015		99.00	
																	Check total:	\$1,513.99
Check: 089015 Type: W Date: 01/11/13 Vendor: GPS FIRE EQUIPMENT CO., INC. Vendor#: 832189 Stat/Date: RECONCILED:01/15/13 Bank: 1																		
0001	Misc. Fire Prevention Ser		0130818	0001	0201221	12/27/12	05	001	2720	423	0000	000000	709	00	078		131.00	
																	Check total:	\$131.00
Check: 089016 Type: W Date: 01/11/13 Vendor: JAMES KOSUDA Vendor#: 100330 Stat/Date: RECONCILED:01/29/13 Bank: 1																		
0001	Reimbursement for use of		0122126	0001	DECEMBER 2012	01/08/13	05	001	2690	441	0000	000000	000	00	007		50.00	
																	Check total:	\$50.00
Check: 089017 Type: W Date: 01/11/13 Vendor: JODY SAXTON Vendor#: 100311 Stat/Date: Bank: 1																		
0001	Reimbursement for use of		0130240	0001	NOVEMBER 2012	01/09/12	05	001	2690	441	0000	000000	000	00	007		50.00	
																	Check total:	\$50.00
Check: 089018 Type: W Date: 01/11/13 Vendor: MAXIM HEALTHCARE SERVICES INC. Vendor#: 830875 Stat/Date: RECONCILED:01/17/13 Bank:																		
0001	Open PO for Skilled Nursi		0130441	0001	10156430	10/06/12	05	516	2134	413	9013	000000	000	00	000		1,240.00	
0002	Open PO for Skilled Nursi		0130441	0001	10176288	10/13/12	05	516	2134	413	9013	000000	000	00	000		930.00	
0003	Open PO for Skilled Nursi		0130441	0001	10196940	10/20/12	05	516	2134	413	9013	000000	000	00	000		310.00	
0004	Open PO for Skilled Nursi		0130441	0001	10216369	10/27/12	05	516	2134	413	9013	000000	000	00	000		2,170.00	
0005	Open PO for Skilled Nursi		0130441	0001	10234935	11/03/12	05	516	2134	413	9013	000000	000	00	000		930.00	
0006	Open PO for Skilled Nursi		0130441	0001	10254203	11/10/12	05	516	2134	413	9013	000000	000	00	000		930.00	
0007	Open PO for Skilled Nursi		0130441	0001	10279126	11/17/12	05	516	2134	413	9013	000000	000	00	000		1,240.00	
0008	Open PO for Skilled Nursi		0130441	0001	10296453	11/24/12	05	516	2134	413	9013	000000	000	00	000		620.00	
0009	Open PO for Skilled Nursi		0130441	0001	10307660	12/01/12	05	516	2134	413	9013	000000	000	00	000		1,240.00	
																	Check total:	\$9,610.00
Check: 089019 Type: W Date: 01/11/13 Vendor: N2Y, INC. Vendor#: 832231 Stat/Date: RECONCILED:01/17/13 Bank:																		
					DJC HOLDINGS, LLC													
0001	Unique Learning System On		0130771	0001	S12657	11/01/12	05	516	1231	511	9013	000000	813	00	013		429.00	
																	Check total:	\$429.00
Check: 089020 Type: W Date: 01/11/13 Vendor: NAMIFY Vendor#: 831783 Stat/Date: RECONCILED:01/22/13 Bank: 1																		
0001	5HB-LB-H 1/2" Tube-Hook,		0131010	0001	1449719	12/17/12	05	001	2290	519	0000	000000	835	00	023		84.00	
0002	69B-BRB-LOO 32" Badge Ree		0131010	0002	1449719	12/17/12	05	001	2290	519	0000	000000	835	00	023		105.00	
0003	shipping and handling		0131010	0003	1449719	12/17/12	05	001	2290	519	0000	000000	835	00	023		17.00	
																	Check total:	\$206.00
Check: 089021 Type: W Date: 01/11/13 Vendor: PRAXAIR DISTRIBUTION, INC Vendor#: 230200 Stat/Date: RECONCILED:01/18/13 Bank: 1																		
0001	7/1/2012-12/31/2012 Misc.		0130159	0001	44896845	12/20/12	05	001	2790	572	0000	000000	700	00	078		114.19	
																	Check total:	\$114.19

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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: 089022 Type: W Date: 01/11/13 Vendor: PRO-ED Vendor#: 160266 Stat/Date: RECONCILED:01/22/13 Bank:																	
0001	SSI-4: Stuttering Severit	0130770	0001	2087699	11/02/12	05	516	1231	511	9013	000000	813	00	013			483.00
0002	TOLD: I-4: Test of Langua	0130770	0002	2087699	11/02/12	05	516	1231	511	9013	000000	813	00	013			239.00
0003	Shipping	0130770	0003	2087699	11/02/12	05	516	1231	511	9013	000000	813	00	013			72.20
Check total: \$794.20																	
Check: 089023 Type: W Date: 01/11/13 Vendor: PROFESSIONAL ROOFING SERVICE Vendor#: 160320 Stat/Date: RECONCILED:01/23/13 Bank: 1																	
0001	Roof repairs at Central O	0130613	0001	0003174	12/14/12	05	003	2720	423	0000	000000	000	00	000			5,900.00
Check total: \$5,900.00																	
Check: 089024 Type: W Date: 01/11/13 Vendor: RENHILL GROUP, INC. Vendor#: 180214 Stat/Date: RECONCILED:01/15/13 Bank: 1																	
0001	SUBSTITUTE TEACHERS FOR	0130536	0001	8026077	09/14/12	05	001	1190	411	0000	000000	000	00	007			643.23
0002	SUBSTITUTE TEACHERS FOR	0130536	0001	8026203	09/21/12	05	001	1190	411	0000	000000	000	00	007			6,662.12
0003	SUBSTITUTE TEACHERS FOR	0130536	0001	8026651	10/19/12	05	001	1190	411	0000	000000	000	00	007			18,068.61
0004	SUBSTITUTE TEACHERS FOR	0130536	0001	8027925	12/14/12	05	001	1190	411	0000	000000	000	00	007			13,437.91
Check total: \$38,811.87																	
Check: 089025 Type: W Date: 01/11/13 Vendor: ROETZEL & ANDRESS, LPA Vendor#: 831947 Stat/Date: RECONCILED:01/15/13 Bank: 1																	
1375 EAST NINTH STREET																	
0001	Fees for Legal Services	0130817	0001	1004511	12/12/12	05	001	2490	418	0000	000000	831	00	024			13,778.90
Check total: \$13,778.90																	
Check: 089026 Type: W Date: 01/11/13 Vendor: SCHOLASTIC MAGAZINES Vendor#: 190133 Stat/Date: RECONCILED:01/18/13 Bank:																	
0001	scholastic Action grade 1	0130640	0001	M5032753	10/15/12	05	001	2620	552	9505	000000	500	00	000			275.93
Check total: \$275.93																	
Check: 089027 Type: W Date: 01/11/13 Vendor: SCHOOL COUNSELOR RESOURCES Vendor#: 831789 Stat/Date: RECONCILED:01/22/13 Bank: 1																	
SOCIAL STUDIES SCHOOL SVC																	
0001	TREATMENT PLANNERS	0130616	0002	3004-42	10/10/12	05	018	4600	890	922G	000000	200	00	000			55.00
0002	HOMEWORK PLANNER	0130616	0003	3004-42	10/10/12	05	018	4600	890	922G	000000	200	00	000			55.00
0003	MOTIVATING DEFIANT AND	0130616	0005	3004-42	10/10/12	05	018	4600	890	922G	000000	200	00	000			34.95
0004	CLASSROOM MANAGEMENT FOR	0130616	0006	3004-42	10/10/12	05	018	4600	890	922G	000000	200	00	000			28.95
0005	THE NEW ENCYCLOPEDIA OF	0130616	0007	3004-42	10/10/12	05	018	4600	890	922G	000000	200	00	000			75.00
0006	NO MORE BULLIES, NO MORE	0130616	0008	3004-42	10/10/12	05	018	4600	890	922G	000000	200	00	000			29.95
0007	I LIKE MYSELF	0130616	0009	3004-42	10/10/12	05	018	4600	890	922G	000000	200	00	000			16.00
0008	CHOCOLATE ME!	0130616	0010	3004-42	10/10/12	05	018	4600	890	922G	000000	200	00	000			16.99
0009	FRECKLEFACE STRAWBERRY	0130616	0011	3004-42	10/10/12	05	018	4600	890	922G	000000	200	00	000			16.95
0010	UNIQUE MONIQUE	0130616	0012	3004-42	10/10/12	05	018	4600	890	922G	000000	200	00	000			7.99
0011	DON'T POP YOUR BALLON	0130616	0013	3004-42	10/10/12	05	018	4600	890	922G	000000	200	00	000			12.95
0012	AMBASSADORS OF PEACE	0130616	0015	3004-42	10/10/12	05	018	4600	890	922G	000000	200	00	000			8.99
0013	PERSONAL SPACE CAMP	0130616	0016	3004-42	10/10/12	05	018	4600	890	922G	000000	200	00	000			9.95
0014	IMPULSE CONTROL WORKBOOK	0130616	0017	3004-42	10/10/12	05	018	4600	890	922G	000000	200	00	000			28.95
0015	DON'T BEHAVE LIKE YOU LIV	0130616	0018	3004-42	10/10/12	05	018	4600	890	922G	000000	200	00	000			8.95
0016	BUBBLE WRAP QUEEN	0130616	0019	3004-42	10/10/12	05	018	4600	890	922G	000000	200	00	000			9.95
0017	SHIPPING	0130616	0020	3004-42	10/10/12	05	018	4600	890	922G	000000	200	00	000			49.98
0018	Bubble Stories	0130616	0001	3012-33	10/19/12	05	018	4600	890	922G	000000	200	00	000			14.95

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0019	RUMORS, GOSSIP AND TEASIN	0130616	0004	3012-33	10/19/12	05	018	4600	890	922G	000000	200	00	000			79.95
0020	SHIPPING	0130616	0020	3012-33	10/19/12	05	018	4600	890	922G	000000	200	00	000			11.39
0021	GETTING YOUR SELF TOGETHE	0130616	0014	3018-57	10/29/12	05	018	4600	890	922G	000000	200	00	000			19.95
0022	SHIPPING	0130616	0020	3018-57	10/29/12	05	018	4600	890	922G	000000	200	00	000			2.39
Check total:																	\$595.13
Check: 089028 Type: W Date: 01/11/13 Vendor: SCHOOL HEALTH CORPORATION Vendor#: 190142 Stat/Date: RECONCILED:01/18/13 Bank: 1																	
0001	See attached order	0131004	0001	2622125-00	12/19/12	05	001	2130	514	0000	000000	811	00	011			112.56
Check total:																	\$112.56
Check: 089029 Type: W Date: 01/11/13 Vendor: SECONDARY SOLUTIONS Vendor#: 832258 Stat/Date: RECONCILED:01/23/13 Bank:																	
0001	Essay Apprentice Writing	0130966	0001	0009156	12/17/12	05	001	1130	511	9412	000000	600	00	006			37.95
0002	Essay ARchitect Writing	0130966	0002	0009156	12/17/12	05	001	1130	511	9412	000000	600	00	006			37.95
Check total:																	\$75.90
Check: 089030 Type: W Date: 01/11/13 Vendor: SHANE COE Vendor#: 832259 Stat/Date: RECONCILED:01/15/13 Bank:																	
0001	Choreograph two numbers f	0130978	0001	0130978	01/11/13	05	300	4137	590	910E	000000	600	00	000			1,200.00
Check total:																	\$1,200.00
Check: 089031 Type: W Date: 01/11/13 Vendor: SHERWIN WILLIAMS CO., THE Vendor#: 190232 Stat/Date: RECONCILED:01/31/13 Bank: 1																	
0001	Paint for Board and conf	0130775	0001	0714-6	12/21/12	05	001	2720	572	0000	000000	703	00	078			120.47
Check total:																	\$120.47
Check: 089032 Type: W Date: 01/11/13 Vendor: STATE ALARM SYSTEMS Vendor#: 190410 Stat/Date: RECONCILED:01/14/13 Bank: 1																	
0001	7/1/2012-12/31/2012 misc.	0130192	0001	0296057	10/25/12	05	001	2740	423	0000	000000	700	00	078			89.95
Check total:																	\$89.95
Check: 089033 Type: W Date: 01/11/13 Vendor: TERRANCE OLSZEWSKI Vendor#: 200129 Stat/Date: RECONCILED:01/22/13 Bank: 1 C/O GARFIELD HTS.																	
0001	Reimbursement for use of	0130341	0001	NOVEMBER 2012	01/08/13	05	001	2690	441	0000	000000	000	00	007			50.00
Check total:																	\$50.00
Check: 089034 Type: W Date: 01/11/13 Vendor: THE ILLUMINATING COMPANY Vendor#: 090140 Stat/Date: RECONCILED:01/14/13 Bank: 1																	
0001	ELECTRIC POWER USAGE FOR	0130188	0006	110020820657-01	01/17/12	05	001	2720	451	0000	000000	700	00	007			224.43
0002	ELECTRIC POWER USAGE FOR	0130188	0007	110021495673-01	01/17/12	05	001	2720	451	0000	000000	800	00	007			667.81
0003	ELECTRIC POWER USAGE FOR	0130188	0005	110036839246-01	01/17/12	05	001	2720	451	0000	000000	600	00	007			159.78
0004	ELECTRIC POWER USAGE FOR	0130188	0001	90003620860	12/11/12	05	001	2720	451	0000	000000	100	00	007			124.77
0005	ELECTRIC POWER USAGE FOR	0130188	0002	90003620860	12/11/12	05	001	2720	451	0000	000000	200	00	007			117.00
0006	ELECTRIC POWER USAGE FOR	0130188	0003	90003620860	12/11/12	05	001	2720	451	0000	000000	400	00	007			78.02
0007	ELECTRIC POWER USAGE FOR	0130188	0004	90003620860	12/11/12	05	001	2720	451	0000	000000	500	00	007			506.13
0008	ELECTRIC POWER USAGE FOR	0130188	0005	90003620860	12/11/12	05	001	2720	451	0000	000000	600	00	007			1,336.52
Check total:																	\$3,214.46
Check: 089035 Type: W Date: 01/11/13 Vendor: THE MCGRAW HILL COMPANIES Vendor#: 030747 Stat/Date: RECONCILED:01/16/13 Bank:																	



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0001	Winter Norms Book Note		0130841	0001	71062303001	11/29/12	05	499	2213	511	907G	000000	000	00	000		66.75
0002	Spring Norms Book Note		0130841	0002	71062303001	11/29/12	05	499	2213	511	907G	000000	000	00	000		66.75
0003	Shipping		0130841	0003	71062303001	11/29/12	05	499	2213	511	907G	000000	000	00	000		13.20
0004	TerraNova - Complete Batt		0130878	0001	71062303002	11/29/12	05	499	2213	511	907G	000000	000	00	000		211.75
0005	TerraNova - Complete Batt		0130878	0002	71062303002	11/29/12	05	499	2213	511	907G	000000	000	00	000		211.75
0006	TerraNova - Complete Batt		0130878	0003	71062303002	11/29/12	05	499	2213	511	907G	000000	000	00	000		211.75
0007	Shipping		0130878	0004	71062303002	11/29/12	05	499	2213	511	907G	000000	000	00	000		42.17
Check total:																	\$824.12

Check: 089036 Type: W Date: 01/11/13 Vendor: THE MCGRAW-HILL COMPANIES Vendor#: 230413 Stat/Date: RECONCILED:01/16/13 Bank:

0001	Student Math Journal (Vol		0130974	0001	71243922001	12/14/12	05	001	2620	552	9405	000000	400	00	000		101.40
0002	Shipping 10 0/0		0130974	0002	71243922001	12/14/12	05	001	2620	552	9405	000000	400	00	000		10.14
0003	Gr. 1-Students Materials		0131023	0001	71285241001	12/18/12	05	001	2620	552	9105	000000	100	00	000		442.50
0004	Gr. 1 - Home Links		0131023	0002	71285241001	12/18/12	05	001	2620	552	9105	000000	100	00	000		144.00
0005	Shipping & Handling		0131023	0003	71285241001	12/18/12	05	001	2620	552	9105	000000	100	00	000		45.28
Check total:																	\$743.32

Check: 089037 Type: W Date: 01/11/13 Vendor: UNIVERSAL OIL, INC Vendor#: 210114 Stat/Date: RECONCILED:01/14/13 Bank: 1

0001	7/1/2012-12/31/2012 Misc.		0130172	0001	I0203392	09/06/12	05	001	2821	582	0000	000000	705	00	078		2,455.63
0002	7/1/2012-12/31/2012 Misc.		0130172	0001	I0203916	09/18/12	05	001	2821	582	0000	000000	705	00	078		3,842.28
0003	7/1/2012-12/31/2012 Misc.		0130172	0001	I0204301	09/27/12	05	001	2821	582	0000	000000	705	00	078		3,295.56
0004	7/1/2012-12/31/2012 Misc.		0130172	0001	I0204619	10/04/12	05	001	2821	582	0000	000000	705	00	078		2,696.72
Check total:																	\$12,290.19

Check: 089038 Type: W Date: 01/14/13 Vendor: SUBURBAN HEALTH CONSORTIUM Vendor#: 180322 Stat/Date: RECONCILED:01/15/13 Bank: 1  
 HUNTINGTON BANK

0001	Health Insurance Premium		0130965	0001	JANUARY 2013	01/14/13	05	024	2510	856	9241	000000	000	00	000		344,376.56
Check total:																	\$344,376.56

Check: 089039 Type: W Date: 01/14/13 Vendor: CARDINAL BUS SALES Vendor#: 030117 Stat/Date: RECONCILED:01/15/13 Bank: 1

0001	2014 Blue Bird School Bus		0130929	0001	0130929	01/14/13	05	001	2850	640	0000	000000	705	00	078		72,238.00
Check total:																	\$72,238.00

Check: 089040 Type: W Date: 01/14/13 Vendor: LOGOS COMMUNICATIONS, INC. Vendor#: 120225 Stat/Date: RECONCILED:01/15/13 Bank:

0001	New Phone system equipmen		0130400	0001	0056706	12/05/12	05	003	2720	423	912E	000000	000	00	000		1,845.00
0002	New Phone system equipmen		0130400	0001	0056708	12/05/12	05	003	2720	423	912E	000000	000	00	000		2,170.00
0003	New Phone system equipmen		0130400	0001	SER106415	12/28/12	05	003	2720	423	912E	000000	000	00	000		12,163.50
0004	Contract change to replac		0130677	0002	0056722	12/04/12	05	003	2720	423	912E	000000	000	00	000		1,131.27
0005	Contract change to replac		0130677	0002	0056727	12/06/12	05	003	2720	423	912E	000000	000	00	000		3,555.00
0006	Professional Services - C		0130677	0001	0056831	12/27/12	05	003	2720	423	912E	000000	000	00	000		6,406.78
0007	Contract change to replac		0130677	0002	SER106415	12/07/12	05	003	2720	423	912E	000000	000	00	000		2,160.00
0008	Professional Services - C		0130677	0001	SER106423	12/28/12	05	003	2720	423	912E	000000	000	00	000		8,640.00
0009	Run Fiber from Building A		0130824	0001	0056705	12/05/12	05	003	2720	423	912E	000000	000	00	000		2,065.00
Check total:																	\$40,136.55

Check: 089041 Type: W Date: 01/14/13 Vendor: PATRICIA A. PATTERSON Vendor#: 160162 Stat/Date: RECONCILED:01/15/13 Bank:

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0001	Consultant fee for the		0130096	0001	12thPmt-01/13	01/14/12	05	590	3260	411	9113	000000	000	00	000		1,666.66	
																	Check total:	\$1,666.66
Check: 089042 Type: W Date: 01/14/13 Vendor: PATRICIA MOHNEY Vendor#: 832186 Stat/Date: RECONCILED:01/15/13 Bank:																		
0001	Contract agreement for		0130095	0001	12thPmt-01/13	01/14/12	05	590	3260	432	9113	000000	000	00	000		1,083.33	
																	Check total:	\$1,083.33
Check: 089043 Type: W Date: 01/15/13 Vendor: LOGOS COMMUNICATIONS, INC. Vendor#: 120225 Stat/Date: RECONCILED:01/17/13 Bank:																		
0001	Contract change to replac		0130677	0002	0056754	12/10/12	05	003	2720	423	912E	000000	000	00	000		2,175.00	
																	Check total:	\$2,175.00
Check: 089044 Type: W Date: 01/15/13 Vendor: NOWAK TOURS Vendor#: 831779 Stat/Date: RECONCILED:01/22/13 Bank:																		
0001	deposit due for washingto		0130962	0001	Deposit	01/15/13	05	014	4600	490	9455	000000	500	00	000		4,000.00	
0002	deposit due on New York t		0130990	0001	Deposit	01/15/13	05	014	4600	490	9456	000000	500	00	000		2,450.00	
																	Check total:	\$6,450.00
(Multi-bank check)																		
Check: 089045 Type: W Date: 01/16/13 Vendor: CROWNE PLAZA COLUMBUS NORTH Vendor#: 080270 Stat/Date: RECONCILED:01/24/13 Bank:																		
0001	reservations for 8 staff		0131119	0001	0131119	01/11/13	05	536	2213	432	913I	000000	500	00	000		445.00	
																	Check total:	\$445.00
Check: 089046 Type: W Date: 01/16/13 Vendor: INTERNATIONAL CENTER FOR LEADERSHIP IN EDUCATION Vendor#: 832270 Stat/Date: RECONCILED:01/31/13 Bank:																		
0001	registration for ; A.		0131121	0001	H9NZ555LWP7	01/11/13	05	536	2213	432	913I	000000	500	00	000		250.00	
0002	registration for ; A.		0131121	0001	HPN5RSGSK9W	01/11/13	05	536	2213	432	913I	000000	500	00	000		250.00	
0003	registration for ; A.		0131121	0001	JZNFZ8RNQH	01/11/13	05	536	2213	432	913I	000000	500	00	000		250.00	
0004	registration for ; A.		0131121	0001	N9ND9YF3JF5	01/11/13	05	536	2213	432	913I	000000	500	00	000		250.00	
0005	registration for ; A.		0131121	0001	PYNPM5PJXT6	01/11/13	05	536	2213	432	913I	000000	500	00	000		250.00	
0006	registration for ; A.		0131121	0001	V9NQMY8Z66	01/11/13	05	536	2213	432	913I	000000	500	00	000		250.00	
0007	registration for ; A.		0131121	0001	ZLNLX798VL4	01/11/13	05	536	2213	432	913I	000000	500	00	000		250.00	
0008	registration for ; A.		0131121	0001	ZYNVYVL2KSZ	01/11/13	05	536	2213	432	913I	000000	500	00	000		250.00	
																	Check total:	\$2,000.00
Check: 089047 Type: W Date: 01/16/13 Vendor: GWEN ABRAHAM Vendor#: 070582 Stat/Date: Bank:																		
0001	Reimbursement for teacher		0130967	0001	0130967	01/16/13	05	001	1110	511	9412	000000	100	00	001		152.44	
																	Check total:	\$152.44
Check: 089048 Type: W Date: 01/16/13 Vendor: KELLY BETLEJEWSKI Vendor#: 830524 Stat/Date: RECONCILED:01/28/13 Bank: 1																		
0001	Vased flower arrangements		0130828	0001	0130838	11/16/12	05	018	4600	890	902G	000000	600	00	000		135.00	
0002	delivery		0130828	0002	0130838	11/16/12	05	018	4600	890	902G	000000	600	00	000		7.00	
																	Check total:	\$142.00
Check: 089049 Type: W Date: 01/18/13 Vendor: TERRANCE OLSZEWSKI C/O GARFIELD HTS. Vendor#: 200129 Stat/Date: RECONCILED:01/22/13 Bank: 1																		
0001	BASA Superintendent Meeti		0131077	0001	0131077	01/18/13	05	001	2411	432	0000	000000	831	00	024		144.50	

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Check total:																\$144.50	
Check: 089050 Type: W Date: 01/18/13 Vendor: DRURY HOTELS																Vendor#: 040253 Stat/Date: RECONCILED:01/22/13 Bank:	
0001	4 King rooms (2 nights)		0131150	0001	0131150	01/18/13	05	300	4137	590	910E	000000	600	00	000		805.18
0002	14 Double rooms ( 2 night		0131150	0002	0131150	01/18/13	05	300	4137	590	910E	000000	600	00	000		2,818.12
Check total:																\$3,623.30	
Check: 089051 Type: W Date: 01/18/13 Vendor: APPLE INC.																Vendor#: 010451 Stat/Date: RECONCILED:01/23/13 Bank: 1	
0001	MD199LL/A Apple TV		0130731	0001	4223884861	12/28/12	05	001	2411	512	0000	000000	831	00	024		99.00
Check total:																\$99.00	
Check: 089052 Type: W Date: 01/18/13 Vendor: ASPEX SOLUTIONS																Vendor#: 831549 Stat/Date: RECONCILED:01/24/13 Bank: 1	
0001	Applitrack System Service		0131189	0001	0040216	01/14/13	05	001	2290	418	0000	000000	835	00	023		2,700.00
Check total:																\$2,700.00	
Check: 089053 Type: W Date: 01/18/13 Vendor: CWS WHOLESALE LANDSCAPE SUPPLY																Vendor#: 832257 Stat/Date: RECONCILED:01/24/13 Bank: 1	
0001	Bulk and bagged salt -		0131065	0001	CWS 252850	12/21/12	05	001	2720	572	0000	000000	703	00	078		1,625.36
0002	Bulk and bagged salt -		0131065	0001	CXS 252851	12/21/12	05	001	2720	572	0000	000000	703	00	078		740.40
Check total:																\$2,365.76	
Check: 089054 Type: W Date: 01/18/13 Vendor: DAVE'S SUPERMARKETS INC.																Vendor#: 831593 Stat/Date: RECONCILED:01/22/13 Bank: 1	
0001	Groceries for food tech f		0130797	0001	7033437	11/26/12	05	009	2620	551	9625	000000	600	00	000		57.98
0002	Groceries for food tech f		0130797	0001	7033445	11/19/12	05	009	2620	551	9625	000000	600	00	000		115.45
0003	Groceries for food tech f		0130797	0001	7033446	11/15/12	05	009	2620	551	9625	000000	600	00	000		33.94
0004	Groceries for food tech f		0130797	0001	7033454	11/12/12	05	009	2620	551	9625	000000	600	00	000		47.97
0005	Groceries for food tech f		0130797	0001	7033456	11/12/12	05	009	2620	551	9625	000000	600	00	000		449.20
0006	Groceries for food tech f		0130933	0001	7033435	12/07/12	05	009	2620	551	9625	000000	600	00	000		126.81
Check total:																\$831.35	
Check: 089055 Type: W Date: 01/18/13 Vendor: DISTILLATA COMPANY																Vendor#: 040216 Stat/Date: RECONCILED:01/24/13 Bank: 1	
0001	WATER FOR CENTRAL OFFICE		0130247	0002	4025594	12/11/12	05	001	2720	452	0000	000000	800	00	007		23.70
0002	WATER FOR CENTRAL OFFICE		0130247	0002	4058023	12/31/12	05	001	2720	452	0000	000000	800	00	007		10.00
0003	WATER FOR CENTRAL OFFICE		0130247	0002	4061611	12/31/12	05	001	2720	452	0000	000000	800	00	007		10.00
0004	WATER FOR LEARNING CENTER		0130247	0001	4061612	12/31/12	05	001	2421	512	0000	000000	301	00	000		11.00
Check total:																\$54.70	
Check: 089056 Type: W Date: 01/18/13 Vendor: ERG INTERNATIONAL ERGONOM CORPORATION																Vendor#: 832030 Stat/Date: RECONCILED:01/23/13 Bank:	
0001	Navy 4 leg stacking chair		0130249	0001	SINV-5694	10/02/12	05	001	1130	640	9412	000000	600	00	006		999.00
0002	Shipping per proposal #		0130249	0002	SINV-5694	10/02/12	05	001	1130	640	9412	000000	600	00	006		140.00
Check total:																\$1,139.00	
Check: 089057 Type: W Date: 01/18/13 Vendor: HARCOURT OUTLINES, INC.																Vendor#: 080151 Stat/Date: RECONCILED:01/24/13 Bank:	
0001	stock student planners		0130562	0001	0000001	12/15/12	05	001	2620	552	9505	000000	500	00	000		2,025.00

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0002	shipping/handling		0130562	0002	0000001	12/15/12	05	001	2620	552	9505	000000	500	00	000		140.71
0003	mechanical pencils for ma		0130918	0001	0739492	12/10/12	05	001	2620	552	9505	000000	500	00	000		230.00
0004	mechanical pencils for ma		0130918	0002	0739492	12/10/12	05	001	2620	552	9505	000000	500	00	000		210.00
0005	mechanical pencils for ma		0130918	0003	0739492	12/10/12	05	001	2620	552	9505	000000	500	00	000		190.00
Check total:																	\$2,795.71
Check: 089058 Type: W Date: 01/18/13 Vendor: HIGHSMITH CO., INC. Vendor#: 080260 Stat/Date: RECONCILED:01/24/13 Bank: 1																	
0001	Supplies for library		0130593	0001	4812095	11/29/12	05	401	3260	512	9613	000000	412	00	000		229.05
0002	Shipping & Handling		0130593	0002	4812095	11/29/12	05	401	3260	512	9613	000000	412	00	000		5.00
Check total:																	\$234.05
Check: 089059 Type: W Date: 01/18/13 Vendor: HOBART SERVICE Vendor#: 080282 Stat/Date: RECONCILED:01/24/13 Bank: 1																	
ITW FOOD EQUIPMENT GROUP LLC																	
0001	Repair of CME256AE-1A Sco		0131052	0001	30766863	12/07/12	05	001	2740	423	0000	000000	600	00	006		89.00
0002	Invoice # 30766863 ref		0131052	0002	30766863	12/07/12	05	001	2740	423	0000	000000	600	00	006		0.00
Check total:																	\$89.00
Check: 089060 Type: W Date: 01/18/13 Vendor: HUFFMASTER CRISIS RESPONSE Vendor#: 832265 Stat/Date: RECONCILED:01/24/13 Bank: 1																	
0001	Safety Security Services		0131078	0001	416174P212386	12/20/12	05	001	2310	418	0000	000000	900	00	007		3,389.75
Check total:																	\$3,389.75
Check: 089061 Type: W Date: 01/18/13 Vendor: IDEASTREAM Vendor#: 230417 Stat/Date: RECONCILED:01/23/13 Bank:																	
0001	Mathematics and Science		0130591	0001	0032189	12/19/12	05	572	2213	412	9013	000000	500	00	000		2,600.00
Check total:																	\$2,600.00
Check: 089062 Type: W Date: 01/18/13 Vendor: JAMES G. ZUPKA, C.P.A., INC. Vendor#: 832237 Stat/Date: RECONCILED:01/23/13 Bank: 1																	
0001	Fixed Fees for FY 2012		0130816	0001	October 2012	01/18/13	05	001	2560	843	0000	000000	852	00	025		5,656.00
Check total:																	\$5,656.00
Check: 089063 Type: W Date: 01/18/13 Vendor: MEDCO SPORTS MEDICINE Vendor#: 831602 Stat/Date: RECONCILED:01/25/13 Bank:																	
0001	Medical supplies		0131136	0001	41614680	12/14/12	05	300	4510	590	926A	000000	600	00	000		343.97
Check total:																	\$343.97
Check: 089064 Type: W Date: 01/18/13 Vendor: MSB Vendor#: 832120 Stat/Date: RECONCILED:01/28/13 Bank:																	
0001	Open PO - Service fee to		0130720	0001	0002949	12/04/12	05	001	1241	411	913M	000000	813	00	013		70.49
0002	Open PO - Service fee to		0130720	0001	0003148	12/19/12	05	001	1241	411	913M	000000	813	00	013		873.49
Check total:																	\$943.98
Check: 089065 Type: W Date: 01/18/13 Vendor: NEOLA, INC. Vendor#: 140169 Stat/Date: RECONCILED:01/23/13 Bank: 1																	
0001	Continuing Update Service		0131153	0001	0052028	12/03/12	05	001	2290	418	0000	000000	835	00	023		995.00
Check total:																	\$995.00
Check: 089066 Type: W Date: 01/18/13 Vendor: NORTH COAST COUNCIL Vendor#: 120128 Stat/Date: RECONCILED:01/23/13 Bank: 1																	

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0001	Charges for core services		0130167	0001	GRF311	01/02/12	05	001	2290	449	0000	000000	000	00	007		9,250.63
0002	DASL/Progressbook Licensin		0130167	0002	GRF311	01/02/12	05	001	2290	449	0000	000000	000	00	007		5,540.64
0003	Emis service fee FY 13 ba		0130167	0003	GRF311	01/02/12	05	001	2290	449	0000	000000	000	00	007		486.88
0004	Quarterly hardware mainte		0130173	0001	GRF312	01/03/12	05	001	2290	449	0000	000000	000	00	007		22.50
Check total:																\$15,300.65	
Check: 089067 Type: W Date: 01/18/13 Vendor: OHIO DEPARTMENT OF JOB AND FAMILY SERVICES Vendor#: 150120 Stat/Date: RECONCILED:01/30/13 Bank: 1																	
0001	Unemployment November 201		0131011	0001	0804829-NOV-12	12/11/12	05	006	3120	282	0000	000000	000	00	000		190.00
0002	Unemployment November 201		0131011	0002	0804829-NOV-12	12/11/12	05	001	2215	282	0000	000000	400	00	000		936.00
0003	Unemployment November 201		0131011	0003	0804829-NOV-12	12/11/12	05	006	3120	282	0000	000000	000	00	000		568.00
0004	Unemployment November 201		0131011	0004	0804829-NOV-12	12/11/12	05	001	2214	282	0000	000000	100	00	000		800.00
0005	Unemployment November 201		0131011	0005	0804829-NOV-12	12/11/12	05	001	2730	282	0000	000000	700	00	000		1,940.00
0006	Unemployment November 201		0131011	0006	0804829-NOV-12	12/11/12	05	001	1190	282	0000	000000	600	00	000		142.77
0007	Unemployment November 201		0131011	0007	0804829-NOV-12	12/11/12	05	001	2215	282	0000	000000	000	00	000		636.11
0008	Unemployment November 201		0131011	0008	0804829-NOV-12	12/11/12	05	001	2720	282	0000	000000	000	00	000		122.00
Check total:																\$5,334.88	
Check: 089068 Type: W Date: 01/18/13 Vendor: PIONEER MANUFACTURING CO. Vendor#: 160207 Stat/Date: RECONCILED:01/22/13 Bank: 1																	
0001	7/1/2012-12/31/2012 Misc.		0130155	0001	INV464960	12/06/12	05	001	2730	571	0000	000000	700	00	078		47.25
Check total:																\$47.25	
Check: 089069 Type: W Date: 01/18/13 Vendor: PRINTING PARTNERS Vendor#: 160245 Stat/Date: RECONCILED:01/23/13 Bank: 1																	
0001	2 Part NCR Student		0131018	0001	0033622	12/20/12	05	001	2110	512	0000	000000	811	00	011		376.50
Check total:																\$376.50	
Check: 089070 Type: W Date: 01/18/13 Vendor: ROYALTON MUSIC CENTER, INC. Vendor#: 831636 Stat/Date: RECONCILED:01/30/13 Bank:																	
0001	Repairs on instruments		0130864	0001	0923489	10/26/12	05	001	1130	511	9412	000000	600	00	006		12.00
0002	Repairs on instruments		0130864	0001	0927991	10/26/12	05	001	1130	511	9412	000000	600	00	006		139.40
0003	Repairs on instruments		0130864	0001	0927992	10/26/12	05	001	1130	511	9412	000000	600	00	006		68.80
0004	Repairs on instruments		0130864	0001	0928560	10/26/12	05	001	1130	511	9412	000000	600	00	006		37.00
0005	Repairs on instruments		0130864	0001	0928866	10/26/12	05	001	1130	511	9412	000000	600	00	006		16.00
Check total:																\$273.20	
Check: 089071 Type: W Date: 01/18/13 Vendor: SHOWTIME SOUND COMPANY Vendor#: 831977 Stat/Date: RECONCILED:01/24/13 Bank:																	
0001	Lights, cables, hardward		0130595	0001	0130595	07/02/12	05	034	2740	640	0000	000000	600	00	000		14,460.00
Check total:																\$14,460.00	
Check: 089072 Type: W Date: 01/18/13 Vendor: STEPHEN PERNOD Vendor#: 190459 Stat/Date: RECONCILED:01/29/13 Bank:																	
0001	Reimbursement for shoes f		0130830	0001	0130830	11/17/12	05	300	4137	590	910E	000000	600	00	000		1,586.71
0002	Reimbursement for expense		0130950	0001	0130950	12/15/12	05	300	4137	590	910E	000000	600	00	000		3,011.32
Check total:																\$4,598.03	
Check: 089073 Type: W Date: 01/18/13 Vendor: STEVE'S SPORTS, INC Vendor#: 190000 Stat/Date: RECONCILED:01/22/13 Bank: 1																	
0001	Purchase of Polo Shirts (		0131101	0001	0007177	12/21/12	05	001	2840	590	0000	000000	705	00	078		150.00

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Check total:																\$150.00	
Check: 089074 Type: W Date: 01/18/13 Vendor: TERRANCE OLSZEWSKI																Bank: 1	
		C/O GARFIELD HTS.															
0001	Reinbursement for refresh	0131139	0001	0131139	01/18/13	05	001	2411	432	0000	000000	831	00	024			23.95
Check total:																\$23.95	
Check: 089075 Type: W Date: 01/18/13 Vendor: TIMOTHY COHN																Bank: 1	
0001	IN-DISTRICT MILEAGE	0130788	0001	NOV 2012	01/18/13	05	001	2214	434	0000	000000	000	00	000			9.66
Check total:																\$9.66	
Check: 089076 Type: W Date: 01/18/13 Vendor: UNIVERSAL OIL, INC																Bank: 1	
0001	7/1/2012-12/31/2012 Misc.	0130172	0001	I0207359	12/06/12	05	001	2821	582	0000	000000	705	00	078			1,961.51
0002	7/1/2012-12/31/2012 Misc.	0130172	0001	I0208014	12/20/12	05	001	2821	582	0000	000000	705	00	078			2,448.47
0003	7/1/2012-12/31/2012 Misc.	0130172	0001	I0208245	12/28/12	05	001	2821	582	0000	000000	705	00	078			1,376.62
0004	7/1/2012-12/31/2012 Misc.	0130172	0001	I2027637	12/13/12	05	001	2821	582	0000	000000	705	00	078			2,760.13
Check total:																\$8,546.73	
Check: 089077 Type: W Date: 01/18/13 Vendor: VALLEY FORGE HIGH SCHOOL																Bank:	
		ATTN: ATHLETIC DEPARTMENT															
0001	CC fee 2012/Patriot	0131128	0001	0131128	12/12/12	05	300	4510	849	926A	000000	600	00	000			50.00
0002	CC fee 2012/Patriot	0131128	0002	0131128	12/12/12	05	300	4530	849	926A	000000	600	00	000			50.00
Check total:																\$100.00	
Check: 089078 Type: W Date: 01/23/13 Vendor: OHIO SCHOOLS COUNCIL-GAS																Bank: 1	
0001	PREPAID OSC NATURAL GAS	0131220	0001	PPG0113-180	12/27/12	05	001	2720	453	0000	000000	100	00	007			737.26
0002	PREPAID OSC NATURAL GAS	0131220	0002	PPG0113-180	12/27/12	05	001	2720	453	0000	000000	200	00	007			938.33
0003	PREPAID OSC NATURAL GAS	0131220	0003	PPG0113-180	12/27/12	05	001	2720	453	0000	000000	400	00	007			2,211.78
0004	PREPAID OSC NATURAL GAS	0131220	0004	PPG0113-180	12/27/12	05	001	2720	453	0000	000000	500	00	007			2,546.90
0005	PREPAID OSC NATURAL GAS	0131220	0005	PPG0113-180	12/27/12	05	001	2720	453	0000	000000	600	00	007			268.11
Check total:																\$6,702.38	
Check: 089079 Type: W Date: 01/23/13 Vendor: CUYAHOGA COUNTY TREASURER																Bank: 1	
0001	FIRST HALF 2012 REAL ESTA	0131118	0001	1st Half 2012	01/23/13	05	001	2720	870	0000	000000	852	00	007			2,332.63
Check total:																\$2,332.63	
Check: 089080 Type: W Date: 01/24/13 Vendor: POSTMASTER																Bank: 1	
0001	Postage for Quarterly Dis	0130955	0001	1st quarter	01/24/13	05	001	2610	443	0000	000000	832	00	026			1,930.07
Check total:																\$1,930.07	
Check: 089081 Type: W Date: 01/24/13 Vendor: ASCD																Bank:	
0001	ASCD Institutional PLUS	0131095	0001	000000378511	12/13/12	05	572	2213	432	9013	000000	100	00	000			277.00
0002	ASCD Institutional PLUS	0131095	0002	000000378511	12/13/12	05	572	2213	432	9013	000000	200	00	000			277.00
0003	ASCD Institutional PLUS	0131095	0003	000000378511	12/13/12	05	536	2213	432	913I	000000	400	00	000			277.00
0004	ASCD Institutional PLUS	0131095	0004	000000378511	12/13/12	05	536	2213	432	913I	000000	500	00	000			277.00

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0005	ASCD Institutional PLUS		0131095	0005	000000378511	12/13/12	05	590	2213	432	9013	000000	600	00	022		277.00	
																	Check total:	\$1,385.00
Check: 089082 Type: W Date: 01/24/13 Vendor: BRITTON,SMITH, PETERS & KALAIL Vendor#: 020229 Stat/Date: RECONCILED:01/29/13 Bank: 1																		
0001	Fees for legal services f		0122125	0001	0036281	12/31/12	05	001	2490	418	0000	000000	831	00	024		100.00	
0002	Fees for legal services f		0122125	0001	0036319	12/31/12	05	001	2490	418	0000	000000	831	00	024		668.00	
																	Check total:	\$768.00
Check: 089083 Type: W Date: 01/24/13 Vendor: CENERGISTIC, INC. Vendor#: 831741 Stat/Date: RECONCILED:01/25/13 Bank:																		
0001	STUDY OF GARFIELD HTS.SCH		0130008	0001	FEBRUARY 2013	01/01/13	05	034	2720	423	0000	000000	000	00	000		13,200.00	
																	Check total:	\$13,200.00
Check: 089084 Type: W Date: 01/24/13 Vendor: CHRIS SATOLA Vendor#: 830883 Stat/Date: RECONCILED:01/25/13 Bank: 1																		
0001	Facility Rental Commissio		0130969	0001	A. Miller	11/25/12	05	001	2939	425	0000	000000	832	00	026		140.00	
0002	Technicial Services Hour		0130969	0002	A. Miller	11/25/12	05	001	2939	425	0000	000000	832	00	026		100.00	
0003	Facility Rental Commissio		0130969	0003	G.H Players	11/25/12	05	001	2939	425	0000	000000	832	00	026		121.25	
																	Check total:	\$361.25
Check: 089085 Type: W Date: 01/24/13 Vendor: COMMERCIAL OPENING SERVICES Vendor#: 060247 Stat/Date: RECONCILED:01/29/13 Bank: 1																		
0001	Open Purchase order for k		0130546	0001	0002606	12/10/12	05	001	2740	423	0000	000000	600	00	006		54.94	
																	Check total:	\$54.94
Check: 089086 Type: W Date: 01/24/13 Vendor: DAMON INDUSTRIES, INC. Vendor#: 040052 Stat/Date: RECONCILED:01/25/13 Bank: 1																		
0001	7/1/2012-12/31/2012 Misc.		0130125	0001	0941696	12/21/12	05	001	2720	572	0000	000000	702	00	078		99.38	
																	Check total:	\$99.38
Check: 089087 Type: W Date: 01/24/13 Vendor: DEAN'S TRUCK BODY Vendor#: 040136 Stat/Date: RECONCILED:01/28/13 Bank: 1																		
0001	1/1/2013-6/30/2013 Misc		0131125	0001	RO #020983	01/10/13	05	001	2840	423	0000	000000	705	00	078		4,010.84	
																	Check total:	\$4,010.84
Check: 089088 Type: W Date: 01/24/13 Vendor: EDUCATIONAL SERVICE CENTER Vendor#: 050183 Stat/Date: RECONCILED:01/28/13 Bank: 1																		
0001	Open PO - Speech-Language		0130890	0001	GFD1516	01/02/13	05	001	2150	413	0000	000000	813	00	013		4,924.12	
																	Check total:	\$4,924.12
Check: 089089 Type: W Date: 01/24/13 Vendor: ELECTROCOMM CORP. Vendor#: 050309 Stat/Date: Bank: 1																		
0001	7/1/2012-12/31/2012 Misc		0130143	0001	0019159	12/25/12	05	001	2840	429	0000	000000	705	00	078		400.00	
																	Check total:	\$400.00
Check: 089090 Type: W Date: 01/24/13 Vendor: FLINN SCIENTIFIC INC. Vendor#: 060181 Stat/Date: RECONCILED:01/29/13 Bank:																		
0001	soil testing kit		0130844	0001	1607825	11/28/12	05	001	2620	552	9505	000000	500	00	000		442.50	
0002	shipping/handling		0130844	0002	1607825	11/28/12	05	001	2620	552	9505	000000	500	00	000		36.68	
																	Check total:	\$479.18

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Check: 089091 Type: W Date: 01/24/13 Vendor: FRIENDS BUSINESS SOURCE Vendor#: 831697 Stat/Date: RECONCILED:01/30/13 Bank: 1																	
0001	Spelling Workbooks Linkin		0130594	0001	44667-0	11/07/12	05	401	3260	512	9613	000000	412	00	000		1,122.00
0002	Teacher's Edition Spellin		0130594	0002	44667-0	11/07/12	05	401	3260	512	9613	000000	412	00	000		178.66
0003	Mathematics Practice Work		0130594	0003	44667-0	11/07/12	05	401	3260	512	9613	000000	412	00	000		49.95
0004	Math Books Order Less the		0130594	0004	44667-0	11/07/12	05	401	3260	512	9613	000000	412	00	000		20.00
																Check total:	\$1,370.61
Check: 089092 Type: W Date: 01/24/13 Vendor: HILLTOP GARAGE, INC. Vendor#: 080272 Stat/Date: RECONCILED:01/31/13 Bank: 1																	
0001	Bus 23 tow from Cuyahoga		0131122	0001	0081344	01/07/13	05	001	2840	423	0000	000000	705	00	078		350.00
																Check total:	\$350.00
Check: 089093 Type: W Date: 01/24/13 Vendor: HOUGHTON MIFFIN HARCOURT PUBLISHING CO. Vendor#: 830647 Stat/Date: RECONCILED:01/28/13 Bank:																	
0001	CogAT - Machine-Scorable		0130839	0001	948999508	11/29/12	05	499	2213	511	907G	000000	000	00	000		153.22
0002	CogAT - Machine-Scorable		0130839	0002	948999508	11/29/12	05	499	2213	511	907G	000000	000	00	000		153.22
0003	CogAT - Reusable Test Boo		0130839	0003	948999508	11/29/12	05	499	2213	511	907G	000000	000	00	000		120.05
0004	CogAT - Reusable Test Boo		0130839	0004	948999508	11/29/12	05	499	2213	511	907G	000000	000	00	000		120.05
0005	CogAT - Reusable Test Boo		0130839	0005	948999508	11/29/12	05	499	2213	511	907G	000000	000	00	000		120.05
0006	CogAT - Reusable Test Boo		0130839	0006	948999508	11/29/12	05	499	2213	511	907G	000000	000	00	000		120.05
0007	CogAT - Reusable Test Boo		0130839	0007	948999508	11/29/12	05	499	2213	511	907G	000000	000	00	000		120.05
0008	CogAT - Reusable Test Boo		0130839	0008	948999508	11/29/12	05	499	2213	511	907G	000000	000	00	000		120.05
0009	CogAT - Reusable Test Boo		0130839	0009	948999508	11/29/12	05	499	2213	511	907G	000000	000	00	000		120.05
0010	CogAT - Directions for		0130839	0010	948999508	11/29/12	05	499	2213	511	907G	000000	000	00	000		22.33
0011	CogAT - Directions for		0130839	0011	948999508	11/29/12	05	499	2213	511	907G	000000	000	00	000		22.33
0012	CogAT - Directions for		0130839	0012	948999508	11/29/12	05	499	2213	511	907G	000000	000	00	000		22.33
0013	CogAT - Directions for		0130839	0013	948999508	11/29/12	05	499	2213	511	907G	000000	000	00	000		22.33
0014	CogAT - Answer Sheets - L		0130839	0015	948999508	11/29/12	05	499	2213	511	907G	000000	000	00	000		115.21
0015	CogAT - Scoring Key - Lev		0130839	0016	948999508	11/29/12	05	499	2213	511	907G	000000	000	00	000		29.48
0016	ITBS - Machine Scorable T		0130839	0017	948999508	11/29/12	05	499	2213	511	907G	000000	000	00	000		199.73
0017	ITBS - Reusable Test Book		0130839	0018	948999508	11/29/12	05	499	2213	511	907G	000000	000	00	000		185.36
0018	ITBS - Scoring Key - For		0130839	0019	948999508	11/29/12	05	499	2213	511	907G	000000	000	00	000		46.25
0019	Shipping		0130839	0020	948999508	11/29/12	05	499	2213	511	907G	000000	000	00	000		181.21
0020	CogAT - Answer Sheets - L		0130839	0014	949013755	12/05/12	05	499	2213	511	907G	000000	000	00	000		61.25
0021	Shipping		0130839	0020	949013755	12/05/12	05	499	2213	511	907G	000000	000	00	000		6.13
0022	2012 Iowa Tests of Basic		0131009	0001	949046966	12/19/12	05	499	2213	511	907G	000000	000	00	000		185.36
0023	2012 Iowa Tests of Basic		0131009	0002	949046966	12/19/12	05	499	2213	511	907G	000000	000	00	000		79.66
0024	Shipping		0131009	0003	949046966	12/19/12	05	499	2213	511	907G	000000	000	00	000		26.50
																Check total:	\$2,352.25
Check: 089094 Type: W Date: 01/24/13 Vendor: IDEASTREAM Vendor#: 230417 Stat/Date: RECONCILED:01/29/13 Bank:																	
0001	Mathematics and Science		0130591	0001	0032134	11/29/12	05	572	2213	412	9013	000000	500	00	000		2,400.00
																Check total:	\$2,400.00
Check: 089095 Type: W Date: 01/24/13 Vendor: MILKOVICH MIDDLE SCHOOL Vendor#: 832274 Stat/Date: VOID: 01/24/13 Bank: ATTN: ATHLETIC DEPARTMENT																	
0001	fee/MS wrestling tourname		0131192	0001	0131192	01/23/13	05	300	4510	849	926A	000000	600	00	000		150.00
																Check total:	\$150.00



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Check: 089096 Type: W Date: 01/24/13 Vendor: LINGUI SYSTEMS, INC.		Vendor#: 120216 Stat/Date: Bank: 1															
0001	The Source for Selective	0130589	0001	2710518	09/27/12	05	401	3260	512	9613	000000	412	00	000			43.95
Check total: \$43.95																	
Check: 089097 Type: W Date: 01/24/13 Vendor: MARYMOUNT HOSPITAL DBA CENTER FOR CORPORATE HEALTH		Vendor#: 030571 Stat/Date: RECONCILED:01/28/13 Bank: 1															
0001	7/1/2012-12/31/2012 Misc.	0130132	0001	0117634	11/09/12	05	001	2821	413	0000	000000	705	00	078			40.00
Check total: \$40.00																	
Check: 089098 Type: W Date: 01/24/13 Vendor: MSB		Vendor#: 832120 Stat/Date: Bank:															
0001	Open PO - Service fee to	0130720	0001	0003369	01/11/13	05	001	1241	411	913M	000000	813	00	013			87.72
Check total: \$87.72																	
Check: 089099 Type: W Date: 01/24/13 Vendor: N2Y, INC. DJC HOLDINGS, LLC		Vendor#: 832231 Stat/Date: RECONCILED:01/28/13 Bank:															
0001	Unique Learning System On	0130855	0001	S13025	12/06/12	05	516	1231	511	9013	000000	813	00	013			424.00
0002	News-2-You Online	0130855	0002	S13025	12/06/12	05	516	1231	511	9013	000000	813	00	013			144.00
Check total: \$568.00																	
Check: 089100 Type: W Date: 01/24/13 Vendor: NATIONAL SCHOOL SAFETY AND SECURITY SERVICES, INC.		Vendor#: 832268 Stat/Date: RECONCILED:01/28/13 Bank:															
0001	Retainer payment for Scho	0131154	0001	0013000107	01/07/13	05	590	3260	411	9113	000000	000	00	000			1,300.00
Check total: \$1,300.00																	
Check: 089101 Type: W Date: 01/24/13 Vendor: NORTH COAST THERAPY ASSOC. INC		Vendor#: 831973 Stat/Date: Bank: 1															
0001	Open PO - Occupational Th	0130480	0001	0004165	12/31/12	05	001	2185	413	0000	000000	813	00	013			634.50
0002	Open PO - Physical Therap	0130500	0001	0004172	12/31/12	05	001	2186	413	0000	000000	813	00	013			3,363.75
Check total: \$3,998.25																	
Check: 089102 Type: W Date: 01/24/13 Vendor: OHIO ENERGY SOURCE		Vendor#: 150104 Stat/Date: RECONCILED:01/31/13 Bank: 1															
0001	9/7/2012-12/31/2012Batter	0130515	0001	0016901	12/21/12	05	001	2840	581	0000	000000	705	00	078			233.98
0002	9/7/2012-12/31/2012Batter	0130515	0001	0016911	01/02/13	05	001	2840	581	0000	000000	705	00	078			368.55
0003	9/7/2012-12/31/2012Batter	0130515	0001	0016918	01/03/13	05	001	2840	581	0000	000000	705	00	078			38.50
Check total: \$641.03																	
Check: 089103 Type: W Date: 01/24/13 Vendor: PIONEER MANUFACTURING CO.		Vendor#: 160207 Stat/Date: RECONCILED:01/28/13 Bank: 1															
0001	7/1/2012-12/31/2012 Misc.	0130155	0001	INV457457	09/13/12	05	001	2730	571	0000	000000	700	00	078			525.00
0002	7/1/2012-12/31/2012 Misc.	0130155	0001	INV457947	09/17/12	05	001	2730	571	0000	000000	700	00	078			776.00
Check total: \$1,301.00																	
Check: 089104 Type: W Date: 01/24/13 Vendor: PROFORMA		Vendor#: 832238 Stat/Date: RECONCILED:01/28/13 Bank: 1															
0001	#FF-1485-R Legal Folders	0130798	0001	0440007964	12/03/12	05	001	2110	512	0000	000000	811	00	011			220.00
0002	Shipping	0130798	0002	0440007964	12/03/12	05	001	2110	512	0000	000000	811	00	011			30.00
Check total: \$250.00																	

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Check: 089105 Type: W Date: 01/24/13 Vendor: RENHILL GROUP, INC.		Vendor#: 180214 Stat/Date: RECONCILED:01/25/13 Bank: 1															
0001	SUBSTITUTE TEACHERS FOR		0131120	0001	8028211	12/28/12	05	001	1190	411	0000	000000	000	00	007		22,331.23
0002	SUBSTITUTE TEACHERS FOR		0131120	0001	8028378	01/11/13	05	001	1190	411	0000	000000	000	00	007		8,785.47
																Check total:	\$31,116.70
Check: 089106 Type: W Date: 01/24/13 Vendor: RHODE ISLAND NOVELTY		Vendor#: 180243 Stat/Date: RECONCILED:01/28/13 Bank: 1															
0001	MINI AIRHEADS		0131104	0001	2974699	01/10/13	05	018	4600	890	922G	000000	200	00	000		44.25
0002	275 PC BAZOOKA GUM BUCKET		0131104	0002	2974699	01/10/13	05	018	4600	890	922G	000000	200	00	000		42.00
0003	CHARMS BLOW POP		0131104	0003	2974699	01/10/13	05	018	4600	890	922G	000000	200	00	000		58.00
0004	200 PC DUM DUM POPS		0131104	0004	2974699	01/10/13	05	018	4600	890	922G	000000	200	00	000		17.50
0005	JOLLY RANCHER ASSORTED FL		0131104	0005	2974699	01/10/13	05	018	4600	890	922G	000000	200	00	000		59.00
0006	SHIPPING		0131104	0006	2974699	01/10/13	05	018	4600	890	922G	000000	200	00	000		49.09
																Check total:	\$269.84
Check: 089107 Type: W Date: 01/24/13 Vendor: ROETZEL & ANDRESS, LPA		Vendor#: 831947 Stat/Date: RECONCILED:01/25/13 Bank: 1															
		1375 EAST NINTH STREET															
0001	Fees for Legal Services		0130817	0001	1008768	01/15/13	05	001	2490	418	0000	000000	831	00	024		14,665.60
																Check total:	\$14,665.60
Check: 089108 Type: W Date: 01/24/13 Vendor: SCHOLASTIC INC / WEEKLY READER		Vendor#: 190151 Stat/Date: RECONCILED:01/29/13 Bank:															
0001	current events magazine		0130791	0001	M5045697	12/11/12	05	001	2620	552	9505	000000	500	00	000		365.20
																Check total:	\$365.20
Check: 089109 Type: W Date: 01/24/13 Vendor: SCHOOL SPECIALTY, INC.		Vendor#: 190115 Stat/Date: RECONCILED:01/30/13 Bank: 1															
0001	Order for science dept pe		0130949	0001	208109608653	12/10/12	05	009	2620	551	9650	000000	600	00	000		194.08
																Check total:	\$194.08
Check: 089110 Type: W Date: 01/24/13 Vendor: SNAPWORDS		Vendor#: 832264 Stat/Date: RECONCILED:01/31/13 Bank:															
0001	306 SnapWords Teaching Ca		0131094	0001	0001309	01/08/13	05	001	1110	511	9412	000000	400	00	004		147.35
																Check total:	\$147.35
Check: 089111 Type: W Date: 01/24/13 Vendor: SPECIAL NEEDS SOLUTIONS		Vendor#: 831734 Stat/Date: RECONCILED:01/29/13 Bank:															
0001	Open PO - Behavioral		0130463	0001	DEC. 2012	12/21/12	05	516	1190	411	9013	000000	000	00	000		2,362.50
0002	Open PO - Behavioral		0130463	0001	NOV. 2012	11/30/12	05	516	1190	411	9013	000000	000	00	000		3,812.50
																Check total:	\$6,175.00
Check: 089112 Type: W Date: 01/24/13 Vendor: THE HONEY BAKED HAM CO.		Vendor#: 831329 Stat/Date: RECONCILED:01/29/13 Bank:															
		ATTN: ACCOUNTS RECEIVABLE															
0001	Various merchandise for S		0130951	0001	002-0625708	12/21/12	05	200	4670	891	913S	000000	600	00	000		510.00
																Check total:	\$510.00
Check: 089113 Type: W Date: 01/24/13 Vendor: TIMECLOCK PLUS		Vendor#: 832060 Stat/Date: Bank: 1															
		DATA MANAGEMENT INC.															
0001	System support contract		0130886	0001	0300952	01/17/13	05	003	2620	640	0000	000000	832	00	026		2,469.10

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Check total:																\$2,469.10	
Check: 089114 Type: W Date: 01/24/13 Vendor: TREASURER STATE OF OHIO																Vendor#: 020437 Stat/Date: RECONCILED:01/30/13 Bank: 1	
0001	Open PO for Background Ch	0130312	0001	2KB289-581174	12/31/12	05	001	2290	419	0000	000000	835	00	023			460.00
Check total:																\$460.00	
Check: 089115 Type: W Date: 01/24/13 Vendor: VETTER MEDICAL/FITNESS INC.																Vendor#: 220146 Stat/Date: RECONCILED:01/28/13 Bank: 1	
0001	Invoice #2904 preventativ	0131057	0002	0002904	12/14/12	05	018	4600	890	902G	000000	600	00	000			451.00
0002	INvoice #2905 to install	0131057	0001	0002905	12/14/12	05	018	4600	890	902G	000000	600	00	000			95.46
Check total:																\$546.46	
Check: 089116 Type: W Date: 01/24/13 Vendor: XPEDX																Vendor#: 200130 Stat/Date: RECONCILED:01/28/13 Bank: 1	
0001	White Copy Paper (Ohio Sc	0131037	0001	6003956823	12/20/12	05	001	2110	512	0000	000000	811	00	011			167.76
0002	White Copy Paper (Ohio Sc	0131037	0002	6003956823	12/20/12	05	001	2110	512	0000	000000	813	00	013			167.76
0003	White Copy Paper (Ohio Sc	0131037	0003	6003956823	12/20/12	05	001	2211	512	0000	000000	822	00	022			167.76
0004	White Copy Paper (Ohio Sc	0131037	0004	6003956823	12/20/12	05	001	2412	512	0000	000000	835	00	023			167.76
0005	White Copy Paper (Ohio Sc	0131037	0005	6003956823	12/20/12	05	001	2610	512	0000	000000	832	00	026			335.52
Check total:																\$1,006.56	
Check: 089117 Type: W Date: 01/24/13 Vendor: ZENITH SYSTEMS, LLC																Vendor#: 040228 Stat/Date: RECONCILED:01/28/13 Bank: 1	
0001	Pack of 100 ISO Prox II I	0130998	0001	0329338	12/28/12	05	001	2290	519	0000	000000	835	00	023			900.00
0002	shipping and handling	0130998	0002	0329338	12/28/12	05	001	2290	519	0000	000000	835	00	023			20.00
Check total:																\$920.00	
Check: 089118 Type: W Date: 01/25/13 Vendor: ARTHUR MARTIN																Vendor#: 700128 Stat/Date: Bank:	
0001	Officials/Security/Other/	0130840	0003	A.M - 12/12/12	01/24/13	05	300	4510	419	926A	000000	500	00	000			30.00
Check total:																\$30.00	
Check: 089119 Type: W Date: 01/25/13 Vendor: BILL EDELBURG																Vendor#: 700036 Stat/Date: Bank:	
0001	Officials/Security/Other/	0130840	0001	B.E - 12/22/12	01/24/13	05	300	4510	419	926A	000000	600	00	000			40.00
Check total:																\$40.00	
Check: 089120 Type: W Date: 01/25/13 Vendor: GEORGE JACKSON																Vendor#: 700202 Stat/Date: RECONCILED:01/29/13 Bank:	
0001	Officials/Security/Other/	0130840	0001	G.J - 12/22/12	01/24/13	05	300	4510	419	926A	000000	600	00	000			60.00
Check total:																\$60.00	
Check: 089121 Type: W Date: 01/25/13 Vendor: IDEASTREAM																Vendor#: 230417 Stat/Date: RECONCILED:01/29/13 Bank: 1	
0001	NOTA FEE FOR JULY 2012 TH	0130010	0001	0032203	12/18/12	05	001	2219	449	0000	000000	822	00	007			417.00
Check total:																\$417.00	
Check: 089122 Type: W Date: 01/25/13 Vendor: JOHN COLE																Vendor#: 702980 Stat/Date: RECONCILED:01/29/13 Bank:	
0001	Officials/Security/Other/	0130840	0002	J.C - 01/03/13	01/24/13	05	300	4530	419	926A	000000	600	00	000			60.00

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0002	Officials/Security/Other/		0130840	0002	J.C - 12/5/12	01/24/13	05	300	4530	419	926A	000000	600	00	000		60.00	
																	Check total:	\$120.00
Check: 089123 Type: W Date: 01/25/13 Vendor: KENNETH CELEBUCKI Vendor#: 700536 Stat/Date: RECONCILED:01/28/13 Bank:																		
0001	Officials/Security/Other/		0130840	0002	K.C - 01/03/13	01/24/13	05	300	4530	419	926A	000000	600	00	000		60.00	
																	Check total:	\$60.00
Check: 089124 Type: W Date: 01/25/13 Vendor: LEGEND LANES Vendor#: 832273 Stat/Date: RECONCILED:01/30/13 Bank:																		
0001	Fee/Bowling Tournament 1/		0131143	0001	0131143	01/25/13	05	300	4510	849	926A	000000	600	00	000		75.00	
																	Check total:	\$75.00
Check: 089125 Type: W Date: 01/25/13 Vendor: MARK KATANIK Vendor#: 702297 Stat/Date: RECONCILED:01/30/13 Bank:																		
0001	Officials/Security/Other/		0130840	0001	M.K - 12/22/12	01/24/13	05	300	4510	419	926A	000000	600	00	000		40.00	
																	Check total:	\$40.00
Check: 089126 Type: W Date: 01/25/13 Vendor: MILKOVICH MIDDLE SCHOOL Vendor#: 832274 Stat/Date: Bank:																		
					ATTN: ATHLETIC DEPARTMENT													
0001	fee/MS wrestling tourname		0131192	0001	0131192.	01/25/13	05	300	4510	849	926A	000000	600	00	000		150.00	
																	Check total:	\$150.00
Check: 089127 Type: W Date: 01/25/13 Vendor: PAUL A. SADOSKY Vendor#: 700756 Stat/Date: Bank:																		
0001	Officials/Security/Other/		0130840	0001	P.S - 12/21/12	01/24/13	05	300	4510	419	926A	000000	600	00	000		72.00	
0002	Officials/Security/Other/		0130840	0001	P.S - 12/22/12	01/24/13	05	300	4510	419	926A	000000	600	00	000		72.00	
																	Check total:	\$144.00
Check: 089128 Type: W Date: 01/25/13 Vendor: PREMIER PRINTING & PROMOTIONS Vendor#: 831968 Stat/Date: RECONCILED:01/28/13 Bank:																		
0001	UNV35301 Envelopes 2 1/2		0130512	0001	11-145858	12/29/12	05	001	2421	512	9412	000000	600	00	006		13.49	
0002	QUA 37815 4 x 6 envelope		0130512	0002	11-145858	12/29/12	05	001	2421	512	9412	000000	600	00	006		89.97	
0003	QUA 37835 5 x 7 1/2 Envel		0130512	0003	11-145858	12/29/12	05	001	2421	512	9412	000000	600	00	006		75.98	
0004	SMD10343 File Folders Let		0130512	0004	11-145858	12/29/12	05	001	2421	512	9412	000000	600	00	006		319.80	
0005	ADHESIVE POSTER STRIPS		0130564	0001	11-146013	12/30/12	05	001	1110	511	9412	000000	200	00	002		35.96	
0006	VERY BIG TAB PAPER DIVID		0130564	0004	11-146013	12/30/12	05	001	1110	511	9412	000000	200	00	002		32.25	
0007	REMOVABLE REPLACEMENT STR		0130564	0002	11-146117	01/07/12	05	001	1110	511	9412	000000	200	00	002		17.45	
0008	ADHESIVE HOOKS		0130564	0003	11-146117	01/07/12	05	001	1110	511	9412	000000	200	00	002		35.91	
0009	Mutipurpose Six-Pocket		0130757	0001	11-145570	12/19/12	05	001	2421	512	0000	000000	400	00	004		47.98	
0010	Organizer (Smoke)		0130757	0002	11-145570	12/19/12	05	001	2421	512	0000	000000	400	00	004		77.96	
0011	HC-340 Heavy-Duty three H		0130784	0001	11-145859	12/29/12	05	001	2421	512	9412	000000	100	00	001		45.99	
0012	Insight Roller Ball Pen		0130784	0002	11-145859	12/29/12	05	001	2421	512	9412	000000	100	00	001		4.17	
0013	Swingline Portable Electr		0130784	0003	11-145859	12/29/12	05	001	2421	512	9412	000000	100	00	001		47.99	
0014	Bostitch Quiet Sharp Exec		0130784	0004	11-145859	12/29/12	05	001	2421	512	9412	000000	100	00	001		45.99	
0015	cork board strips		0130789	0001	11-146305	01/10/13	05	001	1120	511	9412	000000	500	00	005		167.92	
0016	pens		0130790	0001	11-145860	12/29/12	05	001	1120	511	9412	000000	500	00	005		37.47	
0017	Pens		0130790	0002	11-145860	12/29/12	05	001	1120	511	9412	000000	500	00	005		33.36	
0018	Pencils		0130790	0003	11-145860	12/29/12	05	001	1120	511	9412	000000	500	00	005		31.98	
0019	Items needed for school y		0130869	0001	11-145576	12/19/12	05	001	2421	512	0000	000000	400	00	004		367.61	
0020	Supplies for high school		0130876	0001	11-145314	12/12/12	05	001	1130	511	9412	000000	600	00	006		61.99	

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0021	Supplies for high school		0130876	0001	11-145573	12/19/12	05	001	1130	511	9412	000000	600	00	006		919.97
0022	BIC DRY ERASE BLUE		0130877	0010	11-145855	12/29/12	05	001	2421	512	0000	000000	200	00	002		55.96
0023	BIC DRY ERASE RED		0130877	0009	11-145857	12/29/12	05	001	2421	512	0000	000000	200	00	002		55.96
0024	UNIVERSAL SELF STICK 3X3		0130877	0001	11-145880	12/29/12	05	001	2421	512	0000	000000	200	00	002		129.90
0025	POP UP NOTE REFILLS		0130877	0002	11-145880	12/29/12	05	001	2421	512	0000	000000	200	00	002		18.99
0026	11X17 UNIVERSAL COPY PAPE		0130877	0003	11-145880	12/29/12	05	001	2421	512	0000	000000	200	00	002		54.99
0027	UNIVERSAL PAPER CLIPS NO.		0130877	0004	11-145880	12/29/12	05	001	2421	512	0000	000000	200	00	002		59.80
0028	UNIVERSAL TAPE DISPENSER		0130877	0005	11-145880	12/29/12	05	001	2421	512	0000	000000	200	00	002		15.16
0029	UNIVERSAL FILE FOLDERS		0130877	0006	11-145880	12/29/12	05	001	2421	512	0000	000000	200	00	002		64.90
0030	UNIVERSAL TWO POCKET FOLD		0130877	0007	11-145880	12/29/12	05	001	2421	512	0000	000000	200	00	002		33.16
0031	BIC BIC DRY ERASE BLACK		0130877	0008	11-145880	12/29/12	05	001	2421	512	0000	000000	200	00	002		69.95
0032	MARK IT CHISEL TIP PERMAN		0130877	0011	11-145880	12/29/12	05	001	2421	512	0000	000000	200	00	002		15.49
0033	American Flag; 8ft x 12 f		0130893	0001	11-145440	12/17/12	05	001	2620	552	9505	000000	500	00	000		199.88
0034	American Flay 8ft x 12 ft		0130893	0002	11-145440	12/17/12	05	001	2620	552	9505	000000	500	00	000		138.88
0035	Astrobrights Colored Pape		0130924	0001	11-145852	12/29/12	05	001	2110	512	0000	000000	813	00	013		13.49
0036	2013 Desk Calendar Refill		0130924	0002	11-145852	12/29/12	05	001	2110	512	0000	000000	813	00	013		9.58
0037	Laminating Film Roll - 3		0130924	0003	11-145852	12/29/12	05	001	1241	512	9412	000000	813	00	013		84.99
0038	sholder rest for phone		0130934	0001	11-145854	12/29/12	05	001	2620	552	9505	000000	500	00	000		80.43
0039	pencil shapener		0130934	0002	11-145854	12/29/12	05	001	2620	552	9505	000000	500	00	000		31.99
0040	Office Supplies for		0130958	0001	11-145851	12/29/12	05	001	2610	512	0000	000000	832	00	026		184.45
0041	Office Supplies for		0130958	0002	11-145851	12/29/12	05	006	3190	569	0000	000000	500	00	000		148.64
0042	Office Supplies for		0130958	0003	11-145851	12/29/12	05	006	3190	569	0000	000000	600	00	000		63.27
0043	Office Supplies for		0130958	0003	11-145889	12/29/12	05	006	3190	569	0000	000000	600	00	000		20.00
0044	Round Ring View		0130972	0001	11-145853	12/29/12	05	001	1110	511	9412	000000	100	00	001		107.60
Check total:																\$4,168.65	

(Multi-bank check)

Check: 089129 Type: W Date: 01/25/13 Vendor: RICHARD FOGLE Vendor#: 700174 Stat/Date: RECONCILED:01/28/13 Bank:																	
0001	Officials/Security/Other/		0130840	0001	R.F - 12/22/12	01/24/13	05	300	4510	419	926A	000000	600	00	000		100.00
Check total:																\$100.00	
Check: 089130 Type: W Date: 01/25/13 Vendor: ROBERT ZIEFLE Vendor#: 702372 Stat/Date: Bank:																	
0001	Officials/Security/Other/		0130840	0003	B.Z - 12/19/12	01/24/13	05	300	4510	419	926A	000000	500	00	000		35.00
Check total:																\$35.00	
Check: 089131 Type: W Date: 01/25/13 Vendor: RONALD McDOWELL Vendor#: 702668 Stat/Date: RECONCILED:01/29/13 Bank:																	
0001	Officials/Security/Other/		0130840	0004	R.M - 12/12/12	01/24/13	05	300	4530	419	926A	000000	500	00	000		30.00
0002	Officials/Security/Other/		0130840	0003	R.M.- 12/12/12	01/24/13	05	300	4510	419	926A	000000	500	00	000		30.00
Check total:																\$60.00	
Check: 089132 Type: W Date: 01/25/13 Vendor: SANDRA PALMER Vendor#: 702218 Stat/Date: RECONCILED:01/29/13 Bank:																	
0001	Officials/Security/Other/		0130840	0001	S.P - 12/22/12	01/24/13	05	300	4510	419	926A	000000	600	00	000		40.00
Check total:																\$40.00	
Check: 089133 Type: W Date: 01/25/13 Vendor: STEVEN JOHNSON Vendor#: 702441 Stat/Date: RECONCILED:01/29/13 Bank:																	
0001	Officials/Security/Other/		0130840	0002	S.J - 01/03/13	01/24/13	05	300	4530	419	926A	000000	600	00	000		60.00

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0002	Officials/Security/Other/		0130840	0001	S.J - 12/22/12	01/24/13	05	300	4510	419	926A	000000	600	00	000		60.00	
																	Check total:	\$120.00
Check: 089134 Type: W Date: 01/25/13 Vendor: THOMAS HAGERTY Vendor#: 702281 Stat/Date: RECONCILED:01/28/13 Bank:																		
0001	Officials/Security/Other/		0130840	0002	T.H - 12/05/12	01/24/13	05	300	4530	419	926A	000000	600	00	000		60.00	
																	Check total:	\$60.00
Check: 089135 Type: W Date: 01/25/13 Vendor: THOMAS J. MURPHY Vendor#: 700984 Stat/Date: Bank:																		
					C/O GARFIELD HTS. POLICE DEPT.													
0001	Officials/Security/Other/		0130840	0001	T.M. - 01/05/13	01/24/13	05	300	4510	419	926A	000000	600	00	000		100.00	
																	Check total:	\$100.00
Check: 089136 Type: W Date: 01/25/13 Vendor: THOMAS LUNT Vendor#: 702431 Stat/Date: RECONCILED:01/31/13 Bank:																		
0001	Officials/Security/Other/		0130840	0001	T.L - 12/22/12	01/24/13	05	300	4510	419	926A	000000	600	00	000		60.00	
																	Check total:	\$60.00
Check: 089137 Type: W Date: 01/25/13 Vendor: TIM BUSHNER Vendor#: 702991 Stat/Date: Bank:																		
0001	Officials/Security/Other/		0130840	0002	T.B - 12/05/12	01/24/13	05	300	4530	419	926A	000000	600	00	000		60.00	
																	Check total:	\$60.00
Check: 089138 Type: W Date: 01/25/13 Vendor: TIM SOPKOVICH Vendor#: 702736 Stat/Date: Bank:																		
0001	Officials/Security/Other/		0130840	0002	T.S - 01/03/13	01/24/13	05	300	4530	419	926A	000000	600	00	000		72.00	
																	Check total:	\$72.00
Check: 089139 Type: W Date: 01/25/13 Vendor: TREASURER OF STATE-COMMODITY DISTRIBUTION Vendor#: 150156 Stat/Date: RECONCILED:01/31/13 Bank: 1																		
0001	food for		0130851	0001	13 001228	10/15/12	05	006	3120	560	0000	000000	500	00	000		490.90	
0002	food for		0130851	0001	13 001229	10/15/12	05	006	3120	560	0000	000000	500	00	000		836.50	
0003	food for		0130851	0002	13 001306	10/15/12	05	006	3120	560	0000	000000	600	00	000		1,836.15	
0004	food for		0130851	0001	13 002055	11/08/12	05	006	3120	560	0000	000000	500	00	000		1,020.40	
0005	food for		0130851	0001	13 002056	11/08/12	05	006	3120	560	0000	000000	500	00	000		990.40	
0006	food for		0130851	0002	13 002135	11/08/12	05	006	3120	560	0000	000000	600	00	000		1,898.90	
0007	food for		0130851	0002	13 002136	11/08/12	05	006	3120	560	0000	000000	600	00	000		1,388.25	
0008	food for		0130851	0002	13 003051	11/29/12	05	006	3120	560	0000	000000	600	00	000		3,164.45	
0009	food for		0130851	0002	13 003052	11/29/12	05	006	3120	560	0000	000000	600	00	000		2,770.80	
0010	food for		0130851	0001	13 003059	11/29/12	05	006	3120	560	0000	000000	500	00	000		1,510.75	
0011	food for		0130851	0002	13 003308	12/13/12	05	006	3120	560	0000	000000	600	00	000		2,947.75	
0012	food for		0130851	0001	13 003310	12/13/12	05	006	3120	560	0000	000000	500	00	000		780.85	
																	Check total:	\$19,636.10
Check: 089140 Type: W Date: 01/25/13 Vendor: AT&T Vendor#: 150101 Stat/Date: RECONCILED:01/29/13 Bank: 1																		
0001	AT&T PHONE SERVICE FOR (5		0130006	0001	2166633776-01	01/07/13	05	001	2910	441	0000	000000	000	00	007		34.92	
0002	AT&T PHONE SERVICE FOR (5		0130006	0001	2168831104-12	01/07/13	05	001	2910	441	0000	000000	000	00	007		34.69	
																	Check total:	\$69.61
Check: 089141 Type: W Date: 01/25/13 Vendor: DOMINION EAST OHIO Vendor#: 050110 Stat/Date: RECONCILED:01/28/13 Bank: 1																		

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EAST OHIO GAS COMPANY, THE																	
0001	NATURAL GAS USAGE FOR		0130012	0007	ADMIN BLDG -	01 01/03/13	05	001	2720	453	0000	000000	800	00	007		1,093.14
0002	NATURAL GAS USAGE FOR BUS		0130012	0006	BUS GARAGE -	01 01/03/13	05	001	2720	453	0000	000000	700	00	007		563.97
0003	NATURAL GAS USAGE FOR ELM		0130012	0001	ELMWOOD -	01 01/07/13	05	001	2720	453	0000	000000	100	00	007		499.07
0004	NATURAL GAS USAGE FOR HIG		0130012	0005	HIGH SCHL. -	01 01/03/13	05	001	2720	453	0000	000000	600	00	007		81.96
0005	NATURAL GAS USAGE FOR MAP		0130012	0002	MAPLE LEAF -	01 01/03/13	05	001	2720	453	0000	000000	200	00	007		813.99
0006	NATURAL GAS USAGE FOR MID		0130012	0004	MIDDLE SCH -	01 01/03/13	05	001	2720	453	0000	000000	500	00	007		1,877.52
0007	NATURAL GAS USAGE FOR WM.		0130012	0003	WM FOSTER -	01 01/03/13	05	001	2720	453	0000	000000	400	00	007		34.42
0008	NATURAL GAS USAGE FOR WM.		0130012	0003	WM. FOSTER -	01 01/04/13	05	001	2720	453	0000	000000	400	00	007		1,587.29
																Check total:	\$6,551.36
Check: 089142 Type: W Date: 01/28/13 Vendor: ELECTROCOMM CORP. Vendor#: 050309 Stat/Date: Bank: 1																	
0001	1/1/2013-6/30/2013 Misc.		0131006	0001	0012025	01/17/13	05	001	2840	429	0000	000000	705	00	078		1,035.00
																Check total:	\$1,035.00
Check: 089143 Type: W Date: 01/28/13 Vendor: GARFIELD ACE HARDWARE Vendor#: 070148 Stat/Date: Bank:																	
KM JONES, INC.																	
0001	7/1/2012-12/31/2012 Misc.		0130142	0001	OCTOBER 2012	01/28/13	05	001	2720	572	0000	000000	703	00	078		129.22
0002	7/1/2012-12/31/2012 Misc.		0130142	0001	AUGUST '12	01/28/13	05	001	2720	572	0000	000000	703	00	078		62.23
0003	7/1/2012-12/31/2012 Misc.		0130142	0001	SEPTEMBER '12	01/28/13	05	001	2720	572	0000	000000	703	00	078		379.51
0004	PO for parts and supplies		0130252	0001	0016553-AUG 12'	08/08/12	05	001	2211	511	0000	000000	815	00	015		10.96
0005	PO for parts and supplies		0130252	0001	0017090-OCT 12'	10/23/12	05	001	2211	511	0000	000000	815	00	015		13.93
0006	PO for parts and supplies		0130252	0001	0017296	11/21/12	05	001	2211	511	0000	000000	815	00	015		22.45
0007	9/1/2012-12/31/2012 Misc		0130658	0001	0017180	11/06/12	05	001	2840	581	0000	000000	705	00	078		10.34
0008	9/1/2012-12/31/2012 Misc		0130658	0001	0017350	11/29/12	05	001	2840	581	0000	000000	705	00	078		4.46
0009	9/1/2012-12/31/2012 Misc		0130658	0001	0017359	11/30/12	05	001	2840	581	0000	000000	705	00	078		4.56
0010	9/1/2012-12/31/2012 Misc		0130658	0001	0017378	12/03/12	05	001	2840	581	0000	000000	705	00	078		6.98
0011	Supplies needed for high		0130825	0003	0017187	11/06/12	05	001	1130	511	9412	000000	600	00	006		36.19
0012	Supplies needed for high		0130825	0002	0017195	11/07/12	05	001	1130	511	9412	000000	600	00	006		43.79
0013	Supplies needed for high		0130825	0001	0017196	11/07/12	05	001	1130	511	9412	000000	600	00	006		9.79
																Check total:	\$734.41
(Multi-bank check)																	
Check: 089144 Type: W Date: 01/28/13 Vendor: REVILLE WHOLESALE DISTRIBUTING Vendor#: 831820 Stat/Date: Bank: 1																	
0001	1/1/2013-6/30/2013 Misc.		0131042	0001	85262701	12/05/12	05	001	2840	581	0000	000000	705	00	078		69.87
																Check total:	\$69.87
Check: 089145 Type: W Date: 01/28/13 Vendor: RHODE ISLAND NOVELTY Vendor#: 180243 Stat/Date: Bank: 1																	
0001	VARIOUS ITEM ORDER FOR SC		0131217	0001	2962828	12/05/12	05	018	4600	890	922G	000000	200	00	000		200.95
0002	FREIGHT		0131217	0002	2962828	12/05/12	05	018	4600	890	922G	000000	200	00	000		20.62
																Check total:	\$221.57
Check: 089146 Type: W Date: 01/28/13 Vendor: SHERWIN WILLIAMS CO., THE Vendor#: 190232 Stat/Date: RECONCILED:01/31/13 Bank: 1																	
0001	Matching paint for HS int		0122107	0001	0774-0	12/26/12	05	001	2720	572	0000	000000	703	00	078		520.08
0002	Matching paint for HS int		0122107	0001	0792-2	12/17/12	05	001	2720	572	0000	000000	703	00	078		56.58
0003	Paint for Board and conf		0130775	0001	1125-4	01/08/13	05	001	2720	572	0000	000000	703	00	078		24.00
																Check total:	\$600.66

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Check: 089147 Type: W Date: 01/28/13 Vendor: THE NEIGHBORHOOD NEWS Vendor#: 200128 Stat/Date: Bank: 1																	
ATTN: ACCOUNTS RECEIVABLE																	
0001	Printing of Legal Notice		0131208	0001	2x2Legal Notice	12/19/12	05	001	2310	446	0000	000000	900	00	007		48.00
																Check total:	\$48.00
Check: 089148 Type: W Date: 01/29/13 Vendor: G & G INC. Vendor#: 020226 Stat/Date: Bank: 1																	
0001	Support & Service Agreeeme		0130856	0001	0073898	12/10/12	05	401	3260	512	9613	000000	412	00	000		8,663.16
																Check total:	\$8,663.16
Check: 089149 Type: W Date: 01/29/13 Vendor: GORDON STOWE & ASSOC., Vendor#: 070429 Stat/Date: Bank: 1																	
INC.																	
0001	Interacoustics AS608c		0130867	0001	0518880	12/07/12	05	401	3260	512	9613	000000	412	00	000		995.00
0002	Shipping & Handling charg		0130867	0002	0518880	12/07/12	05	401	3260	512	9613	000000	412	00	000		30.00
																Check total:	\$1,025.00
Check: 089150 Type: W Date: 01/29/13 Vendor: LAKE BUSINESS PRODUCTS Vendor#: 120353 Stat/Date: RECONCILED:01/31/13 Bank: 1																	
0001	Contract Invoice for Invo		0130872	0001	0167888	09/18/12	05	401	3260	512	9613	000000	412	00	000		67.11
																Check total:	\$67.11
Check: 089151 Type: W Date: 01/29/13 Vendor: LIBRARY VIDEO COMPANY Vendor#: 120192 Stat/Date: RECONCILED:01/31/13 Bank: 1																	
0001	Geographic Perspectives T		0130904	0001	Y00642450001	12/11/12	05	401	3260	512	9613	000000	412	00	000		39.95
0002	Analyzing Nonfiction DVD		0130904	0002	Y00642450001	12/11/12	05	401	3260	512	9613	000000	412	00	000		39.95
0003	Shipping & Handling		0130904	0003	Y00642450001	12/11/12	05	401	3260	512	9613	000000	412	00	000		6.95
																Check total:	\$86.85
Check: 089152 Type: W Date: 01/29/13 Vendor: NANCY BENKO Vendor#: 832206 Stat/Date: RECONCILED:01/30/13 Bank:																	
0001	Service contract for Ball		0130954	0001	0130954	01/29/13	05	300	4137	590	910E	000000	600	00	000		400.00
																Check total:	\$400.00
Check: 089153 Type: W Date: 01/29/13 Vendor: NCS PEARSON, INC Vendor#: 831588 Stat/Date: Bank: 1																	
0001	Wisc-IV Response Booklet		0130905	0001	3856119	12/14/12	05	401	3260	512	9613	000000	412	00	000		77.00
0002	Shipping & Handling		0130905	0002	3856119	12/14/12	05	401	3260	512	9613	000000	412	00	000		10.00
																Check total:	\$87.00
Check: 089154 Type: W Date: 01/29/13 Vendor: PATRICIA A. PATTERSON Vendor#: 160162 Stat/Date: RECONCILED:01/31/13 Bank:																	
0001	Consultant fee for the		0130096	0001	13thPmt-01/30	01/29/13	05	590	3260	411	9113	000000	000	00	000		1,666.66
																Check total:	\$1,666.66
Check: 089155 Type: W Date: 01/29/13 Vendor: PATRICIA MOHNEY Vendor#: 832186 Stat/Date: RECONCILED:01/30/13 Bank:																	
0001	Contract agreement for		0130095	0001	13thPmt-01/30	01/29/13	05	590	3260	432	9113	000000	000	00	000		1,083.33
																Check total:	\$1,083.33
Check: 089156 Type: W Date: 01/29/13 Vendor: PEARSON EDUCATION Vendor#: 190173 Stat/Date: Bank: 1																	



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0001	Science Text Books for Gr		0130862	0001	4021985159	11/28/12	05	401	3260	512	9613	000000	412	00	000		635.64	
0002	Science Student Workbooks		0130862	0002	4021985159	11/28/12	05	401	3260	512	9613	000000	412	00	000		60.60	
0003	Shipping & Handling 10%		0130862	0003	4021985159	11/28/12	05	401	3260	512	9613	000000	412	00	000		69.62	
																	Check total:	\$765.86
Check: 089157 Type: W Date: 01/29/13 Vendor: SCHOOL NURSE SUPPLY, INC. Vendor#: 190019 Stat/Date: Bank: 1																		
0001	Clinic supplies order		0130865	0001	0416528-IN	11/27/12	05	401	3260	512	9613	000000	412	00	000		561.15	
																	Check total:	\$561.15
Check: 089158 Type: W Date: 01/29/13 Vendor: SCITT INC. Vendor#: 190257 Stat/Date: Bank: 1																		
0001	Scitt Kits for Kindergart		0130648	0001	0002639	10/24/12	05	401	3260	512	9613	000000	412	00	000		840.00	
0002	Shipping & Handling 15%		0130648	0002	0002639	10/24/12	05	401	3260	512	9613	000000	412	00	000		126.00	
																	Check total:	\$966.00
Check: 089159 Type: W Date: 01/29/13 Vendor: WEEKLY READER CORP. SCHOLASTIC OPERATIONS GRP LLC Vendor#: 230190 Stat/Date: Bank: 1																		
0001	Weekly Reader Kindergarte		0130588	0001	M5022249	12/11/12	05	401	3260	512	9613	000000	412	00	000		206.70	
																	Check total:	\$206.70
Check: 089160 Type: W Date: 01/29/13 Vendor: WILLIAM H. SADLIER, INC. Vendor#: 080195 Stat/Date: RECONCILED:01/31/13 Bank: 1																		
0001	New Progress in Mathemati		0130587	0001	0000329354	10/04/12	05	401	3260	512	9613	000000	412	00	000		257.04	
0002	Shipping & Handling 12%		0130587	0002	0000329354	10/04/12	05	401	3260	512	9613	000000	412	00	000		30.84	
																	Check total:	\$287.88
Check: 089161 Type: W Date: 01/30/13 Vendor: HOLIDAY INN EXPRESS Vendor#: 832281 Stat/Date: Bank:																		
0001	Hotel Rooms for Music Exp		0131239	0001	0131239	01/30/13	05	300	4137	590	910E	000000	600	00	000		3,603.66	
																	Check total:	\$3,603.66
Check: 089162 Type: W Date: 01/30/13 Vendor: GORDON FOOD SERVICE, INC. ATTN: CREDIT DEPT. Vendor#: 070448 Stat/Date: Bank: 1																		
0001	food/supplies for		0130297	0001	140762584	12/03/12	05	006	3120	560	0000	000000	500	00	000		3,203.31	
0002	food/supplies for		0130297	0001	140824169	12/06/12	05	006	3120	560	0000	000000	500	00	000		2,751.22	
0003	food/supplies for		0130297	0001	140824169.	01/07/13	05	006	3120	560	0000	000000	500	00	000		5.03-	
0004	food/supplies for		0130297	0001	140848025	12/10/12	05	006	3120	560	0000	000000	500	00	000		3,352.92	
0005	food/supplies for		0130297	0001	140910247	12/13/12	05	006	3120	560	0000	000000	500	00	000		3,216.53	
0006	food/supplies for		0130297	0001	140935234	12/17/12	05	006	3120	560	0000	000000	500	00	000		3,524.62	
0007	food/supplies for		0130297	0001	140935234.	01/07/13	05	006	3120	560	0000	000000	500	00	000		13.08-	
0008	food/supplies for		0130297	0001	140985003	12/20/12	05	006	3120	560	0000	000000	500	00	000		1,743.20	
0009	food/supplies for		0130297	0001	877067457	12/14/12	05	006	3120	560	0000	000000	500	00	000		14.47	
0010	FOOD PURCHASES AUG-DEC 20		0130357	0001	140762957	12/03/12	05	006	3120	560	0000	000000	600	00	000		2,286.07	
0011	FOOD PURCHASES AUG-DEC 20		0130357	0001	140824289	12/06/12	05	006	3120	560	0000	000000	600	00	000		2,753.26	
0012	FOOD PURCHASES AUG-DEC 20		0130357	0001	140848986	12/10/12	05	006	3120	560	0000	000000	600	00	000		2,867.67	
0013	FOOD PURCHASES AUG-DEC 20		0130357	0001	140910131	12/13/12	05	006	3120	560	0000	000000	600	00	000		2,464.72	
0014	FOOD PURCHASES AUG-DEC 20		0130357	0001	140935230	12/17/12	05	006	3120	560	0000	000000	600	00	000		1,947.00	
0015	FOOD PURCHASES AUG-DEC 20		0130357	0001	140983464	12/20/12	05	006	3120	560	0000	000000	600	00	000		1,274.93	
																	Check total:	\$31,381.81

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Check: 089163 Type: W Date: 01/30/13 Vendor: LAUREN ROMANO Vendor#: 832261 Stat/Date: Bank:																	
0001	Reimbursement for		0130985	0001	0130985	01/30/13	05	536	2213	432	913I	000000	500	00	000		36.84
Check total: \$36.84																	
Check: 089164 Type: W Date: 01/31/13 Vendor: PRECISION ENVIRONMENTAL CO. Vendor#: 832269 Stat/Date: Bank: 1																	
0001	Permit fees for William F		0131102	0001	0131102	01/31/13	05	001	2720	429	0000	000000	832	00	026		105.75
Check total: \$105.75																	
Check: 089165 Type: W Date: 01/31/13 Vendor: DARICE Vendor#: 010275 Stat/Date: Bank: 1																	
0001	Items for Spanish Class (		0130401	0001	31066477	09/08/12	05	001	1130	511	9412	000000	600	00	006		102.29
0002	Blanket order for supplie		0130461	0001	31059396	10/05/12	05	009	2620	551	9650	000000	600	00	000		537.30
0003	Blanket PO for poster boa		0130462	0001	31067680	09/19/12	05	009	2620	551	9625	000000	600	00	000		32.25
Check total: \$671.84																	
(Multi-bank check)																	
Check: 089166 Type: W Date: 01/31/13 Vendor: BUCKEYE DISTRIBUTING INC. Vendor#: 831810 Stat/Date: Bank: 1																	
0001	juice aug-dec 2012		0130370	0001	0000661477	12/07/12	05	006	3120	560	0000	000000	600	00	000		70.00
Check total: \$70.00																	
Check: 089167 Type: W Date: 01/31/13 Vendor: CLEVELAND COCA-COLA BOTTLING COMPANY Vendor#: 030384 Stat/Date: Bank: 1																	
0001	juice aug-dec 2012		0130363	0001	0821746	12/10/12	05	006	3120	560	0000	000000	600	00	000		182.50
0002	juice aug-dec 2012		0130363	0001	1716245	12/14/12	05	006	3120	560	0000	000000	600	00	000		198.50
0003	juice aug-dec 2012		0130363	0001	2211913	12/18/12	05	006	3120	560	0000	000000	600	00	000		72.00
0004	beverages for Middle Scho		0130901	0001	0623689	12/12/12	05	006	3120	560	0000	000000	500	00	000		350.50
0005	beverages for Middle Scho		0130901	0001	3106869	12/07/12	05	006	3120	560	0000	000000	500	00	000		224.50
Check total: \$1,028.00																	
Check: 089168 Type: W Date: 01/31/13 Vendor: JOSHEN PAPER & PACKAGING Vendor#: 100209 Stat/Date: Bank: 1																	
0001	PAPER PURCHASES AUG DEC 2		0130365	0001	2845856	12/05/12	05	006	3120	560	0000	000000	600	00	000		240.18
0002	PAPER PURCHASES AUG DEC 2		0130365	0001	2845857	12/05/12	05	006	3120	560	0000	000000	600	00	000		14.75
0003	PAPER PURCHASES AUG DEC 2		0130365	0001	2849901	12/10/12	05	006	3120	560	0000	000000	600	00	000		360.54
0004	PAPER PURCHASES AUG DEC 2		0130365	0001	2853444	12/16/12	05	006	3120	560	0000	000000	600	00	000		495.88
0005	PAPER PURCHASES AUG DEC 2		0130365	0001	2866665	01/08/13	05	006	3120	560	0000	000000	600	00	000		19.65-
Check total: \$1,091.70																	
Check: 089169 Type: W Date: 01/31/13 Vendor: MORGAN SERVICES, INC. Vendor#: 130822 Stat/Date: Bank: 1																	
0001	line service for Middle,		0131055	0002	0296268-00	11/28/12	05	006	3190	429	0000	000000	500	00	000		77.73
0002	line service for Middle,		0131055	0002	0298310-00	12/05/12	05	006	3190	429	0000	000000	500	00	000		84.41
0003	linen service for High,		0131055	0001	0300311-00	12/12/12	05	006	3190	429	0000	000000	600	00	000		81.06
0004	linen service for High,		0131055	0001	0302329-00	12/19/12	05	006	3190	429	0000	000000	600	00	000		96.45
0005	linen service for High,		0131055	0001	S0301739-00	12/13/12	05	006	3190	429	0000	000000	600	00	000		26.60
0006	line service for Middle,		0131055	0002	S0301739-00	12/13/12	05	006	3190	429	0000	000000	500	00	000		26.59
Check total: \$392.84																	

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Check: 089170 Type: W Date: 01/31/13 Vendor: NICKLES BAKERY Vendor#: 140329 Stat/Date: Bank: 1																	
0001	bread,rolls,buns for	0130313	0001	01-011459-Dec.	01/16/12	05	006	3120	560	0000	000000	500	00	000			407.89
0002	bread,rolls,buns for	0130313	0001	01-0273961-Dec.	01/02/13	05	006	3120	560	0000	000000	500	00	000			338.02
0003	bread rolls and buns	0130478	0001	01-0114587-Dec.	01/02/12	05	006	3120	560	0000	000000	600	00	000			228.39
0004	bread rolls and buns	0130478	0001	01-0135491-Dec.	01/02/12	05	006	3120	560	0000	000000	600	00	000			214.95
0005	bread rolls and buns	0130478	0001	01-0135517-Dec.	01/02/12	05	006	3120	560	0000	000000	600	00	000			211.25
																Check total:	\$1,400.50
Check: 089171 Type: W Date: 01/31/13 Vendor: SYSCO FOOD SERVICES OF CLEVELAND, INC. Vendor#: 190550 Stat/Date: Bank: 1																	
0001	Food Supplies for MS and	0130516	0001	212050742	12/05/12	05	006	3120	560	0000	000000	500	00	000			205.41
																Check total:	\$205.41
Check: 089172 Type: W Date: 01/31/13 Vendor: THE ILLUMINATING COMPANY Vendor#: 090140 Stat/Date: Bank:																	
0001	MONTHLY ELECTRIC POWER US	0131291	0001	90003651070	12/31/12	05	001	2720	451	0000	000000	100	00	007			2,793.46
0002	MONTHLY ELECTRIC POWER US	0131291	0002	90003651070	12/31/12	05	001	2720	451	0000	000000	200	00	007			2,207.24
0003	MONTHLY ELECTRIC POWER US	0131291	0003	90003651070	12/31/12	05	001	2720	451	0000	000000	400	00	007			3,622.31
0004	MONTHLY ELECTRIC POWER US	0131291	0004	90003651070	12/31/12	05	001	2720	451	0000	000000	500	00	007			5,951.04
0005	MONTHLY ELECTRIC POWER US	0131291	0005	90003651070	12/31/12	05	001	2720	451	0000	000000	600	00	007			41,123.14
0006	MONTHLY ELECTRIC POWER US	0131291	0006	90003651070	12/31/12	05	401	3260	451	9613	000000	412	00	000			218.86
0007	MONTHLY ELECTRIC POWER FO	0131291	0007	90003651070	12/31/12	05	401	3260	451	9513	000000	000	00	000			310.21
																Check total:	\$56,226.26
(Multi-bank check)																	
Check: 089173 Type: W Date: 01/31/13 Vendor: ALLEN SLUKA Vendor#: 010270 Stat/Date: Bank: 1																	
0001	Reimbursement for use pf	0130614	0001	DECEMBER 2012	01/31/13	05	001	2690	441	0000	000000	000	00	007			50.00
																Check total:	\$50.00
Check: 089174 Type: W Date: 01/31/13 Vendor: ANTHONY J. KASTELIC Vendor#: 700027 Stat/Date: Bank:																	
0001	Officials/Security/Other/	0130840	0001	T.K 01/12/13	02/03/13	05	300	4510	419	926A	000000	600	00	000			72.00
																Check total:	\$72.00
Check: 089175 Type: W Date: 01/31/13 Vendor: ARTHUR MARTIN Vendor#: 700128 Stat/Date: Bank:																	
0001	Officials/Security/Other/	0130840	0004	A.M - 01/10/13	02/03/13	05	300	4530	419	926A	000000	500	00	000			30.00
0002	Officials/Security/Other/	0130840	0004	A.M. - 12/12/12	02/03/13	05	300	4530	419	926A	000000	500	00	000			30.00
0003	Officials/Security/Other/	0130840	0004	A.M.- 01/10/13	02/03/13	05	300	4530	419	926A	000000	500	00	000			30.00
																Check total:	\$90.00
Check: 089176 Type: W Date: 01/31/13 Vendor: BRETT McCANN Vendor#: 702440 Stat/Date: Bank:																	
0001	Officials/Security/Other/	0130840	0002	B.M - 01/14/13	02/03/13	05	300	4530	419	926A	000000	600	00	000			60.00
																Check total:	\$60.00
Check: 089177 Type: W Date: 01/31/13 Vendor: BRIAN MENGE Vendor#: 702937 Stat/Date: Bank:																	

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0001	Officials/Security/Other/		0130840	0004	B.M - 01/10/13	02/03/13	05	300	4530	419	926A	000000	500	00	000		30.00	
0002	Officials/Security/Other/		0130840	0004	B.M.- 01/10/13	02/03/13	05	300	4530	419	926A	000000	500	00	000		30.00	
																	Check total:	\$60.00
Check: 089178 Type: W Date: 01/31/13 Vendor: BRYANT BERRY Vendor#: 702398 Stat/Date: Bank:																		
0001	Officials/Security/Other/		0130840	0002	B.B - 01/14/13	02/03/13	05	300	4530	419	926A	000000	600	00	000		60.00	
																	Check total:	\$60.00
Check: 089179 Type: W Date: 01/31/13 Vendor: BSL-APPLIED LASER TECHNOLOGIES LLC Vendor#: 010471 Stat/Date: Bank: 1																		
0001	Black and White Printing		0130097	0001	INV80165	01/16/13	05	001	2211	429	0000	000000	815	00	015		731.74	
																	Check total:	\$731.74
Check: 089180 Type: W Date: 01/31/13 Vendor: CENTRAL EXTERMINATING COMPANY Vendor#: 030240 Stat/Date: Bank: 1																		
0001	PEST CONTROL FOR H.S FITN		0130009	0001	0458638	12/31/12	05	001	2720	429	0000	000000	600	00	006		31.15	
0002	PEST CONTROL FOR BUS GARA		0130009	0002	0458638	12/31/12	05	001	2720	429	0000	000000	700	00	078		22.25	
0003	PEST CONTROL FOR		0130009	0003	0458638	12/31/12	05	001	2720	429	0000	000000	800	00	007		25.59	
0004	PEST CONTROL FOR HIGH SCH		0130009	0004	0458638	12/31/12	05	006	3190	429	0000	000000	600	00	000		93.45	
0005	PEST CONTROL FOR MIDDLE S		0130009	0005	0458638	12/31/12	05	006	3190	429	0000	000000	500	00	000		67.86	
																	Check total:	\$240.30
Check: 089181 Type: W Date: 01/31/13 Vendor: CHARLES R. KESHOCK Vendor#: 030264 Stat/Date: Bank: 1																		
0001	IN-DISTRICT MILEAGE		0130788	0001	C.K - AUG. '12	01/31/13	05	001	2214	434	0000	000000	000	00	000		1.93	
0002	IN-DISTRICT MILEAGE		0130788	0001	C.K - DEC. 12	01/31/13	05	001	2214	434	0000	000000	000	00	000		6.44	
0003	IN-DISTRICT MILEAGE		0130788	0001	C.K - NOV. '12	01/31/13	05	001	2214	434	0000	000000	000	00	000		9.66	
0004	IN-DISTRICT MILEAGE		0130788	0001	C.K - OCT. '12	01/04/13	05	001	2214	434	0000	000000	000	00	000		9.01	
0005	IN-DISTRICT MILEAGE		0130788	0001	C.K - SEPT. '12	01/04/13	05	001	2214	434	0000	000000	000	00	000		7.73	
																	Check total:	\$34.77
Check: 089182 Type: W Date: 01/31/13 Vendor: CHRIS CALLENDER Vendor#: 702692 Stat/Date: Bank:																		
0001	Officials/Security/Other/		0130840	0003	C.C - 01/17/13	02/03/13	05	300	4510	419	926A	000000	500	00	000		30.00	
0002	Officials/Security/Other/		0130840	0001	C.C.- 01/17/13	01/31/13	05	300	4510	419	926A	000000	600	00	000		30.00	
																	Check total:	\$60.00
Check: 089183 Type: W Date: 01/31/13 Vendor: CHRISTOPHER HANKE Vendor#: 030361 Stat/Date: Bank: 1																		
0001	Reimbursement for use of		0131081	0001	OCTOBER 2012	01/31/13	05	001	2690	441	0000	000000	000	00	007		50.00	
0002	Reimbursement for use of		0131081	0001	AUGUST 2012	01/31/13	05	001	2690	441	0000	000000	000	00	007		50.00	
0003	Reimbursement for use of		0131081	0001	DECEMBER 2012	01/31/13	05	001	2690	441	0000	000000	000	00	007		50.00	
0004	Reimbursement for use of		0131081	0001	JULY 2012	01/31/13	05	001	2690	441	0000	000000	000	00	007		50.00	
0005	Reimbursement for use of		0131081	0001	NOVEMBER 2012	01/31/13	05	001	2690	441	0000	000000	000	00	007		50.00	
0006	Reimbursement for use of		0131081	0001	SEPTEMBER 2012	01/31/13	05	001	2690	441	0000	000000	000	00	007		50.00	
																	Check total:	\$300.00
Check: 089184 Type: W Date: 01/31/13 Vendor: CONSTANCE B. NAYLOR Vendor#: 832099 Stat/Date: Bank:																		
0001	Everyday Math Professiona		0131164	0001	0131164	02/01/13	05	572	2213	412	9013	000000	200	00	000		520.00	

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Check total:																\$520.00	
Check: 089185 Type: W Date: 01/31/13 Vendor: DAIRYMENS MILK CO.																Vendor#: 040073 Stat/Date:	Bank: 1
0001	milk for	0130294	0001	0607514	12/08/12	05	006	3120	560	0000	000000	500	00	000			1,104.45
0002	milk for	0130294	0001	0620051	12/15/12	05	006	3120	560	0000	000000	500	00	000			1,035.90
0003	milk for	0130294	0001	0632416	12/22/12	05	006	3120	560	0000	000000	500	00	000			763.66
0004	milk purchases aug- dec-2	0130360	0001	0607514	12/08/12	05	006	3120	560	0000	000000	600	00	000			1,019.56
0005	milk purchases aug- dec-2	0130360	0001	0620051	12/15/12	05	006	3120	560	0000	000000	600	00	000			1,133.51
0006	milk purchases aug- dec-2	0130360	0001	0632416	12/22/12	05	006	3120	560	0000	000000	600	00	000			812.28
Check total:																\$5,869.36	
Check: 089186 Type: W Date: 01/31/13 Vendor: DAVE'S SUPERMARKETS INC.																Vendor#: 831593 Stat/Date:	Bank: 1
0001	Groceries for food tech f	0130933	0001	7033428	12/19/12	05	009	2620	551	9625	000000	600	00	000			309.37
0002	Groceries for food tech f	0130933	0001	7033431	12/17/12	05	009	2620	551	9625	000000	600	00	000			375.44
0003	Groceries for food tech f	0130933	0001	7033432	12/11/12	05	009	2620	551	9625	000000	600	00	000			76.02
Check total:																\$760.83	
Check: 089187 Type: W Date: 01/31/13 Vendor: DAVID JARONOWSKI																Vendor#: 700258 Stat/Date:	Bank:
0001	Officials/Security/Other/	0130840	0001	D.J - 01/11/13	02/03/13	05	300	4510	419	926A	000000	600	00	000			72.00
Check total:																\$72.00	
Check: 089188 Type: W Date: 01/31/13 Vendor: DAVID PALMER																Vendor#: 832254 Stat/Date:	Bank: 1
0001	Reimbursement for purchas	0131286	0001	0131286	01/18/13	05	001	2730	571	0000	000000	700	00	078			101.00
Check total:																\$101.00	
Check: 089189 Type: W Date: 01/31/13 Vendor: DOUGLAS M. DILLION																Vendor#: 701257 Stat/Date:	Bank:
0001	Officials/Security/Other/	0130840	0001	D.D - 01/11/13	02/03/13	05	300	4510	419	926A	000000	600	00	000			100.00
Check total:																\$100.00	
Check: 089190 Type: W Date: 01/31/13 Vendor: DR. GORDON DUPREE																Vendor#: 832198 Stat/Date:	Bank: 1
0001	Reimbursement for use of	0130522	0001	DECEMBER 2012	01/31/13	05	001	2690	441	0000	000000	000	00	007			50.00
0002	Reimbursement for use of	0130522	0001	NOVEMBER 2012	01/31/13	05	001	2690	441	0000	000000	000	00	007			50.00
Check total:																\$100.00	
Check: 089191 Type: W Date: 01/31/13 Vendor: ELECTRICAL APPLIANCE REPAIR SERVICE, INC.																Vendor#: 050300 Stat/Date:	Bank: 1
0001	open p.o. for electrical	0130329	0001	0566322	12/07/12	05	006	3190	423	0000	000000	500	00	000			22.10
Check total:																\$22.10	
Check: 089192 Type: W Date: 01/31/13 Vendor: EnergyCAP, INC.																Vendor#: 831552 Stat/Date:	Bank: 1
0001	Software License and	0131271	0001	0021459	11/27/12	05	003	2720	423	0000	000000	000	00	000			1,195.00
Check total:																\$1,195.00	
Check: 089193 Type: W Date: 01/31/13 Vendor: ERIC J. CORNELL																Vendor#: 700122 Stat/Date:	Bank:

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C/O GARFIELD HTS POLICE DEPT																		
0001	Officials/Security/Other/	0130840	0001	E.C - 01/11/13	02/03/13	05	300	4510	419	926A	000000	600	00	000			100.00	
																	Check total:	\$100.00
Check: 089194 Type: W Date: 01/31/13 Vendor: GTM SPORTSWEAR								Vendor#: 832199 Stat/Date:								Bank:		
0001	Metallic 6" pompons PPMET	0130349	0001	IT'S GREEK TO ME 6917014	01/31/13	05	300	4130	519	952D	000000	600	00	000			240.00	
																	Check total:	\$240.00
Check: 089195 Type: W Date: 01/31/13 Vendor: JAMES DUKE								Vendor#: 702673 Stat/Date:								Bank:		
0001	Officials/Security/Other/	0130840	0001	J.D - 01/11/13	02/03/13	05	300	4510	419	926A	000000	600	00	000			60.00	
																	Check total:	\$60.00
Check: 089196 Type: W Date: 01/31/13 Vendor: JAMES KOSUDA								Vendor#: 100330 Stat/Date:								Bank: 1		
0001	Reimbursement for use of	0122126	0001	JANUARY 2013	01/31/13	05	001	2690	441	0000	000000	000	00	007			50.00	
																	Check total:	\$50.00
Check: 089197 Type: W Date: 01/31/13 Vendor: JAMES L. SEAWRIGHT								Vendor#: 700477 Stat/Date:								Bank:		
0001	Officials/Security/Other/	0130840	0001	J.S - 01/11/13	02/03/13	05	300	4510	419	926A	000000	600	00	000			100.00	
																	Check total:	\$100.00
Check: 089198 Type: W Date: 01/31/13 Vendor: JAMES SKIMIN								Vendor#: 702590 Stat/Date:								Bank:		
0001	Officials/Security/Other/	0130840	0003	J.S - 01/15/13	02/03/13	05	300	4510	419	926A	000000	500	00	000			30.00	
0002	Officials/Security/Other/	0130840	0003	J.S.- 01/15/13	02/03/13	05	300	4510	419	926A	000000	500	00	000			30.00	
																	Check total:	\$60.00
Check: 089199 Type: W Date: 01/31/13 Vendor: JEROME A. DOMIANO								Vendor#: 701572 Stat/Date:								Bank:		
0001	Officials/Security/Other/	0130840	0002	J.D - 01/14/13	02/03/13	05	300	4530	419	926A	000000	600	00	000			72.00	
																	Check total:	\$72.00
Check: 089200 Type: W Date: 01/31/13 Vendor: JIM KLUCHIN								Vendor#: 703001 Stat/Date:								Bank:		
0001	Officials/Security/Other/	0130840	0002	J.K - 01/09/13	02/03/13	05	300	4530	419	926A	000000	600	00	000			40.00	
																	Check total:	\$40.00
Check: 089201 Type: W Date: 01/31/13 Vendor: JODY SAXTON								Vendor#: 100311 Stat/Date:								Bank: 1		
0001	Reimbursement for use of	0130240	0001	DECEMBER 2012	01/31/13	05	001	2690	441	0000	000000	000	00	007			50.00	
																	Check total:	\$50.00
Check: 089202 Type: W Date: 01/31/13 Vendor: JOE BOVA								Vendor#: 703003 Stat/Date:								Bank:		
0001	Officials/Security/Other/	0130840	0002	J.B - 01/09/13	01/31/13	05	300	4530	419	926A	000000	600	00	000			40.00	
																	Check total:	\$40.00
Check: 089203 Type: W Date: 01/31/13 Vendor: JOHN RUTLEDGE								Vendor#: 703005 Stat/Date:								Bank:		

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0001	Officials/Security/Other/		0130840	0002	J.R - 01/03/13	02/03/13	05	300	4530	419	926A	000000	600	00	000		40.00	
																	Check total:	\$40.00
Check: 089204 Type: W Date: 01/31/13 Vendor: JOSEPH JUBY Vendor#: 100083 Stat/Date: Bank: 1																		
0001	Travel reimbursement to S		0131184	0001	0131184	01/31/13	05	001	2310	433	0000	000000	900	00	007		157.38	
																	Check total:	\$157.38
Check: 089205 Type: W Date: 01/31/13 Vendor: KATHRYN MAYFIELD Vendor#: 831765 Stat/Date: Bank:																		
0001	Bulldog Stomper Advisor f		0130668	0001	01/14-01/27/13	01/31/13	05	018	4600	890	902G	000000	600	00	000		112.50	
0002	Bulldog Stomper Advisor f		0130668	0001	11/19-12/02/12	01/31/13	05	018	4600	890	902G	000000	600	00	000		250.00	
0003	Bulldog Stomper Advisor f		0130668	0001	12/03-12/16/12	01/31/13	05	018	4600	890	902G	000000	600	00	000		250.00	
0004	Bulldog Stomper Advisor f		0130668	0001	12/17-12/30/12	01/31/13	05	018	4600	890	902G	000000	600	00	000		137.50	
0005	Bulldog Stomper Advisor f		0130668	0001	12/31-01/13/13	01/31/13	05	018	4600	890	902G	000000	600	00	000		200.00	
0006	Officials/Security/Other/		0130840	0001	K.M - 01/18/13	02/03/13	05	300	4510	419	926A	000000	600	00	000		60.00	
																	Check total:	\$1,010.00
(Multi-bank check)																		
Check: 089206 Type: W Date: 01/31/13 Vendor: KATIE SKOCDOPOLE Vendor#: 832242 Stat/Date: Bank: 1																		
0001	IN-DISTRICT MILEAGE		0130788	0001	K.S - Dec. 2012	01/31/13	05	001	2214	434	0000	000000	000	00	000		12.70	
0002	IN-DISTRICT MILEAGE		0130788	0001	K.S - Nov. 2012	01/31/13	05	001	2214	434	0000	000000	000	00	000		15.63	
																	Check total:	\$28.33
Check: 089207 Type: W Date: 01/31/13 Vendor: KEN FARLEY Vendor#: 702536 Stat/Date: Bank:																		
0001	Officials/Security/Other/		0130840	0001	K.F - 01/11/13	02/03/13	05	300	4510	419	926A	000000	600	00	000		60.00	
																	Check total:	\$60.00
Check: 089208 Type: W Date: 01/31/13 Vendor: LUIS DE JESUS Vendor#: 702574 Stat/Date: Bank:																		
0001	Officials/Security/Other/		0130840	0001	L.D - 01/11/13	02/03/13	05	300	4510	419	926A	000000	600	00	000		35.00	
0002	Officials/Security/Other/		0130840	0001	L.D.- 01/11/13	01/31/13	05	300	4510	419	926A	000000	600	00	000		40.00	
																	Check total:	\$75.00
Check: 089209 Type: W Date: 01/31/13 Vendor: MELVIN PARKER Vendor#: 702703 Stat/Date: Bank:																		
0001	Officials/Security/Other/		0130840	0003	M.P - 01/17/13	02/03/13	05	300	4510	419	926A	000000	500	00	000		30.00	
0002	Officials/Security/Other/		0130840	0003	M.P.- 01/17/13	02/03/13	05	300	4510	419	926A	000000	500	00	000		30.00	
																	Check total:	\$60.00
Check: 089210 Type: W Date: 01/31/13 Vendor: MICHAEL BEAN Vendor#: 702995 Stat/Date: Bank:																		
0001	Officials/Security/Other/		0130840	0002	M.B - 01/14/13	02/03/13	05	300	4530	419	926A	000000	600	00	000		40.00	
																	Check total:	\$40.00
Check: 089211 Type: W Date: 01/31/13 Vendor: MICHAEL MUZYCHENKO Vendor#: 702704 Stat/Date: Bank:																		
0001	Officials/Security/Other/		0130840	0001	M.M - 01/11/12	01/31/13	05	300	4510	419	926A	000000	600	00	000		35.00	

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0002	Officials/Security/Other/		0130840	0001	M.M.- 01/11/13	02/03/13	05	300	4510	419	926A	000000	600	00	000		40.00	
																	Check total:	\$75.00
Check: 089212 Type: W Date: 01/31/13 Vendor: NAJAM HASSAN Vendor#: 702773 Stat/Date: Bank:																		
0001	Officials/Security/Other/		0130840	0002	N.H 01/09/13	02/03/13	05	300	4530	419	926A	000000	600	00	000		60.00	
																	Check total:	\$60.00
Check: 089213 Type: W Date: 01/31/13 Vendor: PREMIER PRINTING & PROMOTIONS Vendor#: 831968 Stat/Date: Bank:																		
0001	Laminating film		0130445	0001	11-143206	10/25/12	05	001	1110	511	9412	000000	400	00	004		1,497.80	
																	Check total:	\$1,497.80
Check: 089214 Type: W Date: 01/31/13 Vendor: QWESTCOM GRAPHICS, INC. Vendor#: 831164 Stat/Date: Bank: 1																		
0001	Production of District		0130960	0001	0013899	09/24/12	05	001	2610	461	0000	000000	832	00	026		2,055.90	
																	Check total:	\$2,055.90
Check: 089215 Type: W Date: 01/31/13 Vendor: RENAISSANCE LEARNING, INC. Vendor#: 180218 Stat/Date: Bank:																		
0001	additional 100 Acc Math		0131114	0001	INV3975684	01/11/13	05	001	1120	511	9412	000000	500	00	005		331.50	
																	Check total:	\$331.50
Check: 089216 Type: W Date: 01/31/13 Vendor: ROBERT A. DOBIES, SR. Vendor#: 180263 Stat/Date: Bank: 1																		
0001	Reimbursement for use of		0130078	0001	DECEMBER 2012	01/31/13	05	001	2690	441	0000	000000	000	00	007		50.00	
0002	Reimbursement for use of		0130078	0001	JANUARY 2013	01/31/13	05	001	2690	441	0000	000000	000	00	007		50.00	
0003	Reimbursement for use of		0130345	0001	DECEMBER 2013	01/31/13	05	001	2690	441	0000	000000	000	00	007		25.00	
0004	Reimbursement for use of		0130345	0001	NOVEMBER 2012	01/31/13	05	001	2690	441	0000	000000	000	00	007		25.00	
																	Check total:	\$150.00
Check: 089217 Type: W Date: 01/31/13 Vendor: ROBERT MYRICK Vendor#: 703002 Stat/Date: Bank:																		
0001	Officials/Security/Other/		0130840	0003	R.M - 01/15/13	02/03/13	05	300	4510	419	926A	000000	500	00	000		30.00	
0002	Officials/Security/Other/		0130840	0003	R.M.- 01/15/13	02/03/13	05	300	4510	419	926A	000000	500	00	000		30.00	
																	Check total:	\$60.00
Check: 089218 Type: W Date: 01/31/13 Vendor: RONALD MACK Vendor#: 702252 Stat/Date: Bank:																		
0001	Officials/Security/Other/		0130840	0002	R.M - 01/03/13	02/03/13	05	300	4530	419	926A	000000	600	00	000		40.00	
																	Check total:	\$40.00
Check: 089219 Type: W Date: 01/31/13 Vendor: SANDRA POWERS Vendor#: 190094 Stat/Date: Bank: 1																		
0001	Reimbursement for use of		0130609	0001	DECEMBER 2012	01/31/13	05	001	2690	441	0000	000000	000	00	007		50.00	
																	Check total:	\$50.00
Check: 089220 Type: W Date: 01/31/13 Vendor: SCOT ELAVSKY Vendor#: 702286 Stat/Date: Bank:																		
0001	Officials/Security/Other/		0130840	0002	S.E - 01/09/13	02/04/13	05	300	4530	419	926A	000000	600	00	000		60.00	
																	Check total:	\$60.00



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Check: 089221 Type: W Date: 01/31/13 Vendor: SEAN McCAULEY Vendor#: 701009 Stat/Date: Bank:																	
0001	Officials/Security/Other/		0130840	0002	S.M - 01/09/13	02/03/13	05	300	4530	419	926A	000000	600	00	000		60.00
Check total: \$60.00																	
Check: 089222 Type: W Date: 01/31/13 Vendor: SHARI BAILEY Vendor#: 190233 Stat/Date: Bank: 1																	
0001	Reimbursement for use of		0131178	0001	AUGUST 2012	01/31/13	05	001	2690	441	0000	000000	000	00	007		50.00
0002	Reimbursement for use of		0131178	0001	DECEMBER 2012	01/31/13	05	001	2690	441	0000	000000	000	00	007		50.00
0003	Reimbursement for use of		0131178	0001	NOVEMBER 2012	01/31/13	05	001	2690	441	0000	000000	000	00	007		50.00
0004	Reimbursement for use of		0131178	0001	OCTOBER 2012	01/31/13	05	001	2690	441	0000	000000	000	00	007		50.00
0005	Reimbursement for use of		0131178	0001	SETEMBER 2012	01/31/13	05	001	2690	441	0000	000000	000	00	007		50.00
Check total: \$250.00																	
Check: 089223 Type: W Date: 01/31/13 Vendor: SHAWN MANUEL Vendor#: 702414 Stat/Date: Bank:																	
0001	Officials/Security/Other/		0130840	0002	S.M - 01/14/13	02/03/13	05	300	4530	419	926A	000000	600	00	000		60.00
Check total: \$60.00																	
Check: 089224 Type: W Date: 01/31/13 Vendor: SIGNS BY TOMORROW Vendor#: 831957 Stat/Date: Bank: 1																	
0001	Installation of Hall of		0130932	0001	0005384	12/14/12	05	018	4600	890	902G	000000	600	00	000		275.00
Check total: \$275.00																	
Check: 089225 Type: W Date: 01/31/13 Vendor: SUBURBAN SCHOOL TRANSPORTATION Vendor#: 190275 Stat/Date: Bank: 1																	
0001	Open PO for Transportatio		0130662	0001	0063660	01/04/13	05	001	2821	483	0000	000000	813	00	013		3,020.00
Check total: \$3,020.00																	
Check: 089226 Type: W Date: 01/31/13 Vendor: TERRANCE OLSZEWSKI Vendor#: 200129 Stat/Date: Bank: 1																	
0001	Reimbursement for mileage		0131296	0001	0131296	01/31/13	05	001	2411	432	0000	000000	831	00	024		37.29
Check total: \$37.29																	
Check: 089227 Type: W Date: 01/31/13 Vendor: THOMAS J. MURPHY Vendor#: 700984 Stat/Date: Bank:																	
0001	Officials/Security/Other/		0130840	0002	T.M - 01/09/13	02/03/13	05	300	4530	419	926A	000000	600	00	000		100.00
0002	Officials/Security/Other/		0130840	0001	T.M - 01/18/13	02/03/13	05	300	4510	419	926A	000000	600	00	000		100.00
Check total: \$200.00																	
Check: 089228 Type: W Date: 01/31/13 Vendor: TIM HROMADA Vendor#: 702989 Stat/Date: Bank:																	
0001	Officials/Security/Other/		0130840	0002	T.H - 01/14/13	02/03/13	05	300	4530	419	926A	000000	600	00	000		40.00
Check total: \$40.00																	
Check: 089229 Type: W Date: 01/31/13 Vendor: TIM SOBOCINSKI Vendor#: 830861 Stat/Date: Bank: 1																	
0001	Reimbursement for use of		0130207	0001	JANUARY 2013	01/31/13	05	001	2690	441	0000	000000	000	00	007		50.00
Check total: \$50.00																	

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Check: 089230 Type: W Date: 01/31/13 Vendor: TIM SOPKOVICH Vendor#: 702736 Stat/Date: Bank:											
0001	Officials/Security/Other/	0130840	0001	T.S	01/11/13	02/03/13	05 300 4510 419 926A	000000 600 00 000			72.00
Check total: \$72.00											
Check: 089231 Type: W Date: 01/31/13 Vendor: TIMOTHY RADLEY Vendor#: 701709 Stat/Date: Bank:											
0001	Officials/Security/Other/	0130840	0001	T.R	01/11/13	02/03/13	05 300 4510 419 926A	000000 600 00 000			60.00
Check total: \$60.00											
Check: 089232 Type: W Date: 01/31/13 Vendor: TREASURER OF STATE OF OHIO Vendor#: 200258 Stat/Date: Bank: 1											
0001	Services for financial au	0130336	0001		0000000139229	12/31/12	05 001 2560 843 0000	000000 852 00 025			575.00
Check total: \$575.00											
Check: 089233 Type: W Date: 01/31/13 Vendor: VINCE CARAFFI Vendor#: 702629 Stat/Date: Bank:											
0001	Officials/Security/Other/	0130840	0003	J.C	01/09/13	02/03/13	05 300 4510 419 926A	000000 500 00 000			35.00
Check total: \$35.00											
Check: 089234 Type: W Date: 01/31/13 Vendor: GECRB/AMAZON Vendor#: 832047 Stat/Date: Bank:											
0001	Classroom Assessment for	0130777	0010		0130777	01/31/13	05 590 2213 432 9013	000000 600 00 022			117.12
0002	Open PO - Classroom suppl	0130900	0001		0130900	01/31/13	05 516 1231 511 9013	000000 813 00 013			264.92
0003	Open PO - Classroom suppl	0130900	0001		130900.	01/31/13	05 516 1231 511 9013	000000 813 00 013			0.20
Check total: \$382.24											
Check: 089235 Type: W Date: 01/31/13 Vendor: LEARNING A-Z Vendor#: 120126 Stat/Date: Bank:											
0001	Reading A-Z Licenses (15)	0130571	0001	RI	1032283	10/30/12	05 001 1110 511 9412	000000 200 00 002			119.90
Check total: \$119.90											
Check: 089236 Type: W Date: 01/31/13 Vendor: AT&T Vendor#: 150101 Stat/Date: Bank: 1											
0001	AT&T PHONE SERVICE FOR (5	0130006	0001		216R931878-01	01/25/13	05 001 2910 441 0000	000000 000 00 007			1,247.08
Check total: \$1,247.08											
V	VOIDED CHECKS	1									CHECK TOTALS 150.00
R	RECONCILED CHECKS	137									CHECK TOTALS 928,274.86
W	WARRANT CHECKS	245									CHECK TOTALS 1,072,564.85
M	MEMO CHECKS	0									CHECK TOTALS 0.00
B	REFUND CHECKS	0									CHECK TOTALS 0.00
I	INVESTMENT CHECKS	0									CHECK TOTALS 0.00
T	TRANSFER CHECKS	0									CHECK TOTALS 0.00
D	DISTRIBUTION CHECKS	0									CHECK TOTALS 0.00
C	PAYROLL CHECKS	0									CHECK TOTALS 0.00
	MISSING CHECKS	0									
**	TOTAL CHECKS (LESS VOIDED)	244									** TOTAL NET 1,072,414.85
***	TOTAL CHECKS WRITTEN	245									*** GRAND TOTALS 1,072,564.85

## **SCHEDULE OF INVESTMENTS**

***Schedule of Investments***  
**JANUARY 2013**

<u>FINANCIAL INSTITUTION</u>	<u>INVESTMENT TYPE</u>	<u>COST</u>	<u>MARKET VALUE</u>	<u>YIELD RATE</u>	<u>MATURITY DATE</u>
Charter One	Public Super NOW	\$ 1,910.84	\$ 1,910.84	0.00	N/A
Charter One	Municipal Money Market	\$ 16,335.20	\$ 16,335.20	0.10	N/A
Independence Bank	Certificate of Deposit	\$ 1,000,000.00	\$ 1,000,000.00	0.35	17-May-13
Independence Bank	Certificate of Deposit	\$ 100,000.00	\$ 100,000.00	0.35	3-May-13
First Merit	Money Mkt Sweep	\$ 90,978.93	\$ 91,071.61	0.00	N/A
Bank of NY Trust-QZAB	Money Mkt Sweep	\$ -	\$ -	0.00	N/A
PNC Bank	Business Perf Money Market	\$ 4,039,644.59	\$ 4,039,644.59	0.20	N/A
PNC Bank	Escrow Account	\$ 112,856.77	\$ 112,856.77	0.00	N/A
Baird	Money Mkt Fund	\$ 6,051.16	\$ 6,051.16	0.02	N/A
Baird	Agency Note	\$ 125,000.00	\$ 125,103.25	0.38	12-Jul-13
Baird	Agency Note	\$ 149,856.00	\$ 150,280.80	0.55	28-Aug-13
Baird	Agency Note	\$ 109,997.36	\$ 110,131.78	0.35	15-Oct-13
Baird	Agency Note	\$ 99,716.00	\$ 100,527.80	0.88	18-Dec-13
Baird	Agency Note	\$ 70,000.00	\$ 70,003.50	1.00	13-Aug-15
Baird	Agency Note	\$ 200,000.00	\$ 200,310.60	0.80	30-Oct-15
Baird	Agency Note	\$ 100,000.00	\$ 100,056.90	0.50	27-Nov-15
Baird	Agency Note	\$ 105,000.00	\$ 104,817.40	0.70	21-Nov-16
Baird	Agency Discount Note	\$ 264,590.58	\$ 264,976.15	0.18	23-Apr-13
Baird	Commercial Paper	\$ 99,855.00	\$ 99,907.00	0.29	28-May-13
Baird	Accrued Interest	\$ -	\$ 1,264.35		
STAROhio	State Pool	\$ 9,694.58	\$ 9,694.58	0.07	N/A
<b>Total Investment Amount</b>		<b>\$ 6,701,487.01</b>	<b>\$ 6,704,944.28</b>		

	<u>Cost</u>	<u>Market Value</u>	<u>Ave Yield</u>	<u>Percentage of</u>
	<u>Totals by Type</u>	<u>Totals by Type</u>	<u>Rate</u>	<u>Portfolio</u>
Money Mkt/NOW/Checking	\$ 115,276.13	\$ 115,368.81	1.02	1.72%
Certificate of Deposits	1,100,000.00	1,100,000.00	0.70	16.41%
Escrow Account	112,856.77	112,856.77	-	1.68%
Agency Notes*	959,569.36	961,232.03	1.28	14.32%
Business Perf Money Market	4,039,644.59	4,039,644.59	0.20	60.28%
Agency Discount Note	264,590.58	264,976.15	0.18	3.95%
Commercial Paper	99,855.00	99,907.00	0.29	1.49%
Accrued Interest	-	1,264.35		
State Pool	9,694.58	9,694.58	0.07	0.14%
	<b>\$ 6,701,487.01</b>	<b>\$ 6,704,944.28</b>		<b>100.00%</b>

1. Agency Notes and Agency Discount Note consist of Federal Home Loan Bank and Mtg Assoc.
2. Commercial Paper through Toyota Motor Credit.

**SM2**

DATE: 02/06/2013  
 TIME: 15:11:44

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  
 JANUARY 2013

FISCAL YEAR: 2013 MONTH: 01

	MONTHLY ESTIMATE	MONTHLY ACTUAL	MONTHLY DIFFERENCE	FISCAL YTD ESTIMATE	FISCAL YTD ACTUAL	FISCAL YTD DIFFERENCE
<b>REVENUES</b>						
01.010 General Property (Real Estate)	2,260,000	2,263,262	3,262	7,495,000	7,498,478	3,478
01.020 Tangible Personal Property Tax	0	0	0	225,000	206,244	18,756-
01.030 Income Tax	0	0	0	0	0	0
01.035 Unrestricted Grants-in-Aid	1,425,000	1,393,042	31,958-	9,978,000	10,001,124	23,124
01.040 Restricted Grants-in-Aid	2,900	2,893	7-	20,300	20,251	49-
01.045 Restricted Grants-in-Aid - SFSF	0	0	0	220,000	220,498	498
01.050 Property Tax Allocation	0	0	0	1,132,000	1,132,424	424
01.060 All Other Operating Revenue	17,000	57,281	40,281	283,000	496,432	213,432
01.070 Total Revenue	3,704,900	3,716,478	11,578	19,353,300	19,575,451	222,151
<b>OTHER FINANCING SOURCES</b>						
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	438,000	441,685	3,685
02.060 All Other Financing Sources	0	2,000	2,000	0	2,000	2,000
02.070 Total Other Financing Sources	0	2,000	2,000	438,000	443,685	5,685
02.080 Total Revenues and Other Financing Sources	3,704,900	3,718,478	13,578	19,791,300	20,019,136	227,836
<b>EXPENDITURES</b>						
03.010 Personal Services	1,520,000	1,521,435	1,435	11,351,000	11,345,895	5,105-
03.020 Employees' Retirement/Insurance Benefits	581,000	594,309	13,309	4,103,000	4,122,182	19,182
03.030 Purchased Services	450,000	517,843	67,843	3,000,000	2,887,791	112,209-
03.040 Supplies and Materials	45,000	51,304	6,304	535,000	539,505	4,505
03.050 Capital Outlay	0	12,347-	12,347-	72,000	50,679	21,321-
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	0	0	0	133,514	133,514	0
04.060 Debt Service: Interest and Fiscal Charges	0	0	0	0	0	0
04.300 Other Objects	10,000	13,107	3,107	301,500	308,790	7,290
04.500 Total Expenditures	2,606,000	2,685,651	79,651	19,496,014	19,388,356	107,658-
<b>OTHER FINANCING USES</b>						
05.010 Operating Transfers - Out	0	0	0	0	72,361	72,361
05.020 Advances - Out	0	0	0	95,800	96,300	500
05.030 All Other Financing Uses	0	0	0	0	0	0
05.040 Total Other Financing Uses	0	0	0	95,800	168,661	72,861
05.050 Total Expenditure and Other Financing Uses	2,606,000	2,685,651	79,651	19,591,814	19,557,017	34,797-
06.010 Excess Rev & Oth Financing Sources over(under) Exp &	1,098,900	1,032,827	66,073-	199,486	462,119	262,633
07.010 Beginning Cash Balance	380,238	708,955	328,717	1,279,652	1,279,663	11
07.020 Ending Cash Balance	1,479,138	1,741,782	262,644	1,479,138	1,741,782	262,644
08.010 Outstanding Encumbrances	0	1,452,009	1,452,009	0	1,452,009	1,452,009

**Statement of Cash Flows**  
**FYTD Comparison**

Statement of Cash Flows  
FYTD Actual vs. Projected Percent Change  
January 31, 2013

REVENUE				
<b>1.01 Real Estate</b>				
FYTD Actual Comparison				
	2013	2012	2011	2010
July	1,791,945	3,399,000	5,130,928	5,021,412
August	3,175,923	1,182,445	0	0
September	267,348	-40,692	154,644	443,495
October	0	747,329	0	529,000
November	0	177,000	896,000	0
December	0	0	0	0
January	2,263,262	1,254,983	2,211,655	2,365,037
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
<b>Total</b>	<b>7,498,478</b>	<b>6,720,065</b>	<b>8,393,227</b>	<b>8,358,944</b>
<b>Percent Chg.</b>	<b>11.58%</b>	<b>-19.93%</b>	<b>0.41%</b>	
<b>Proj. % Chg.</b>	<b>13.64%</b>			
<b>1.02 Personal Tangible</b>				
FYTD Actual Comparison				
	2013	2012	2011	2010
July	0	0	6,989	49,479
August	0	0	0	0
September	206,231	40,692	195,153	180,756
October	0	199,688	182,024	324,579
November	0	0	0	0
December	13	0	0	0
January	0	0	13	0
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
<b>Total</b>	<b>206,244</b>	<b>240,380</b>	<b>384,179</b>	<b>554,814</b>
<b>Percent Chg.</b>	<b>-14.20%</b>	<b>-37.43%</b>	<b>-30.76%</b>	
<b>Proj. % Chg.</b>	<b>13.26%</b>			
<b>1.03 Income Tax</b>				
FYTD Actual Comparison				
	2013	2012	2011	2010
July	0	0	0	0
August	0	0	0	0
September	0	0	0	0
October	0	0	0	0
November	0	0	0	0
December	0	0	0	0
January	0	0	0	0
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Percent Chg.</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	
<b>Proj. % Chg.</b>	<b>0.00%</b>			
<b>1.035 Unrestricted Grants-In-Aid (All 3100's except 3130)</b>				
FYTD Actual Comparison				
	2013	2012	2011	2010
July	1,428,196	1,411,434	1,453,593	1,529,654
August	1,428,196	1,405,359	1,525,428	1,408,672
September	1,427,794	1,415,059	1,453,623	1,406,543
October	1,428,196	1,411,142	1,453,602	1,509,868
November	1,467,504	1,402,463	1,453,600	1,431,853
December	1,428,196	1,411,142	1,444,727	1,434,930
January	1,393,042	1,408,703	1,467,330	1,405,170
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
<b>Total</b>	<b>10,001,124</b>	<b>9,865,302</b>	<b>10,251,903</b>	<b>10,126,690</b>
<b>Percent Chg.</b>	<b>1.38%</b>	<b>-3.77%</b>	<b>1.24%</b>	
<b>Proj. % Chg.</b>	<b>0.20%</b>			
<b>1.04 Restricted Grants-in-Aid (All 3200's)</b>				
FYTD Actual Comparison				
	2013	2012	2011	2010
July	2,893	0	2,893	24,752
August	157,249	0	2,893	23,404
September	69,035	0	2,893	24,752
October	2,893	103,711	2,893	12,376
November	2,893	52,896	2,893	2,717
December	2,893	75,042	2,893	2,717
January	2,893	106,115	1,446	3,796
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
<b>Total</b>	<b>240,749</b>	<b>337,764</b>	<b>18,804</b>	<b>94,514</b>
<b>Percent Chg.</b>	<b>-28.72%</b>	<b>1696.23%</b>	<b>-80.10%</b>	
<b>Proj. % Chg.</b>	<b>-70.01%</b>			
<b>1.05 Property Tax Allocation</b>				
FYTD Actual Comparison				
	2013	2012	2011	2010
July	0	0	0	0
August	0	0	423,812	402,704
September	0	0	0	0
October	0	0	408,794	384,925
November	1,132,424	1,212,450	983,177	985,283
December	0	0	0	0
January	0	0	0	0
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
<b>Total</b>	<b>1,132,424</b>	<b>1,212,450</b>	<b>1,815,783</b>	<b>1,772,912</b>
<b>Percent Chg.</b>	<b>-6.60%</b>	<b>-33.23%</b>	<b>2.42%</b>	
<b>Proj. % Chg.</b>	<b>4.71%</b>			
<b>1.06 All Other Revenue except 1931, 1933, 1940, 1950, 5100, 5200</b>				
FYTD Actual Comparison				
	2013	2012	2011	2010
July	7,183	7,916	202,420	32,078
August	9,791	47,410	34,418	22,307
September	19,656	20,121	38,976	19,271
October	358,367	178,844	8,621	505,274
November	19,300	218,894	241,523	9,688
December	24,854	30,452	50,880	35,360
January	57,281	7,092	203,146	15,369
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
<b>Total</b>	<b>496,432</b>	<b>510,729</b>	<b>779,984</b>	<b>639,347</b>
<b>Percent Chg.</b>	<b>-2.80%</b>	<b>-34.52%</b>	<b>22.00%</b>	
<b>Proj. % Chg.</b>	<b>0.13%</b>			
<b>2.01 Other Financing Sources</b>				
FYTD Actual Comparison				
	2013	2012	2011	2010
July	438,000	0	0	0
August	0	722,357	0	0
September	3,685	0	143,655	0
October	0	0	0	224
November	0	0	2,000	721,042
December	0	0	0	-9,110
January	2,000	0	0	47,492
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
<b>Total</b>	<b>443,685</b>	<b>722,357</b>	<b>145,655</b>	<b>759,648</b>
<b>Percent Chg.</b>	<b>-38.58%</b>	<b>395.94%</b>	<b>-80.83%</b>	
<b>Proj. % Chg.</b>	<b>-46.05%</b>			



Statement of Cash Flows  
FYTD Actual vs. Projected Percent Change  
January 31, 2013

EXPENDITURES				
3.01 Personal Services				
FYTD Actual Comparison	2013	2012	2011	2010
July	1,637,286	2,232,249	2,313,897	2,430,749
August	1,406,429	1,393,977	1,448,428	1,548,106
September	1,451,013	1,494,887	1,462,109	1,587,665
October	1,511,525	1,511,571	1,485,436	1,595,063
November	2,276,184	1,541,246	1,505,242	1,592,036
December	1,542,023	2,283,328	2,247,524	2,378,049
January	1,521,435	1,528,306	1,486,716	1,575,542
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
Total	11,345,895	11,985,564	11,949,352	12,707,210
Percent Chg.	-5.34%	0.30%	-5.96%	
Proj. % Chg.	-2.80%			
3.02 Employees' Retirement/Insurance Benefits				
FYTD Actual Comparison	2013	2012	2011	2010
July	557,635	521,453	553,943	821,219
August	558,782	668,260	491,019	565,753
September	676,591	527,565	271,182	580,558
October	564,070	557,044	831,945	562,050
November	574,409	578,800	820,978	572,198
December	596,386	568,150	559,043	539,629
January	594,309	579,648	523,202	561,818
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
Total	4,122,182	4,000,920	4,051,312	4,203,225
Percent Chg.	3.03%	-1.24%	-3.61%	
Proj. % Chg.	2.11%			
3.03 Purchased Services				
FYTD Actual Comparison	2013	2012	2011	2010
July	361,555	427,862	461,094	298,659
August	392,407	342,312	314,070	544,682
September	303,474	376,573	274,014	551,528
October	493,156	446,419	339,501	457,276
November	382,044	458,385	448,037	362,680
December	437,312	445,940	400,153	319,915
January	517,843	332,458	487,945	450,234
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
Total	2,887,791	2,829,949	2,724,814	2,984,974
Percent Chg.	2.04%	3.86%	-8.72%	
Proj. % Chg.	8.00%			
3.04 Supplies and Materials				
FYTD Actual Comparison	2013	2012	2011	2010
July	26,440	27,198	50,049	15,430
August	206,256	109,710	91,142	90,147
September	90,368	86,570	93,261	106,115
October	59,374	57,567	42,386	98,250
November	63,705	38,454	25,337	45,911
December	42,058	39,088	25,210	27,699
January	51,304	31,938	27,499	35,447
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
Total	539,505	390,525	354,884	418,999
Percent Chg.	38.15%	10.04%	-15.30%	
Proj. % Chg.	39.01%			
3.05 Capital Outlay				
FYTD Actual Comparison	2013	2012	2011	2010
July	21,744	0	1,495	33,194
August	50,763	73,869	65,402	36,573
September	0	-60,255	921	41,831
October	12,824	14,350	42,225	9,208
November	-30,105	0	7,307	698
December	7,800	3,562	6,323	373
January	-12,347	3,557	9,860	3,546
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
Total	50,679	35,083	133,533	125,423
Percent Chg.	44.45%	-73.73%	6.47%	
Proj. % Chg.	2.50%			
3.06 through 4.06 Intergovernmental, Debt Service				
FYTD Actual Comparison	2013	2012	2011	2010
July	0	0	0	0
August	0	0	0	0
September	133,514	359,150	359,150	225,636
October	0	0	0	133,514
November	0	0	0	0
December	0	0	0	0
January	0	0	0	0
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
Total	133,514	359,150	359,150	359,150
Percent Chg.	-62.83%	0.00%	0.00%	
Proj. % Chg.	-61.47%			
4.30 Other Objects				
FYTD Actual Comparison	2013	2012	2011	2010
July	60,784	35,848	53,300	11,237
August	6,395	10,839	4,039	42,010
September	163,379	5,134	245,780	179,767
October	6,329	249,521	38,675	23,126
November	39,484	14,314	26,551	25,408
December	19,312	29,997	20,208	35,627
January	13,107	9,934	20,577	24,281
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
Total	308,790	355,587	409,130	341,456
Percent Chg.	-13.16%	-13.09%	19.82%	
Proj. % Chg.	-12.40%			
5.0 Other Financing Uses				
FYTD Actual Comparison	2013	2012	2011	2010
July	95,800	0	0	0
August	0	0	15,018	0
September	500	0	0	0
October	0	0	0	0
November	72,361	0	0	0
December	0	0	0	0
January	0	0	0	0
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
Total	168,661	0	15,018	0
Percent Chg.	#DIV/0!	-100.00%	#DIV/0!	
Proj. % Chg.	-82.49%			

**TRANSFERS / ADVANCES/RETURNS OF ADVANCE**

**None**

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GARFIELD HEIGHTS CITY SCHOOL DISTRICT**

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MEETINGS

0161 **Parliamentary Authority**

The parliamentary authority governing the Board of Education shall be the most recent edition of Robert's Rules of Order, Newly Revised, in all cases in which it is not inconsistent with statute, administrative code, or these bylaws.

0162 **Quorum**

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

0163 **Presiding Officer**

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

0164 **Notice of Meetings**

A. A schedule of the time and place of all regular meeting(s) shall be published annually in the official newspaper(s) and posted at the District office and each school.

The notice shall also contain the following statement: "Upon request to the Superintendent, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity."

B. Notice of the time, place, and purpose of each special meeting shall be given to the news media twenty-four (24) hours in advance of the meeting, except that when an emergency requires the immediate official action of the Board, the member(s) calling the meeting shall immediately notify the media requesting such notice of the time, place, and purpose of the meeting. R.C. 121.22

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GARFIELD HEIGHTS CITY SCHOOL DISTRICT**

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- C. Notice of meetings at which the specific type of public business is to be discussed shall be sent to all persons requesting such notice.
- D. The Treasurer shall notify all Board members of each Board meeting no later than two (2) days in advance of the meeting. Such notice shall include the time, place, and purpose of the meeting.

R.C. 3313.16

0165.1 **Regular Meetings**

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

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

Each agenda shall contain the following statement:

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

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

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GARFIELD HEIGHTS CITY SCHOOL DISTRICT**

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

E. Consent Agenda

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

A member of the Board, affirmed by a second member, may request any item be removed from the consent resolution.

0165.2 **Special Meetings**

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

A. Special meetings shall be called by the President or the Treasurer or by two (2) members of the Board by serving a written notice of the time, place, and purpose of such meeting upon each Board member at least two (2) days in advance of the meeting. R.C. 3313.26

B. The agenda as presented shall be followed unless altered by the presiding officer or a majority of those present and voting.

0165.3 **Recess**

The Board may adjourn or recess at any time. The adjourned meeting, when reconvened, shall take up its agenda at the point where the motion to adjourn or recess was acted upon.

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0166            **Executive Session**

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

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

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

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

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

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

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

Revised 5/06

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**Voting**

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

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



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

<u>Item</u>	<u>Number Needed</u>	<u>R.C. Reference</u>
Declaring it necessary to issue bonds	Majority Full Board*	3313.18
Declaration by remaining members, that reasons for a member's absence for ninety (90) days are insufficient to continue membership	2/3, Full Board	3313.11
Filling a vacant Board seat	Majority, Remaining Members	3313.11
Purchase or sell real estate	Majority, Full Board	3313.18
Appointment of any employee	Majority, Full Board	3313.18
Elect or appoint an officer	Majority, Full Board	3313.18
Pay any debt or claim	Majority, Full Board	3313.18
Adopt textbook	Majority, Full Board	3313.18

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<u>Item</u>	<u>Number Needed</u>	<u>R.C. Reference</u>
Dispense with resolution authorizing purchase or sale of personal property, appointment of employees, etc., if annual appropriation resolution has been adopted by a majority of full membership	Majority, Full Board	3313.18
Removal of the Treasurer or Pro Tempore at any time for cause	2/3, Full Board*	3313.23
Appointment of Treasurer Pro Tempore	Majority, Full Board	3313.23
Determination that Treasurer's incapacity is removed	Majority, Full Board	3313.23
Affirm, reverse, vacate or modify an order of student expulsion; reinstate a student	Majority, Full Board	3313.66(E)
Appointment of Superintendent Pro Tempore	Majority, Full Board	3319.011
Removal of Superintendent Pro Tempore at any time for cause	2/3, Full Board*	3319.011
Reemployment of a teacher whom the Superintendent refuses to recommend	3/4, Full Board	3319.07

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<u>Item</u>	<u>Number Needed</u>	<u>R.C. Reference</u>
Reemployment of another administrator whom the Superintendent refuses to nominate	3/4, Full Board	3319.02
Selection of textbooks	Majority, Full Board	3329.08
Change, revision, or substitution of textbooks during four-year period after adoption	4/5, Full Board	3329.08
Transfers of funds in certain cases	2/3, Full Board	5705.14
Resolution declaring the necessity for certain transfers of funds	Majority, Full Board	5705.16
Levying a tax outside 10-mill limitation (not emergency)	2/3, Full Board	5705.21
Rejection of findings and recommendations of fact-finding panel by Board or employee organization under statutory impasse resolution procedure	3/5, Full Board	4117.14(c)(6)

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

0167.1

**Use of Electronic Mail**

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

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

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

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

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

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0167.2            Use of Personal Communication Devices

When performing their duties as a Board member, regardless of whether they are using personally-owned or Board-owned personal communication devices (PCDs), Board members use of PCDs shall be in accordance with the following policies (X ) and administrative guideline:

Policy 7530.02 - Staff Use of Personal Communication Devices

Policy 7542 - Access to District Technology Resources from Personally-Owned Personal Communication Devices

( )    Policy 7530.01 — Board Owned Personal Communication Devices

Policy 7540.04 - Staff Network and Internet Acceptable Use and Safety

(X)    AG 7540.04 - Staff Network and Internet Acceptable Use and Safety

For purposes of this Bylaw, PCDs shall be defined as set forth in the above-identified policies.

0168            **Minutes**

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

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

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

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

R.C. 149.43, 3313.26

0169.1

**Public Participation at Board Meetings**

The public is welcome and encouraged to attend all regular Board meetings. Citizens are given an opportunity to address the Board during a meeting. This opportunity occurs during "Remarks from the public on Agenda Items" and "Remarks from the Public on Non-agenda Items."

The purpose of these sessions is to provide an opportunity for the public to share their thoughts on any matters of importance to the School District. It is not for the purpose of having questions answered or problems resolved.

If a question can be answered at the time it is posed, it will be. However, more complex matters require sufficient time for study and consideration.

Specific situations will be referred to the administration for investigation and review. If policy action is required, the matter must be scheduled by the Board on a future agenda. In such a case, the person requesting the action will be notified of this meeting date.

Individuals are encouraged to seek information or action from the school principal and/or teacher before bringing a matter before the Board. Contacting the persons directly involved will, in many cases, clear up misunderstandings or bring a desirable result. Matters that cannot be resolved at the building level should be brought to the attention of the Superintendent prior to consideration by the Board of Education.

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Concerns may best be handled through proper channels. For example, a problem involving a teacher's procedures might best be solved by working directly with the teacher or the principal. A problem involving transportation might best be solved working with the bus driver or the transportation supervisor. They may refer you to, or you may want to contact, the Superintendent for further assistance. We appreciate your interest, and we are eager to assist you in resolving your concerns.

Revised 5/06

0169.2      **Open Meetings/Sunshine Law**

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

A "meeting" to which the Sunshine Law applies is any prearranged discussion of the public business of the Board, committee or subcommittee by a majority of its members, including, but not limited to, regular and special meetings, work sessions, retreats, planning meetings, and study groups. A series of prearranged meetings attended by a minority of the Board to discuss the public business, without giving proper notice, is a violation of the Sunshine Law. A majority of members may gather at social or other events, but may not discuss public business.

Adopted 5/06

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REVISED POLICY – REPEAL OF STATE LAW

EMPLOYMENT OF THE SUPERINTENDENT

The Board of Education vests the primary responsibility for administration of this District in the Superintendent of Schools. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent shall be vacant, the Board shall appoint a Superintendent of Schools as chief executive officer and fix his/her salary and term of office which shall be no more than five (5) years.

The Board shall actively seek the best qualified and most capable candidate for the position of District Superintendent.

It may be aided in this task by:

- A. a committee of Board members;
- B. the services of professional consultants;
- C. the counsel of the out-going Superintendent;
- D. the participation of members of the community.

Recruitment procedures shall be prepared in advance of the search and shall include the following:

- A. the preparation of a written job specification for the position of Superintendent
- B. preparation of written specifications of qualification in addition to proper State licensing
- C. consideration of all applicants fairly without discrimination on the basis of race, gender, age, religion, ethnic background, disability, or other condition unrelated to the position of Superintendent



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The Board may request the State Board of Education to issue a one-year temporary educator license to a proposed candidate for the superintendency providing the candidate is of good moral character and has earned at least a baccalaureate degree in finance or administration from an accredited institution of higher learning or has at least five (5) years of recent work experience in education, management, or administration.

No person may be employed as Superintendent of this District unless s/he has signed an employment contract with the Board.

Such contract shall include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary which the Superintendent shall be paid and the intervals at which s/he shall be paid;
- C. the benefits to which s/he is entitled;
- D. such other matters as may be necessary to a full and complete understanding of the employment contract.

Any candidate's intentional misstatement of fact material to his/her qualification for employment or the determination of his/her salary shall be considered by this Board to constitute grounds for his/her dismissal.

The person selected for the position of Superintendent shall be required to undergo a physical examination reasonably related to the duties s/he will be required to perform, the cost of which shall be borne by the District.

~~Any applicant under final consideration of employment with the Board must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).~~

Prior to employment, the candidate selected must also pass a background check performed by the Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.

R.C. 2909.34, 3313.18, 3319.01, 3319.225  
A.C. 3301-23-19

Revised 06/24/08

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REVISED POLICY – REPEAL OF STATE LAW

EMPLOYMENT OF THE TREASURER

The Board of Education shall seek a person both capable and licensed to fill the position of Treasurer, whenever that position may be vacant. The Board shall appoint a Treasurer as chief fiscal officer and fix his/her salary and term of office which shall be not more than five (5) years.

All persons considered for the position of Treasurer shall provide evidence of their training and experience in the fields of government accounting, State and Federal laws related to school district budgeting and financing, financial report preparation, and budget and accounting management as required by statute and the standards of the State Board of Education.

The Board may, in recruiting a Treasurer, utilize the services of:

- A. a committee of Board members,
- B. a professional consultant;
- C. the retiring Treasurer;
- D. a committee of community lay persons.

To aid in the search, the Board may use:

- A. a written job description for the position;
- B. informative materials describing the School District.

Any candidate's intentional misstatement of fact material to his/her qualifications for employment or the determination of his/her salary shall be considered to constitute grounds for dismissal.

The person selected for the position of Treasurer shall be required to undergo a physical examination reasonably related to the duties s/he will be required to perform, the cost of which shall be borne by the District.

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No person may be employed as Treasurer of this District unless s/he has signed an employment contract with the Board.

Such contract shall include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary which the Treasurer shall be paid and the intervals at which s/he shall be paid;
- C. the benefits to which s/he is entitled;
- D. such other matters as may be necessary to a full and complete understanding of the employment contract.

The Treasurer shall be responsible for the financial affairs of the District.

The Treasurer shall report to and is subject to the direction of the Board.

The Treasurer shall direct and assign employees directly engaged in the day-to-day fiscal operations of the District, as those employees are so designated by the Board.

~~Any applicant under final consideration of employment with the Board must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).~~

Prior to employment, the candidate selected must also pass a background check performed by the Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.

R.C. 2909.34, 3301.074, 3313.22, 3313.24, 3313.25  
A.C. 3301-5-01

Revised 06/24/08



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| REVISED POLICY

WHISTLEBLOWER PROTECTION

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative guidelines. The Board encourages staff to report possible violations of these Board expectations to their immediate supervisors.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee may report to the Superintendent. If the reported conduct relates to the Superintendent, the report may be filed directly with the Board President.

After such a report is made, the immediate supervisor will ask that employee's report be put in writing. Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported. Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor.

| In the case of reporting suspected fraud or fraudulent activity, an employee may file a report using the Auditor of State's system for reporting of fraud. This reporting mechanism may be used either in addition to or instead of filing a written report with the employee's supervisor or other District authority.

The Superintendent shall develop administrative guidelines necessary for implementation of this policy, including the development of forms upon which such reports may be made.

R.C. 4113.52

Adopted 06/24/08



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REVISED POLICY – REPEAL OF STATE LAW

EMPLOYMENT OF ADMINISTRATORS

The Board of Education recognizes that it is vital to the successful operation of the District that administrative positions created by the Board be filled with highly qualified and competent personnel. The Board may contract with the governing board of the educational service center from which it otherwise receives services to conduct searches and recruitment of candidates for assistant superintendent, principal, assistant principal, and other administrator positions.

The Board shall approve the employment, determine the compensation, and establish the term of said employment for each administrator employed by the Board. Individuals may be employed as administrators pursuant to a limited contract for a term not to exceed three (3) years, unless the individual has been employed by the Board as an administrator in the District for three (3) or more years, in which case his/her term of the contract shall be for not more than five (5) years and, unless the Superintendent recommends otherwise, not less than two (2) years. If, however, the Superintendent so recommends, all subsequent contracts granted to such individual must be for a term of not less than two (2) years and more than five (5) years provided that the administrator continues to meet the goals and expectations of the Superintendent.

The Board shall only employ those candidates nominated by the Superintendent, unless otherwise authorized by law (see below).

Any person employed as an assistant superintendent, principal, assistant principal, or other administrator shall possess a valid certificate/license issued pursuant to Ohio law and shall file a copy of his/her certificate/license with the District.

To the extent permitted by law, the Board may request the State Board of Education to issue a one (1) year temporary educator license to a candidate recommended by the Superintendent for an administrative position, provided the candidate is of good moral character and has earned at least a baccalaureate degree in a field related to finance or administration from an accredited institution of higher learning or has at least five (5) years of recent work experience in education, management, or administration.

Relatives of Board members may be employed by the Board, provided the member of the Board does not participate in any way in the discussion or vote on the employment when such a conflict of interest is involved.



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Applications for employment as an administrator will not be accepted from any current Board member. If a Board member wishes to apply for a position on the administrative staff, his/her resignation must be accepted by the Board prior to submitting an application.

The employment of administrative staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

~~Any applicant under final consideration of employment with the Board must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).~~

Prior to employment, the candidate selected must also pass a background check performed by the Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.

The Superintendent may recommend and the Board may approve the reemployment of an administrative staff member at any regular or special meeting held during the period beginning on the first day of January of the calendar year immediately preceding the year of expiration of the employment contract and ending on the last day of March in the year the employment contract expires.

The Board may, by a three-fourth's (3/4's) majority vote of its full membership, reemploy an assistant superintendent, principal, assistant principal, or other administrator whom the Superintendent refuses to nominate. If need be, and to the extent permitted by law, the Board may request the State Board of Education to issue a one (1) year temporary educator license to an administrator whom the Superintendent has refused to nominate for reemployment in an administrative position, provided the candidate is of good moral character and has earned at least a baccalaureate degree in a field related to finance or administration from an accredited institution of higher learning or has at least five (5) years of recent work experience in education, management, or administration.

Before taking action to renew or non-renew the contract of any administrator and prior to the last day of March of the year in which the administrator's contract expires, the Board shall notify each such administrator of the date his/her contract expires and inform the administrator that s/he may request a meeting with the Board to discuss its reasons for considering renewal or non-renewal of his/her contract. Upon the request of the administrator, the Board shall meet with him/her in executive session. The administrator shall be permitted to have a representative of his/her choice present at that meeting.

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If the Board fails to provide the evaluations as required by Board Policy 1530 or if the Board fails to provide, following the request of the administrator, a meeting for the purpose of discussing the Board's reasons for considering renewal or non-renewal of the administrator's contract, then the administrator shall be automatically reemployed at the same salary plus any increments that may be authorized by the Board, and the term of reemployment shall be one (1) year, unless the individual has been employed as an administrator by the District for three (3) years or more in which case the reemployment shall be for a term of two (2) years.

Furthermore, an administrator shall be deemed reemployed upon expiration of his/her contract term unless the administrator notifies the Board to the contrary on or before the first day of June, or unless the Board either reemploys the administrator for a succeeding term or gives written notice of its intent not to reemploy the administrator on or before the last day of March in the year in which said contract expires. In such instances, the reemployment shall be at the same salary plus any increments that may be authorized by the Board, and the term of reemployment shall be one (1) year, unless the individual has been employed as an administrator by the District for three (3) years or more in which case the reemployment shall be for a term of two (2) years.

Any administrator's intentional misstatement of fact material to qualifications for employment or reemployment, or to the determination of salary, shall be considered by this Board to constitute grounds for dismissal.

All administrators shall become familiar with the policies of the Board and other such guidelines, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the District. Any administrator employed by the Board who shall be guilty of any willful violation of the policies of the Board shall be guilty of gross insubordination and shall be subject to dismissal or such lesser penalty as the Board may prescribe.



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Except by mutual agreement of the parties thereto, no administrator shall be transferred during the term of his/her contract to a position of lesser responsibility. Furthermore, no contract may be terminated or suspended except in accordance with State law.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of administrative staff.

R.C. 2909.34, 3319.01, 3319.02, 3319.07, 3319.16, 3319.17, 3319.171, 3319.225  
R.C. 3319.27, 3319.36

Revised 06/24/08

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REVISED POLLICY

NONDISCRIMINATION AND  
ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. ~~As such~~Therefore, the Board of Education ~~will~~does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes")~~nor tolerate harassment~~ in its educational programs or activities ~~for any reasons, including on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information.~~ Additionally, it ~~will not discriminate in its employment policies and practices.~~

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

~~The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.~~

Equal educational opportunities shall be available to all students, without regard to their membership in the Protected Classes, race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

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In order to achieve the aforesaid goal, the ~~Board directs the~~ Superintendent ~~to~~shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon ~~race, color, gender, disability, religion, national origin, ancestry, or culture~~the Protected Classes as defined in this policy; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of ~~race, color, gender, religious, national origin, cultural, or other~~ bias based on the Protected Classes as defined in this policy in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to verify that all students have equal access thereto and are not segregated on the basis of the Protected Classes, as defined in this policy, ~~race, color, creed, gender, disability, or national origin~~ in any duty, work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations;
2. verify that facilities are made available, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;



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D. District Support

verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, and guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of ~~race, color, creed, gender, or national origin~~ Protected Classes as defined in this policy.

The Superintendent shall appoint and publicize the name(s) of the compliance officer(s) ~~whose responsibility it will be to coordinate~~ who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), ~~the Americans with Disabilities Act,~~ and the Age Discrimination Act of 1975 ~~in Federal Assisted Programs Act~~ is provided to students, their parents, staff members, and the general public.

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The Superintendent or designee shall annually attempt to identify children with disabilities, ages 3-22, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).

~~The Superintendent or designee shall prepare administrative guidelines as needed in furtherance of the proper implementation of this policy.~~

A.C. 3301-35-02(A)

R.C. 3301.0711, 3302.01, 3302.03, 3313.61, 3313.611, 3313.612, 3317.03

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

29 U.S.C. Section 794, Rehabilitation Act of 1973

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act 3

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

29 C.F.R. Part 1635

34 C.F.R. Part 110 (7/27/93)

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979

Title III of the No Child Left Behind Act of 2001

Revised 6/24/08

Revised 8/18/08

Revised 11/15/10

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REVISED POLICY

FIELD AND OTHER DISTRICT-SPONSORED TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is an integral part of a course of study and is under the direct supervision and control of a professional staff member or any advisor as designated by the Superintendent.

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program and is under the direct supervision and control of a professional staff member or any advisor as designated by the Superintendent.



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School personnel shall not accept any form of compensation from vendors that might influence their recommendation on the eventual selection of a location for, or a vendor that will provide transportation to, a field or other district-sponsored trip. Furthermore, school personnel shall not accept any compensation from a vendor after a decision has been made regarding the location for, or a vendor that will provide transportation to, a field or other District-sponsored trip. In addition, school personnel who recommended the location for, or a vendor that will provide transportation to, a field or other district-sponsored trip shall not enter into a contractual arrangement whereby an individual staff member receives compensation in any form from the vendor that operates the venue for, or provides the transportation to, a field or other District-sponsored trip for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a school staff member receives such compensation, albeit unsolicited, from a vendor, the staff member shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the Treasurer at his/her earliest opportunity.

The Board shall approve those field trips and other District-sponsored trips which are planned to keep students out of the District overnight or longer or out of the State.

The Superintendent or designee shall approve all other such trips.

Students will not be charged for the cost of transportation to and from educational field trips on school days. Students may be assessed the cost for transportation to and from educational field trips on non-school days.

Students may be charged fees, including, but not limited to, admission fees, for District-sponsored trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

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The Superintendent or designee shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall address:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored;
- F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- G. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge;
- H. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;
- I. provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.



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In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

School vehicles are not to be used if the entire distance traveled round trip from the point of exit and entry of the State is more than ~~240~~-1,000 miles.

R.C. 3327.15  
A.C. 3301-83-12, 3301-83-16(A)(B)(E)  
Auditor of State Bulletin 2000-006

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STUDENT ASSESSMENT AND  
ACADEMIC INTERVENTION SERVICES

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

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

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

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

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

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

The Superintendent may develop and the Board shall approve a program of testing that includes:

- A. administration of State-mandated tests (e.g., diagnostic assessment and achievement tests), at no cost to students, in accordance with the provisions of A.C. 3301-13-02;
- B. performance-based tests at appropriate grade levels to measure achievement of performance objectives in composition, mathematics, science, social studies, and reading;
- C. aptitude tests;
- D. District or teacher-made achievement or performance tests;
- E. vocational inventories;
- F. tests of mental ability;
- G. portfolios;
- H. demonstrations of student capability in nonschool settings.

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

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

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

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

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

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

The Superintendent shall develop:

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

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



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The Board shall require that:

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

~~In accordance with State law, the Superintendent shall develop guidelines for the annual assessment of the reading skills of each student at the end of first and second grade, and identify those students who are reading below their grade level. Each student's classroom teacher shall be involved in the assessment and identification of those students who are reading below grade level.~~

~~The Board shall notify the parent or guardian of each student whose reading skills are below grade level and provide intervention services to each student reading below grade level. Such intervention services shall include instruction in intensive, systematic phonetics pursuant to rules adopted by the State Board of Education.~~

~~For any student who attains a score in the limited level of skill range on the third grade reading achievement test, the Board shall do one of the following:~~

- ~~A. — promote the student to fourth grade if the student's principal and reading teacher agree that other evaluations of the student's skill in reading demonstrate that the student is academically prepared to be promoted to the fourth grade;~~
- ~~B. — promote the student to fourth grade, but provide the student with "intensive" intervention services in fourth grades; or~~
- ~~C. — retain the student in the third grade.~~

~~For any student who does not attain by the end of the third grade at least a score in the range of proficient in the reading test prescribed under R.C. 3301.0710(A)(2)(c), the Board shall offer intensive remediation services during the summer following third grade.~~

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Summer remediation services shall meet the following conditions:

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

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

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

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

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

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

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

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

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

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

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

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

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

This policy shall be reviewed and updated annually.

[See also Policy 2623.02 - Third Grade Reading Guarantee](#)

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

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**NEW POLICY**

**THIRD GRADE READING GUARANTEE**

All students entering the third grade must demonstrate a certain level of competency in reading before advancing to the fourth grade.

In accordance with State law, the Superintendent shall develop a program for the annual assessment of the reading skills of each student at the end of first and second grade, and identify those students who are reading below their grade level. Each student's classroom teacher shall be involved in the assessment and identification of those students who are reading below grade level.

**Definitions**

“On track” means any student who is reading at grade level based on previous end of year standards expectations by September 30<sup>th</sup>.

“Not on track” means any student who is not reading at grade level based on previous end of year standards expectations by September 30<sup>th</sup>.

**Assessment of Reading Skills Program**

- A. An English language arts (ELA) diagnostic assessment, as approved by the Ohio Department of Education (ODE), shall be given by September 30<sup>th</sup> of each year for students in kindergarten through Grade 3.
- B. Diagnostic assessment results shall be translated to ODE's definitions of “on track” and “not on track”. The District shall make the final determination regarding whether a student is “on track” or “not on track”.
- C. If the diagnostic assessment shows that a student is “not on track” to be reading at grade level by the end of the year, the parent will be notified, in writing, of the following:
  1. that the school has identified a reading deficiency with the child
  2. a description of current services provided to the student

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3. a description of proposed supplemental instruction services
  4. that the Ohio Achievement Assessment for third-grade reading is not the only measure of reading competency, and
  5. that unless the student attains the appropriate level of reading competency by the end of Grade 3, the student will be retained
- D. For each student identified to be “not on track”, the District shall:
1. begin reading intervention immediately using research-based reading strategies targeted to the student’s identified reading deficiencies;
  2. develop a reading improvement and monitoring plan within sixty (60) days of learning of the reading deficiency;
  3. provide a teacher who has either passed a reading instruction test or has a reading endorsement on their teacher’s license **[This is required beginning with the 2013-2014 school]**.

**Reading Improvement and Monitoring Plan**

The reading improvement and monitoring plan developed for students identified as “not on track” shall include:

- A. identification of the student’s specific reading deficiency;
- B. a description of proposed supplemental instruction services that will target the student’s identified reading deficiencies;
- C. opportunities for the student’s parent/guardian to be involved in the instructional services;
- D. a process to monitor the implementation of the student’s instructional services;
- E. a reading curriculum during regular school hours that assists students to read at grade level, provides reliable assessments, and provides ongoing analysis of each student’s reading progress; and

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- F. a statement that unless the student attains the appropriate level of reading competency by the end of Grade 3, the student will be retained.

Such intervention services shall include instruction in intensive, systematic phonetics pursuant to rules adopted by the State Board of Education.

**Reporting Requirements**

All assessment results and determinations shall be compiled and maintained by the District. The District shall comply with all reporting requirements of Ohio's Third Grade Reading Guarantee.

**Promotion/Retention**

For any student who attains a score in the range designated by statute on the third-grade reading achievement test, the District shall do one of the following:

- A. promote the student to fourth grade if the student's principal and reading teacher agree that other evaluations of the student's skill in reading demonstrate that the student is academically prepared to be promoted to the fourth grade;
- B. promote the student to fourth grade, but provide the student with "intensive" intervention services in fourth grade; or
- C. retain the student in the third grade.

For any student who does not attain by the end of the third grade at least a score in the range designated by statute in the reading test prescribed under R.C. 3301.0710(A)(2)(c), the District shall offer intensive remediation services during the summer following third grade.

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Beginning with students who enter the third grade in the 2013-2014 school year, no student shall be promoted to the fourth grade who attains a score in the range designated by R.C. 3310.0710(A)(3) on the assessment prescribed to measure skill in English language arts (ELA) expected at the end of third grade unless one of the following applies:

- A. the student is limited English proficient student who has been enrolled in United States schools for less than two (2) full school years and has had less than two (2) years of instruction in an English as a second language program; or
- B. the student is a child with a disability entitled to special education and related services under R. C. Chapter 3323 and the student's individualized education program (IEP) exempts the student from retention under this division; or
- C. the student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education (ODE); or
- D. all of the following apply:
  - 1. The student is a child with a disability entitled to special education and related services under R.C. Chapter 3323.
  - 2. The student has taken the third grade English language arts achievement assessment, as prescribed.
  - 3. The student's IEP under Section 504 of the Rehabilitation Act of 1973, as amended, shows that the student has received intensive remediation in reading for two school years, but still demonstrates a deficiency in reading.
  - 4. The student previously was retained in any of grades kindergarten to three.

or

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- E. the student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three. Any such student shall continue to receive intensive reading instruction in grade four. The instruction shall include an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies that have been successful in improving reading among low-performing readers.

A student retained under the provisions of the Third Grade Reading Guarantee and this policy shall be considered for mid-year promotion if that student demonstrates that s/he is reading at or above grade level, in accordance with the provisions of Policy 5410 – Promotion, Academic Acceleration, Placement, and Retention. Such action shall be considered in consultation with the parent/guardian and the Student Intervention Team and with the concurrence of the building administrator.

**Intensive Remediation Services**

Remediation services for students on reading improvement and monitoring plans in shall be research-based reading strategies that have been shown to be successful in improving reading among low-performing readers.

If a student has already been retained by the Third Grade Reading Guarantee, intervention services must include at least ninety (90) minutes of reading daily.

The District shall provide the option for students to receive reading intervention services from one or more providers other than the District. Both the District and ODE have the authority to screen and approve such providers.

Interventions for students who have been retained may include:

- A. small group instruction;
- B. reduced student-teacher ratios;
- C. more frequent progress monitoring;
- D. tutoring or mentoring;
- E. transition classes containing third and fourth grade students;

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- F. summer reading camp; or
- G. extended school day, week, or year.

Intensive remediation services shall be targeted to the student's identified reading deficiency.

This policy shall be reviewed and updated periodically as necessary.

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

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REVISED POLICY – REPEAL OF STATE LAW

EMPLOYMENT OF PROFESSIONAL STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly qualified and competent personnel.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation and establish the term of employment for each professional staff member employed by the Board.

Such approval shall be given only to those candidates for employment recommended by the Superintendent

Relatives of Board members may be employed by the Board, provided a member of the Board does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he is supervised directly by the relative staff member.

Applications for employment will not be accepted from any current Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application and circumstances must be such as to avoid the Board member's apparent use of his/her authority or influence as a Board member to secure the employment position.

Any professional staff member's intentional misstatement of fact material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment as a professional staff member shall receive recommendation for such employment without having proffered visual evidence of proper licensing or that application for such licensing is in process. Said licensing shall meet the minimum requirements of State law for the position for which s/he is being recommended.



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The Superintendent may, however, recommend to the Board the employment of an unlicensed person if s/he holds a baccalaureate degree and is a veteran of the Armed Forces of the United States and has been honorably discharged within the last three (3) years, and while in the armed services, had meaningful experience as a teacher or instructor, and the right to teach without a license has not been revoked by the Superintendent of Public Instruction.

If such a person is employed, s/he shall be considered to be eligible for and must fulfill the professional development standards required of other professional staff members.

If the Superintendent, after proper investigation, determines that the person no longer should have the right to teach, s/he may be terminated without regard to R.C. 3319.11 and R.C. 3319.16.

~~Professional staff must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).~~

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

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

**REQUIREMENTS FOR TEACHERS**

All teachers shall be “highly qualified.”

“Highly Qualified” means:

- A. Full State certification as a teacher (including an alternative educator license) or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on a temporary basis
- B. For elementary teachers new to the profession, this also requires:
  1. at least a bachelor’s degree
  2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice)

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- C. For secondary or middle school teachers new to the profession this also requires:
1. at least a bachelor's degree, and
  2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or
  3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing
- D. For elementary, middle, or secondary school teachers with prior experience, this also requires;
1. at least a bachelor's degree, and
  2. meets standards for new teachers (above), or
  3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State)

R.C. 2909.34, 2921.01, 2921.42, 3319.02, 3319.07, 3319.11  
R.C. 3319.23 - .282, 3319.283, 3319.301, 3319.39  
20 U.S.C. 6319  
20 U.S.C. 7801

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Revised 1/12/09

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REVISED POLICY – REPEAL OF STATE LAW

EMPLOYMENT OF SUBSTITUTES

The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The Superintendent shall employ substitutes for assignment as services are required to replace temporarily absent regular staff members and fill new positions. Such assignment of substitutes may be terminated when their services are no longer required.

Substitutes must possess a valid Ohio professional license or substitute license, unless the Superintendent believes the person's application information indicates the person has the qualifications to receive a teacher's license. Such a person may be employed on a conditional basis for a period not to exceed sixty (60) days from the date the person submits a request for a license to the Department of Education through the date the Superintendent receives the person's valid teaching license. If the license is not delivered within the time period, the person's employment is to be terminated.

~~Substitutes must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).~~

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

Substitutes may be required to undergo a tuberculosis examination in accordance with law and at the direction of the Ohio Department of Health or the local health department.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.



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A substitute employed for more than sixty (60) days in one (1) specific position will be placed at the minimum salary on the current teachers' salary schedule (e.g. BA/0) and will be eligible for fringe benefits provided regular staff members.

Daily substitutes shall not earn sick leave nor be paid for days when students are not required to attend school.

R.C. 2909.34, 3307.381(A), 3317.13, 3319.10, 3319.39

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REVISED POLICY – REPEAL OF STATE LAW

EMPLOYMENT OF PERSONNEL IN  
SUMMER SCHOOL AND ADULT EDUCATION PROGRAMS

The Board of Education recognizes that the success of the summer school and adult education programs depends in large measure upon the employment of qualified and competent personnel.

The Board shall fix the compensation and set the term of employment for each person employed in the subject programs established for this District. The Board will employ only those candidates recommended by the Superintendent.

A candidate's intentional misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

No candidate for employment shall receive recommendation for such employment without having proffered visual evidence of proper licensing, if needed or that application for such licensing if in process.

~~All personnel under final consideration of employment for District summer school and adult education programs must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).~~

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

Adult education instructors who do not have unsupervised access to children may forego the FBI criminal records checks if, within the previous five (5) years period, they have continuously resided in Ohio

R.C. 2909.34, 3307.381, 3319.10, 3317.13, 3319.39

Revised 6/24/08  
Revised 1/12/09

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REVISED POLICY

SELECTING STUDENT TEACHERS/ADMINISTRATIVE INTERNS

The Board of Education encourages cooperation with State-approved colleges and universities in the training of student teachers and administrative interns, because the public school offers an essential ingredient - direct experience with students and teachers at work in the classroom. However, certain safeguards have been found to be necessary for the best interests of all concerned.

Colleges and universities should first make contact with the Superintendent regarding placement of a student teacher or administrative intern.

The Superintendent or designee shall make the final placement of student teachers or administrative interns.

~~A.~~—The supervising staff member shall have had no less than three (3) years of successful experience in the area of assignment.

~~B.~~—~~Professional staff members who agree to serve as supervisors of student teachers or administrative interns may accept honoraria or stipends directly from the college/university for those services rendered outside the regular school day and above and beyond the duties and responsibilities specified in their contracts.~~

The following conditions shall also be met:

- A. The institution making the assignment shall provide on-going supervision in a manner suitable to the Superintendent.
- B. The supervising teacher or administrator must agree to work effectively with both the student teacher or administrative intern and the institutional supervisor.
- C. If at any time the quality of teaching or administrative internship is judged to be inferior or s/he is disruptive to the on-going program, the Superintendent may request withdrawal of that person from the program.



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The Board also authorizes the Superintendent or designee to provide, in cooperation with appropriate colleges and universities, a "field experience" program in order for selected interns to gain first-hand knowledge of and experience in a school environment.

The Superintendent may terminate a teaching program if one or more aspects of the program are not of high quality or meeting District needs or expectations.

~~Student teachers and administrative interns who will receive any financial remuneration from the District must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).~~

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

R.C. 2909.34, 3319.282, 3319.39

Revised 6/24/08  
Revised 1/12/09

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REVISED POLICY – REPEAL OF STATE LAW

EMPLOYMENT OF CASUAL RESOURCE PERSONNEL

The Board of Education shall allow the casual employment of personnel in a consulting capacity for assisting the District in administration, staff development, and instruction.

Such employment may include resource persons from specialized fields of education or from industry, business, agriculture, health, and other germane occupations.

Professional staff members employed by the District may be employed as casual resource personnel, outside of their regular duties and assignments at the discretion of the Superintendent.

~~If a consultant's agreement with the District amounts to an aggregate of greater than \$100,000 in compensation annually, the consultant must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before the District enters into the contract (see Policy 8120).~~

In addition, in accordance with State law and Policy 8142, consultants and/or other casual resource personnel, including those employed by a private company under contract with the Board, engaged to provide essential school services and who will work within the District in a position which does not require a license issued by the State Board of Education, is not for the operation of a vehicle for student transportation, and involves routine interaction with a child or regular responsibility for the care, custody, or control of a child must require their employer to provide proof that the person has been the subject of a criminal records check within the five (5) year period immediately prior to the date on which the person will begin working in the District and that the criminal records check indicates that the person has not been convicted of any offense described in R.C. 3319.39 (B)(1).

If such information is not provided, the District will provide a District employee to be present in the room, or, if outside, within a thirty (30) yard radius and with visual contact, during any period of time in which the person will have routine interaction with a child or regular responsibility for the care, custody, or control of a child.

R.C. 2909.34, 3313.53, 3319.392

Revised 6/24/08  
Revised 1/12/09

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REVISED POLICY – REPEAL OF STATE LAW

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

The Board of Education may employ professional staff for co-curricular/extra-curricular activities. However, the Board may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees may be members of the District's classified and/or support staff or individuals from the community or nearby areas.

The Board authorizes the Superintendent to recommend candidates for employment by the Board and/or to act for the Board in employing such part-time staff.

Each coach or activity sponsor shall hold a valid Pupil Activity Program Permit issued by the State Board of Education under R.C. 3319.303(A), have any other necessary qualifications, have been properly interviewed, and shall sign an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures.

~~Personnel must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).~~

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

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

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

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

R.C. 2909.34, 3319.303, 3313.53, 3319.39

A.C. 3301-27-01, Ohio Ethics Commission Advisory Opinion 2008-01

Revised 1/14/08

Revised 1/12/09

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REVISED POLICY

NONDISCRIMINATION AND  
EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate on the basis of race, color, ~~religion~~, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, ~~age~~, genetic information (collectively, "Protected Classes"), or any other legally protected ~~characteristic~~CATEGORY, in its programs and activities, including employment opportunities.

~~The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure~~ The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts.

R.C. 4112.01, 4112.02

A.C. 3301-35-03(A)

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C., 2000e, et seq., Civil Rights Act of 1964

42 U.S.C., 12112, Americans with Disabilities Act of 1990, as amended

29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended

20 U.S.C. 1681 et seq., Title IX

29 C.F.R. Part 1635

Revised 8/18/08

Revised 11/15/10

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REVISED POLICY

NON-RENEWAL OF A TEACHER CONTRACT

It is the responsibility of the Board of Education to provide a competent and able professional staff to perform the educational services of the District.

The Board, upon the recommendation of the Superintendent, may exercise its option, under law, not to renew the contract of a teacher under a limited or extended limited contract. The term "teacher" refers to any person employed by the Board who is covered by the negotiated agreement between the Board and the Garfield Heights Teacher Association.

A teacher, employed under a limited contract and not eligible for consideration for employment under a continuing contract, shall be considered to be reemployed under a limited contract unless the Board, acting on the Superintendent's recommendation, follows the evaluation procedures in compliance with the negotiated agreement and gives the teacher written notice of its intention not to reemploy on or before April 30th. It shall be presumed that the teacher has accepted such reemployment unless s/he notifies the Board in writing to the contrary on or before June 1st.

A teacher, employed under a limited contract and eligible for consideration for employment under a continuing contract, shall receive a continuing contract or an extended limited contract, unless the teacher is non-renewed according to the terms of this policy or as otherwise expressly provided in the collective bargaining agreement.

Teachers, eligible for continuing service status in this District, shall be those properly-licensed teachers, who within the last five (5) years, have taught for at least three (3) years in the District, and, ~~must possess~~ shall be granted only to the following:

1. Any teacher holding a professional, permanent, or life teacher's certificate;



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2. Any teacher who meets the following conditions:
  - (a) The teacher was initially issued a teacher's certificate or educator license prior to January 1, 2011.
  - (b) The teacher holds a professional educator license issued under section 3319.22 or 3319.222 or former section 3319.22 of the Revised Code or a senior professional educator license or lead professional educator license issued under section 3319.22 of the Revised Code.
  - (c) The teacher has completed the applicable one of the following:
    - (i) If the teacher did not hold a master's degree at the time of initially receiving a teacher's certificate under former law or an educator license, thirty semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license, as specified in rules which the State Board of Education shall adopt;
    - (ii) If the teacher held a master's degree at the time of initially receiving a teacher's certificate under former law or an educator license, six semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license, as specified in rules which the state board shall adopt.

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3. Any teacher who meets the following conditions:
- (a) The teacher never held a teacher's certificate and was initially issued an educator license on or after January 1, 2011.
  - (b) The teacher holds a professional educator license, senior professional educator license, or lead professional educator license issued under section 3319.22 of the Revised Code.
  - (c) The teacher has held an educator license for at least seven (7) years.
  - (d) The teacher has completed the applicable one of the following:
    - (i) If the teacher did not hold a master's degree at the time of initially receiving an educator license, thirty (30) semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of that license, as specified in rules which the State Board shall adopt;
    - (ii) If the teacher held a master's degree at the time of initially receiving an educator license, six (6) semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of that license, as specified in rules which the State Board shall adopt.

Nothing herein shall be construed to void or otherwise affect a continuing contract

- ~~A. — A Professional, Permanent or Life teacher's certificate issued upon application submitted to the State Board of Education prior to September 1, 1998 or renewed or upgraded subsequent to September 1, 1998 in accordance with R.C. 3319.22; or~~



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- ~~B. — A Professional Educator's License issued after October 29, 1996 and proof of either of the following:~~
- ~~1. — If a master's degree was not held at the time of initially receiving a teaching certificate or an educator's license, thirty (30) semester hours of course work in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license; or~~
  - ~~2. — If a master's degree was held at the time of initially receiving a teaching certificate or an educator's license, six (6) semester hours of graduate course work in the area of licensure or in an area related to the teaching field since the initial issuance of the teaching certificate or license.~~

In addition, those professional staff members who, having attained continuing contract status elsewhere, have served two (2) years in the District, are eligible for continuing contract with the District. However, the Board, upon the recommendation of the Superintendent, may at the time of employment or at any time within such two (2) year period, declare any of the latter teachers eligible.

Upon the recommendation of the Superintendent that a teacher eligible for continuing service status be reemployed, a continuing contract shall be entered into between the Board and the teacher, unless the Board by three-fourths (3/4's) vote of its full membership rejects the recommendation of the Superintendent. If the Board rejects by a three-fourths (3/4's) vote of its full membership the recommendation of the Superintendent that a teacher eligible for continuing service status be reemployed, the Board may declare its intention not to reemploy the teacher. Prior to taking this action, however, the Superintendent shall have the right to recommend an extended limited contract. The Superintendent may recommend reemployment of the teacher, if continuing service status has not previously been attained elsewhere, under an extended limited contract for a term not to exceed two (2) years, provided that written notice of the Superintendent's intention to make such recommendation has been given to the teacher with reasons directed at the professional improvement of the teacher on or before ~~April 30th June 1<sup>st</sup>~~.

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If the Superintendent makes no recommendation of an extended limited contract, or if the Board by a three-fourths (3/4's) vote of its full membership rejects said recommendation for an extended limited contract, the Board may non-renew the teacher if it has followed the evaluation procedures in compliance with the negotiated agreement and gives the teacher written notice on or before ~~April 30th June 1<sup>st</sup>~~ of its intention not to reemploy the teacher.

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If the teacher is granted an extended limited contract, upon any subsequent reemployment of the teacher, only a continuing contract may be entered into with the teacher. A teacher employed under an extended limited contract and eligible for a continuing contract at the expiration of such extended limited contract, shall be deemed reemployed under a continuing contract unless the Board, acting on the Superintendent's recommendation that the teacher not be reemployed, gives the teacher written notice on or before ~~April 30th~~ June 1st of its intention not to reemploy him/her and has followed the evaluation procedures in compliance with the negotiated agreement. The Superintendent shall require that the teacher, at the time of receipt, provide signed evidence of the time and date of receipt of the notice.

Any teacher receiving written notice of the intention of the Board not to reemploy, may, within ten (10) days of the date of which s/he received the notice, file with the Treasurer of the Board a written demand for a written statement describing the circumstances that led to the recommendation for non-renewal. The Treasurer, within ten (10) days after receipt of a teacher request, shall provide the teacher with the substantive basis for the Board's decision not to reemploy the teacher.

Any teacher receiving a written statement describing the circumstances that led to the recommendation for non-renewal may, within five (5) days of the date on which s/he received the statement, file with the Treasurer of the Board a written demand for a hearing before the Board. The Treasurer of the Board, on behalf of the Board, shall, within ten (10) days of the date on which s/he receives a written demand for a hearing, provide to the teacher a written notice setting forth the time, date, and place of the hearing. The Board shall schedule and conclude the hearing within forty (40) days of the date on which the Treasurer of the Board receives a written demand for a hearing.

Any hearing conducted shall be conducted by a majority of the members of the Board. The hearing shall be held in executive session of the Board unless the Board and the teacher agree to hold the hearing in public. The Superintendent, Assistant Superintendent, the teacher, and any person designated by either party to take a record of the hearing may be present at the hearing. The Board may be represented by counsel and the teacher may be represented by counsel or a designee. The hearing shall include the opportunity for presentation of evidence, confrontation and examination of witnesses, and the review of arguments of both the teacher and the Board. A record of the hearing may be taken by either party at the expense of the party taking the record. Within ten (10) days of the conclusion of the hearing, the Board shall issue to the teacher a written decision containing an order affirming the intention of the Board not to reemploy the teacher or an order vacating the intention not to reemploy and expunging any record of the intention, notice of the intention, and the hearing.

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A teacher may appeal an order affirming the intention of the Board not to reemploy the teacher to the Court of Common Pleas.

This policy does not apply to the Superintendent, administrators, teacher supplemental contracts, or teachers employed as substitutes for less than 120 days during the school year.

If non-renewal proceedings are initiated against a professional staff member and/or if a professional staff member resigns under threat of non-renewal or during the course of an investigation which has been initiated by the Board based upon a reasonable belief that the professional staff member has engaged in conduct unbecoming the teaching profession, as defined in Policy 8141, the Superintendent will cause to be filed with the Ohio Department of Education a report, on forms provided by the Department for that purpose, in accordance with the aforementioned policy and as required by law.

R.C. 3319.08, 3319.11, 3319.111, 3319.313

Revised 1/14/08

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GARFIELD HEIGHTS CITY SCHOOL DISTRICT**

CLASSIFIED STAFF  
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| REVISED POLICY – REPEAL OF STATE LAW

EMPLOYMENT OF CLASSIFIED STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent personnel.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation and establish the term of employment for each classified staff member employed by the Board.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

All applications for employment shall be referred to the Director of Business Affairs and Human Resources.

Relatives of Board members may be employed by the Board, provided a member of the Board does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he is supervised directly by the relative staff member.

Applications for employment will not be accepted from any current Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application, and the Board member must not use or attempt to use his/her official authority or influence to secure the employment position.

Any classified staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The employment of classified staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in District operations. Employment shall be recommended to the Board at the next regular meeting.

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When appropriate, no candidate for employment as a classified staff member shall receive recommendation for such employment without having proffered visual evidence of proper certification/licensure or that application for such certification/licensure is in process.

~~Classified staff members must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).~~

Classified staff members also must pass a background check performed by the Bureau of Criminal Identification and Investigation (see Policy 4121).

The Superintendent shall prepare procedures for the recruitment and selection of all classified staff.

**REQUIREMENTS FOR TITLE I PARAPROFESSIONALS**

Employment of all paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education;  
or
- B. Obtained at least an associates degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:
  1. knowledge of and the ability to assist in instructing, reading, writing and mathematics; or
  2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness and mathematics readiness, as appropriate.

Exceptions – These requirements do not apply to a paraprofessional:

- A. Who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. Whose duties consist solely of conducting parental involvement activities.

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Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to duties not inconsistent with the following:

- A. providing one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assisting with classroom management, such as organizing instructional and other materials;
- C. providing assistance in a computer laboratory;
- D. providing support in a library or media center;
- E. conducting parental involvement activities;
- F. acting as a translator;
- G. provide instructional services to students, if working under the direct supervision of a teacher; a paraprofessional will be considered to be working under the “direct supervision” of a teacher if the:
  - 1. teacher plans the instructional activities that the paraprofessional carries out;
  - 2. teacher evaluates the achievement of the students with whom the paraprofessional is working;
  - 3. paraprofessional works in close and frequent physical proximity to the teacher;
- H. performing limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.



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The provisions as set forth above do not apply to paraprofessionals providing non-instructional service such as providing technical support for computers, providing personal care services, or performing clerical duties.

R.C. 2909.34, 3319.081, 3319.082, 3319.39  
A.C. 3301-83-07  
20 U.S.C. 6319

Revised 06/24/08

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REVISED POLICY – REPEAL OF STATE LAW

EMPLOYMENT OF SUBSTITUTES

The Board of Education recognizes its responsibility to procure the services of substitute classified staff in order to prevent the interruption of the operation of the schools.

The names of potential substitute personnel and the positions in which they may substitute shall be maintained by the Director of Business Services.

Relatives of Board members may be employed by the Board, provided the member of the Board involved does not participate in any way in the discussion or vote.

The employment of substitute classified staff prior to approval by the Board is authorized when their employment is required to maintain continuity of services in the District.

Retroactive employment shall be recommended to the Board at the next meeting.

In order to retain reliable assistance in the absence of regular classified personnel, the Board will offer competitive compensation to qualified substitutes.

Classified substitutes will be paid on an hourly basis at a rate set annually by the Board.

~~Applicants under final consideration of employment must complete the DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).~~

Substitutes may be required to undergo a tuberculosis examination in accordance with law and at the direction of the Ohio Department of Health or the local health department.

Substitutes also must pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation (see Policy 4121).

R.C. 2909.34, 3319.291, 3319.39

Revised 6/24/08  
Revised 1/12/09



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REVISED POLICY – REPEAL OF STATE LAW

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

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees may be members of the District's classified and/or support staff or individuals from the community or nearby areas.

The Board authorizes the Superintendent to recommend candidates for employment by the Board.

Each coach or activity sponsor shall hold a valid Pupil Activity Program Permit issued by the State Board of Education under R.C. 3319.303(A), have any other necessary qualifications, have been properly interviewed, and shall sign an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures.

~~Personnel must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).~~

Personnel must also pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation (see Policy 4121).

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

R.C. 2909.34, 3313.53, 3319.291, 3319.303, 3319.39  
A.C. 3301-27-01

Adopted 1/14/08  
Revised 1/12/09





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REVISED VERSION OF POLICY 5112 TO REPLACE CURRENTLY-ADOPTED POLICY

ENTRANCE REQUIREMENTS

The Board of Education establishes the following entrance age requirements for students, which are consistent with statute and sound educational practice, and directs that all eligible students be treated in an equitable manner.

Kindergarten

A child is eligible for entrance into kindergarten if s/he attains the age of five (5) on or before September 30th of the year in which s/he applies for entrance. The Board may admit a younger child to kindergarten if the child satisfies the Board's early entrance criteria. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

The Board will admit to kindergarten any child who has not attained the entrance age requirement of this District, but who was properly enrolled in ~~an approved~~ public or ~~private school kindergarten before transferring to this District~~ chartered nonpublic school kindergarten before transferring to the District.

First Grade

A child is eligible for entrance into first grade if s/he attains the age of six (6) on or before August 1st of the year in which s/he applies for entrance and has completed the kindergarten program of this District or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade. ~~This requirement may only be waived if the acceleration evaluation committee decides it is appropriate for the child.~~ The Board may admit to first grade a younger child who has successfully completed kindergarten if the child satisfies the Board's early entrance criteria.

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Required Documents

The Superintendent shall require that each child who registers for entrance to school provide:

- A. his/her birth certificate or similar documentation authorized by law as proof of age and birthdate;
- B. a certified copy of any custody order or decree together with any modification in such an order or decree.

If such documents are not provided, the child may be admitted under the Superintendent's guidelines. Appropriate law enforcement authorities shall be notified in the event that required documents are not provided in accordance with the provisions of R.C. 3313.672.

Each child entering the District's kindergarten or first grade program for the first time must be properly screened for any medical or health problems as well as those related to hearing, vision, speech and communications. The cost for such screening shall be paid by the parents.

Any parent may provide the District with a written statement indicating that s/he does not wish to have his/her child screened.

**Early Entrance Criteria**

The District provides early admission to kindergarten and first grade for qualified students. Copies of the referral forms for evaluation for early entrance to kindergarten or first grade will be available in each school building. Any student residing in the District may be referred by an educator employed by the District, a preschool educator who knows the child, the child's parent or guardian, or a pediatrician or psychologist who knows the child. The referral shall be made to the principal of the school for evaluation for possible early admission.

Before a student is evaluated for early entrance, the principal (or his/her designee) of the school to which the child may be admitted shall obtain written permission from the child's parent/guardian.



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Evaluations related to referrals submitted to the school principal between August 15th and April 15th, will ordinarily be completed and a written report issued within forty-five (45) calendar days of submission of the referral to the school principal. Evaluations related to referrals submitted to the school principal between April 16th and August 14th will ordinarily be completed and a written report issued within forty-five (45) days of the start of the school year.

Children referred for early entrance will be evaluated in a prompt manner. The principal of the school to which the child may be admitted shall convene an acceleration evaluation committee to determine whether early entrance is appropriate for that child. The acceleration evaluation committee shall include the following:

- A. a parent/legal guardian or a representative designated by the parent/guardian
- B. a gifted education coordinator or gifted education specialist, or, if neither is available, a school psychologist or a guidance counselor with expertise in the appropriate use of academic acceleration.
- C. the principal or assistant principal of the school to which the child may be admitted
- D. a teacher at the grade level to which the student may be admitted

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will also consider the student's own thoughts on possible accelerated placement in its deliberations.

Children considered for early entrance shall be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

~~Children considered for early entrance shall be evaluated based on the following criteria:~~

- ~~A. Superior ratings on individual intellectual measures and no significant deviation in specific cognitive or perceptual areas.~~
- ~~B. Social maturity at least equal to the child's advanced mental status.~~
- ~~C. Sound and well-developed personality as judged by the examiner and from case history material obtained from the parent.~~



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~~D. Physical characteristics not likely to limit the child. Particular attention is directed to eye-hand coordination and dexterity.~~

The parent/guardian will be provided with a written summary of the outcome of the evaluation process. This notification shall include instructions for appealing the outcome of the evaluation process.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the results of the evaluation. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within thirty (30) calendar days of receiving the appeal. The Superintendent or his/her designee's decision will be final.

If a child is recommended for early entrance, the acceleration evaluation committee will develop a written acceleration plan for that child. The plan will specify:

- A. placement of the child in the accelerated setting;
- B. strategies to support successful early entrance; and
- C. an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee the implementation of the acceleration plan and to monitor the child's adjustment to the early entrance.

At any time during the transition period, a parent/guardian of the child may request in writing that the child be withdrawn from the accelerated placement. In such cases, the principal shall remove the child without repercussions.

Also, at any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the acceleration evaluation committee to consider other placement options and to issue a decision within thirty (30) calendar days of receiving the request. If the student will be placed in a different setting from that initially recommended, the acceleration plan shall be revised accordingly, and a new transition period shall be specified.

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At the end of the transition period, the accelerated placement shall become permanent. The child's records shall be modified accordingly, and the acceleration plan shall become part of the student's permanent record to facilitate continuous progress through the curriculum.

R.C. 3313.64, 3313.641, 3313.672, 3313.673, 3321.01 et seq., 3321.05, 3323.01  
R.C. 3324.10

Revised 06/24/08  
Revised 2/17/10

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PROMOTION, ACADEMIC ACCELERATION, PLACEMENT, AND RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It is the Board's intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

~~Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.~~

The promotion and retention provisions of this policy shall be in compliance with the terms of Ohio's Third Grade Reading Guarantee (Policy 2623.02).

Promotion:

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course and State-mandated requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

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Academic Acceleration:

Academic acceleration may involve whole-grade acceleration or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration).

Any student residing in the District may be referred by a staff member or a parent/guardian to the principal of his/her school for evaluation for possible accelerated placement. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities. Copies of referral forms for evaluation for whole-grade or individual subject acceleration will be available at each school building.

Students referred for accelerated placement will be evaluated in a prompt manner. The building principal will schedule the evaluations. Normally, changes in a student's schedule will occur only at the start of a semester.

Before a student is evaluated for accelerated placement, the principal (or his/her designee) shall obtain written permission from the student's parent/guardian.

Evaluations related to referrals that occur during the school year will ordinarily be completed and a written report issued within forty-five (45) calendar days. Evaluations related to referrals that occur at the end of a school year or during the summer will be completed and a written report issued either before the end of the school year, if possible, or within forty-five (45) calendar days of the start of the next school year.



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Upon referral, the student's principal (or his/her designee) shall convene an acceleration evaluation committee to determine the appropriate learning environment for the referred student. This committee shall include the following:

- A. a parent/guardian, or a representative designated by that parent/guardian
- B. a gifted education coordinator or gifted intervention specialist, or if neither is available, a school psychologist or guidance counselor with expertise in the appropriate use of academic acceleration may be substituted
- C. a principal or assistant principal from the child's current school
- D. a current teacher of the referred student
- E. a teacher at the grade level or course to which the referred student may be accelerated

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will consider the student's own thoughts on possible accelerated placement in its deliberations. In the event that career-technical programs are considered for acceleration, a career-technical educator shall be consulted as a part of the evaluation.

~~A student will be accelerated when the acceleration evaluation committee determines that the student:~~

- ~~A. achieved the grade/course objectives and State mandated requirements, if applicable, for the grade/course in which s/he is presently enrolled as well as for the grade(s)/course(s) that will be skipped;~~
- ~~B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade/course as well as the succeeding one(s);~~
- ~~C. demonstrated sufficient proficiency to permit him/her to be accelerated in the educational program;~~
- ~~D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the grade/course to which s/he will be promoted or enrolled.~~

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Students considered for whole-grade acceleration will be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

Students considered for individual subject acceleration will be evaluated using a variety of data sources, including measures of achievement based on State academic content standards (in subjects for which the State Board of Education has approved content standards) and consideration of the student's maturity and desire for accelerated placement.

The acceleration evaluation committee shall issue a written decision on the outcome of the evaluation process to the principal and the student's parent/guardian. This notification shall include instructions for appealing the decision.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the committee's decision. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within thirty (30) calendar days of receiving the appeal. The Superintendent or his/her designee's decision shall be final.

If the student is recommended for whole-grade or individual subject acceleration, the acceleration evaluation committee will develop a written acceleration plan. The parent/guardian shall be provided with a copy of the plan. The plan shall specify:

- A. placement of the student in an accelerated setting;
- B. strategies to support a successful transition to the accelerated setting;
- C. requirements and procedures for earning high school credit prior to entering high school (if applicable); and,
- D. an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee implementation of the acceleration plan and to monitor the adjustment of the student to the accelerated setting.

At any time during the transition period, a parent/guardian of the student may request in writing that the student be withdrawn from accelerated placement. In such cases the principal shall remove the student from the accelerated placement without repercussions.



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At any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the evaluation committee to consider other accelerative options and to issue a decision within thirty (30) calendar days of receiving the request. If the student will be placed in a different accelerated setting from that initially recommended, the student's acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The student's record shall be modified accordingly, and the acceleration implementation plan shall become part of the student's permanent record to facilitate continuous progress through the curriculum.

Retention:

A student may be retained at his/her current grade level when s/he has in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.

A student may be placed at the next grade level when retention would no longer benefit the student.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students that:

- A. require the recommendation of the relevant staff members for promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. assure that efforts will be made to remediate the student's difficulties before s/he is retained;
- D. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student;
- E. provide parents the opportunity to request the promotion, placement, or retention of their child;



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- F. provide parents the opportunity to appeal the decision about their child's promotion, placement, or retention.

R.C. 3313.608, 3313.608(D), 3313.609, 3313.647, 3324.10  
A.C. 3301-35-02(B)(5)

Revised 06/24/08

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BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

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"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

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If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).



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The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

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

**Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

~~Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.~~

~~Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.~~

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~~When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.~~

**Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

**Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

**Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.



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**Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

**Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

~~Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.~~

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships.

The District shall provide training, workshops, and/or courses on this policy for school employees who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

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In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667  
State Board of Education Model Policy (2007)

Revised 5/06  
Revised 06/24/08  
Revised 11/15/10  
Revised 3/12

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| NEW POLICY

AUTHORIZATION TO ACCEPT AND DISTRIBUTE ELECTRONIC  
RECORDS AND TO USE ELECTRONIC SIGNATURES

Unless a provision of law enacted after September 14, 2000, specifically prohibits the use of an electronic record for the specified purpose, the Board of Education authorizes the acceptance and distribution/transmission of electronic records and electronic signatures to and from District staff and other persons, as well as between District staff members. The Board further authorizes District staff to create, generate, send, communicate, receive, store, process, use, and rely upon electronic records and electronic signatures.

The Superintendent is authorized to develop administrative guidelines concerning the acceptance and distribution/transmission of electronic records and electronic signatures. After giving due consideration to security, the Superintendent may specify the following:

- A. The manner and format in which the electronic records must be created, generated, sent, communicated, received, and stored, and the systems established for those purposes.
- B. If electronic records must be signed by electronic means, the type of electronic signature that is required, the manner and format in which the electronic signature must be affixed to the electronic record, and the identity of, or criteria that must be met, by any third party used by a person filing a document to facilitate the process.
- C. Control processes and procedures as appropriate to provide for adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records.
- D. Any other required attributes for electronic records that are specified for nonelectronic records or reasonably necessary under the circumstances.

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All District staff shall comply with all provisions of the Uniform Electronic Transaction Act when creating, generating, sending, communicating, receiving, storing, processing, using, and relying upon electronic records. Further, all District staff and other persons who use electronic signatures when completing transactions with the Board shall do so in compliance with State law.

Ohio Revise Code Chapter 1306

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REVISED POLICY – REPEAL OF STATE LAW

PURCHASES

Quotations and Bids

It is the policy of the Board of Education that the Superintendent or his/her designee seek at least two (2) price quotations on purchases of more than \$10,000 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the District or when the item is subject to formal bid. Standardized purchasing procedures of the District (AG 6320A) shall be followed when purchasing on the basis of price quotations from vendors.

When the Board determines to build, repair, enlarge, improve, or demolish a school building the cost of which will exceed \$25,000, the Director of Business Services shall obtain competitive bids.

The Superintendent shall ensure that the specifications for any public improvement project for which bids are solicited do not require any bidder to:

- A. enter into agreements with labor organizations on said public improvement; or
- B. enter into an agreement that requires its employees to become members of or pay fees or dues to a labor organization as a condition of employment or continued employment.

Bids shall be sealed and shall be opened by the Treasurer in the presence of at least one (1) witness.

Soliciting of Bids

The Board, by resolution, may award a bid to the lowest responsive and responsible bidder. For a bidder to be considered responsive, the proposal must respond to all bid specifications in all material respects and contain no irregularities or deviations from the bid specifications which would affect the amount of the bid or otherwise provide a competitive advantage. For a bidder to be deemed responsible, the Board may request evidence from the bidder concerning:

- A. the experience (type of product or service being purchased, etc.) of the bidder;
- B. the financial condition;

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- C. the conduct and performance on previous contracts (with the District or other agencies);
- D. the bidder's facilities;
- E. management skills;
- F. the ability to execute the contract properly.

Awarding of Bids

The Board shall approve all contracts resulting from competitive bids prior to being awarded. The Board reserves the right to reject any or all bids.

In situations in which the Board has resolved to award a bid to the lowest responsible and responsive bidder and the low bidder does not meet the considerations specified above, the Board shall so notify the bidder, in writing, by certified mail. The bidder may protest the award of a bid within five (5) days of the notification and the Board shall meet with the protesting bidder and then reaffirm or reverse its decision.

The Board may, at its discretion, allow for a hearing prior to making this decision.

Limitations

All purchases that are within the amount contained in the function of the appropriation may be made upon authorization of the Superintendent or his/her designee.

The Board should be advised, for prior approval, of all nonbid purchases.

The Superintendent is authorized to make emergency purchases, without prior adjustment, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

"Blanket" Certificates

The Treasurer may issue "blanket" purchase orders (certificates) for a sum not exceeding an amount established by resolution of the Board against any specific line item account over a period of time, not to extend beyond the end of the fiscal year in which it is issued. Only one (1) "blanket" purchase order (certificate) may be outstanding at any one (1) particular time for any one (1) particular line item appropriation.



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"Super Blanket" Certificates

The Treasurer may issue "super blanket" purchase orders (certificates) for any amount for expenditures and contracts from a specific line-item appropriation account in a specified fund for most professional services, fuel, oil, food items, and any other specific recurring and reasonably predictable operating expense. Such a purchase order (certificate) shall not extend beyond the fiscal year.

~~A completed DMA form with no positive indications that material assistance has been provided to a terrorist organization is required of each private person or entity with whom the Board intends to enter into a contract that amounts to an aggregate of greater than \$100,000 annually.~~

Contracts for Development and Improvement of Facilities

All contemplated contracts for professional design services such as from an architect or for construction management shall be in accordance with R.C. 9.33, 9.333, and 153.54 et seq.

Lease-Purchase Agreements

Lease-purchase agreements entered into by the Board shall be in accordance with R.C. 3313.375. Such agreements shall be a series of not more than thirty (30) one-year renewable lease terms, after which time ownership is transferred to the Board if all obligations of the Board under the agreement have been satisfied.

Purchases from the State

In accordance with State law (R.C. 4115.31 et seq.), the Superintendent shall purchase products and services which are available from the Ohio Industries for the Handicapped (OIH) when such products or services are needed by the District. The Superintendent is to maintain the current catalog provided by OIH and inform all District personnel who may be purchasing products or services of the catalog's current listings.

The Board may acquire equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

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Reverse Auctions

It is the policy of the Board to permit the use of a reverse auction to purchase services and supplies whenever it is determined that the reverse auction process will be advantageous to the District (e.g., result in a cost savings to the District.) To that end, vendors may submit proposals when competing to sell services and/or supplies in an open environment via the Internet. While the reverse auction process may be used to purchase supplies such as equipment, materials, tangible assets and insurance, the process may not be used to purchase real property or interests in real property. The process may also be used to purchase services such as the furnishing of labor, time, or effort by a person, provided such services do not involve the delivery of a specific end product other than a report, and are not being furnished in connection with an employment agreement or collective bargaining agreement.

The Board will provide notice of the request for proposals and award contracts in accordance with the Superintendent's administrative guidelines. When competitive sealed bidding and/or competitive sealed proposals for the purchase of services or supplies are required by law, purchases made by reverse auction will satisfy such legal requirement.

R.C. 9.25, 9.30, 9.31, 9.311, 9.312, 9.314, 153.12, 153.54, 2909.33, 3313.37  
R.C. 3313.375, 3313.46, 4115.32 et. seq., 4116.02, 4116.03, 5705.41, 5705.45

Revised 06/24/08  
Revised 5/24/11

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REVISE POLICY – REPEAL OF STATE LAW

COOPERATIVE PURCHASING

The Board of Education recognizes the advantages of centralized purchasing in that volume buying tends to maximize value for each dollar spent. The Board, therefore, encourages the administration to seek advantages in savings that may accrue to this District through joint agreements for the purchase of supplies, equipment, or services with the governing body(ies) of other governmental units.

The Board authorizes the Director of Business Services to negotiate such joint purchase agreements for services, supplies, and equipment which may be determined to be required from time to time by the Board and which the Board may otherwise lawfully purchase for itself, with governmental contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

Cooperative or joint purchases require an agreement approved by the Board and the participating contracting body(ies) which shall specify the categories of equipment and supplies to be purchased; the manner of advertising for bids and of awarding contracts; the method of payment by each participating party and such other matters as may be deemed necessary to carry out the purposes of the agreement. Such agreements are subject to all legal bidding requirements.

~~A completed DMA form with no positive indications that material assistance has been provided to a terrorist organization is required of each person or entity with whom the Board intends to enter into a contract that amounts to an aggregate of greater than \$100,000 annually.~~

R.C. 125.04, 167.01 et seq., 2909.33, 3313.812

Revised 06/24/08

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REVISED POLICY – REPEAL OF STATE LAW

LOCAL PURCHASING

The Board of Education recognizes its position as a major purchaser in this community, and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board prefers to purchase within the District from established local merchants.

~~A completed DMA form with no positive indications that material assistance has been provided to a terrorist organization is required of each private person or entity with whom the Board intends to enter into a contract that amounts to an aggregate of greater than \$100,000 annually.~~

R.C. 2909.33, 3313.33, 3313.51, 3319.21, 3329.10

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| REVISED POLICY – DUE PARTIALLY TO REPEAL OF STATE LAW

VENDOR RELATIONS

The Board of Education shall not enter a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this School District has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any educational material of which s/he is the author and which has been properly approved for use in the schools of this District.

Board members and school personnel shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies, or services. Furthermore, Board members and school personnel shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, Board members or school personnel who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the District, or a vendor with whom the District is doing business, whereby an individual board member or member of the school staff receives compensation in any form for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a Board member or member of the school staff receives such compensation, albeit unsolicited, from a vendor, the Board member or school staff member shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the Treasurer at his/her earliest opportunity.



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Employee accrual of personal frequent-flyer miles, hotel “bonus points”, credit card “rewards”, or any other reward under such affinity programs (including credit points or rewards directed to non-profit organizations) or other merchant “rewards” programs as a result of a District purchase is strictly prohibited.

Nothing herein shall prevent a school employee, who is not in a position to negotiate or authorize a contract with a vendor, from accepting a discount on goods purchased for personal use from a vendor with whom the Board does business (i.e., that has a contract with the Board) provided the vendor (a) extends the same discount to all of its customers and does not limit it to officials and employees of the District, (b) offers a uniform discount to all eligible school officials and employees, without limiting the offer to employees with official duties or responsibilities affecting the vendor's financial interest, and (c) does not offer the discount to school officials and employees in exchange for the performance of their public duties. Board members and/or school personnel who negotiate or authorize a vendor's contract are prohibited from accepting any discount offered by the vendor for his/her personal use. Such individuals also shall not suggest that the vendor offer an employee discount as part of the public contract.

All sales persons, regardless of product, shall clear with the Superintendent's office before contacting any teachers, students, or other personnel of the School District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

In accordance with State law, Policy 4121, and Policy 8142, a criminal background check is required of any non-teaching employee, including individuals employed by a private company/vendor under contract with the Board to provide essential school services who will work within the District in a position which does not require a license issued by the State Board of Education, is not for the operation of a vehicle for student transportation, but does involve routine interaction with a child or regular responsibility for the care, custody, or control of a child.

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~~A completed DMA form with no positive indications that material assistance has been provided to a terrorist organization is required of each private person or entity with whom the Board intends to enter into a contract that amounts to an aggregate of greater than \$100,000 annually.~~

R.C. 2909.33, 3319.391, 3319.392  
Auditor's Bulletin 2000-006  
Ohio Ethics Commission Opinion No. 2011-08 (effective Nov. 3, 2011)

Revised 6/24/08  
Revised 1/12/09  
Revised 5/24/11  
Revised 2/12

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**REVISED POLICY**

DISPOSITION OF REAL PROPERTY/PERSONAL PROPERTY

The Board of Education believes that the efficient administration of the District may require the disposition of real property and/or personal property that is no longer necessary to meet the educational or operational needs of the School District.

All property considered for disposition (sale) may be subjected to a current, outside, professional appraisal prior to the solicitation of offers.

Disposition of Personal Property

Personal property, the value of which does not exceed \$10,000, shall be disposed of by the Superintendent in such a manner as will be in the public interest and benefit the School District (See Policy 7310 and Donation of Real or Personal Property). If the Board decides to trade an item of personal property as a part or an entire consideration on the purchase price of an item of similar personal property, the Board may trade the personal property upon such terms as are agreed upon by the parties.

Disposition of Real Property under \$10,000

Real property, the value of which does not exceed \$10,000, shall be disposed of by the Board in such manner as will be in the public interest and benefit to the School District and may be accomplished by private sale.

Disposition of Real Property over \$10,000

Property, the value of which exceeds \$10,000, shall be sold at public auction to the highest bidder in accordance with law. The Board may offer real property for sale as an entire tract or in parcels.

A. Unless the property is being:

1. sold to an exempt entity, as defined in R.C. 3313.41(C);
2. sold to a community school or the board of trustees of a college preparatory boarding school as set forth in R.C. 3313.41(G); or

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3. exchanged for an identified parcel of real property that the Board determines it needs for school purposes or the property is being used as part or an entire consideration for the purchase price of the identified real property, pursuant to R.C. 3313.41(F), or

4. traded as a part or an entire consideration on the purchase price for a similar item of personal property upon such terms as agreed to by the parties to the trade pursuant to R.C. 3313.41(E),

~~The~~ the District shall attempt to sell the property by public auction after giving at least thirty (30) days notice of the auction by publication in a newspaper of general circulation; or posting notices in five (5) of the most public places in the District in which the property, if it is real property, is situated, or if it is personal property, in the District of the Board that owns the property.

B. If, after the property has been offered once by public auction, no acceptable bids have been received, the District may sell the property at private sale. The following procedure shall apply:

1. Regardless of how the property was offered at public auction, at a private sale, the Board shall, as it considers best, sell real property as an entire tract or in parcels. Personal property shall be sold in either a single lot or several lots.

2. All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a public Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.

3. All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.

4. In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.



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5. Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.

C. If the Board decides to dispose of real property that is suitable for use as classroom space, prior to disposing of the property in the manner set forth above, the Board shall first offer the property for sale to the governing authorities of the start-up community schools and/or the board of trustees of a college preparatory boarding school located within the territory of the District.

1. The Board shall offer the property to the community school governing authority and/or college preparatory boarding school board of trustees at a price that is not higher than the appraised fair market value of the property as determined in an appraisal of the property that is not more than one (1) year old.

2. In the event that more than one (1) community school governing authority or college preparatory boarding school board of trustees accepts the offer made by the Board, the property shall be sold to the community school governing authority or board of trustees that accepted the offer first in time.

3. The Board may dispose of the property by public auction if no community school governing authority or college preparatory boarding school board of trustees accepts the Board's offer within sixty (60) days after such offer.

D. Disposition of Unused School Facilities

1. "Unused School Facilities" means any real property that has been used by the District for school operations, including but not limited to academic instruction or administration, since July 1, 1998, but has not been used in that capacity for two (2) years.

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2. The Board shall offer any Unused School Facilities it owns for lease or sale to the governing authority of any community school or the board of trustees of any college preparatory boarding school that is located within the territory of the District.

At the same time the Board makes the offer to lease or sale, the Board may, but is not required to, offer the property for lease or sale to the governing authority of any community school with plans, as stated in applicable contracts, either to relocate to or add facilities in the District.

3. Any subsequent lease or sale of the property shall proceed in accordance with law.

4. If no governing authority or board of trustees accepts the offer to lease or buy the property within sixty (60) days after the offer is made, the Board may offer the property for sale or lease to any other permissible entity.

**DE.** Further, the Board may dispose of property upon the majority vote of the members of the Board and a concurring vote of the legislative authority of a municipal corporation, declaring that an exchange of real property held by the District for school purposes for real estate held by the municipal corporation for municipal purposes will be mutually beneficial to both the District and the municipal corporation. The exchange may be made by conveyances that are executed by the President and Treasurer of the Board and the Mayor and Clerk of the municipal corporation, respectively.

**EF.** The Board President and Treasurer shall execute and deliver deeds or other necessary instruments of conveyance to complete any sale or trade under this policy.

Donation of Real or Personal Property

A. If the School District has property that the Board, by resolution, determines is not needed for school purposes, is obsolete, or is not fit for the use for which it was acquired, the Board may donate the property if the estimated fair market value of such property is \$2,500 or less in the opinion of the Board. The property may only be donated to an eligible 501(c)(3) nonprofit organization located in the State of Ohio and exempt from Federal income taxation under 26 U.S.C. 501(a) and 501(c)(3).

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- B. Prior to donating the property, the Board shall adopt a resolution that contains the following:
1. a statement expressing the Board's intent to make unneeded, obsolete or unfit-for-use, District property available to nonprofit organizations;
  2. guidelines and procedures the Board considers to be necessary to implement the donation program;
  3. an indication of whether the District will conduct such program or by a representative under contract with the Board;
  4. contact information for such representative, if the person is known when the resolution is adopted;
  5. a requirement that any nonprofit organization desiring to obtain donated property submit a written notice to the board or its representative that includes:
    - a. evidence that the organization is a nonprofit organization that is located in the State of Ohio and exempt from Federal income taxation;
    - b. a description of its primary purposes;
    - c. a description of the type or types of property the organization needs; and
    - d. the name, address, and telephone number of a person designated by the organization to receive donated property as its agent.
- C. Upon the adoption of the resolution, the Board shall publish at least twice in a newspaper of general circulation, notice of its intent to donate unneeded, obsolete, or unfit-for-use property to eligible nonprofit organizations. The notice must also include a summary of the information provided in the resolution. A similar notice must also be continually posted in the Board's office and on the District's Internet website, if one exists. The second and subsequent notices shall be posted not less than ten (10) and not more than twenty (20) days after the previous notice.

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- D. The Board or its representative must maintain a list of:
1. all eligible 501(c)(3) nonprofit organizations that submit a written notice described above; and
  2. a list of all real or personal property that qualifies for the program.

The list of qualifying property must be continually posted at the same locations at which the resolution creating the program must be posted.

1. An item of property on the list must be donated to the 501(c)(3) organization that first declares to the Board or its representative its desire to obtain the item unless the Board previously established in a separate and distinct resolution, a list of eligible 501(c)(3) organizations that are to be given priority for an item's donation.
  2. The resolution giving priority to certain nonprofit organizations must specify the reasons for giving the organizations this priority. Such priority may be given based on a direct relationship between the purposes of the organization and specific purposes of the programs provided or administered by the Board.
- E. Members of the Board must consult with the Ohio Ethics Commission and comply with R.C. Chapters 102 and 2921 when donating property to a 501(c)(3) organization of which a Board member, his/her family member(s) or a business associate(s) of a Board member is a trustee, officer, Board member, or employee.

R.C. 3313.17, 3313.40, 3313.41

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| REVISED POLICY

WIRELESS COMMUNICATION ALLOWANCE AND  
STAFF USE OF WIRELESS COMMUNICATIONS DEVICES

**Eligibility for Wireless Communication Allowance**

Wireless communication devices ("WCDs") (i.e. cellular and wireless telephones, pager/beepers, personal digital assistants (PDAs), Blackberries/Smartphones, WiFi-enabled or broadband access devices, etc.) enable communication whenever a situation arises necessitating immediate contact, regardless of the person's location at the time. Therefore, the Superintendent and administrators who meet one or more of the following criteria are required as a condition of employment to own a WCD and obtain an appropriate service plan so that the WCD is available for use for business-related communications:

- A. their jobs require them to spend a considerable amount of time outside of their assigned office or work area during normal working hours and have regular access to telephone and/or Internet connections while outside their office or assigned work area;
- B. their jobs require them to be accessible outside of scheduled or normal working hours or to be contacted and respond in the event of an emergency;
- C. their jobs consistently require timely and business critical two (2) way communication for which there is no reasonable alternative technology;

(This is not intended to include occasional, incidental access or purely voluntary access such as checking e-mail from home.)

- D. safety requirements indicate having a WCD is an integral part of meeting the requirements of the employee's job description;
- E. the employee is required to be contacted on a regular basis outside normal work hours.



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Administrators who are required to have a personal WCD as a condition of their employment shall receive a monthly wireless communication allowance ("allowance"), up to an amount approved annually by the Board to reimburse them for the costs associated with maintaining and using a personal WCD for business purposes. Additionally, other staff members who believe that they meet the above-identified criteria may apply for an allowance.

**Amount of the Allowance**

The allowance shall consist of a monthly allowance of up to a specific dollar amount for wireless telephone service.

The allowance ~~is shall~~ not ~~intended to compensate~~ reimburse the employee's dollar-for-dollar costs for the wireless service, and shall not exceed the expenses the employee actually incurs in maintaining the personal WCD.

The allowance shall not serve as a substitute for a portion of the staff member's regular wages, and does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades or benefits based on a percentage of salary, etc. The Board will pay only the Board-approved allowance even if actual monthly costs exceed the allowance. If the amount of the allowance needs to be changed because of documented business purpose, the employee should notify the Superintendent by submitting a new Wireless Communication Allowance Request Form.

If an employee is absent for more than thirty (30) days on either a paid or unpaid leave of absence, the allowance will be temporarily discontinued (i.e. it will be prorated during the period of absence) unless the Superintendent approves the continuation of the allowance.

To be eligible to receive the allowance, the employee must maintain the type of cellular telephone coverage. Each covered administrator and staff member making application for the allowance, must submit to the Superintendent a Cell Phone Allowance Request Form (Form 7530.01 F1), including a copy of his/her most recent monthly invoices for his/her cellular telephone service plan to substantiate the amount of the allowance and a document identifying his/her cell phone number (including any pin number associated with a BlackBerry device) so that the employee may be contacted as the need arises.

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In order to continue to receive the allowance, administrators are required to answer all business-related calls on his/her cell phone and promptly respond to any messages.

In order to continue to receive the allowance, non-exempt employees are required to answer during their regular work hours all business-related calls on his/her personally-owned cell phone and promptly respond to any messages. Non-exempt employees are not permitted to work remotely via their personally-owned cell phone outside regular work hours without prior authorization from their supervisor. In other words, unless they are directed to provide an immediate response, all e-mails/texts/calls should be responded to only during regular work hours. Non-exempt employees must maintain a written record of all time spent preparing and/or responding to e-mails/texts and placing and/or answering calls outside regular work hours.

**Allowance Is Not Considered Taxable Income**

Provided the employee maintains and uses his/her personal WCD for business purposes as described herein, the allowance should not be considered additional income to the employee (i.e., the allowance will be treated as a non-payroll reimbursement of a business expense – similar to mileage reimbursements – and no payroll taxes will be withheld from the employee's paycheck for the amount of the allowance and the amount of the allowance will not be reported as wages on the employee's year-end W-2 statement). Additionally, staff~~Staff~~ members who receive an allowance are not required to submit a log documenting their business-related use of the WCD; ~~however, they will be informed that the allowance is considered additional compensation for income tax purposes (i.e. the allowance will be paid through the District's payroll system as taxable income and appropriate payroll taxes on the amount of the allowance will be withheld from the employee's paycheck, and the amount of the allowance paid during the calendar year will be included in the wages line on the staff members' year end W 2 statements).~~ For determination of individual taxability, employees should check with their tax advisor.



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**Employee's Responsibilities**

The employee is responsible for choosing his/her WCD, the voice and/or data plan, and the wireless service provider. Since the WCD is the personal property of the employee, the WCD may be used for personal calls (see below concerning the making of personal calls during work time) and be combined or enhanced with other personal plans (i.e. the employee may also, at his/her own expense, add extra services or equipment features, as desired). The employee is responsible for paying all monthly service charges in full and on time. The Board does not accept any liability for claims, charges, or disputes between the service provider and the staff member. Because the employee is personally responsible for the WCD, any replacement for loss or damage will be at the expense of the employee. Such replacement or repair must be completed promptly and the Superintendent must be notified if the employee will not be available by their WCD for a period of time.

Employees should contact the carrier through which they purchased their WCD and purchase their wireless service for support.

Employees may contact the District's IT Department/Support Staff for consultation on the type of equipment to purchase if they are obtaining wireless Internet/data service in order to enable e-mail and calendar support through the District's servers (e.g., through Microsoft Exchange, Novell GroupWise, etc.) and to obtain assistance in setting up their device to connect to the District's servers. The District's IT Department/Support Staff will assist employees who have wireless Internet/data service with e-mail and calendar functionality.

**Changing or Ending a Wireless Service Contract Early**

If prior to the end of a wireless service contract, a personal decision by the employee results in the need to end or change the WCD contract, the employee will bear the costs of any fees associated with the change or cancellation.

If prior to the end of a wireless service contract, the employee's misconduct, or misuse of the WCD, results in the need to end or change the WCD contract, the employee will bear the costs of any fees associated with the change or cancellation.

If prior to the end of a wireless service contract, the Board determines to reduce or cancel (unrelated to employee misconduct) the employee's monthly allowance, the Board will bear the cost of any fees associated with the change or cancellation. For example, if the employee is reassigned and/or his/her duties are changed, and the WCD is no longer needed for business purposes, if the employee does not want to retain the current contract, changes or cancellation fees will be reimbursed by the Board.

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When selecting the duration of his/her wireless service contract, the employee should take into consideration the length of his/her Board-approved employment contract and not select a duration of the wireless service contract that exceeds the employment contract. If the employee is nonrenewed or voluntarily resigns while the wireless service contract is still in effect, the Board will not be responsible for any fees associated with the employee's decision to subsequently change or cancel the contract.

Once the allowance is given to the employee to purchase a device, the WCD remains the employee's personal property. However, upon termination, nonrenewal or resignation, the Board will immediately discontinue the monthly allowance.

**Safe Use of Wireless Communications Devices**

Employee safety is a priority of the Board, and responsible use of WCDs includes safe use.

Using a WCD while operating a vehicle is strongly discouraged. Employees should plan their work accordingly so that calls are placed, text messages/instant messages/e-mails read and/or sent, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving, including any laws that prohibit texting with the WCD or using the WCD in its entirety while driving.

**Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements**

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their WCDs.

Wireless communications, including calls, text messages, instant messages, and e-mails sent from WCDs, may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.

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Additionally, wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her personal WCD may constitute public records if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. Wireless communications that are student records should be maintained pursuant to Policy 8330 – Students Records. Finally, wireless communications and other electronically stored information (ESI) stored on the staff member's personal WCD may be subject to a Litigation Hold pursuant to Policy 8315 – Information Management. Staff are required to comply with District requests to produce copies of wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.

Except in emergency situations, employees are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal or Superintendent.

**Privacy Issues**

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

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**Personal Use of WCDs While at Work**

During work hours personal communications made or received, regardless of whether on a WCD, or a regular telephone or network computer can interfere with employee productivity and distract others. Employees are expected to use discretion in using WCDs while at work for personal business. Employees are asked to limit personal communications to breaks and lunch periods, and to inform friends and family members of the Board's policy in this regard.

At no time may any WCD be utilized by an employee in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

**Potential Disciplinary Action/Termination of the Allowance**

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of a WCD in any manner contrary to local, State or Federal laws will constitute misuse, and will result in immediate termination of the allowance.

**Employee Use of Board-Owned WCDs**

The District will provide Board-owned WCDs to certain employees who require specific equipment or similar technology to perform District functions (e.g., school safety, physical plant maintenance, etc.) and never expect to use these devices for personal use. The Superintendent must approve such exceptions. Employees who qualify for this exception must submit to the Treasurer's Office monthly documentation in the form of a copy of their respective WCD usage logs, verifying business use. The log must note the date/time of the phone call, to whom the call was placed or from whom the call was received, a brief statement of the purpose of the call. The employee's immediate supervisor will be required to approve all charges, attesting that all calls were business related, by initialing the copy of the usage logs. If an employee fails to keep current with this documentation requirement, s/he will be required to return the WCD.



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If the employee uses the WCD for personal business, a prorated portion of that month's bill, which is related to the employee's personal use of the device, will be treated as compensation for the employee.

The Board reserves the right to switch an employee to the allowance program if excessive calls are made or if required documentation is not submitted in a timely manner.

Adopted 7/27/09  
Revised 2/12

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**NEW POLICY – VOL. 31, NO. 1**

**STAFF USE OF PERSONAL COMMUNICATION DEVICES**

Use of personal communication devices (“PCDs”) has become pervasive in the workplace. For purposes of this policy, “personal communication device” includes computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”; e.g., Kindles and similar devices), cell phones (e.g., mobile / cellular telephones, and smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etcetera]). Whether the PCD is Board-owned and assigned to a specific employee, or personally – owned by the employee (regardless of whether the Board pays the employee an allowance for his/her use of the device, the Board reimburses the employee on a per use basis for their business-related use of his/her PCD, or the employee receives no remuneration for his/her use of a personally – owned PCD), the employee is responsible for using the device in a safe and appropriate manner.

**Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones**

Using a cell phone or other PCD while operating a vehicle is strongly discouraged. Employees should plan their work accordingly so that calls are placed, text messages/instant messages/ e-mails read and/or sent, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other PCD while driving).

Employees may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

**Duty to Maintain Confidentiality of Student Personally Identifiable Information – Public and Student Record Requirements**

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their PCDs.

Cellular and wireless communications, including calls, text messages, instant messages, and e-mails sent from PCDs, may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.

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Additionally, cellular/wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her PCD may constitute public records if the content of the message concerns District business or an education record if the content includes personally identifiable information about a student. Cellular/wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. Cellular/wireless communications that are student records should be maintained pursuant to Policy 8330 – Student Records. Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's PCD may be subject to a Litigation Hold pursuant to Policy 8315 – Information Management. Staff are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for verifying all public records, student records and ESI subject to a Litigation Hold that are maintained on the employee's PCD are transferred to the District's custody (e.g., server, alternative storage device). The District's IT department/staff is available to assist in this process. Once all public records, student records and ESI subject to a Litigation Hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from his/her PCD before the Board will issue any final compensation that is owed to the employee.

Similarly, if an employee intends to dispose of, or otherwise stop using, a personally-owned PCD on which s/he has maintained public records, student records and/or ESI that is subject to a Litigation Hold, the employee must transfer the records/ESI to the District's custody before disposing of, or otherwise ceasing to use, the personally-owned PCD. The employee is responsible for securely deleting such records /ESI before disposing of, or ceasing to use, the personally-owned PCD. Failure to comply with these requirements may result in disciplinary action.

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If a PCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the employee must immediately notify the Superintendent so a determination can be made as to whether any public records, students records and/or ESI subject to a Litigation Hold has been compromised and/or lost. The Superintendent shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

The Board prohibits employees from maintaining the following types of records and/or information on their PCDs and/or cell phones:

- A. Social security numbers;
- B. Driver's license numbers;
- C. Credit and debit card information;
- D. Financial account numbers;
- E. Student personally identifiable information;
- F. Information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA); and/or
- G. Personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)

It is suggested that employees lock and password protect their PCDs when not in use.

**Privacy Issues**

Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

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The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in gymnasiums, locker rooms, shower facilities, and/or rest/bathrooms.

**Personal Use of PCDs While at Work**

During work hours personal communications made or received, regardless of whether on a PCD or a regular telephone or network computer, can interfere with employee productivity and distract others. Employees are expected to use discretion in using PCDs while at work for personal business. Employees are asked to limit personal communications to breaks and lunch periods, and to inform friends and family members of the Board's policy in this regard.

**Potential Disciplinary Action**

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of a PCD in any manner contrary to local, State or Federal laws may also result in disciplinary action up to and including termination.

R.C. 4511.204

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| REVISED POLICY

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

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First, and foremost, the Board may not be able to technologically limit access through the Board's Internet connection to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.



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Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information ~~and~~,
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.



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Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to student's use of the Network.

P.L. 106-554, Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,  
as amended (2003)  
18 U.S.C. 1460  
18 U.S.C. 2246  
18 U.S.C. 2256  
20 U.S.C. 6777, 9134 (2003)  
76 F.R. 56295, 56303

Adopted 8/18/08  
Revised 6/21/10  
Revised 5/24/11

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STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet service to its staff. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Staff use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and any applicable employment contracts and collective bargaining agreements. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages staff to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

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The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, through the Board's Internet connection to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures, may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.



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The Superintendent or designee may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online; ~~and,~~
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students or staff online; ~~and,~~
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

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Staff members are responsible for good behavior on Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature.

Staff members shall not access social media for personal use on the District's network, and shall access social media for educational use.

General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of the Network.

Social Media Use

An employee's personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

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Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

P.L. 106-554, Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,  
as amended (2003)  
18 U.S.C. 1460  
18 U.S.C. 2246  
18 U.S.C. 2256  
20 U.S.C. 6777, 9134 (2003)  
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RESCIND POLICY – REPEAL OF STATE LAW

THE DECLARATION REGARDING MATERIAL  
ASSISTANCE/NON ASSISTANCE TO A TERRORIST  
ORGANIZATION (DMA)

~~A completed DMA form shall be required of any applicant under final consideration of employment with the Board of Education and any private person or entity with whom the Board intends to enter into a contract that amounts to an aggregate of greater than \$100,000 annually. The completed DMA form shall serve as confirmation that the Board is not providing financial remuneration to any person or entity that aids or supports a terrorist organization on the Terrorist Exclusion List.~~

~~A "yes" answer to any of the questions on the DMA form must be reported immediately to the Ohio Department of Security's Division of Homeland Security and necessarily results in the denial of employment and/or a public contract.~~

~~When a DMA form is submitted to the Board, the District must retain it in accordance with its records retention schedule.~~

~~R.C. 2909.33, 2909.34~~

~~Adopted 06/24/08~~



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REVISED POLICY

SCHOOL CALENDAR

The Board of Education recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the District.

The Board shall determine annually the total number of days when the schools will be in session for instructional purposes. For purposes of receiving State-school aid, such days shall be no fewer than 182. Furthermore, the Board requires that an observance be scheduled each year on or about Veterans Day to convey the meaning and significance of that day to all students and staff.

Prior to each school year, the Board shall approve the contingency plan the Superintendent prepares for the makeup of at least five (5) full school days. The plan shall be in accordance with the terms of applicable collective bargaining agreements and Ohio law.

A school day may be waived if the closing is due to disease, epidemic, hazardous weather conditions, law enforcement emergencies, damage to a school building, utility failure, or inoperability of school buses or other equipment needed for school operations and the number of allowable calamity days has not been exceeded. Any school days lost in excess of the allowable number of calamity days shall be made up in accordance with the approved contingency plan and as provided in Ohio law.

A regularly-scheduled school day that is reduced in length by no more than two (2) hours due to hazardous weather conditions may be counted as a full school day for the purpose of meeting the minimum number of school days.

If the Board closes school or evacuates any school building due to disease, epidemic, hazardous weather conditions, damage to a school building, utility failure, or inoperability of school buses or other equipment needed for school operations, and the total number of full school days specified in the approved contingency plan is insufficient to enable the District to meet the required minimum number of school days, the District may make up such school day(s) in one-half hour (1/2) increments added to other school days. If the Board is able to make up the shortage of hours or days by increasing the length of one or more school days, then it will not be required to actually make up any of the days specified in the approved contingency plan. In no case, however, will the Board fail to make up the total number of days/hours specified in the contingency plan.

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A regularly-scheduled school day that is reduced in length due to a bomb threat, or any other report of an alleged or impending explosion may be made up in one-half hour (1/2) increments added to other school days.

If a regularly scheduled day is reduced in length due to a bomb threat or report of an alleged or impending explosion, and school is also closed or evacuated on a different day due to disease epidemic, hazardous weather conditions, damage to a school building, utility failure, or inoperability of school buses or other equipment needed for school operations, then the provisions set forth in State law regarding the closure of school regarding a bomb threat shall apply as to the bomb threat. Conversely, the applicable provisions set forth in State law shall apply to the closure of schools due to epidemic, hazardous weather conditions, damage to a school building, utility failure, or inoperability of school buses or other equipment needed for school operations.

Kindergarten students must be in school at least one and one-half (1 1/2) hours per day in order to meet the State's minimum standards.

The school calendar and the number of days of student instruction shall be consistent with the provisions of the collective bargaining agreements between the District and its employees.

R.C. 3313.602, 3313.48, 3313.62, 3313.63, 3317.01 (B), 3313.482

Revised 1/12/09  
Revised 11/15/10

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| REVISED POLICY

PERSONNEL FILES

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that sufficient records exist to ensure an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with District rules, and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Ohio.

The Board delegates the maintenance of an employee personal information system to ~~the Business Manager (classified) and/or assistant superintendent (certified)~~ Human Resources.

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

The employee shall have access to his/her file upon request.

Personnel records are predominantly public records and to that extent must be made available for inspection and copying in accordance with State and Federal laws pertaining to same. In accordance with the Federal Privacy Act and case law, the Board shall refrain from disclosing an employee's social security number when releasing personnel records. Personnel records shall be monitored regularly to assure compliance with this policy and the law. Records deemed no longer accurate, relevant or necessary under this policy may be submitted to the District Records Commission for disposal in accordance with law.

R.C. 149.41, 149.43, 1347 et seq.  
Federal Privacy Act, 5 U.S.C. Section 552a note  
State ex rel. Beacon Journal Publishing Company v. City of Akron (1994),  
70 Ohio St. 3d, 640 N.E. 2d 164

| Revised 06/24/08

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STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

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

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

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.



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A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
  1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
  2. the parent or eligible student, upon request, receives a copy of the record; and
  3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;

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- B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible students, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- C. report a crime committed by a child ~~with a disability~~ to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- D. release de-identified records and information in accordance with Federal regulations;
- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. ~~(See Form 8330 F14.) While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.~~

- F. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The District will verify that the authorized representative complies with FERPA regulations.

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Under the audit exception, the District will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practical, that the personally identifiable information is used only for the audit, evaluation or enforcement of a government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation or compliance activity.

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

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.



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**DIRECTORY INFORMATION**

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

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

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

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

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

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**INSPECTION OF INFORMATION COLLECTION INSTRUMENT**

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least three (3) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within two (2) business days of the principal receiving the request.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

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The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

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

The Superintendent shall also develop procedural guidelines for:

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

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

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



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Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement /compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

R.C. 9.01, 149.41, 149.43, 1347 et seq., 3113.33, 3319.321  
34 C.F.R. Part 99  
20 U.S.C., Section 1232f through 1232i (FERPA)  
26 U.S.C. 152  
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act  
20 U.S.C. 7165(b)  
20 U.S.C. 7908

Revised 5/06  
Revised 6/24/08  
Revised 8/18/08  
Revised 7/27/09

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REVISED POLICY

STUDENT ABUSE AND NEGLECT

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or local law enforcement agency. Such reporting is required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent. Board officials and employees must report suspected abuse to a public children's services or local law enforcement agency even when the suspected abuser is another official or employee.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.

In accordance with law, the Board will provide appropriate instruction on personal safety and assault prevention to all students in grades K-6. In order to develop programs that are appropriate and effective, the Superintendent is authorized to consult with public and/or private agencies or individuals involved in child abuse prevention and intervention. In addition, the Superintendent shall provide a program of in-service education on school safety, prevention of child abuse, violence, and substance abuse and promotion of positive youth development, including a review of Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, for all ~~nurses, teachers, counselors, school psychologists and administrators who work in the District's~~ elementary, middle and high schools staff members.

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GARFIELD HEIGHTS CITY SCHOOL DISTRICT**

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The in-service education provided to middle and high school employees shall include training in the prevention of dating violence.

All newly-employed professional staff~~nurses, teachers, counselors, school psychologists and administrators who work in the District's elementary, middle and high schools~~ shall complete at least four (4) hours of in-service training within two (2) years of the date of employment. Further, all middle and high school staff~~membersnurses, teachers, counselors, school psychologists and administrators~~ employed by the District as of October 16, 2009, must complete the initial four (4) hours of in-service training no later than October 16, 2011. Additional training must occur every five (5) years thereafter.

A law enforcement officer or children's services agency investigating child abuse or neglect may interview a student on school grounds only in accordance with Board Policy 5540.

R.C. 2151.421, 3313.60, 3319.073

Revised 06/24/08  
Revised 7/27/09  
Revised 9/20/10

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| REVISED POLICY

RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. Distribution of all materials on District property by any party shall be in accordance with Policy 7510 and AG 7510 - Use of District Facilities and Policy 9700 - Relations with Special Interest Groups and AG 9700A - Distribution of Materials to Students.

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any student from the free, individual, and voluntary exercise or expression of the student's religious beliefs.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

At the discretion of the Superintendent, a moment of silence may be provided each school day for prayer, reflection, or meditation upon a moral, philosophical, or patriotic theme. However, under no circumstances shall students be compelled to participate.

The flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flag shall be raised before the opening of school and taken down at its close every day.

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The mottoes of the United States of America ("In God We Trust") and the State of Ohio ("With God, All Things Are Possible") shall be displayed in an appropriate manner in a classroom, auditorium, or cafeteria of a school building of the District, if copies of the mottoes or money to purchase copies of the mottoes are donated to the District. The donated or purchased copies of the mottoes shall meet the applicable design requirements as provided by statute.

Furthermore, the Board requires that an observance be scheduled each year on or about Veterans Day to convey the meaning and significance of that day to all students and staff. The amount of time each school devotes to this observance shall be at least one (1) hour or, in schools that schedule class periods of less than one (1) hour, at least one (1) standard class period. The Board shall determine the specific activities to constitute observance in each school in the District after consulting with the school's administrators.

Districts are required to hold an educational program pertaining to the United States Constitution on September 17<sup>th</sup> of each year, Constitution Day. Whenever September 17<sup>th</sup> falls on a Saturday, Sunday, or holiday, the Constitution Day observance shall be held during the preceding or following week.

Professional staff members are authorized to lead students in the Pledge of Allegiance at an appropriate time each school day. However, no student shall be compelled/required to participate in the recitation of the Pledge. Additionally, the Board prohibits the intimidation of any student by other students or staff for the purposes of coercing participation. The Superintendent shall develop administrative guidelines that require any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student. Wording of the Pledge of Allegiance as set forth in the United States Code shall not be altered.

R.C. 3313.601, 3313.602, 3313.76, 3313.77  
20 U.S.C. 4071 et seq.

[Section 111 of Division J of Publ. L 108-447](#)

Gregoire vs. Centennial School District, 907 F.2d 1366, (3rd Cir. 1990)

Lee vs. Weisman, 505 U.S. 577 (1992)

Revised 06/24/08

Revised 9/20/10

Revised 6/20/11

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**REVISED POLICY**

**ANTI-FRAUD**

The Board of Education expects all its employees to be honest and ethical in their conduct and to refrain from engaging in activities which may be fraudulent, illegal, or otherwise unethical. The District will not tolerate such activities, and will investigate claims of suspected fraud or fraudulent activity and implement appropriate disciplinary measures, when necessary.

**Scope**

This policy applies to any fraud, or suspected fraud, involving employees, consultants, vendors, contractors, outside agencies and employees of such agencies, and any other parties having a business relationship with the District.

**Policy**

Fraud and fraudulent activity are strictly prohibited.

Each employee or agent of the District shall be responsible for reporting any observed or suspected fraud or fraudulent activity to his/her immediate supervisor. If the employee's immediate supervisor is not available, responsive, or is the employee whose behavior is in question, the employee may report such information to the Superintendent. If the reported conduct relates to the Superintendent, the report may then be filed directly with the Board President.

All administrators shall attempt to investigate and verify any conduct that appears to constitute fraud within the areas of their responsibility.

All reporting and investigation shall be done in accordance with the District's Whistleblower's AG 1411 (see also AG 3211 and AG 4211).

In addition to or instead of filing a written report with the supervisor or other District authority, the employee may file a report using the Auditor of State's system for reporting fraud in accordance with Ohio law.

**Notification**

The District shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee at the time of his/her employment. Each new employee shall confirm receipt of such information within thirty (30) days of beginning employment.



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**Fraud – Definitions**

"Fraud" is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon ~~his/her injury~~ it to his/her legal injury. For purposes of this policy, fraud includes the misuse and/or misappropriation of public money by any Board employee member or official, or any office or Department of the District.

The following are examples of prohibited acts:

- A. falsification of any District record (particularly financial records) with the intent to conceal information to the District's detriment or the individual's advantage
- B. forgery of a check, bank draft, wire transfer, or any other District financial document
- C. unauthorized alteration of a financial document or account belonging to the District
- D. misappropriation of funds, supplies, or other assets of the District
- E. impropriety in handling or reporting money or financial transactions
- F. disclosing confidential and proprietary information to outside parties for personal gain (either directly or indirectly)
- G. asking for or accepting anything of material value from contractors, vendors, or persons providing services or materials to the District, except as provided in gift policies
- H. unauthorized destruction, removal, or use of records, furniture, fixtures and/or equipment for personal gain (either directly or indirectly)
- I. misuse of State or Federal funds for other than their designated purposes

This list is meant to illustrate the types of activities that are prohibited. It is not comprehensive. Other misconduct of a similar nature is prohibited.

**Confidentiality**

The District will maintain confidentiality with regard to the reports of suspected misconduct and the investigation, to the extent consistent with the conduct of an

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appropriate investigation and its obligations under the Public Records Act. However, absolute confidentiality for reporting witnesses and investigation results cannot be guaranteed.

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Except as authorized by the Superintendent or his/her designee, the reporting witness and others interviewed are not to discuss the allegations or investigation with other District employees or officials, vendors or contractors. Such discussions may interfere with the investigation. Further, because of the nature of the alleged misconduct, unsubstantiated allegations that are not privileged could harm an innocent individual's reputation and result in potential civil liability.

**Non-Retaliation**

Those who, in good faith, report suspected fraudulent activity will not be subject to any retaliation as a result of bringing the suspected misconduct forward. They will be subject to protection of the District's Whistleblower's Policy 1411 (see also Policy 3211 and Policy 4211).

Adopted 1/12/09

**GARFIELD HEIGHTS CITY SCHOOLS**  
2013-2014

**Exhibit " C "**

AUGUST '13				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

8/16 & 8/19 New Teacher Report  
8/20 & 8/21 Tea. Prof. Dev.  
8/22 School Begins (Grades 1-12)  
8/26 Kdgn/Preschool - 1st Day

SEPTEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

9/02 Labor Day (No School)  
9/20 State Prof. Dev. (No School)

OCTOBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

10/18 NEOEA (No School)  
10/25 1st Grading Period Ends

NOVEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

11/5 State Prof. Dev. 6-12 ( No School)  
11/5 Teach Conf. Gr.K-5 (No School)  
11/27 Tea. Conf. Release(No School)  
11/28 & 11/29 Thanksgiving Break

DECEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

12/23 - 12/31 Winter Break  
12/6 State Prof. Dev. (No School)

JANUARY '14				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1/1 - 1/3 Winter Break  
1/16 2nd Grading Period Ends  
1/17 Tea. Dev (No School)  
1/20 Martin Luther King Day

FEBRUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

2/17 President's Day  
2/21 State Pro. Dev. (No School)

MARCH				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

3/21 3rd Grading Period Ends  
3/24-3/28 Spring Break

APRIL				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

4/18 Good Friday  
4/21 Easter Monday

MAY				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

5/26 Memorial Day (No School)  
5/16 Tea. Prof. Dev. (No School)

JUNE				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

6/5 Last day of school for students  
6/6 Tea. Prof. Dev. (No School)

GRADING PERIODS		
1st Quarter Ends	10/25/13	47
2nd Quarter Ends	1/16/14	47
3rd Quarter Ends	3/21/14	43
4th Quarter Ends	6/5/14	45
		182 days

**STARTING AND ENDING TIMES**

High School:  
Middle School:  
Maple Leaf:

William Foster and Elmwood:  
Kindergarten William Foster and Elmwood:  
Morning  
Afternoon