

GARFIELD HEIGHTS BOARD OF EDUCATION  
GARFIELD HEIGHTS, OHIO

RECORD OF PROCEEDINGS  
Minutes – Regular Board Meeting  
April 15, 2019

The Board of Education of the Garfield Heights City School District met regular session on Monday, April 15, 2019 at the Garfield Heights High School, 4900 Turney Road, Garfield Heights, Ohio 44125 at 6:00 p.m. with Mr. Gary Wolske, President of the Board, presiding.

ROLL CALL

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

Absent:

**RECOMMEND ADOPTION OF AGENDA AS PRESENTED**

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

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske

Nays: None

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

**READING & APPROVAL OF MINUTES**

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

Minutes from the Regular Board Meeting of March 18, 2019.

Ayes: Juby, Kitson, Chamberlin, Dobies, Wolske

Nays: None

**BOARD PRESIDENT'S REPORT**

Good evening everyone, welcome to the April Board meeting. Thank you Ms. Hager for inviting us to have our meeting in your building this month. I believe I speak for the entire Board when I say that we all look forward to this meeting as we get to meet the top ten students, hear a little bit about their accomplishments, their future plans and goals. It is also great to hear from the students about the teacher that had the most influence on them.

## **COMMITTEE REPORTS:**

### **Cuyahoga Valley Career Center – Christine A. Kitson Student Activities - Joseph Juby**

Spring season has started slowly in both in the number of games played and the success of our teams. I feel that the diminishing numbers of youth baseball and softball players in the city and no middle school track program contribute to our high school athletes starting off behind the competition. Recent major purchases include: wrestling tournament fees, baseball hats, middle school banners and state wrestling tournament reimbursement. Another successful hall of fame banquet was held on Friday, April 12.

### **Legislative Liaison – Gary Wolske City Liaison – Robert A. Dobies Sr. Policy Liaison – Christine A. Kitson & Joan Chamberlin**

Both Mrs. Kitson and Mrs. Chamberlin commented about the Addams Family performance they attended put on by the High School drama department. Awed by the cast and crew.

## **PRESENTATION**

### **RECOGNITIONS/COMMENDATIONS**

In the course of doing our jobs as Administrators and staff here in the Garfield Heights School District, we have all sorts of tasks. One of our favorites is introducing the “Top Ten” students. Although a high school student’s GPA is based on their four years in high school, they really start working toward this honor in kindergarten. The knowledge they gain and the work habits they form in elementary and middle school lay the solid foundation they need to achieve “Top Ten” status.

A few years ago, our “Top Ten” told us that although they achieved this honor through hard work, they had a little help. Obviously, their parents played a major role in molding them into fine, young adults. However, they felt that their teachers played a big part too. Since we cannot recognize each and every teacher individually, we asked the students to choose that one “special” teacher that stood out in their memories. This is how “Roses for Teachers” was conceived.

Tonight, as we introduce our “Top Ten” for the Class of 2019 and tell you a little about each of them, we will also read a short essay that each student wrote about their memorable teacher. That essay was framed and will be presented as a plaque to that honored teacher.

Ms. Hager will now introduce our “Top Ten” and “Roses for Teachers”.

Mr. Hanke introduced Amber Weisbarth who is on the agenda to be hired for the position of Secretary Teaching and Learning.

## **SUPERINTENDENT'S REPORT**

Thank you, Mr. President. Tonight, I will keep my remarks brief, as I have a few important reminders. First, since our last meeting, Kindergarten Registration has taken place, and we thank all of the parents who took time to make appointments and take the necessary steps to become Little Bulldogs for next school year. Looking forward, A Little Bulldog Pre-School Peer Application Meeting will take place on Friday, April 26th at 10 a.m. at William Foster Elementary School so that parents can learn more about the Preschool opportunities in our District.

All of this emphasis on ensuring that our community's youngest students are engaged in the Garfield Heights City Schools as early as possible is a deliberate effort on behalf of our entire district. We know that the earlier we have our students, the more successful they become academically. That is our ultimate goal for every student in this District: To provide top quality academic opportunities, competitive and constructive co-curricular and student leadership opportunities and to help them grow and succeed.

While we focus on the youngest ages and grades of the student body, we are here tonight to honor our finest examples of students at the oldest ages and grades of the student spectrum...with our annual Roses for Teachers ceremony. These students have gone far beyond the call of duty, have earned the top ten grade point averages in their class, and demonstrate all that is possible when one pursues the opportunities offered in our District. I congratulate them, as well as their families, for such high achievement. The teachers who will be recognized tonight have undoubtedly played a critical role in these students' development and I thank them for their dedication, hard work and compassion for our students. Tonight's Roses for Teachers ceremony is one of the most prized and cherished evenings in the entire school year, so I once again, express my Bulldog pride to each and every one of you.

With that, Mr. President, I conclude my report and as always, Goooooo Bulldogs!

## **REMARKS FROM THE PUBLIC REGARDING AGENDA ITEMS**

### **REPORTS & RECOMMENDATIONS OF THE TREASURER:**

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

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

### **RECOMMENDATIONS OF THE BOARD OF EDUCATION:**

### **RECOMMENDATIONS OF THE SUPERINTENDENT TO THE BOARD:**

#### **PERSONNEL:**

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

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

Moved by Mr. Juby, seconded by Mr. Dobies to accept the resignation of Melissa Francis, Science Teacher at the High School effective July 5, 2019.

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

Moved by Mr. Juby, seconded by Mr. Dobies to accept the resignation of Lauren DiFranco, Art Teacher at William Foster effective July 5, 2019.

Ayes: Juby, Dobies, Chamberlin, Kitson, Wolske

Nays: None

Moved by Mr. Juby, seconded by Mr. Dobies to accept the resignation Carolyn Cieplowski, Building Assistant at William Foster, March 8, 2019.

Ayes: Juby, Dobies, Chamberlin, Kitson, Wolske

Nays: None

Moved by Mr. Juby, seconded by Mr. Dobies to accept the resignation of Patricia Blackmon, Housekeeper at the Middle School effective March 29, 2019.

Ayes: Juby, Dobies, Chamberlin, Kitson, Wolske

Nays: None

Moved by Mr. Juby, seconded by Mr. Dobies to terminate the probationary contract for Janise Wells, Housekeeper at the High School effective March 25, 2019 for job abandonment.

Ayes: Juby, Dobies, Chamberlin, Kitson, Wolske

Nays: None

Moved by Mr. Juby, seconded by Mr. Dobies to approve Jill Cooke as the 2019 Summer Intervention Program Principal and stipend for the amount of \$3,600 funded by Federal Title I grant.

Ayes: Juby, Dobies, Chamberlin, Kitson, Wolske

Nays: None

Moved by Mr. Juby, seconded by Mr. Dobies to approve Paul Monastra as the 2019 Summer Intervention Program Assistant Principal and stipend for the amount of \$3,200 funded by Federal Title I grant.

Ayes: Juby, Dobies, Chamberlin, Kitson, Wolske

Nays: None

Moved by Mr. Juby, seconded by Mr. Dobies to approve the certified contract(s) for the 2019-2020 school year as follows:

<u>Name</u>	<u>Position</u>	<u>Degree</u>	<u>Step</u>
Maria Beech	Grade 5 - EW	B+10	6
Jada Thompson	Grade 4 - ML	M+0	1

Ayes: Juby, Dobies, Chamberlin, Kitson, Wolske

Nays: None

Moved by Mr. Juby, seconded by Mr. Dobies to approve the appointment of certificated and/or licenses teaching staff on limited contracts for the 2019-2020 school year as presented in Exhibit "C" .

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

Moved by Mrs. Chamberlin, seconded by Mrs. Kitson to extend a continuing contract to the following teacher(s) effective at the beginning of the 2019-2020 school year as follows:

Katie Skocdopole - LC	Ike Dawson - LC	Matthew Dziak - LC
Brian Reid - LC	Chris Wooley - LC	Bryan Petsche – LC

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

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the exempt contract(s) for the 2019-2020 school year as follows:

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Step</u>
Amber Weisbarth (eff: 7/1/19)	EX-1 Secretary Teaching/Learning	7	0

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

Moved by Mr. Juby, seconded by Mrs. Kitson to approve additional hours for Vicky Stevens, Bus Aide, from 4 hours per day to 5.5 hours per day due to a new assignment on a special needs bus, effective April 16, 2019.

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

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

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Exp.</u>
Joslyn Mclemore (eff: 4/3/19)	Bus Aide (1E)	4	0
Wynette McGriff (eff: 4/8/19)	PT Vehicle Drier (1E)	4	2
Joseph Ventre (eff: (4/23/19)	PT Vehicle Driver (1E)	4	0
Reginald ParkerHousekeeper (1D) – MS (eff: 4/16/19)		6	0

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

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the Athletic/Student Activities Supplemental Positions for 2018-2019 as follows:

<u>Name</u>	<u>Position</u>
April Smith	Drill Team - MS
Chris Satola	PAC Events Manager

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

Moved by Mr. Juby, seconded by Mrs. Kitson to approve the Athletic/Student Activities Supplemental Positions for 2019-2020 as follows:

<u>Name</u>	<u>Position</u>
DeCarlo Mealing	Girls Head Basketball Coach – HS

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

Moved by Mr. Juby, seconded by Mrs. Kitson to non-renew the contracts of the following staff members at the end of the 2018-2019 school year, who meets one or more of the following criteria: hired as an intern; hired after retirement from a school system; hired for part-time position:

Gordon Dupree - Director of Pupil Services - Central Office  
Chris Mather - Resident Educator Program Coordinator - District  
Ceil Shields - Lead Cafeteria Staff/Cook (3C) - WF  
Evelyn Sindyla - Language Arts - MS  
Kate Abbey - Title I Tutor - ML  
Damaris Abreu - Title I Tutor - EW  
Tonia Byers - Title I Tutor - ML  
Heather Corporan - Title I Tutor - WF  
Rebecca Kamps - Title I Tutor - ML  
Bonnie Lias - Title I Tutor - WF  
Kimberly Russ - Title I Tutor - EW  
Laura Thornton - Title I Tutor - WF  
Christina Zarrelli - Title I Tutor – EW

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

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

Rachel Frankenberry - Housekeeping - MS (eff: 3/25/19)  
Kelly Bossone - Housekeeping - WF (eff: 4/16/19)  
Denise Kubinski - Housekeeping - HS (eff: 4/16/19)

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

Moved by Mr. Juby, seconded by Mrs. Kitson to approve an hourly stipend at the Curriculum rate of \$25.76 for the teachers that participated in Literacy Night at Maple Leaf on March 20, 2019 to be paid from Title I Funds.

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

Moved by Mr. Juby, seconded by Mrs. Kitson to approve an hourly stipend at the Curriculum rate of \$25.76 for the teachers that participated in the Elmwood Parent Literacy work session not to exceed 2 hours, to be paid from Title I Funds.

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

### **POLICY:**

Moved by Mrs. Chamberlin, seconded by Mr. Dobies to approve the second reading of the proposed board policies as presented in Exhibit "D".

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

### **CONTRACTS:**

Moved by Mrs. Kitson, seconded by Mr. Juby to approve the agreement between Garfield Heights City Schools and North Coast Therapy Associates, Inc. to serve students on Individualized Education Programs needing physical therapy services for the 2019-2020 school year.

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

Moved by Mrs. Kitson, seconded by Mr. Juby to approve the contract between PSI Affiliates, Inc./PSI Associates, Inc. and the Garfield Heights City Schools for the 2019-2020, 2020-2021, and 2021-2022 school years.

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

Moved by Mrs. Kitson, seconded by Mr. Juby to approve a three-year photographic service agreement with Lifetouch to photograph the school's picture programs.

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

Moved by Mrs. Kitson, seconded by Mr. Juby to approve a primary service agreement with the Education Service Center of Northeast Ohio for the 2019-2021 school years as per ORC. 3313.843.

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

Moved by Mrs. Kitson, seconded by Mr. Juby to approve a two-year facility service agreement with Brewer Garrett to provide HVAC support services.

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

**RENTALS & FACILITY USAGES:**

**MISCELLANEOUS:**

Moved by Mrs. Kitson, seconded by Mr. Dobies to approve Resolution No. 2019-05, a resolution Approving Settlement Agreement Student A.M., as presented in Exhibit "E".

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

Moved by Mrs. Chamberlin, seconded by Mr. Juby to approve Resolution No. 2019-06, Authorizing 2019-2020 membership in the Ohio High School Athletic Membership as presented in Exhibit "F".

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

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

**ANNOUNCEMENT OF NEXT BOARD MEETINGS**

Board of Education Regular Meeting – 6:00 P.M.  
May 20, 2019  
Elmwood Elementary School  
5275 Turney Road  
Garfield Heights, Ohio 44125

**EXECUTIVE SESSION**


Moved by Mr. Dobies, seconded by Mrs. Chamberlin to enter into executive session at 6:58 for the purpose of discussing personnel.

Adjourned from Executive Session at 8:00 p.m.

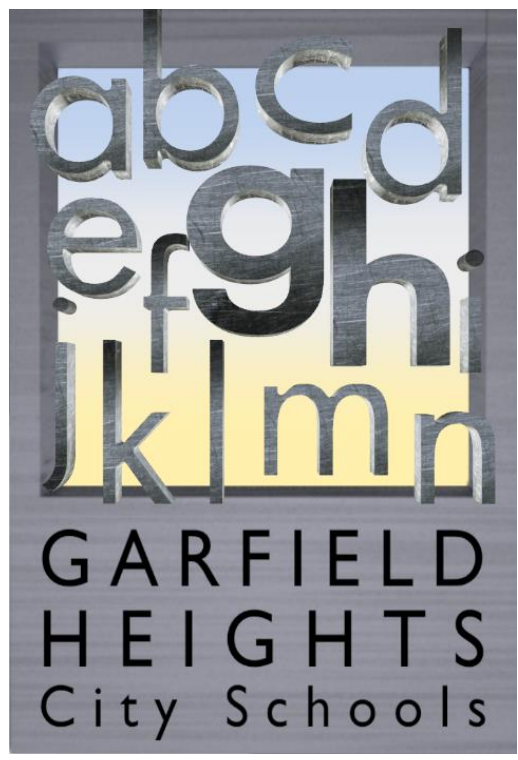
Moved by Mrs. Kitson, seconded by Mrs. Chamberlin to adjourn at 8:01 p.m.

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

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Treasurer





# **Financial Report**

## **March 31, 2019**

**Garfield Heights City Schools**



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



March 2019 Estimate	March 2019 Actuals	March 2018 Actuals	Variance-Month Actuals to Estimate	Explanation of Material Variance (Greater than 5%)
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**Revenue:**

1.010 - General Property Tax (Real Estate)	\$ 701,300	\$ 827,897	\$ 744,925	\$ 126,597	Higher than projected delinquency collections.
1.020 - Public Utility Property Tax	\$ 517,400	\$ 517,419	\$ 495,693	\$ 19	
1.035 - Unrestricted Grants-in-Aid	\$ 1,948,500	\$ 1,964,446	\$ 1,894,732	\$ 15,946	
1.040 - Restricted Grants-in-Aid	\$ 51,000	\$ 47,999	\$ 42,899	\$ (3,001)	
1.050 - Property Tax Allocation	\$ -	\$ -	\$ -	\$ -	
1.060 - All Other Operating Revenues	\$ 220,000	\$ 223,743	\$ 163,822	\$ 3,743	
<b>1.070 - Total Revenue</b>	<b>\$ 3,438,200</b>	<b>\$ 3,581,504</b>	<b>\$ 3,342,071</b>	<b>\$ 143,304</b>	

**Other Financing Sources:**

2.050 - Advances In	\$ -	\$ -	\$ -	\$ -	
2.060 - All Other Financing Sources	\$ -	\$ -	\$ -	\$ -	
<b>2.080 Total Revenue and Other Financing Sources</b>	<b>\$ 3,438,200</b>	<b>\$ 3,581,504</b>	<b>\$ 3,342,071</b>	<b>\$ 143,304</b>	

**Expenditures:**

3.010 - Personnel Services	\$ 2,804,000	\$ 2,830,139	\$ 2,733,037	\$ 26,139	
3.020 - Employees' Retirement/Insurance Benefits	\$ 802,000	\$ 772,604	\$ 764,309	\$ (29,396)	
3.030 - Purchased Services	\$ 950,000	\$ 908,692	\$ 1,068,157	\$ (41,308)	
3.040 - Supplies and Materials	\$ 50,000	\$ 34,104	\$ 48,591	\$ (15,896)	
3.050 - Capital Outlay	\$ -	\$ 2,092	\$ -	\$ 2,092	
4.055 - Debt Service Other	\$ -	\$ -	\$ -	\$ -	
4.300 - Other Objects	\$ 240,000	\$ 397,589	\$ 277,720	\$ 157,589	DTRAC fees significantly exceeded estimated due to higher delinquency tax collections.
<b>4.500 - Total Expenditures</b>	<b>\$ 4,846,000</b>	<b>\$ 4,945,220</b>	<b>\$ 4,891,814</b>	<b>\$ (99,220)</b>	

**Other Financing Uses:**

5.010 - Operating Transfers-Out	\$ -	\$ -	\$ -	\$ -	
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
<b>5.050 - Total Expenditures and Other Financing Uses</b>	<b>\$ 4,846,000</b>	<b>\$ 4,945,220</b>	<b>\$ 4,891,814</b>	<b>\$ (99,220)</b>	

<b>Surplus/(Deficit) for Month</b>	<b>\$ (1,407,800)</b>	<b>\$ (1,363,716)</b>	<b>\$ (1,549,743)</b>	<b>\$ 44,084</b>	
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**Garfield Heights City Schools**



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



**Revenue:**

	FYTD 19 Estimate	FYTD 19 Actuals	FYTD 18 Actuals	Variance- Current FYTD Actual to Estimate	
1.010 - General Property Tax (Real Estate)	\$ 14,307,000	\$ 16,523,629	\$ 15,183,689	\$ 2,216,629	Delinquency collections were significantly higher than projected
1.020 - Public Utility Property Tax	\$ 923,400	\$ 923,469	\$ 886,045	\$ 69	
1.035 - Unrestricted Grants-in-Aid	\$ 17,985,400	\$ 18,078,704	\$ 17,455,255	\$ 93,304	
1.040 - Restricted Grants-in-Aid	\$ 507,500	\$ 517,548	\$ 625,846	\$ 10,048	
1.050 - Property Tax Allocation	\$ 1,387,600	\$ 1,390,443	\$ 1,473,055	\$ 2,843	
1.060 - All Other Operating Revenues	\$ 783,200	\$ 1,462,264	\$ 808,473	\$ 679,064	TIF collections exceeded projections and the timing of tuition collections caused the large variance in this area.
<b>1.070 - Total Revenue</b>	<b>\$ 35,894,100</b>	<b>\$ 38,896,057</b>	<b>\$ 36,432,363</b>	<b>\$ 3,001,957</b>	

**Other Financing Sources:**

2.050 - Advances In	\$ 328,324	\$ 328,324	\$ 170,312	\$ -	
2.060 - All Other Financing Sources	\$ -	\$ -	\$ 4,349	\$ -	
<b>2.080 Total Revenue and Other Financing Sources</b>	<b>\$ 36,222,424</b>	<b>\$ 39,224,381</b>	<b>\$ 36,607,024</b>	<b>\$ 3,001,957</b>	

**Expenditures:**

3.010 - Personnel Services	\$ 18,664,000	\$ 18,728,360	\$ 18,319,509	\$ (64,360)	
3.020 - Employees' Retirement/Insurance Benefits	\$ 6,958,000	\$ 6,910,519	\$ 6,608,761	\$ 47,481	
3.030 - Purchased Services	\$ 7,064,000	\$ 7,023,660	\$ 7,061,255	\$ 40,340	
3.040 - Supplies and Materials	\$ 762,500	\$ 846,536	\$ 641,090	\$ (84,036)	
3.050 - Capital Outlay	\$ 83,500	\$ 222,982	\$ 386,436	\$ (139,482)	We will be reclassifying some Capital Outlay expenditures to other funds that were erroneously posted here.
4.055 - Debt Service Other	\$ -	\$ -	\$ 133,514	\$ -	
4.300 - Other Objects	\$ 611,700	\$ 758,765	\$ 602,376	\$ (147,065)	DTRAC fees exceeded estimates
<b>4.500 - Total Expenditures</b>	<b>\$ 34,143,700</b>	<b>\$ 34,490,822</b>	<b>\$ 33,752,941</b>	<b>\$ (347,122)</b>	

**Other Financing Uses:**

5.010 - Operating Transfers-Out	\$ 119,105	\$ 119,105	\$ 100,000	\$ -	
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
<b>5.050 - Total Expenditures and Other Financing Uses</b>	<b>\$ 34,262,805</b>	<b>\$ 34,609,927</b>	<b>\$ 33,852,941</b>	<b>\$ (347,122)</b>	

**Surplus/(Deficit) FYTD**

	\$ 1,959,619	\$ 4,614,454	\$ 2,754,083	\$ 2,654,835	
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## Garfield Heights City Schools



### Revenue Analysis Report - General Operating Fund Only - FY19



2018-2019	Local Revenue				Federal	State Revenue			Non-Operating*	Total Revenue
	Taxes		Interest	Other Local		Unrestricted Grants-in-Aid	Property Tax Allocation	Restricted Grants-in-Aid		
	Real Estate	Personal Property								
July	3,943,000	-	9,207	23,494	-	1,960,093	-	66,591	-	6,002,385
August	2,870,732	406,050	5,255	174,462	-	2,055,203	-	66,576	328,324	5,906,602
September	-	-	9,958	29,218	-	2,061,429	1,282,622	66,574	-	3,449,801
October	-	-	-	209,965	-	1,992,029	47	65,766	-	2,267,807
November	-	-	33,167	2,620	-	1,957,513	107,774	64,695	-	2,165,769
December	-	-	2,898	19,349	-	2,067,250	-	43,683	-	2,133,180
January	2,371,000		1,911	177,706		2,054,925		41,830		4,647,372
February	6,511,000		8,137	531,175		1,965,815		53,834		9,069,961
March	827,897	517,419	12,959	210,784		1,964,446		47,999		3,581,504
April										-
May										-
June										-
<b>Totals</b>	<b>\$16,523,629</b>	<b>\$923,469</b>	<b>\$83,492</b>	<b>\$1,378,773</b>	<b>\$0</b>	<b>\$18,078,703</b>	<b>\$1,390,443</b>	<b>\$517,548</b>	<b>\$328,324</b>	<b>\$39,224,381</b>
<b>% of Total</b>	<b>42.13%</b>	<b>2.35%</b>	<b>0.21%</b>	<b>3.52%</b>	<b>0.00%</b>	<b>46.09%</b>	<b>3.54%</b>	<b>1.32%</b>	<b>0.84%</b>	

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

## Garfield Heights City Schools



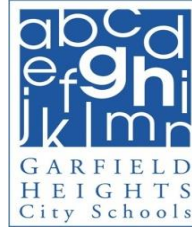
### Expenditure Analysis Report - General Operating Fund - FY19



2018-2019	Salaries	Benefits	Services	Supplies	Equipment	Other	Non-Operating*	Total Expenses
July	1,892,516	739,928	802,621	211,502	-	82,960	-	3,729,527
August	2,658,098	808,108	605,201	184,747	8,422	198,494	-	4,463,070
September	1,840,747	811,948	599,118	69,625	124,581	5,850	-	3,451,869
October	1,878,669	758,133	589,983	114,594	87,887	6,826	-	3,436,092
November	1,904,159	758,199	934,223	60,419	-	9,777	-	3,666,777
December	1,920,677	759,543	567,533	21,032	-	7,017	-	3,275,802
January	1,908,133	755,365	1,185,242	92,981	-	40,544	119,105	4,101,370
February	1,895,222	746,691	831,047	57,531	-	9,719	-	3,540,210
March	2,830,139	772,604	908,692	34,104	2,092	397,589	-	4,945,220
April								-
May								-
June								-
<b>TOTALS</b>	<b>\$18,728,360</b>	<b>\$6,910,519</b>	<b>\$7,023,660</b>	<b>\$846,535</b>	<b>\$222,982</b>	<b>\$758,776</b>	<b>\$119,105</b>	<b>\$34,609,937</b>
<b>% of Total</b>	<b>54.11%</b>	<b>19.97%</b>	<b>20.29%</b>	<b>2.45%</b>	<b>0.64%</b>	<b>2.19%</b>	<b>0.34%</b>	

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

# Garfield Heights City Schools

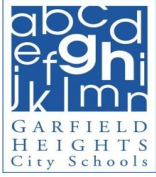


March 31, 2019

FINSUMM Financial Summary

Fund	Fund Name	Beginning Balance 7/1/2018	Monthly Receipts	Fiscal Year To Date Receipts	Monthly Expenditures	Fiscal Year To Date Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$1,078,458.00	\$3,581,504.00	\$39,224,380.00	\$4,945,220.00	\$34,609,928.00	\$5,692,910.00	\$1,954,138.00	\$3,738,772.00
002	Bond Retirement	\$3,283,865.00	\$229,909.00	\$4,457,648.00	\$11,069.00	\$3,892,799.00	\$3,848,714.00	\$0.00	3,848,714.00
003	Permanent Improvement	\$186,224.00	\$8,241.00	\$154,135.00	\$7,918.00	\$247,496.00	\$92,863.00	\$22,237.00	70,626.00
004	Building Fund	\$103,558.00	\$2,725.00	\$25,525.00	\$39,972.00	\$92,868.00	\$36,215.00	\$13,686.00	22,529.00
006	Food Service	\$1,458,612.00	\$215,806.00	\$1,373,242.00	\$209,138.00	\$1,572,058.00	\$1,259,796.00	\$403,243.00	856,553.00
007	Special Trust	\$25,001.00	\$175.00	\$925.00	\$0.00	\$10,712.00	\$15,214.00	\$6,650.00	8,564.00
008	Endowment Trust	\$100,665.00	\$220.00	\$1,756.00	\$0.00	\$500.00	\$101,921.00	\$0.00	101,921.00
009	Uniform Supplies	(\$7.00)	\$881.00	\$9,104.00	\$1,250.00	\$50,721.00	(\$41,624.00)	\$12,915.00	(54,539.00)
014	Rotary - Internal Services	\$75,364.00	\$4,587.00	\$20,535.00	\$7,447.00	\$11,648.00	\$84,251.00	\$4,347.00	79,904.00
018	Public School Support	\$6,311.00	\$49.00	\$13,408.00	\$1,321.00	\$17,447.00	\$2,272.00	\$9,356.00	(7,084.00)
019	Other Grants	\$55,897.00	\$30,162.00	\$122,386.00	\$54,549.00	\$317,428.00	(\$139,145.00)	\$14,419.00	(153,564.00)
022	District Agency	\$22,184.00	\$16,800.00	\$17,060.00	\$1,168.00	\$2,597.00	\$36,647.00	\$3,435.00	33,212.00
024	Employee Benefits Self Insurance	\$186,407.00	\$0.00	\$0.00	\$5,276.00	\$79,241.00	\$107,166.00	\$2,090,790.00	(1,983,624.00)
034	Classroom Facilities Maintenance	\$768,054.00	\$11,805.00	\$223,096.00	\$0.00	\$173,161.00	\$817,989.00	\$3,870.00	814,119.00
200	Student Managed Funds	\$10,151.00	\$6,315.00	\$27,410.00	\$5,129.00	\$19,562.00	\$17,999.00	\$16,498.00	1,501.00
300	District Managed Funds	\$11,040.00	\$3,920.00	\$198,216.00	\$19,821.00	\$226,386.00	(\$17,130.00)	\$37,917.00	(55,047.00)
401	Auxiliary Services	\$104,443.00	\$971.00	\$650,427.00	\$105,905.00	\$421,287.00	\$333,583.00	\$155,636.00	177,947.00
439	Public School Preschool	(\$1.00)	\$6,896.00	\$60,549.00	\$9,047.00	\$103,817.00	(\$43,269.00)	\$7.00	(43,276.00)
440	Entry Year Programs	\$183.00	\$0.00	\$0.00	\$0.00	\$0.00	\$183.00	\$0.00	183.00
451	OneNet (Data Communication)	\$9,083.00	\$4,500.00	\$9,000.00	\$0.00	\$0.00	\$18,083.00	\$0.00	18,083.00
452	Schoolnet Professional Development	\$9.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.00	\$0.00	9.00
461	Vocational Education Enhancements	\$3,199.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,199.00	\$0.00	3,199.00
463	Alternative Schools	\$334.00	\$0.00	\$0.00	\$0.00	\$0.00	\$334.00	\$0.00	334.00
499	Miscellaneous State Grants	\$992.00	\$0.00	\$21,798.00	(\$6,439.00)	\$7,751.00	\$15,039.00	\$7,174.00	7,865.00
506	Race to the Top	\$604.00	\$0.00	\$0.00	\$0.00	\$0.00	\$604.00	\$0.00	604.00
516	IDEA-B	\$146.00	\$67,437.00	\$879,091.00	\$63,532.00	\$1,137,368.00	(\$258,131.00)	\$168,387.00	(426,518.00)
533	Title IID Technology	\$76.00	\$0.00	\$0.00	\$0.00	\$0.00	\$76.00	\$0.00	76.00
536	Title I - School Improvement Part A	\$93.00	\$0.00	\$79,694.00	\$0.00	\$88,509.00	(\$8,722.00)	\$817.00	(9,539.00)
572	Title I - Disadvantaged Children	(\$549,843.00)	\$111,521.00	\$1,097,482.00	\$163,203.00	\$985,906.00	(\$438,267.00)	\$200,526.00	(638,793.00)
573	Title V	\$2,074.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,074.00	\$34.00	2,040.00
584	Drug Free School	\$7,777.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,777.00	\$0.00	7,777.00
587	Preschool Handicap	\$0.00	\$1,928.00	\$14,296.00	\$2,878.00	\$17,174.00	(\$2,878.00)	\$0.00	(2,878.00)
590	Title II-A - Improving Teacher Quality	\$40.00	\$20,130.00	\$110,748.00	\$17,868.00	\$156,666.00	(\$45,878.00)	\$22,873.00	(68,751.00)
599	Miscellaneous Federal Grants	\$3,378.00	\$450.00	\$16,085.00	\$675.00	\$16,346.00	\$3,117.00	\$18,601.00	(15,484.00)
	<b>Grand Totals (ALL Funds)</b>	<b>\$6,954,371.00</b>	<b>\$4,326,932.00</b>	<b>\$48,807,996.00</b>	<b>\$5,665,947.00</b>	<b>\$44,259,376.00</b>	<b>\$11,502,991.00</b>	<b>\$5,167,556.00</b>	<b>\$6,335,435.00</b>

**Garfield Heights City Schools**

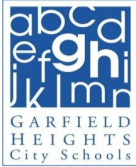


**Record of Advances  
2017/18 Initial - 2018/19 Returned**



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

**Garfield Heights City Schools**



**Approved Grant Funds for 2018/2019**

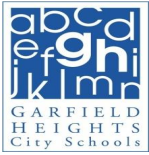


This report is a listing of all grant funds authorized and received throughout the 2018/2019 fiscal year.

<b>Fund</b>	<b>Description</b>	<b>Authorized Amount</b>	<b>Non-Public Authorized Amount</b>	<b>Monthly Amount Received</b>	<b>Amount Received Project-To-Date</b>
<b><u>State Grants</u></b>					
439/9019	Public School Preschool	\$80,000.00	\$0.00	\$6,896.00	\$32,239.00
451/9019	Data Communications	\$0.00	\$0.00	\$4,500.00	\$9,000.00
<b><u>Auxiliary Services</u></b>					
401/9019	Trinity	\$0.00	\$0.00	\$0.00	\$323,532.00
401/9619	St. Benedict	\$0.00	\$0.00	\$0.00	\$322,878.00
	<b>Total State Funds</b>	<b>\$80,000.00</b>	<b>\$0.00</b>	<b>\$11,396.00</b>	<b>\$687,649.00</b>
<b><u>Federal Grants</u></b>					
516/9019	IDEA-B Special Education	\$1,007,792.00	\$0.00	\$67,437.00	\$325,143.00
536/9191	Title I School Improvement Part A	\$0.00	\$0.00	\$0.00	\$79,694.00
572/9019	Title I	\$1,499,129.00	\$0.00	\$111,521.00	\$819,133.00
587/9019	Preschool Special Education	\$17,767.00	\$0.00	\$1,928.00	\$8,462.00
590/9019	Title II-A Improving Teacher Quality	\$214,832.00	\$0.00	\$20,130.00	\$62,313.00
599/9019	Title IV-A Student Supp/Academic Enrich	\$116,966.00	\$0.00	\$8,047.00	\$24,141.00
	<b>Total Federal Funds</b>	<b>\$2,856,486.00</b>	<b>\$0.00</b>	<b>\$209,063.00</b>	<b>\$1,318,886.00</b>



**Garfield Heights City Schools**

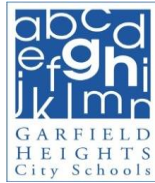


**Cash Reconciliation**



**March 31, 2019**

<b>FINSUM Balance</b>		<b>11,502,991</b>
<b>Bank Balance:</b>		
Key Bnk - Property Tax/Foundation Receipts	1,436,965	
PNC - General	175,544	
JP MorganChase - Payroll	(13,182)	
		1,599,327
<b>Investments:</b>		
STAR Ohio	7,548,052	
Red Tree	2,319,838	
PNC-Sweep	4,084	
Citizens-Sweep	<u>117,404</u>	
		9,989,378
<b>Change Fund:</b>		
HS School Store	50	
HS Library	50	
High School Athletics	1,050	
		1,150
Less: Outstanding Checks-PNC Bank (General Fund)		(86,864)
Adjustments		-
In Transits		-
<b>Bank Balance</b>		<b>11,502,991</b>
<b>Unreconcilable Difference</b>		<b>-</b>



**Investment Report  
March 31, 2019**



<u>FINANCIAL INSTITUTION</u>	<u>INVESTMENT TYPE</u>	<u>COST</u>	<u>MARKET VALUE</u>	<u>YIELD RATE</u>	<u>MATURITY DATE</u>
Citizens Bank	Public Super NOW	\$ 6,705.22	\$ 6,705.22	0.00	N/A
Citizens Bank	Municipal Money Market	\$ 110,698.73	\$ 110,698.73	0.00	N/A
PNC Bank	Business Perf Money Market	\$ 4,083.91	\$ 4,083.91	1.21	N/A
Red Tree Investment	Money Mkt Fund	\$ 44,460.64	\$ 44,460.64	2.33	N/A
Red Tree Investment	Agency Note	\$ 90,000.00	\$ 89,850.87	1.30	24-May-19
Red Tree Investment	Agency Note	\$ 94,672.25	\$ 94,547.23	1.00	19-Jul-19
Red Tree Investment	Agency Note	\$ 90,000.00	\$ 88,690.59	1.42	27-Jul-20
Red Tree Investment	Agency Note	\$ 100,000.00	\$ 98,742.70	1.50	28-Aug-20
Red Tree Investment	U.S. Treasury Bill	\$ 54,355.74	\$ 54,914.25	2.42	25-Apr-19
Red Tree Investment	U.S. Treasury Bill	\$ 296,287.99	\$ 298,843.50	2.49	30-May-19
Red Tree Investment	Certificate of Deposit	\$ 99,700.00	\$ 99,674.20	2.07	13-Oct-20
Red Tree Investment	Certificate of Deposit	\$ 109,890.00	\$ 109,488.47	2.27	28-Oct-20
Red Tree Investment	Certificate of Deposit	\$ 75,000.00	\$ 73,521.45	1.76	17-Jun-21
Red Tree Investment	Certificate of Deposit	\$ 114,827.50	\$ 116,769.50	3.30	15-Nov-21
Red Tree Investment	Certificate of Deposit	\$ 114,942.50	\$ 115,613.29	2.92	31-Jan-22
Red Tree Investment	Certificate of Deposit	\$ 114,885.00	\$ 115,599.38	2.94	07-Feb-22
Red Tree Investment	Certificate of Deposit	\$ 114,850.50	\$ 115,202.05	2.85	14-Mar-22
Red Tree Investment	Certificate of Deposit	\$ 114,798.75	\$ 113,873.46	2.91	13-Mar-23
Red Tree Investment	Certificate of Deposit	\$ 29,997.00	\$ 29,966.01	2.87	29-Mar-23
Red Tree Investment	Certificate of Deposit	\$ 114,770.00	\$ 118,358.57	3.64	05-Dec-23
Red Tree Investment	Commercial Paper	\$ 98,864.83	\$ 99,672.00	2.81	17-May-19
Red Tree Investment	Commercial Paper	\$ 108,432.50	\$ 109,377.40	2.89	19-Jun-19
Red Tree Investment	Commercial Paper	\$ 113,395.75	\$ 114,184.65	2.83	09-Jul-19
Red Tree Investment	Commercial Paper	\$ 113,234.46	\$ 113,808.60	2.71	23-Aug-19
Red Tree Investment	Commercial Paper	\$ 112,472.88	\$ 113,552.15	3.00	23-Sep-19
Red Tree Investment	Accrued Interest	\$ -	\$ 545.43		
STAROhio	State Pool	\$ 7,548,051.36	\$ 7,548,051.36	2.55	N/A
<b>Total Investment Amount</b>		<b>\$ 9,989,377.51</b>	<b>\$ 9,998,795.61</b>		
		<b>Month-to-Date Interest</b>	<b>FYTD 2019 Interest</b>		
	General Fund	\$ 12,959.00	\$ 83,492.06		
	Food Service	2,689.00	\$ 18,808.48		
	Auxiliary Services-Trinity	477.00	\$ 1,465.54		
	Auxiliary Services-St. Benedict	494.00	\$ 2,224.82		
	Blaugrund Scholarship	220.00	\$ 1,561.83		
		<b>\$ 16,839.00</b>	<b>\$ 107,552.73</b>		

## Garfield Heights City Schools

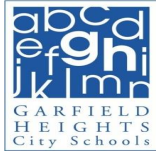
March 31, 2019



Appropriation Summary

Fund	FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
001 General Fund	\$45,331,655.00	\$514,032.00	\$45,845,687.00	\$34,609,928.00	\$4,945,220.00	\$1,954,138.00	9,281,621.00	79.75%
002 Bond Retirement	\$4,581,640.00	\$0.00	4,581,640.00	\$3,892,799.00	\$11,069.00	\$0.00	688,841.00	84.97%
003 Permanent Improvement	\$260,507.00	\$0.00	260,507.00	\$247,496.00	\$7,918.00	\$22,237.00	23,902.00	103.54%
004 Building Fund	\$26,100.00	\$0.00	26,100.00	\$92,868.00	\$39,972.00	\$13,686.00	51,171.00	0.00%
006 Food Service	\$2,105,000.00	\$16,886.00	2,121,886.00	\$1,572,058.00	\$209,138.00	\$403,243.00	146,585.00	93.09%
007 Special Trust	\$15,000.00	\$19,150.00	34,150.00	\$10,712.00	\$0.00	\$6,650.00	16,788.00	50.84%
008 Edowment Trust	\$500.00	\$500.00	1,000.00	\$500.00	\$0.00	\$0.00	500.00	50.00%
009 Uniform Supplies	\$60,000.00	\$3,369.00	63,369.00	\$50,721.00	\$1,250.00	\$12,915.00	(267.00)	100.42%
014 Rotary - Internal Services	\$66,000.00	\$0.00	66,000.00	\$11,648.00	\$7,447.00	\$4,347.00	50,005.00	24.23%
018 Public School Support	\$24,500.00	\$3,500.00	28,000.00	\$17,447.00	\$1,321.00	\$9,356.00	1,197.00	95.73%
019 Other Grants	\$264,324.00	\$188.00	264,512.00	\$317,428.00	\$54,549.00	\$14,419.00	(67,335.00)	125.46%
022 District Agency	\$23,000.00	\$8,408.00	31,408.00	\$2,597.00	\$1,168.00	\$3,435.00	25,376.00	0.00%
024 Employee Benefits	\$400,000.00	\$138,769.00	538,769.00	\$79,241.00	\$5,276.00	\$2,090,790.00	(1,631,262.00)	0.00%
034 Classroom Facilities Maintenance	\$625,200.00	\$0.00	625,200.00	\$173,161.00	\$0.00	\$3,870.00	39,167.00	0.00%
200 Student Managed Funds	\$57,000.00	\$619.00	57,619.00	\$19,562.00	\$5,129.00	\$16,498.00	21,559.00	62.58%
300 District Managed Funds	\$222,050.00	\$276.00	222,326.00	\$226,386.00	\$19,821.00	\$37,917.00	(41,977.00)	118.88%
401 Auxiliary Services	\$524,499.00	\$78,247.00	602,746.00	\$421,287.00	\$105,905.00	\$155,636.00	25,823.00	95.72%
439 Public School Preschool	\$115,190.00	\$7.00	115,197.00	\$103,817.00	\$9,047.00	\$7.00	11,373.00	90.13%
451 OneNet (Data Communication)	\$18,000.00	\$0.00	18,000.00	\$0.00	\$0.00	\$0.00	18,000.00	0.00%
499 Miscellaneous State Grants	\$19,702.00	\$0.00	19,702.00	\$7,751.00	(\$6,439.00)	\$7,174.00	4,777.00	75.75%
516 IDEA-B	\$1,190,517.00	\$19,989.00	1,210,506.00	\$1,137,368.00	\$63,532.00	\$168,387.00	(95,249.00)	107.87%
536 Title I - School Improvement Part A	\$106,629.00	\$33,334.00	139,963.00	\$88,509.00	\$0.00	\$817.00	50,637.00	63.82%
572 Title I - Disadvantaged Children	\$1,853,191.00	\$84,292.00	1,937,483.00	\$985,906.00	\$163,203.00	\$200,526.00	751,051.00	61.24%
587 Preschool Handicap	\$37,685.00	\$0.00	37,685.00	\$17,174.00	\$2,878.00	\$0.00	20,511.00	45.57%
590 Title II-A - Improving Teacher Quality	\$261,864.00	\$3,194.00	265,058.00	\$156,666.00	\$17,868.00	\$22,873.00	85,519.00	67.74%
599 Miscellaneous Federal Grants	\$132,318.00	\$5,000.00	137,318.00	\$16,346.00	\$675.00	\$18,601.00	102,371.00	25.45%
<b>Totals</b>	<b>\$58,322,071.00</b>	<b>\$929,760.00</b>	<b>\$59,251,831.00</b>	<b>\$44,259,376.00</b>	<b>\$5,665,947.00</b>	<b>\$5,167,522.00</b>	<b>\$9,580,684.00</b>	<b>83.42%</b>

**Garfield Heights City Schools**



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



<b>Vendor</b>	<b>Amount</b>	<b>Fund</b>	<b>Description</b>
Amsterdam Printing &Litho	\$ 5,129.00	200	Prom Supplies
NEORS	\$ 5,120.00	001	February Sewage Fees
Nowak Tours	\$ 9,525.00	019	Students of Promise College Trips
Ohio Bureau of Workers Comp	\$ 12,524.00	Various	Workers Comp Payments
Renhill Group	\$ 23,240.00	Various	Substitute Services
Star Therapy & Sales	\$ 26,144.00	001	Occupational Therapy Services
Veemost Technologies	\$ 20,000.00	401	Services
Kidslink Neurobehavioral	\$ 19,200.00	516	Tuition for placed students
Spanish First Class	\$ 22,945.00	401	Aux Services-Trinity Spanish Teacher
Suburban Health Consortium	\$ 479,706.00	024	Employee Health Care for November
Tiery Borthers	\$ 15,817.00	001	Personnel Analytic Software
Universal Oil, Inc	\$ 9,160.00	001	Diesel/Gas Fuel
Oak Hall Industries	\$ 6,728.00	014	Cap and Gowns for resale
PSI Affiliates	\$ 12,974.00	401	Non-Public Support Services
PNC Bank	\$ 21,348.00	Various	Various credit card purchases
Dairymans	\$ 10,710.00	006	Milk and Juice Purchases
Damon Industries	\$ 5,065.00	001	Building Maintenance Supples
Gordon Food Service	\$ 69,813.00	006	Food Purchases
Re-Ed Access, LLC	\$ 8,436.00	001	OOD Tuition
Renhill Group	\$ 23,240.00	Various	Substitute Services
Suburban School Transportation	\$ 11,118.00	001	OOD student transportation
Illuminating Company	\$ 107,044.00	001	Electricity Service-February
ABA Outreach Services	\$ 24,428.00	516	Special Education Contracted Services
Fisher & Phillips, LLC	\$ 6,555.00	001	Legal Fees
Hanks Sales	\$ 5,430.00	001	Check folding machine and service agreement
Houghton Mifflin	\$ 12,018.00	401	Student reading and math workbooks
Paladin Protective Systems	\$ 39,971.00	004	Middle school bell and sound system
PSI Affiliates	\$ 5,676.00	401	Non-Public nurse, health aide and tutor services
Re-Ed Access, LLC	\$ 8,880.00	001	OOD Tuition
NEORS	\$ 5,120.00	001	March Sewage Fees
JP Morgan Chase	\$ 1,047,049.00	Various	March #1 Payroll
JP Morgan Chase	\$ 1,018,848.00	Various	March #2 Payroll
JP Morgan Chase	\$ 1,023,840.00	Various	March #3 Payroll

## Garfield Heights City Schools



### Legal Fees Analysis Report - FY19



	General	Board of Revision	GHTA	OAPSE	Personnel	Cell Tower	Lighting Energy Project	Lease-Purchase Legal	Totals
July	\$1,423	\$271	\$15,252	\$31	\$1,333				\$18,310
August	\$6,045	\$4,320	\$7,192	\$155	\$8,487	\$547	\$858		\$27,604
September	\$2,511	\$31	\$5,518		\$4,850				\$12,910
October	\$2,108	\$3,751	\$4,402		\$2,132			\$29,750	\$42,143
November	\$2,046	\$1,240	\$1,996		\$1,263				\$6,545
December	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
January	\$1,240	\$4,681	\$9,393		\$6,806				\$22,120
February	\$1,365	\$3,213	\$775		\$4,491				\$9,844
March	\$1,451	\$744	\$1,519	\$31	\$2,810				\$6,555
April									\$0
May									\$0
June									\$0
<b>TOTALS</b>	<b>\$18,189</b>	<b>\$18,250</b>	<b>\$46,047</b>	<b>\$217</b>	<b>\$32,172</b>	<b>\$547</b>		<b>\$29,750</b>	<b>\$146,030</b>

*Employee Leaves*

<i>Last</i>	<i>First</i>	<i>Bldg</i>	<i>Type</i>	<i>Date Out</i>	<i>Date Back</i>	<i>Notes</i>
Breen	Catherine	Class-ML	Medical LOA	3/27/2019	TBD	Medical LOA
Castagnola	Robin	Cert-HS	Intermittent Medical LOA	3/18/2019	3/17/2020	Intermittent Medical LOA for Family Member (FMLA)
Evans	Patricia	Class-Gar	Medical LOA	4/3/2019	6-12 weeks	Medical LOA (Updated from 3/18/19 Agenda)
Sims	Darium	Class-Gar	Unpaid LOA	4/1/2019	4/2/2019	Unpaid LOA for Vacation (1.5 days)
Thomas	Nicole	Cert-MS	Unpaid LOA	4/23/2019	4/25/2019	Unpaid LOA (2.5 days)

Certified Limited Contracts  
2019 - 2020

<i>Last Name</i>	<i>First Name</i>
Augustine	Elysia
Bailey	Mary
Bandiera	Katie
Banyasz	Michael
Barnes	Katherine
Bartlett	Laura
Bauman	Rebecca
Baxter	Chelsi
Bergmann	Sylvia
Bose	Courtney
Brooks	Kathryn
Brown	Christina
Carey	Reiko
Chenoweth	Joshua
Clendenning	Tiffany
Cohn	Stacey
Cooke	Jill
Costello	Brittany
Crosby	Molly
Daddario	Rosemarie
Dise	Molly
Drennan	Deborah
Duhanich	Timothy
Duhn	Emily
Durey	Tina
El-Amin	Janine
Emery	Tessa
Eppley	Christopher
Estvanic	Matthew
Ferguson	Bridget
Funk	Brittany
Galaska	Michael
Gallagher	Elizabeth
Gehring	James
Gilliland	Megan
Gregan	April
Guba	Christina
Harding	Angela
Herman	Melissa
Higginbotham	Megan
Hirter	Amanda
Howells	John
Hubert	Margarita
Hultine	Jamison

Certified Limited Contracts  
2019 - 2020

Jenkins	Jana
Jennings	Anne
Kairis	Emily
Keefe	Leah
King	Valerie
Kneisel	Keith
Knight	April
Kusnerik	Robert
Kyser	Paula
Lanse	Candice
Lawrinson	Nicholas
Lieberth	Daniel
Louvain	Rebecca
Lupica	James
Maher	Shannon
Malek	Eric
Marand	Michelle
Mastroianni	Lana
Molnar	Laurie
Murphy	Melissa
Myslenski	Amanda
Nekl	Mackenzie
Neluna	Meghan
Noble	Kaitlyn
Noernberg	Zachary
Norris	Debra
O'Hanlon	Marcie
Osborne	Jason
Papesh	Jeffrey
Pavelek	Andrew
Pernod	Stephen
Petit	Joseph
Pope	Devlin
Puchmeyer	Linda
Ramos	Nicole
Rauschkolb	Kelly
Reichard	Alyssa
Richardson	Kristen
Richter	William
Rickus	Caitlin
Rigutto	Amanda
Ross	Lynn
Routh	Sarah
Saluan	Heather
Santurri	Ashlyn



Certified Limited Contracts  
2019 - 2020

Schillero	David
Schmalz	Jennifer
Seneczko	Auburn
Sheets	Emily
Shotliff	Rebecca
Sizler	Amanda
Smith	April
Snodgrass	Britny
Sroka	Katharine
Swope	Benjamin
Turner	Ashley
Ullemeyer	Stephen
Varga	Angela
Ward	Taylor
Warren	Melanie
Watt	Constance
Winfield	Amanda
Wourms	Curtis
Wright	Joanne
Zappola	Mark

## QUALIFICATIONS AND DUTIES OF THE TREASURER

Title: Treasurer

Department: Administration

Building/Facility: Central Office

Reports to: Board of Education

Employment Status: Regular/Full-time

FLSA Status: Exempt

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

### Essential Functions:

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

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

Other Duties and Responsibilities:

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

Qualifications:

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

Required Knowledge, Skills and Abilities:

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

Equipment Operated:

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

Additional Working Conditions:

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

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

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

---

Board President

---

Date

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

---

Signature

---

Date

[Adoption date:]

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

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

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

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

## ADMINISTRATION OF FEDERAL GRANT FUNDS

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

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

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

The financial management systems and internal controls must provide for:

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

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

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

1. Allowability

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

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

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

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

2. Cash Management and Fund Control

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

### 3. Procurement

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

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

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

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

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

### 4. Conflict of Interest and Mandatory Disclosures

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

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



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

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

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

5. Equipment and Supplies Purchased with Federal Funds

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

6. Accountability and Certifications

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

7. Monitoring and Reporting Performance

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

[Adoption date:]

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

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

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

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

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

BONDED EMPLOYEES AND OFFICERS

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

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

[Adoption date:]

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

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

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

## STUDENT ABSENCES AND EXCUSES

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

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

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

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

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

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

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

[Adoption date:]

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

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

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

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

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

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

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

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

***THIS IS A REQUIRED POLICY***

## STUDENT ATTENDANCE ACCOUNTING (Missing and Absent Children)

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

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

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

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

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

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

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

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

[Adoption date:]

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

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

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

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

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



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

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

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

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

***THIS IS A REQUIRED POLICY***

## USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS

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

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

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

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

[Adoption date:]

LEGAL REFS.: ORC 3313.20; 3313.753

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

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

## STUDENT SUSPENSION

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

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

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

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

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

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

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

#### Appeal Procedure

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

#### Appeal to the Court

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

[Adoption date:]

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

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

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

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

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

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

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

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

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

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

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

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

***THIS IS A REQUIRED POLICY***

## REPORTING CHILD ABUSE AND MANDATORY TRAINING

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

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

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

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

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

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

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

[Adoption date:]

File: JHG

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

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

***THIS IS A REQUIRED POLICY***



## STAFF CONDUCT

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

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

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

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

[Adoption date:]

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

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

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

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

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

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

## STUDENT EXPULSION

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

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

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

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

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

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

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

### Permanent Exclusion

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

Appeal to the Board

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

Appeal to the Court

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

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

[Adoption date:]

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

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

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

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

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

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

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

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

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

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

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

***THIS IS A REQUIRED POLICY***

## PUBLIC CONDUCT ON DISTRICT PROPERTY

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

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

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

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

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

### Good Conduct and Sportsmanship

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

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

[Adoption date:]

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

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

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

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

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

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



**Resolution No. 2019-05**

**RESOLUTION APPROVING SETTLEMENT AGREEMENT STUDENT A.M.**

WHEREAS, the School District met with an Ohio Department of Education mediator and parents of student A.M. to discuss open issues and reached an amicable resolution regarding special education services;

WHEREAS, the parents of student A.M. signed a settlement agreement (attached hereto as Exhibit “ “ and redacted in accordance with federal and state privacy laws) which is contingent on approval by the Garfield Heights City School District Board of Education.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the Garfield Heights City Schools, County of Cuyahoga, State of Ohio, that:

**Section 1:** The settlement agreement signed by the parents of A.M. for themselves and on behalf of their child, (attached under Exhibit A and redacted in accordance with federal and state privacy laws) is incorporated herein and approved and shall be implemented in accordance with its terms.

**Section 2:** The Superintendent and Treasurer are authorized to execute the settlement agreement on behalf of the School Board and are authorized to take those steps necessary to implement the terms of the settlement agreement.

**Section 3:** It is found and determined that all formal actions of the Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and that all deliberations of the Board and any of its committees that resulted in such formal action were in meetings in compliance with all legal requirements, including R.C. §121.22.

**SETTLEMENT AGREEMENT – A [Redacted - Confidential] M [Redacted - Confidential & Proprietary Information]**

This Settlement Agreement (“Settlement” or “Agreement”) is entered into by and between the Garfield Heights City School District Board of Education (“School Board” or “School District”) and the parents of A [Redacted - Confidential] M [Redacted - Confidential & Proprietary Information] [Redacted - Confidential & Proprietary Information] for themselves and on behalf of A [Redacted - Confidential] M [Redacted - Confidential], this \_\_\_ day of October, 2018.

WHEREAS, the A [Redacted - Confidential] M [Redacted - Confidential] was a student at the School District from [Redacted - Confidential & Proprietary Information], whose last [Redacted - Confidential & Proprietary Information] [Redacted - Confidential]

WHEREAS, on [Redacted - Confidential & Proprietary Information], [Redacted - Confidential & Proprietary Information] [Redacted - Confidential & Proprietary Information] officially withdrew A [Redacted - Confidential] from enrollment at the School District;

WHEREAS, at all relevant times, [Redacted - Confidential & Proprietary Information] has been employed by [Redacted - Confidential & Proprietary Information]

WHEREAS, on or about [Redacted - Confidential & Proprietary Information] the Parents of A [Redacted - Confidential & Proprietary Information] enrolled A [Redacted - Confidential & Proprietary Information]

WHEREAS, on [Redacted - Confidential & Proprietary Information] the Parents of A [Redacted - Confidential & Proprietary Information] applied for the [Redacted - Confidential & Proprietary Information]

WHEREAS, on [Redacted - Confidential & Proprietary Information] the School District reviewed the [Redacted - Confidential & Proprietary Information] [Redacted - Confidential & Proprietary Information]

WHEREAS, the School District approved the [Redacted - Confidential & Proprietary Information] [Redacted - Confidential & Proprietary Information]

WHEREAS, as of [Redacted - Confidential & Proprietary Information] the Parents of A [Redacted - Confidential] had not re-enrolled A [Redacted - Confidential] at the School District;

WHEREAS, on or about September 18, 2018, an Ohio Department of Education mediator, a representative of the School District and its attorney, and the parents of A [Redacted - Confidential] [Redacted - Confidential & Proprietary Information] and their attorney met to discuss the open issues regarding A [Redacted - Confidential] and reached an amicable resolution regarding A [Redacted - Confidential & Proprietary Information]

WHEREAS, the School District and Parents of A [Redacted - Confidential & Proprietary Information] desire to memorialize the resolution of the open issues regarding [Redacted - Confidential & Proprietary Information]

NOW, THEREFORE, the School District and the Parents of A [Redacted - Confidential & Proprietary Information] for themselves and on behalf of their child A [Redacted - Confidential & Proprietary Information], (the “Parties”) agree as follows:

1. In full consideration of the terms of this Settlement, the Parties agree that A [Redacted - Confidential] [Redacted - Confidential & Proprietary Information] [Redacted - Confidential & Proprietary Information], provided the following conditions are met:

- a. The Parents re-enroll A [Redacted - Confidential & Proprietary Information] as a student in the School District on or within thirty (30) days of the Effective Date of the Agreement. The Parents should contact Betty Hegedus, Registrar for the School District, at (216) 475-8100 to set up an appointment to re-enroll A [Redacted - Confidential]
- b. The Parents maintain residency in the jurisdiction of the School District for the duration of this Agreement.
- c. The mother of A [Redacted - Confidential & Proprietary Information] remains employed at the [Redacted - Confidential & Proprietary Information] for the duration of this Agreement.
- d. The mother of A [Redacted - Confidential & Proprietary Information] remains eligible for [Redacted - Confidential & Proprietary Information] [Redacted - Confidential & Proprietary Information] for the duration of this Agreement.
- e. [Redacted - Confidential & Proprietary Information]

**Redacted - Confidential & Proprietary Information**

- f. The Parents of A [Redacted - Confidential & Proprietary Inform] timely apply for the [Redacted - Confidential & Proprietary Inform] for the 2019-2020 school year.
- g. For the 2018-2019 and 2019-2020 school years, the Parents of [Redacted - Confidential & Proprietary Inform] will execute any releases necessary to allow the School District to have [Redacted - Confidential & Proprietary Information]
- h. The Parents meet their obligations to provide consent and participate in implementing paragraphs 3 and 4 herein.

2. In the event the conditions under paragraph 1 are not met and at the end of this Agreement, the Parties agree that [Redacted - Confidential & Proprietary Information] [Redacted - Confidential & Proprietary Information]

3. [Redacted - Confidential & Proprietary Information]

4. [Redacted - Confidential & Proprietary Information]

5. The Parents of A [Redacted - Confidential] represent and warrant they have not filed any due process, Ohio Department of Education complaint, lawsuit, or administrative action in regard to the School District's handling of [Redacted - Confidential & Proprietary Information] [Redacted - Confidential & Proprietary Information]

[Redacted - Confidential & Proprietary Inform] The Parents of A [Redacted - Confidential & Proprietary Inform] for themselves and on behalf of A [Redacted - Confidential] release any legal or equitable claims (including for attorneys' fees) as against the School District under the Individuals with Disabilities in Education Act, as amended, including but not limited to due process, Ohio Department of Education complaint, federal litigation, state litigation, or related administrative action in regard to the School District's handling of the [Redacted - Confidential & Proprietary Information] [Redacted - Confidential & Proprietary Information]

6. The Parties agree that nothing in this Agreement shall make the School District legally responsible to the [Redacted - Confidential & Proprietary Information] [Redacted - Confidential & Proprietary Information]

7. The Parties agree that the School District shall not be responsible to [Redacted - Confidential & Proprietary Inform] [Redacted - Confidential & Proprietary Information]

In lieu of providing [Redacted - Confidential & Proprietary Inform] for A [Redacted - Confidential & Proprietary Inform] for the 2018-2019 school year, the School District shall pay for additional services to the Parents the sum of Twenty-six Thousand Dollars (\$26,000.00). The Parents of A [Redacted - Confidential & Proprietary Inform] both hereby assign their right to this Twenty-six Thousand Dollar (\$26,000.00) payment to the

**Redacted - Confidential & Proprietary Information**

In lieu of providing [Redacted - Confidential & Proprietary Inform] for A [Redacted - Confidential & Proprietary Inform], for the 2019-2020 school year, the School District shall pay for additional services to the Parents the sum of Twenty-six Thousand Dollars (\$26,000.00). The Parents of A [Redacted - Confidential & Proprietary Inform] both hereby assign their right to this Twenty-six Thousand Dollar (\$26,000.00) payment to the

**Redacted - Confidential & Proprietary Information**

The Parents agree to complete any documents requested by the School District's Treasurer that are necessary to implement paragraph 7.

In the event A [Redacted - Confidential & Proprietary Inform] does not [Redacted - Confidential & Proprietary Information] [Redacted - Confidential & Proprietary Inform] for the 2018-2019 and/or the 2019-2020 school years, the School District's monetary obligations under paragraph 7 shall be null and void.

- 8. The Parents shall fully indemnify the School District and hold the School District harmless for any demand for [Redacted - Confidential & Proprietary Information] upon the School District. This provision shall not apply to the monies due and owing to the [Redacted - Confidential & Proprietary Information] through the [Redacted - Confidential & Proprietary Information]. Nothing in this Agreement shall be interpreted as making the School District obligated to pay directly to the [Redacted - Confidential & Proprietary Information] (or other third party) any [Redacted - Confidential & Proprietary Information] related to A [Redacted - Confidential & Proprietary Inform].
- 9. The School District shall tender a check in the amount of two thousand dollars (\$2,000.00) made payable to "Cuddy Law Firm, PLLC" within thirty (30) days of execution of this Settlement by the Parties provided the Cuddy Law Firm, PLLC provides the School District Treasurer a W-9 form within five (5) days of execution of this Agreement.
- 10. Nothing within this Settlement shall be construed as an admission of wrongdoing or guilt by the School Board. Nothing in this Agreement shall be construed to acknowledge or admit prevailing party status.
- 11. This Settlement is made on a non-precedent setting basis.
- 12. This Settlement is contingent on School Board approval. The Board shall consider adoption of this Settlement (with appropriate redactions of the Agreement copy for purposes of public recordkeeping) at its next regular/special meeting that is scheduled after the Parents have executed this Settlement.

**IT IS SO AGREED:**

**For themselves:**

[Redacted - Confidential & Proprietary Information]

[Redacted - Confidential & Proprietary Information]

Date: 11-27-18

Date: 11-27-18

On behalf of A [Redacted - Confidential & Proprietary Inform] M [Redacted - Confidential & Proprietary Inform]

[Redacted - Confidential & Proprietary Information]

[Redacted - Confidential & Proprietary Information]

Date: 11-27-18

Date: 11-27-18

FOR THE SCHOOL BOARD:

\_\_\_\_\_  
Terrance S. Olszewski, Superintendent  
Date: \_\_\_\_\_

\_\_\_\_\_  
Al Sluka, Treasurer  
Date: \_\_\_\_\_

1  
FPDOCS 34602853.1



**BOARD OF EDUCATION/GOVERNING BOARD RESOLUTION**

Authorizing 2019-2020 Membership in the Ohio High School Athletic Association

Whereas, **GARFIELD HEIGHTS CITY SCHOOL DISTRICT**, District IRN number: **44040**

of 5640 Briarcliff Dr., Garfield Heights, OH 44125, Cuyahoga County, Ohio  
(Street Address/P.O. Box/ City/ Zip Code) (County)

Has satisfied all the requirements for membership in the Ohio High School Athletic Association, a voluntary unincorporated association not-for-profit; and

**WHEREAS**, The Board of Education/Governing Board ("Board") and its Administration desire for the schools with one or more grades at the 7-12 grade level under their jurisdiction to be voluntary members of the OHSAA;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION/GOVERNING BOARD** that all schools listed on the reverse side of this card do hereby voluntarily renew membership in the OHSAA and that in doing so, the Constitution, Bylaws, Regulations and Business Rules of the OHSAA are hereby adopted by this Board as and for its own minimum student-athlete eligibility requirements. Notwithstanding the foregoing, the Board reserves the right to raise student-athlete eligibility standards as it deems appropriate for the schools and students under its jurisdiction; and

**BE IT FURTHER RESOLVED** that the schools under this Board's jurisdiction agree to conduct their athletics programs in accordance with the Constitution, Bylaws, Regulations, Business Rules, interpretations and decisions of the OHSAA and cooperate fully and timely with the Executive Director's office of the OHSAA in all matters related to the interscholastic athletic programs of the schools. Furthermore, the schools under this Board's jurisdiction shall be the primary enforcers of the OHSAA Constitution, Bylaws, Regulations, Business Rules and the interpretations and rulings rendered by the Executive Director's office. The administrative heads of these schools understand that failure to discharge the duty of primary enforcement may result in fines, removal from tournaments, suspension from membership and/or other such penalties as prescribed in Bylaw 11.

Date of Resolution April 15, 2019

\_\_\_\_\_  
President of the Board of Education/Governing Body (Print) (Signature)

\_\_\_\_\_  
Superintendent (Signature)

Superintendent E- Mail: tsolszewski@ghbulldogs.org

RETURN NO LATER THAN JULY 31, 2019

BOE 4/15/19  
Resolution No. 2019-06  
Exhibit "F"



**SCHOOL(S)**

The list below is all schools within your district that will abide by the resolution as printed on the front of this card. To add or remove any school to or from OHSAA Membership, please attach that request, signed by the superintendent on school letterhead to this card.

**High Schools (9-12)**

School Name	IRN	School Name	IRN
GARFIELD HEIGHTS	13136		

**7<sup>th</sup> and 8<sup>th</sup> Grade Schools**

School Name	IRN	School Name	IRN
GARFIELD HEIGHTS MIDDLE SCHOOL	13144		

**GARFIELD HEIGHTS CITY SCHOOL DISTRICT**