

GARFIELD HEIGHTS BOARD OF EDUCATION
GARFIELD HEIGHTS, OHIO

RECORD OF PROCEEDINGS
Minutes – Regular Board Meeting
July 20, 2020

The Board of Education of the Garfield Heights City School District met in regular session on Monday, July 20, 2020 virtually 6:00 p.m. with Mr. Joseph M. Juby, President of the Board, presiding.

ROLL CALL

Present: Mr. Juby, Mrs. Kitson, Mrs. Daniels, Ms. Thomas, Mrs. Tucker

Absent:

RECOMMEND ADOPTION OF AGENDA AS PRESENTED

Moved by Mrs. Kitson, seconded by Ms. Thomas to approve the agenda as adopted.

Ayes: Kitson, Thomas, Daniels, Tucker, Juby

Nays: None

MOMENT OF SILENT REFLECTION & PLEDGE OF ALLEGIANCE

READING & APPROVAL OF MINUTES

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

Minutes from the Special Board Meeting of May 11, 2020

Minutes from the Special Board Meeting of June 8, 2020

Minutes from the Regular Board Meeting of June 15, 2020

Minutes from the Special Board Meeting of June 29, 2020

BOARD PRESIDENT'S REPORT

Good evening and welcome to our July Board meeting.

We hope everyone is following the Governor's recommendations and staying safe & healthy. We would like thank the entire administrative team for all their hard work in re-opening our schools this whether in person or remote. It is truly appreciated.

We would urge everyone to return their chrome books if they haven't already done so.

We will have a special board meeting/work session virtually on August 10 at 6:00 pm, our regular board meeting scheduled for August 17th has been changed to August 24th at 6:00 pm.

A special thanks to Shari Bailey for making our meetings run smoothly.

COMMITTEE REPORTS:

Cuyahoga Valley Career Center – Christine A. Kitson

Mrs. Kitson reported that the back to school plan for CVCC is available on the CVCC website at cvccworks.edu. Questions regarding the opening plan can be submitted on the covid-19 homepage. The opening plan may be updated/ revised as needed.

Student Activities - Ashley M. Thomas, M. Ed.

Just a reminder update that all activities will be cancelled if the County reaches level purple. Coaches have received and are following COVID19 guidelines. I also received information about practicing guidelines for the band. There was recent research completed by the National Federation of High School that I will be forwarding over to Mr. Hanke. We want our arts programming to be on the same page as our athletics but we also want our students and staff members safe and we also want to follow science and safety guidelines.

Legislative Liaison – Joseph M. Juby City Liaison – Millette Tucker

- Next City Council meeting will be August 10, 2020 at 7:00pm
- Several residents requested that we consider the dates of the City Council meeting when planning special board meeting so that individuals do not have to choose between one or the other.
- The city will host a document shredding day on Saturday July 25th from 9-12 at the service garage.
- Please complete your census if you have not done so already. This is vital to future funding for our city.
- Also make sure that you are registered to vote and complete the application to request your absentee ballot. With the increase of COVID cases across the nation, we want to ensure that your vote is counted.

Policy Liaison – Joseph M. Juby & Nichelle N. Daniels

PRESENTATION

RECOGNITIONS/COMMENDATIONS

Mr. Hanke introduced Mrs. Morris as the Principal of the Digital Academy.

SUPERINTENDENT'S REPORT

The Garfield Heights City Schools is diligently preparing the final touches on its own customized and exclusive Return to School plan that will specifically outline the various curriculum and operational considerations that will be established for students and staff when we return to school for the 2020-2021 School Year. Once it is available, it will be emailed to the community, posted online, shared and social media to communicate to our parents as quickly and efficiently as possible. The foundation of the Garfield Heights City Schools Return to School plan will several guiding documents issued by the State of Ohio and Governor Mike DeWine in the last several weeks, including:

- The Ohio Department of Education Reset and Restart Guide, and the
- Ohio K-12 Health and Prevention Guidance document

The unprecedented nature of our summer and how we approach school continues, but what remains constant is our commitment to sharing information and answering your questions. The District values your input, as demonstrated in the community survey from earlier this summer, the input from which has helped to inform the very plan on which we are working and which we will share for restarting school in the very near future. With continued questions, I encourage the entire school community to contact me personally. Our administrative team is diligently working on the final details of this plan and we welcome phone calls and emails leading up to its release. Rest assured, we will begin school safely for all of our students.

One exciting development over the summer has been the creation of the Bulldog Digital Academy. Tonight, the District congratulates Brynn Morris for being named the administrator for this new learning platform, a name that everyone knows! Mrs. Morris will do a great job in this role!

For everyone's information, and in an effort to remain proactive in serving the comprehensive needs of all students in our District, the Garfield Heights City Schools is launching the Bulldog Digital Academy as a completely online learning platform. The Bulldog Digital Academy is designed for students and families who will feel more comfortable learning online during this unprecedented time in education or who have a compromised immune system. The Bulldog Digital Academy provides all of the educational opportunities that students would receive in the traditional classroom, including the standard Garfield Heights City Schools Kindergarten through Grade 12 curriculum. The program will feature primarily Garfield Heights Teachers and Certified Teachers in State of Ohio. Students will learn an engaging curriculum that brings students and teachers together using online video functionality and provides for a more personalized learning approach. The Bulldog Digital Academy provides an emotionally and physically safe learning environment. Students who enroll in the Bulldog Digital Academy will also be able to fully participate in school-sponsored Co-Curricular or Extra-Curricular activities. For more information, or to register for the Bulldog Digital Academy, please visit the website to learn more about this new and exciting online platform.

The district continues to work to bring back band and choir safely. According to local, state, and federal authorities, the playing of instruments and singing indoors is considered an extremely high-risk activity. The athletic director and band director have submitted plans to me to open band camp in a safe, socially distant environment. Band camp will commence, tentatively, on July 27th.

In addition, the GHCS is pursuing all opportunities to ensure a clean and safe environment in each and every one of our buildings. Thermal imaging, ionization of air, hand sanitizers and rigorous cleaning of shared surfaces are included in the considerations and planned practices for the upcoming school year.

We will continue to keep you posted on the District's plans as they are made available.

Thank you for your continued support.

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 June 2020, as presented in Exhibit "A".

Ayes: Juby, Kitson, Daniels, Thomas, Tucker,

Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to approve Resolution No. 2020-26 , a resolution approving the fiscal year end 2020 appropriation amendments, as presented in Exhibit “B”.

Ayes: Juby, Kitson, Daniels, Thomas, Tucker,
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson to approve Resolution No. 2020-27, a resolution authorizing the transfer of an additional \$1,061 from the General Fund (001) to the Preschool Handicap Grant (587-9020) to eliminate the fiscal year end 2020 deficit.

Ayes: Juby, Kitson, Daniels, Thomas, Tucker,
Nays: None

RECOMMENDATIONS OF THE BOARD OF EDUCATION:

RECOMMENDATIONS OF THE SUPERINTENDENT TO THE BOARD:

PERSONNEL:

Moved by Mr. Juby, seconded by Ms. Thomas to approve Resolution No. 2020-28, a Resolution changing Michael Fording as High School Assistant Principal to Middle School Principal.

Ayes: Juby, Thomas, Daniels, Tucker
Nays: None
Abstain: Kitson

Moved by Mr. Juby, seconded by Ms. Thomas to approve Resolution No. 2020-29, a Resolution changing Brynn Morris as William Foster Principal to Digital Academy Administrator.

Ayes: Juby, Thomas, Daniels, Tucker
Nays: None
Abstain: Kitson

Moved by Mr. Juby, seconded by Ms. Thomas to approve Resolution No. 2020-30, a Resolution changing Chris Sauer as Middle School Principal to High School Assistant Principal.

Ayes: Juby, Thomas, Daniels, Tucker
Nays: None
Abstain: Kitson

Moved by Mr. Juby, seconded by Ms. Thomas to approve the Employee Leaves as presented in Exhibit “C”.

Ayes: Juby, Thomas, Daniels, Tucker
Nays: None
Abstain: Kitson

Moved by Mr. Juby, seconded by Ms. Thomas to accept the resignation of Elizabeth Gallagher, Intervention Specialist at Maple Leaf effective July 2, 2020.

Ayes: Juby, Thomas, Daniels, Tucker
 Nays: None
 Abstain: Kitson

Moved by Mr. Juby, seconded by Ms. Thomas to accept the resignation of James Boyeas, Intervention Specialist at the High School effective July 7, 2020

Ayes: Juby, Thomas, Daniels, Tucker
 Nays: None
 Abstain: Kitson

Moved by Mr. Juby, seconded by Ms. Thomas to accept the resignation of Jada Thompson, Fourth Grade Teacher at Maple Leaf, effective July 10, 2020.

Ayes: Juby, Thomas, Daniels, Tucker
 Nays: None
 Abstain: Kitson

Moved by Mr. Juby, seconded by Ms. Thomas to accept the resignation of Courtney Bose, School Psychologist at William Foster, effective July 10, 2020.

Ayes: Juby, Thomas, Daniels, Tucker
 Nays: None
 Abstain: Kitson

Moved by Mr. Juby, seconded by Ms. Thomas to accept the resignation of Maria Kolodziej, Literacy Coach at William Foster, effective July 27, 2020.

Ayes: Juby, Thomas, Daniels, Tucker
 Nays: None
 Abstain: Kitson

Moved by Mr. Juby, seconded by Ms. Thomas to accept the resignation of Margarita Moore, Housekeeper at William Foster, effective June 15, 2020.

Ayes: Juby, Thomas, Daniels, Tucker
 Nays: None
 Abstain: Kitson

Moved by Mr. Juby, seconded by Ms. Thomas to accept the retirement resignation of Theresa Baller, General Cafeteria at Elmwood, effective May 29, 2020 after 4 years with Garfield Heights City Schools.

Ayes: Juby, Thomas, Daniels, Tucker
 Nays: None
 Abstain: Kitson

Moved by Mr. Juby, seconded by Ms. Thomas to amend the certified contract for Stephanie Kalnitskiy, Multi-Handicapped Teacher at Maple Leaf to M+0, step 1 based on educational verification for the 2020-2021 school year.

Ayes: Juby, Thomas, Daniels, Tucker
 Nays: None
 Abstain: Kitson

Moved by Mr. Juby, seconded by Ms. Thomas to approve the exempt contract for Maria Gambino as Secretary to the Director of Pupil Services at Central Office for the 2020-2021 school year at EX-1, step 2 effective 7/21/2020.

Ayes: Juby, Thomas, Daniels, Tucker
 Nays: None
 Abstain: Kitson

Moved by Mr. Juby, seconded by Ms. Thomas to approve the Qualified contract for John Klag as Intervention Manager at the High School for the 2020-2021 school year B/Lvl 2, 185 days, experience 0.

Ayes: Juby, Thomas, Daniels, Tucker
 Nays: None
 Abstain: Kitson

Moved by Mr. Juby, seconded by Ms. Thomas to approve the certified contract(s) for the 2020-2021 school year as follows:

<u>Name</u>	<u>Position</u>	<u>Degree</u>	<u>Step</u>
Turner Jones	MS Language Arts	M+0	1
Anna Szabo	MS Social Studies	B+0	1
Margaret Posendek	MS Science	M+0	6
(based on updated BCI/FBI background check)			
Kelly Wise	Grade 4 - ML	M+0	1
(based on updated BCI/FBI background check)			
Kristen Oravec	Grade 5 - ML	B+30	3
(based on updated BCI/FBI background check and verification of employment)			

Ayes: Juby, Thomas, Daniels, Tucker
 Nays: None
 Abstain: Kitson

Moved by Mr. Juby, seconded by Ms. Thomas to approve the classified contract(s) for the 2020-2021 school year as follows:

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Exp.</u>
Bobby Davis	Security (4B)	8	5
Brianne Reminaric	Elem. Office Asst (2A)-EW	6	1
Brita Palo	Elem. Office Asst (2A)-ML	6	5
(based on updated BCI/FBI background check and verification of employment)			

Ayes: Juby, Thomas, Daniels, Tucker
 Nays: None
 Abstain: Kitson

Moved by Mr. Juby, seconded by Ms. Thomas to approve the following classified transfer/change of assignments for the 2020-2021 school year as follows:

<u>Name</u>	<u>Previous Position</u>	<u>New Position</u>	<u>Hours</u>	<u>Exp.</u>
Noel Hanks	Elementary Office Asst. (2A)	Elementary Secretary (6A)	7	12

Ayes: Juby, Thomas, Daniels, Tucker
 Nays: None
 Abstain: Kitson

Moved by Mr. Juby, seconded by Ms. Thomas to approve the athletic supplemental contracts for the 2020-2021 as follows:

Football:

Ethan Lubera - Assistant Coach
 Dennis Markiewicz - Assistant Coach
 Jim Portik - Assistant Coach
 Curtis Wourms - Assistant Coach
 Jeffrey Papesh - Assistant Coach

Soccer:

Rebecca Miner - Head Coach - Girls

Ayes: Juby, Thomas, Daniels, Tucker
 Nays: None
 Abstain: Kitson

POLICY:

Moved by Ms. Thomas, seconded by Mrs. Kitson to approve the second reading of the proposed board policies as presented in Exhibit "D".

Ayes: Thomas, Kitson, Daniels, Tucker, Juby
 Nays: None

CONTRACTS:

Moved by Mr. Juby, seconded by Ms. Thomas to approve the agreement between Garfield Heights City Schools and ABA Outreach to serve students on Individualized Education Programs needing behavioral interventions for our students with Autism for the 2020-2021 school year to be paid from the IDEA B Grant.

Ayes: Juby, Thomas, Daniels, Kitson, Tucker
 Nays: None

Moved by Mr. Juby, seconded by Ms. Thomas to approve the service agreement between Garfield Heights City Schools and ESC –Positive Education Program in 2020-2021 school year. PEP is able to provide students on Individualized Education Programs educational services.

Ayes: Juby, Thomas, Kitson, Daniels, Tucker
Nays: None

Moved by Mr. Juby, seconded by Ms. Thomas to approve a contract between the Garfield Heights City Schools and the Lerner School for Autism for special education students in the 2020-2021 school year. The Lerner School for Autism is a separate educational facility for students with Autism.

Ayes: Juby, Thomas, Kitson, Daniels, Tucker
Nays: None

Moved by Mr. Juby, seconded by Ms. Thomas to approve a contract between the Garfield Heights City Schools and the Steps Academy for a student with Autism for the 2020-2021 school year.

Ayes: Juby, Thomas, Kitson, Daniels, Tucker
Nays: None

Moved by Mr. Juby, seconded by Ms. Thomas to approve the contract for Kidslink School for special education students with Autism as documented in the Individualized Education Program (IEP) for the 2020-2021 school year.

Ayes: Juby, Thomas, Kitson, Daniels, Tucker
Nays: None

Moved by Mr. Juby, seconded by Ms. Thomas to approve the contract with Mr. Robert Tromp for Federal Program consulting services for the 2020-2021 school year in the amount of \$10,000 to be paid out of Title I funds.

Ayes: Juby, Thomas, Kitson, Daniels, Tucker
Nays: None

Moved by Mr. Juby, seconded by Ms. Thomas to approve a service contract with Damon Industries for the 2020-2021 School year.

Ayes: Juby, Thomas, Kitson, Daniels, Tucker
Nays: None

Moved by Mr. Juby, seconded by Ms. Thomas to approve an agreement between YDH Consulting LLC, and the Garfield Heights City Schools for the 2020-21 school year.

Ayes: Juby, Thomas, Kitson, Daniels, Tucker
Nays: None

RENTALS & FACILITY USAGES:

MISCELLANEOUS:

Moved by Mrs. Tucker, seconded by Mrs. Kitson to table the approval of school fees for the Garfield Heights High School for the 2020-2021 school year as presented in Exhibit E.

Mrs. Tucker and Mrs. Kitson stated that they would like to have an explanation as to what each school fee is.

Ayes: Tucker, Kitson, Daniels, Thomas, Juby
Nays: None

Moved by Mr. Juby, seconded by Mrs. Kitson approve the revised District Calendar for the 2020-2021 school year as presented in Exhibit "F".

Ayes: Juby, Kitson, Daniels, Thomas, Tucker
Nays: None

REMARKS FROM THE PUBLIC REGARDING MISCELLANEOUS SCHOOL ITEMS

Mr. Juby read a letter from Mrs. Renae Bolton, parent, conveying her concerns on the coming school year and lack of information on the Digital Academy.

ANNOUNCEMENT OF NEXT BOARD MEETINGS

**Work session – 6:00 p.m.
August 3, 2020**

**Board of Education Regular Meeting – 6:00 p.m.
August 24, 2020**

Moved by Mrs. Daniels, seconded by Mrs. Kitson to adjourn at 6:52 p.m.

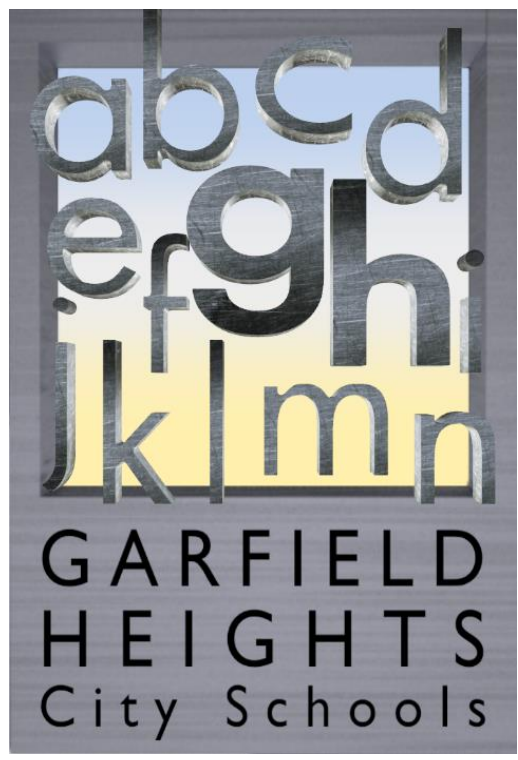
Ayes: Daniels, Kitson, Thomas, Tucker, Juby,
Nays: None



President



Treasurer



Financial Report

June 30, 2020

Garfield Heights City Schools



Forecast Comparison - General Operating Fund

June 2020 Forecast Estimate	June 2020 Actuals	June 2019 Actuals	Variance - Actuals to Estimate	Explanation of Variance Greater than 5%
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Revenue:

1.010 - General Property Tax (Real Estate)	\$ -		\$ -	
1.020 - Public Utility Property Tax			\$ -	
1.035 - Unrestricted Grants-in-Aid	\$ 1,792,210	\$ 1,734,774	\$ 1,920,341	\$ (57,436) State cut in funding this month was higher than projected
1.040 - Restricted Grants-in-Aid	\$ 199,207	\$ 179,275	\$ 230,845	\$ (19,932) Catastrophic Cost reimbursement from the state was lower than projected projected.
1.050 - Property Tax Allocation			\$ -	
1.060 - All Other Operating Revenues	\$ 159,028	\$ 173,338	\$ 471,872	\$ 14,310 District received TIF payment this month.
1.070 - Total Revenue	\$ 2,150,445	\$ 2,087,387	\$ 2,623,058	\$ (63,058)

Other Financing Sources:

2.050 - Advances In	\$ -	\$ -	\$ -	\$ -
2.060 - All Other Financing Sources	\$ -	\$ -	\$ 8,431	\$ -
2.080 Total Revenue and Other Financing Sources	\$ 2,150,445	\$ 2,087,387	\$ 2,631,489	\$ (63,058)

Expenditures:

3.010 - Personnel Services	\$ 1,848,000	\$ 1,856,086	\$ 1,898,998	\$ (8,086)
3.020 - Employees' Retirement/Insurance Benefits	\$ 740,000	\$ 745,440	\$ 745,473	\$ (5,440)
3.030 - Purchased Services	\$ 625,000	\$ 649,463	\$ 778,196	\$ (24,463) Out of District tuition payments exceeded monthly estimate.
3.040 - Supplies and Materials	\$ 45,000	\$ 13,941	\$ 51,281	\$ 31,059 Due to COVID19 shutting of schools in 4th quarter, supply costs were lower than estimated for the month.
3.050 - Capital Outlay	\$ -	\$ 2,308	\$ -	\$ (2,308)
4.055 - Debt Service Other	\$ 6,459	\$ 6,459	\$ -	\$ -
4.300 - Other Objects	\$ 11,120	\$ 5,868	\$ 8,381	\$ 5,252
4.500 - Total Expenditures	\$ 3,275,579	\$ 3,279,565	\$ 3,482,329	\$ (3,986)

Other Financing Uses:

5.010 - Operating Transfers-Out	\$ 178,000	\$ 130,061	\$ 193,172	\$ 47,939
5.020 - Advances Out	\$ 300,000	\$ 302,500	\$ 185,581	\$ (2,500)
5.050 - Total Expenditures and Other Financing Uses	\$ 3,753,579	\$ 3,712,126	\$ 3,861,082	\$ 41,453

Surplus/(Deficit) for Month

\$ (1,603,134)	\$ (1,624,739)	\$ (1,229,593)	\$ (21,605)
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Garfield Heights City Schools



Forecast Comparison - General Operating Fund - July 2019 to June 2020



	FYTD 20 Forecast Estimate	FYTD 20 Actuals	FYTD 19 Actuals	Variance- Current FYTD Actual to Forecast Estimate	Explanation of Variance Greater than 5%
Revenue:					
1.010 - General Property Tax (Real Estate)	\$ 16,506,762	\$ 16,506,763	\$ 17,079,629	\$ 1	Delinquency collections exceeded estimates
1.020 - Public Utility Property Tax	\$ 976,573	\$ 976,573	\$ 923,469	\$ -	
1.035 - Unrestricted Grants-in-Aid	\$ 23,651,105	\$ 23,594,244	\$ 23,891,889	\$ (56,861)	
1.040 - Restricted Grants-in-Aid	\$ 795,483	\$ 775,548	\$ 841,064	\$ (19,935)	
1.050 - Property Tax Allocation	\$ 2,747,703	\$ 2,687,630	\$ 2,773,393	\$ (60,073)	2nd half Homestead and Rollback payment from the state came in lower than estimated by \$60,000
1.060 - All Other Operating Revenues	\$ 1,316,320	\$ 1,323,230	\$ 2,188,228	\$ 6,910	
1.070 - Total Revenue	\$ 45,993,946	\$ 45,863,988	\$ 47,697,672	\$ (129,958)	
Other Financing Sources:					
2.050 - Advances In	\$ 185,581	\$ 185,581	\$ 328,324	\$ -	
2.060 - All Other Financing Sources	\$ 2,500	\$ 2,500	\$ 8,431	\$ -	
2.080 Total Revenue and Other Financing Sources	\$ 46,182,027	\$ 46,052,069	\$ 48,034,427	\$ (129,958)	
Expenditures:					
3.010 - Personnel Services	\$ 24,755,182	\$ 24,763,855	\$ 24,483,893	\$ (8,673)	
3.020 - Employees' Retirement/Insurance Benefits	\$ 9,223,465	\$ 8,979,030	\$ 9,110,326	\$ 244,435	
3.030 - Purchased Services	\$ 9,706,336	\$ 10,046,106	\$ 9,941,752	\$ (339,770)	Out of District, Community School and Ed Choice tuition all exceeded projections. Also special education transportation significantly exceeded projections
3.040 - Supplies and Materials	\$ 977,805	\$ 905,170	\$ 1,060,273	\$ 72,635	Due to COVID19 shutting of schools in 4th quarter, supply costs were lower than projected.
3.050 - Capital Outlay	\$ 175,780	\$ 180,988	\$ 166,692	\$ (5,208)	
4.055 - Debt Service Other	\$ 127,542	\$ 127,542	\$ -	\$ -	
4.300 - Other Objects	\$ 639,140	\$ 628,528	\$ 783,647	\$ 10,612	
4.500 - Total Expenditures	\$ 45,605,250	\$ 45,631,219	\$ 45,546,583	\$ (25,969)	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ 300,000	\$ 252,061	\$ 312,277	\$ 47,939	
5.020 - Advances Out	\$ 300,000	\$ 302,500	\$ 185,581	\$ (2,500)	
5.050 - Total Expenditures and Other Financing Uses	\$ 46,205,250	\$ 46,185,780	\$ 46,044,441	\$ 19,470	
Surplus/(Deficit) FYTD	\$ (23,223)	\$ (133,711)	\$ 1,989,986	\$ (110,488)	

Garfield Heights City Schools



Revenue Analysis Report - General Operating Fund Only - FY20



2019-2020	Local Revenue					Federal	State Revenue			Non-Operating*	Total Revenue
	Taxes		Interest	Rentals	Other Local		Unrestricted Grants-in-Aid	Property Tax Allocation	Restricted Grants-in-Aid		
	Real Estate	Personal Property									
July	3,839,000	-	12,875	4,240	123,773	-	1,975,026	-	54,423	-	6,009,337
August	3,565,236	427,246	11,507	7,220	7,010	-	2,076,366	-	54,223	185,581	6,334,389
September	-	-	20,611	1,172	357,946	-	1,975,485	1,305,089	54,183	-	3,714,486
October	-	-	19,107	4,117	3,046	-	1,989,235	-	54,182	2,500	2,072,187
November	-	-	19,533	5,744	11,575	-	1,978,486	80,830	54,182	-	2,150,350
December	97,771	-	10,616	6,982	28,018	-	2,001,273	46	54,180	-	2,198,886
January	1,599,000	-	5,863	3,452	16,284	-	2,075,553	-	54,180	-	3,754,332
February	6,784,000	-	6,522	5,378	12,351	-	1,974,906	-	54,180	-	8,837,337
March	621,756	549,327	8,863	3,629	193,390	-	1,975,033	-	54,180	-	3,406,178
April	-	-	10,764	-	14,488	-	1,980,732	-	54,180	-	2,060,164
May	-	-	7,434	-	206,382	-	1,857,375	1,301,665	54,180	-	3,427,036
June	-	-	9,160	-	164,178	-	1,734,774	-	179,275	-	2,087,387
Totals	\$16,506,763	\$976,573	\$142,855	\$41,934	\$1,138,441	\$0	\$23,594,244	\$2,687,630	\$775,548	\$188,081	\$46,052,069
% of Total	35.84%	2.12%	0.31%	0.09%	2.47%	0.00%	51.23%	5.84%	1.68%	0.41%	

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

Garfield Heights City Schools



Expenditure Analysis Report - General Operating Fund - FY20

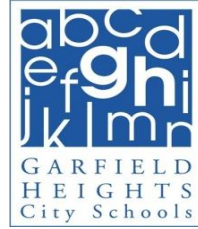


2019-2020	Salaries	Benefits	Purchased Services*	Supplies	Equipment	Other	Non-Operating^	Total Expenses
July	1,964,546	740,498	876,171	76,494	-	11,624	-	3,669,333
August	2,722,129	754,447	781,528	256,982	70,865	265,456	-	4,851,407
September	1,901,799	754,033	682,145	119,844	54,944	9,517	122,000	3,644,282
October	1,976,126	769,562	682,523	91,701	2,523	7,391	-	3,529,826
November	1,952,979	761,013	827,783	42,006	-	16,848	-	3,600,629
December	1,952,089	752,281	765,623	68,015	5,207	9,889	-	3,553,104
January	2,854,846	760,135	783,367	74,004	38,284	21,402	-	4,532,038
February	1,896,848	737,248	1,190,853	60,835	3,502	11,238	-	3,900,524
March	1,930,390	740,997	1,322,228	54,409	455	254,301	-	4,302,780
April	1,860,759	720,346	631,835	38,738		8,411	-	3,260,089
May	1,895,258	743,030	973,670	8,201	2,900	6,583	-	3,629,642
June	1,856,086	745,440	655,922	13,941	2,308	5,868	432,561	3,712,126
TOTALS	\$24,763,855	\$8,979,030	\$10,173,648	\$905,170	\$180,988	\$628,528	\$554,561	\$46,185,780
% of Total	53.62%	19.44%	22.03%	1.96%	0.39%	1.36%	1.20%	

*Purchased Services includes Debt Service Lease Payments

^Non-Operating expenses include advances and transfers out.

Garfield Heights City Schools

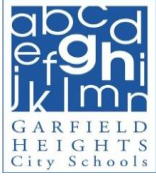


June 30, 2020

FINSUMM Financial Summary

Fund	Fund Name	Beginning Balance	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	\$3,068,444.00	\$2,087,387.00	\$46,052,069.00	\$3,712,126.00	\$46,185,780.00	\$2,934,733.00	\$717,370.00	\$2,217,363.00
002	Bond Retirement	\$3,890,126.00	\$0.00	\$4,117,169.00	\$348,260.00	\$3,743,927.00	\$4,263,368.00	\$0.00	4,263,368.00
003	Permanent Improvement	\$21,123.00	\$0.00	\$214,868.00	\$2,749.00	\$217,712.00	\$18,279.00	\$0.00	18,279.00
004	Building Fund	\$47,289.00	\$4,225.00	\$88,025.00	\$0.00	\$18,034.00	\$117,280.00	\$57,221.00	60,059.00
006	Food Service	\$1,389,648.00	\$56,117.00	\$1,653,974.00	\$99,363.00	\$1,775,685.00	\$1,267,937.00	\$14,150.00	1,253,787.00
007	Special Trust	\$16,869.00	\$0.00	\$2,600.00	\$2,500.00	\$10,750.00	\$8,719.00	\$8,000.00	719.00
008	Endowment Trust	\$102,557.00	\$51.00	\$1,661.00	\$500.00	\$1,500.00	\$102,718.00	\$0.00	102,718.00
009	Uniform Supplies	\$11.00	\$29,186.00	\$47,065.00	\$146.00	\$43,369.00	\$3,707.00	\$0.00	3,707.00
014	Rotary - Internal Services	\$72,278.00	\$50,900.00	\$76,641.00	\$0.00	\$140,749.00	\$8,170.00	\$5,563.00	2,607.00
018	Public School Support	\$2,205.00	\$1,588.00	\$27,125.00	\$275.00	\$6,824.00	\$22,506.00	\$0.00	22,506.00
019	Other Grants	\$5,252.00	\$0.00	\$150,169.00	\$9,795.00	\$241,972.00	(\$86,551.00)	\$15,186.00	(101,737.00)
022	District Agency	\$24,588.00	\$0.00	\$12,326.00	\$0.00	\$8,426.00	\$28,488.00	\$360.00	28,128.00
024	Employee Benefits Self Insurance	\$91.00	\$50,000.00	\$50,000.00	\$61,372.00	\$368,440.00	(\$318,349.00)	\$48,971.00	(367,320.00)
034	Classroom Facilities Maintenance	\$904,087.00	\$69,744.00	\$279,817.00	\$6,182.00	\$526,431.00	\$657,473.00	\$42,554.00	614,919.00
200	Student Managed Funds	\$9,617.00	\$516.00	\$17,024.00	\$4,110.00	\$20,456.00	\$6,185.00	\$0.00	6,185.00
300	District Managed Funds	\$1,694.00	\$36,503.00	\$221,080.00	\$1,928.00	\$201,075.00	\$21,699.00	\$4,172.00	17,527.00
401	Auxiliary Services	\$80,773.00	\$60.00	\$622,461.00	\$31,077.00	\$647,872.00	\$55,362.00	\$73,648.00	(18,286.00)
439	Public School Preschool	\$2.00	\$35,930.00	\$106,971.00	\$6,466.00	\$104,143.00	\$2,830.00	\$83.00	2,747.00
440	Entry Year Programs	\$183.00	\$0.00	\$0.00	\$0.00	\$0.00	\$183.00	\$0.00	183.00
451	OneNet (Data Communication)	\$22,125.00	\$0.00	\$9,000.00	\$0.00	\$31,117.00	\$8.00	\$0.00	8.00
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
467	Student Wellness and Success	\$0.00	\$0.00	\$959,528.00	\$75,973.00	\$589,935.00	\$369,593.00	\$504.00	369,089.00
499	Miscellaneous State Grants	\$6,144.00	\$0.00	\$0.00	\$0.00	\$2,683.00	\$3,461.00	\$0.00	3,461.00
506	Race to the Top	\$604.00	\$0.00	\$0.00	\$0.00	\$0.00	\$604.00	\$0.00	604.00
516	IDEA-B	(\$177,987.00)	\$200,578.00	\$1,323,504.00	\$14,210.00	\$1,139,718.00	\$5,799.00	\$59,479.00	(53,680.00)
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	\$0.00	\$0.00	\$4,610.00	\$0.00	\$4,610.00	\$0.00	\$6,916.00	(6,916.00)
572	Title I - Disadvantaged Children	(\$397,582.00)	\$131,077.00	\$1,576,899.00	\$84,610.00	\$1,594,382.00	(\$415,065.00)	\$309,282.00	(724,347.00)
573	Title V	\$2,074.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,074.00	\$0.00	2,074.00
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	\$736.00	\$4,006.00	\$28,551.00	\$2,499.00	\$29,287.00	\$0.00	\$48.00	(48.00)
590	Title II-A - Improving Teacher Quality	\$0.00	\$72,102.00	\$187,244.00	\$4,230.00	\$177,776.00	\$9,468.00	\$18,259.00	(8,791.00)
599	Miscellaneous Federal Grants	\$2,049.00	\$3,675.00	\$74,606.00	\$2,738.00	\$74,662.00	\$1,993.00	\$30,541.00	(28,548.00)
	Grand Totals (ALL Funds)	\$9,106,395.00	\$2,833,645.00	\$57,904,987.00	\$4,471,109.00	\$57,907,315.00	\$9,104,067.00	\$1,412,307.00	\$7,691,760.00

Garfield Heights City Schools



**Record of Advances for 2018/2019
Returned 2019/2020**



INITIAL ADVANCE INFORMATION						ADVANCE RETURN	
Date Approved	Board Resolution	FROM Fund	TO Fund	Fund Name	Amount	Date Returned	Amount
7/15/2019	2019-15	001	019-916A	Students of Promise	\$89,000.00	9/16/2019	\$89,000.00
7/15/2019	2019-15	001	439-9019	Public School Preschool	\$14,200.00	9/16/2019	\$14,200.00
7/15/2019	2019-15	001	024	Employee Benefits	\$39,000.00	9/16/2019	\$39,000.00
7/15/2019	2019-15	001	587-9019	Preschool Handicap	\$2,996.00	9/16/2019	\$2,996.00
7/15/2019	2019-15	001	590-9019	Title II-A	\$40,385.00	9/16/2019	\$40,385.00
TOTAL Advances for 2018-2019					\$185,581.00		\$185,581.00
Advances Outstanding							\$0.00

Garfield Heights City Schools



Approved Grant Funds for 2019/2020



This report is a listing of all grant funds authorized and received throughout the 2019/2020 fiscal year.

Fund	Description	Authorized Amount	Monthly Amount Received	Amount Received Project-To-Date
	<u>State Grants</u>			
439/9020	Public School Preschool	\$80,000.00	\$9,930.00	\$68,817.00
451/9020	Data Communications	\$0.00	\$0.00	\$9,000.00
	<u>Auxiliary Services</u>			
401/9020	Trinity	\$327,963.00	\$0.00	\$327,963.00
401/9620	St. Benedict	\$292,857.00	\$0.00	\$292,857.00
	Total State Funds	\$700,820.00	\$9,930.00	\$698,637.00
	<u>Federal Grants</u>			
516/9020	IDEA-B Special Education	\$1,068,669.00	\$13,426.00	\$996,991.00
516/920R	IDEA-B Resoration	\$66,328.00	\$0.00	\$51,627.00
587/920P	IDEA Early Childhood Special Education	\$18,558.00	\$0.00	\$5,324.00
516/920L	IDEA Early Literacy SSIP	\$22,497.00	\$2,151.00	\$16,326.00
536/9020	Title I Non Competitive School Imp.	\$97,500.00	\$0.00	\$4,610.00
572/9020	Title I	\$2,126,042.00	\$131,076.00	\$1,236,790.00
587/9020	Preschool Special Education	\$14,805.00	\$1,145.00	\$17,375.00
590/9020	Title II-A Improving Teacher Quality	\$314,919.00	\$13,602.00	\$94,365.00
599/9020	Title IV-A Student Supp/Academic Enrich	\$194,462.00	\$3,675.00	\$61,721.00
	Total Federal Funds	\$3,923,780.00	\$165,075.00	\$2,485,129.00

Garfield Heights City Schools



Cash Reconciliation



June 30, 2020

FINSUM Balance **\$9,104,067.00**

Bank Balance:

Key Bnk - Property Tax/Foundation Receipts	\$	22,040.00	
PNC - General	\$	551,558.00	
JP MorganChase - Payroll	\$	685,782.00	
			\$ 1,259,380.00

Investments:

STAR Ohio		5,408,940.00	
Red Tree		2,392,209.00	
PNC-Sweep		2.00	
Citizens-Sweep		174,497.00	
		174,497.00	\$ 7,975,648.00

Change Fund:

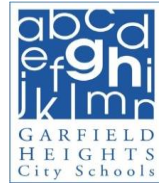
HS School Store		50.00	
HS Library		50.00	
High School Athletics		1,050.00	
			\$ 1,150.00

Less: Outstanding Checks-PNC Bank (General Fund) (132,111.00)

Adjustments		0.00
In Transits		0.00

Bank Balance **\$ 9,104,067.00**

Variance **\$ -**



**Investment Report
June 30, 2020**



<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	\$ 167,792.14	\$ 167,792.14	0.00	N/A
PNC Bank	Business Perf Money Market	\$ 2.30	\$ 2.30	0.85	N/A
Red Tree Investment	Money Mkt Fund	\$ 4,664.61	\$ 4,664.61	0.06	N/A
Red Tree Investment	Agency Note	\$ 125,000.00	\$ 125,017.95	0.55	27-Apr-22
Red Tree Investment	Agency Note	\$ 99,725.00	\$ 99,894.98	0.34	22-May-23
Red Tree Investment	Agency Note	\$ 150,000.00	\$ 150,003.45	0.55	30-Jun-23
Red Tree Investment	U.S. Treasury Note	\$ 54,866.80	\$ 55,215.87	1.64	31-Oct-20
Red Tree Investment	Certificate of Deposit	\$ 99,700.00	\$ 100,608.60	2.07	13-Oct-20
Red Tree Investment	Certificate of Deposit	\$ 109,890.00	\$ 110,779.13	2.27	28-Oct-20
Red Tree Investment	Certificate of Deposit	\$ 248,850.60	\$ 254,339.80	2.54	28-May-21
Red Tree Investment	Certificate of Deposit	\$ 75,000.00	\$ 76,041.30	1.76	17-Jun-21
Red Tree Investment	Certificate of Deposit	\$ 114,827.50	\$ 119,873.70	3.30	15-Nov-21
Red Tree Investment	Certificate of Deposit	\$ 114,942.50	\$ 119,929.01	2.92	31-Jan-22
Red Tree Investment	Certificate of Deposit	\$ 114,885.00	\$ 119,987.43	2.94	07-Feb-22
Red Tree Investment	Certificate of Deposit	\$ 114,850.50	\$ 120,108.07	2.85	14-Mar-22
Red Tree Investment	Certificate of Deposit	\$ 114,965.50	\$ 119,963.28	2.66	04-Apr-22
Red Tree Investment	Certificate of Deposit	\$ 129,805.00	\$ 135,725.20	2.55	31-May-20
Red Tree Investment	Certificate of Deposit	\$ 114,798.75	\$ 122,916.71	2.91	13-Mar-23
Red Tree Investment	Certificate of Deposit	\$ 29,997.00	\$ 32,094.87	2.87	29-Mar-23
Red Tree Investment	Certificate of Deposit	\$ 114,770.00	\$ 127,626.08	3.64	05-Dec-23
Red Tree Investment	Certificate of Deposit	\$ 58,941.00	\$ 63,903.43	2.89	10-Apr-24
Red Tree Investment	Certificate of Deposit	\$ 114,655.00	\$ 124,912.77	2.71	13-Jun-24
Red Tree Investment	Commercial Paper	\$ 88,770.47	\$ 89,985.60	1.90	03-Aug-20
Red Tree Investment	Commercial Paper	\$ 98,625.11	\$ 99,978.00	1.87	14-Aug-20
Red Tree Investment	Commercial Paper	\$ 99,678.69	\$ 99,767.00	0.43	05-Mar-21
Red Tree Investment	Accrued Interest	\$ -	\$ 6,780.73		
STAROhio	State Pool	\$5,408,939.74	\$5,408,939.74	0.61	N/A
Total Investment Amount		\$ 7,975,648.43	\$ 8,063,556.97		

	<u>Monthly Interest</u>	<u>FYTD 2020 Interest</u>
General Fund	\$ 9,160.00	\$ 144,358.68
Food Service	623.00	\$ 19,914.30
Auxiliary Services-Trinity	27.00	\$ 714.33
Auxiliary Services-St. Benedict	33.00	\$ 914.08
Blaugrund Scholarship	52.00	\$ 1,674.06
	\$ 9,895.00	\$ 167,575.45

Garfield Heights City Schools

June 30, 2020



Appropriation Summary

Fund	Permanent Appropriation	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
001 General Fund	\$47,079,892.00	\$514,032.00	\$47,593,924.00	\$46,185,780.00	\$3,712,126.00	\$717,370.00	690,774.00	98.55%
002 Bond Retirement	\$3,894,000.00	\$0.00	3,894,000.00	\$3,743,927.00	\$348,260.00	\$0.00	150,073.00	96.15%
003 Permanent Improvement	\$227,000.00	\$0.00	227,000.00	\$217,712.00	\$2,749.00	\$0.00	9,288.00	95.91%
004 Building Fund	\$100,000.00	\$0.00	100,000.00	\$18,034.00	\$0.00	\$57,221.00	24,745.00	0.00%
006 Food Service	\$2,155,000.00	\$16,886.00	2,171,886.00	\$1,775,685.00	\$99,363.00	\$14,150.00	382,051.00	82.41%
007 Special Trust	\$12,200.00	\$19,150.00	31,350.00	\$10,750.00	\$2,500.00	\$8,000.00	12,600.00	59.81%
008 Edowment Trust	\$2,500.00	\$500.00	3,000.00	\$1,500.00	\$500.00	\$0.00	1,500.00	50.00%
009 Uniform Supplies	\$52,000.00	\$3,369.00	55,369.00	\$43,369.00	\$146.00	\$0.00	12,000.00	78.33%
014 Rotary - Internal Services	\$147,000.00	\$0.00	147,000.00	\$140,749.00	\$0.00	\$5,563.00	688.00	99.53%
018 Public School Support	\$13,500.00	\$3,500.00	17,000.00	\$6,824.00	\$275.00	\$0.00	10,176.00	40.14%
019 Other Grants	\$343,969.00	\$188.00	344,157.00	\$241,972.00	\$9,795.00	\$15,186.00	86,999.00	74.72%
022 District Agency	\$19,000.00	\$8,408.00	27,408.00	\$8,426.00	\$0.00	\$360.00	18,622.00	0.00%
024 Employee Benefits	\$369,000.00	\$138,769.00	507,769.00	\$368,440.00	\$61,372.00	\$48,971.00	90,358.00	0.00%
034 Classroom Facilities Maintenance	\$835,000.00	\$0.00	835,000.00	\$526,431.00	\$6,182.00	\$42,554.00	266,015.00	0.00%
200 Student Managed Funds	\$87,000.00	\$619.00	87,619.00	\$20,456.00	\$4,110.00	\$0.00	67,163.00	23.35%
300 District Managed Funds	\$215,175.00	\$276.00	215,451.00	\$201,075.00	\$1,928.00	\$4,172.00	10,204.00	95.26%
401 Auxiliary Services	\$625,766.00	\$78,247.00	704,013.00	\$647,872.00	\$31,077.00	\$56,112.00	29.00	100.00%
439 Public School Preschool	\$119,982.00	\$7.00	119,989.00	\$104,143.00	\$6,466.00	\$83.00	15,763.00	86.86%
451 OneNet (Data Communication)	\$31,200.00	\$0.00	31,200.00	\$31,117.00	\$0.00	\$0.00	83.00	99.73%
499 Miscellaneous State Grants	\$103,056.00	\$0.00	103,056.00	\$2,683.00	\$0.00	\$0.00	100,373.00	2.60%
516 IDEA-B	\$1,188,210.00	\$19,989.00	1,208,199.00	\$1,139,718.00	\$14,210.00	\$59,479.00	9,002.00	99.25%
536 Title I - School Improvement Part A	\$97,500.00	\$33,334.00	130,834.00	\$4,610.00	\$0.00	\$6,916.00	119,308.00	8.81%
572 Title I - Disadvantaged Children	\$2,176,312.00	\$84,292.00	2,260,604.00	\$1,594,382.00	\$84,610.00	\$309,282.00	356,940.00	84.21%
587 Preschool Handicap	\$31,815.00	\$0.00	31,815.00	\$29,287.00	\$2,499.00	\$48.00	2,480.00	92.20%
590 Title II-A - Improving Teacher Quality	\$326,380.00	\$3,194.00	329,574.00	\$177,776.00	\$4,230.00	\$18,259.00	133,539.00	59.48%
599 Miscellaneous Federal Grants	\$197,395.00	\$5,000.00	202,395.00	\$74,662.00	\$2,738.00	\$30,541.00	97,192.00	51.98%
Totals	\$60,449,852.00	\$929,760.00	\$61,379,612.00	\$57,317,380.00	\$4,395,136.00	\$1,394,267.00	\$2,667,965.00	95.65%

Garfield Heights City Schools



**Check Register for Checks > \$5,000
June 2020**



Vendor	Amount	Fund	Description
Steps Education Group	\$ 11,250.00	001	OOD Tuition
Kidslink Neurobehavioral	\$ 6,542.00	001	OOD Tuition
Walter & Haverfield	\$ 19,821.00	001	Legal Fees
De Lage Landen Public	\$ 6,458.00	001	Transformers Lease Purchase Payment
Renhill Group	\$ 9,149.00	001	Substitute Services
Center for Marketing Research	\$ 10,485.00	001	Parent Survey
Ohio Bureau of Job/Family Services	\$ 10,485.00	001	Unemployment Charges
Star Therapy	\$ 28,669.00	001	OT/PT Services
Ivory Consulting	\$ 5,000.00	019	CTAG Consultant
Gordon Food Service	\$ 8,317.00	006	Food Supplies
Suburban Health Consortium	\$ 494,610.00	024	Employee Health Care for April
Huntington	\$ 348,260.00	002	Bond Interest Payments
JP Morgan Chase	\$ 1,077,130.20	Various	June #1 Payroll
JP Morgan Chase	\$ 1,031,617.53	Various	June #2 Payroll

Garfield Heights City Schools



Legal Fees Analysis Report - FY20



	General	COVID-!9 Issues	BOR/BTA	GHTA	OAPSE	Special Ed	Personnel	Cell Tower	Lighting Transpt Project	Lease-Purchase/AIF	Totals
July	1,240	-	2,693	31	9,114	9,620	5,923	753	1,738	-	31,112
August	1,716	-	3,573	31	744	6,117	13,454	-	-	-	25,635
September	3,225	-	4,545	-	248	1,662	1,643	-	-	-	11,323
October	2,664	-	2,418	-	217	422	155	-	-	-	5,876
November	3,348	-	3,844	-	1,581	-	2,325	-	-	-	11,098
December	5,828	-	1,116	-	589	-	-	-	-	-	7,533
January	1,200	-	1,062	-	2,883	-	-	-	-	12,668	17,812
February	-	-	-	-	-	-	-	-	-	-	-
March	2,671	2,053	6,564	-	2,627	-	763	-	-	-	14,678
April	982	2,153	2,363	2,101	-	330	5,691	-	182	2,066	15,868
May	-	-	1,077	-	-	-	-	-	-	-	1,077
June	1,256	12,213	-	1,559	416	-	4,556	-	-	-	20,000
TOTALS	\$24,130	\$16,419	\$29,255	\$3,722	\$18,419	\$18,151	\$34,510	\$753	\$1,920	\$14,734	\$162,012

**APPROPRIATION AMENDMENT
FY20 REQUEST #2
Resolution #2020-26**

	<u>Original Est Resource Appropriation Amount</u>	<u>Amended Est Resource Appropriation Amount</u>	<u>Difference Increase (Decrease)</u>
GENERAL FUND (001)			
1200 SPECIAL INSTRUCTION	\$ 2,893,600.00	\$ 2,906,600.00	\$ 13,000.00
1900 OTHER INSTRUCTION	\$ 9,465,000.00	\$ 9,527,000.00	\$ 62,000.00
2700 SUPPORT SERVICES - OPERATION/MAINTENANCE PLANT	\$ 3,690,800.00	\$ 3,615,800.00	\$ (75,000.00)
TOTAL GENERAL FUND APPROPRIATION/FUNCTION	\$ 47,079,892.00	\$ 47,079,892.00	\$ -
PERSONAL SERVICES	\$ 24,957,000.00	\$ 24,957,000.00	\$ -
EMPLOYEE RETIREMENT AND INSURANCES	\$ 9,159,550.00	\$ 9,159,550.00	\$ -
PURCHASED SERVICES	\$ 10,157,300.00	\$ 10,157,300.00	\$ -
SUPPLIES AND MATERIALS	\$ 1,142,500.00	\$ 1,142,500.00	\$ -
CAPITAL OUTLAY - NEW	\$ 207,000.00	\$ 207,000.00	\$ -
DEBT SERVICE/LEASE PURCHASE	\$ 134,342.00	\$ 134,342.00	\$ -
OTHER OBJECTS	\$ 722,200.00	\$ 722,200.00	\$ -
OTHER FINANCING SOURCES	\$ 600,000.00	\$ 600,000.00	\$ -
TOTAL GENERAL FUND APPROPRIATION/OBJECT	\$ 47,079,892.00	\$ 47,079,892.00	\$ -
AUXILIARY SERVICES FUND (401)	\$ 619,166.00	\$ 625,766.00	\$ 6,600.00

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>
Arnold	Danielle	EW	Maternity LOA	07/25/20	10/12/20	Maternity LOA (FMLA)
Ricciuti	Mike	MS	Intermittent Medical LOA	6/15/2020	6/15/2021	Intermittent Medical LOA for Family Member (FMLA)

File: JM (Also GBH)

STAFF-STUDENT RELATIONS

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

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

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

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

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. **Soliciting, encouraging, engaging or consummating an inappropriate relationship with any student, minor or individual who was a student in the preceding 12 months** ~~Dating between staff members and students~~ is prohibited.
7. Staff members shall not use **disparaging remarks**, insults or sarcasm against students **under any circumstances as a method of forcing compliance with requirements or expectations.**
8. Staff members shall maintain **appropriate professional, emotional and social boundaries in a reasonable standard of care** for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.

File: JM (Also GBH)

9. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not **willingly or knowingly violate any student confidentiality required by Federal or State law.** ~~disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.~~
13. Staff members shall not groom a student or minor for the purpose of establishing an inappropriate emotional, romantic or sexual relationship.

(Permissive language)

Social Media

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

Violation of the prohibitions listed above ~~will~~ **may** result in staff and/or student discipline in accordance with State law, Board policies and regulations, the staff and student codes of conduct and handbooks and/or staff negotiated agreements. **Violations by staff also may be reported to the Ohio Department of Education for further investigation.** Nothing in this policy prohibits District staff and students from the use of educational websites and/or use of social media created for curricular, cocurricular or extracurricular purposes.

[Adoption date:]

LEGAL REF.: ORC 3313.20; 3319.31; 3319.311
OAC Chapter 3301-73

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

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

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

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

The Licensure Code of Professional Conduct for Ohio Educators (Licensure Code) is adopted and updated by the State Board of Education (SBOE) due to legislative requirements. The Licensure Code serves as a basis for decisions on issues relating to licensure and provides a guide for conduct having professional implications. It covers teachers, principals, superintendents, educational aides, coaches, substitute teachers and other individuals credentialed by the SBOE. It is used in conjunction with applicable statutes and administrative rules.

HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

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

School Personnel Responsibilities and Complaint Procedures

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

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

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

File: JFCF-R

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

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

Teachers and Other School Staff

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

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

Complaints

1. Formal Complaints

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

2. Informal Complaints

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

3. Anonymous Complaints

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

4. False Complaints

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

Intervention Strategies

1. Teachers and Other School Staff

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

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

2. Administrator Responsibilities

A. Investigation

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

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

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

B. Nondisciplinary Interventions

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

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

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. **Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States.**

Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

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

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

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

Report to the Custodial Parent or Guardian of the Perpetrator

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

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

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

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

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

File: JFCF-R

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

Police and Child Protective Services

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

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

(Approval date:)

NOTE: THIS IS A REQUIRED REGULATION

HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

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

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

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. **Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States.**

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

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

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

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

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

File: JFCF

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

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

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

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

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

[Adoption date:]

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

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

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

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

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

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

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

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

File: JFCF

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

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

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

THIS IS A REQUIRED POLICY

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 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 **without legitimate excuse** 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.

File: JEE

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
JECAA, 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 166 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 without legitimate excuse 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

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 **medically** excused include, but are not limited to (*customize to reflect District reasons*):

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);~~
- 3.5. quarantine for contagious disease or;
- ~~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~~
- 4.11. **as determined by the Superintendent emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.**

File: JED

Reasons for which students may be nonmedically excused include, but are not limited to (customize to reflect District reasons):

- 1. 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);**
- 2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);**
- 3. observance of religious holidays consistent with a student's truly held religious belief;**
- 4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);**
- 5. college visitation;**
- 6. 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;**
- 7. absences due to a student being homeless or**
- 8. 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 **without legitimate excuse** 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 **in accordance with procedures and timelines defined in District level policies and procedures.**

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.

File: JED

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:

Boards should ensure that policies and procedures clearly reflect reasons for which a student's absence is deemed excused as well as whether the reason is then classified as a medically or nonmedically excused absence. Districts should review the reasons outlined in Ohio Administrative Code 3301-69-02 when making these determinations. This policy can be further customized to reflect these determinations.

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.

File: JED

HB 166 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 without legitimate excuse 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

File: IND/INDA

SCHOOL CEREMONIES AND OBSERVANCES/PATRIOTIC EXERCISES

The Board believes that special recognition should be given to national holidays. The building principal should encourage a discreet observance of these holidays, which have become a part of the American heritage. These observances may, in some instances, be in the form of a school assembly while in other instances they are a part of the classroom work.

The Board directs the administration to develop specific activities within each building to convey the meaning and significance of Veterans Day. The observance must be at least one hour long, except in buildings that schedule class periods of less than an hour. In those buildings, the observance must be at least one standard class period in length.

Religious Holidays and Observances

The following guidelines govern the observance of, and teaching about, religious holidays in the schools.

1. The public schools must be neutral in matters of religion. The schools must show no preference for one religion over another. They must refrain from the promotion of any religion or all religions; consequently, no religious celebrations may be conducted by the public schools.

“Religious celebration” is defined as:

- A. a formal observance, including worship or religious services of any kind, whether or not conducted by a member of the clergy. Religious observances cannot be justified by the fact that the majority of students or individuals in a given community happen to approve of the practice or by the fact that individual students may absent themselves upon parental request;
- B. the display of religious objects or symbols, except those that are integral parts of a short-term study in the curriculum, such as art, history, etc., or
- C. the presentation of religious music, except to the extent that such music is presented for its musical rather than its religious content. Songs or music programs that have significance for a particular religion should not be sung or performed in the school during the period that coincides with the community celebration of the events portrayed in the music. Festive songs that cannot be associated with a religious celebration are permitted.

File: IND/INDA

2. A program or observance related to a religious holiday in theme or timing should be evaluated as to its purpose and effect. If either the purpose or the effect is judged to be religious rather than secular, the activity should not be undertaken.
3. The school should avoid any activity, display or exhibit that promotes or gives its approval to religious matters.

Patriotic Exercises

(Choose one of the following two paragraphs.)

The Board requires all students, grades kindergarten through 12, to recite the Pledge of Allegiance during the school day at a time and manner specified by the building principal.

OR

The Board does not require the daily recitation of the Pledge of Allegiance. However, the Board encourages reciting of the pledge on a regular basis as determined by the classroom teacher or building principal. The District is prohibited from preventing a teacher from having students recite the Pledge of Allegiance in the teacher's classroom.

In addition, District administrators, staff and students are prohibited from altering the wording of the Pledge of Allegiance.

The Board recognizes that beliefs of some persons prohibit participation in the pledge, the salute to the United States flag or other opening exercises. Therefore, such persons are excused from participation.

The Board prohibits the intimidation of any student by other students or staff aimed at coercing participation in reciting the pledge.

School Prayer

The Board certifies that it does not have, nor will it adopt, any policies that deny or prevent participation in constitutionally protected school prayer. This certification is submitted annually by **October 1** to the Ohio Department of Education.

(Permissive language)

Moment of Silence

The Board may provide for a moment of silence with participation of students for prayer, reflection or meditation upon a moral, philosophical or patriotic theme.

File: IND/INDA

The Board, administrators or any District employee shall not require a student to participate in a moment of silence.

Constitution Day

On September 17 of each year, the District may participate in the celebration of Constitution Day by reciting the Preamble of the Constitution at 2:00 p.m. EST. When the 17th falls on a weekend, the day of celebration will be announced.

[Adoption date:]

LEGAL REFS.: U.S. Const. Amend. I, Establishment Cl.
The Elementary and Secondary Education Act; 20 USC 1221 et seq.
ORC 5.23
3313.601; 3313.602; 3313.63; 3313.80
OAC 3301-35-04

NOTE: THIS IS A REQUIRED POLICY

CAREER ADVISING

The Board views career advising as helping students understand themselves relative to their abilities, aptitudes, interests, attitudes, strengths and limitations. This process is meant to assist students in the development of their potential and their decisions relating to educational and career matters. **This policy is supplemented by student graduation plans developed in accordance with law.**

This policy is reviewed biennially and made available to students, parents, guardians/custodians, local postsecondary institutions and residents of the District. This policy is posted in a prominent location on the District website.

The District will do all of the following.

1. Provide students with grade-level examples linking schoolwork to one or more career field(s) through use of the State Board adopted career connections.
2. Create a plan to provide career advising to students in grades six through 12.
3. Provide additional interventions and career advising for students who are identified as at risk of dropping out of school using both research- and locally-based methods developed with input from classroom teachers and guidance counselors.
4. Train employees on advising students on career pathways, including the use of online tools.
5. Develop multiple, clear academic pathways students can use to earn a high school diploma.
6. Identify and publicize courses in which students can earn both traditional academic and career-technical credit.
7. Document career advising provided to each student.
8. Prepare students for their transition from high school to their postsecondary destinations.

Student success plans (SSP) are developed for students identified as at risk of dropping out of school. A SSP identifies the student's chosen academic pathway to graduation and the role of career-technical and competency based education and experiential learning, as appropriate in that chosen pathway. The student's parents, guardians or custodians are invited to assist in the development of the SSP. A copy of the SSP, a statement regarding the importance of a high

File: IJA

school diploma and the academic pathways available to the student for successful graduation is provided to parents, guardians or custodians who do not participate in development of the student's SSP. Following SSP development, the District provides career advising aligned with the student's individual plan and the District's plan for career advising.

[Adoption date:]

LEGAL REF.: ORC 3313.617; 3313.6020

CROSS REFS.: AFI, Evaluation of Educational Resources
IJ, Guidance Program
IKFC, Graduation Plans and Students at Risk of Not Qualifying for a High School Diploma
IL, Testing Programs
JK, Employment of Students

NOTE: House Bill 487 (2014) requires board's to adopt policy language on career advising by the 2015-2016 school year. Much of the details associated with implementing the items listed in the policy will be a local decision, therefore, policy language should be customized to reflect the board's chosen strategies for carrying out these requirements.

Some details of associated requirements may be set forth in either an associated regulation or in a district-specific plan. Boards should consult Ohio Department of Education's resources on both career advising and student success plans in order to determine procedures for carrying out these requirements. The requirements for career advising and board policy are set forth by Ohio Revised Code Section 3313.6020.

Ohio Revised Code (RC) 3313.617 requires each board to adopt by June 30, 2020 a policy regarding students at risk of not qualifying for a high school diploma. The policy must address all the requirement components of RC 3313.617 and must supplement a district's policy on career advising.

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. **All educators also are required to comply with the Licensure Code of Professional Conduct for Ohio Educators.**

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 ordinance 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; **3319.311**; 3319.36
OAC Chapter 3301-73

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

File: GBCB

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.*

The Licensure Code of Professional Conduct for Ohio Educators (Licensure Code) is adopted and updated by the State Board of Education (SBOE) due to legislative requirements. The Licensure Code serves as a basis for decisions on issues relating to licensure and provides a guide for conduct having professional implications. It covers teachers, principals, superintendents, educational aides, coaches, substitute teachers and other individuals credentialed by the SBOE. It is used in conjunction with applicable statutes and administrative rules.

MINUTES

The minutes of the meetings of the Board constitute the written record of Board actions. The Treasurer records in the minutes of each meeting all actions taken by the Board. ~~Minutes need reflect only the general subject matter of discussion in executive sessions.~~

~~Minutes shall specify the nature of the meeting (regular or special); time, place and members present; approval of minutes of the preceding meeting or meetings; complete record of official actions taken by the Board relative to the Superintendent's recommendations, communications and all business transacted; items of significant information bearing on action; and a record of adjournment.~~

Full and accurate minutes must contain sufficient facts and information to permit the public to understand and appreciate the rationale behind the Board's decisions.

~~The Treasurer records the motion, the names of the members making and seconding the motion and the vote of each member present.~~

A complete and accurate set of minutes shall be prepared and become a regular part of the monthly agenda. The Treasurer must make draft minutes available for public inspection. Following approval of the minutes by the Board at the next meeting, the minutes are signed by the President and attested to by the Treasurer as to the accuracy of the information contained. The attestation is not an authorization of any action taken or not taken during the meeting.

The official minutes shall be bound and kept in the office of the Treasurer, who shall, after they have been approved by the Board, make them available to ~~interested citizens~~ **the public and news media**. Copies are made available at cost during normal office hours.

[Adoption date:]

LEGAL REFS.: ORC 121.22(C)
149.43
3313.26

CROSS REFS.: BCE, Board Committees
BD, School Board Meetings
BDC, Executive Sessions
BF, Board Policy Development and Adoption
KBA, Public's Right to Know

EXECUTIVE SESSIONS

Educational matters should be discussed and decisions made at public meetings of the Board. Some matters are more properly discussed by the Board in executive session. As permitted by law, such matters may involve:

1. the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee ~~or, official, or student~~ or the investigation of charges or complaints against such individual, unless an employee ~~or, official or student~~ requests a public hearing (the Board will not hold an executive session for the discipline of one of its members for conduct related to the performance of his/her official duties or for his/her removal from office);
2. the purchase of property for public purposes or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair advantage to a person whose personal, private interest is adverse to the general public interest;
3. specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law;
4. matters required to be kept confidential by Federal law or State statutes;
5. preparing for, conducting or reviewing negotiations with public employees concerning their compensation or other terms and conditions of their employment;
6. in-person conferences with an attorney for the Board concerning disputes involving the Board that are the subject of pending or imminent court action or
7. consideration of confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets or personal financial statements of an applicant for economic development assistance, or negotiations with other political subdivisions respecting requests for economic development assistance provided that:
 - A. the information is directly related to a request for economic development assistance that is to be provided or administered under provisions of State law authorized in Ohio Revised Code Section 121.22(G)(8)(1), or involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project and

File: BDC

- B. a unanimous quorum of the Board has determined by a roll-call vote the executive session is necessary to protect the interests of the applicant or possible investment or expenditure of public funds to be made in connection with the economic development project.

Conferences with a member of the Auditor of State's Office or an appointed certified public accountant for the purpose of an audit are not considered meetings subject to the Open Meetings Act (Sunshine Law).

The Board meets in executive session only to discuss legally authorized matters. Executive sessions are held only as part of a regular or special meeting and only after a majority of the quorum determines, by a roll-call vote, to hold such a session.

When the Board holds an executive session for any of the reasons stated above, the motion and vote to hold the executive session shall state one or more of the purposes listed under such paragraph for which the executive session is to be held, but need not include the name of any person to be considered in the executive session. The minutes shall reflect the information described above.

In compliance with law, no official action may be taken in executive session. To take final action on any matter discussed, the Board reconvenes into public session.

The Board may invite staff members or others to attend executive sessions at its discretion.

Board members shall not disclose or use, without appropriate authorization, any information acquired in the course of official duties (which is confidential because of statutory provisions) or which has been clearly designated as confidential because of the status of proceedings or the circumstances under which the information was received.

[Adoption date:]

LEGAL REFS.: ORC 102.03
121.22

CROSS REFS.: AFBA, Evaluation of the Treasurer (Also BCCB)
BCD, Board-Superintendent Relationship (Also CBI)
BCE, Board Committees
BCF, Advisory Committees to the Board
BD, School Board Meetings
BDDG, Minutes
KBA, Public's Right to Know
KLD, Public Complaints About District Personnel

File: BDC

NOTE: *This policy has incorporated the substance of State law on public meetings into its policy.*

THIS IS A REQUIRED POLICY

FAMILY AND MEDICAL LEAVE ACT EXPANSION
(Families First Coronavirus Response Act)

The Board complies with the Families First Coronavirus Response Act (FFCRA) to assist employees affected by the COVID-19 outbreak with job-protected leave, the Board provides FFCRA-expanded Family and Medical Leave Act (FMLA) to eligible employees. This policy is in effect from April 1, 2020 until December 31, 2020. Leaves taken for these qualifying reasons are included in and not in addition to the total FMLA entitlement of up to 12 weeks in the District defined 12-month period. The District's existing FMLA leave policy applies to all other eligible leave for reasons outside this policy.

The first two weeks of FFCRA-expanded FMLA leave are unpaid, although the employee can choose to use other forms of paid leave, including FFCRA Emergency Paid Sick Leave, during that time period. The remaining 10 weeks of FFCRA-expanded FMLA leave are paid as provided in FFCRA. The Board continues to pay the District's share of the employee's health benefits during the leave.

(Choose one of the following options.)

An employee who takes expanded Family and Medical Leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FFCRA-expanded FMLA leave period.

(The following language shall remain in the policy)

In complying with the FFCRA and FMLA, the District adheres to the requirements of applicable State and Federal law.

Additional information is contained in the regulation, which follows this policy.

1 of 2
File: GBRA

[Adoption date:]

LEGAL REFS.: Families First Coronavirus Response Act of 2020; 29 USC 2601 et seq.;
29 CFR Part 825
Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.
ORC
124.38 (for city districts only)

3319.13; 3319.141

CROSS REFS.: GBR, Family Medical Leave Act
GBRAA, Emergency Paid Sick Leave

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

2 of 2

FAMILY AND MEDICAL LEAVE ACT EXPANSION
(Families First Coronavirus Response Act)

Eligibility

All full-time or part-time employees who have been employed with the District for at least 30 days.

Leave Entitlement

An eligible employee is allowed to take up to 12 workweeks of Families First Coronavirus Response Act (FFCRA) expanded Family Medical Leave Act (FMLA) leave between April 1, 2020 and December 31, 2020. Leaves taken for these qualifying reasons are included in and not in addition to the total FMLA entitlement of up to 12 weeks in the District's defined 12-month period. The District's existing FMLA leave policy applies to all other eligible leave for reasons outside this policy.

Types of Leave

An eligible employee may take FFCRA-expanded FMLA leave if the employee is unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

An eligible employee may elect to use any accrued and unused paid vacation, personal or sick leave concurrently with the first two weeks of unpaid FFCRA-expanded FMLA leave, subject to the District's policies governing such leave.

Benefits

The Board maintains the employee's health coverage under the group health insurance plan during the period of FFCRA-expanded FMLA leave at the same level and under the same conditions as provided in policy GBR.

Pay During Leave

Leave will be unpaid for the first 10 days of leave; however, employees may use any accrued paid vacation, sick or other leaves which may be allowable during this time, provided employees otherwise meet the eligibility requirements for use of those accrued leaves. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act.

After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

1. The average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type or
2. If the employee has worked less than six months, the expected number of hours to be scheduled per day at the time of hire.

Notice and Requesting Leave

All employees requesting family and medical leave must provide written notice, where possible, of the need for leave as soon as practicable. Verbal notice will otherwise be accepted until written notice can be provided. A form will be provided to District employees in a manner accessible to all.

The completed request form that the employee provides should include a brief statement as to the reason for leave, and if possible, the expected duration.

On a basis that does not discriminate against employees on FFCRA-expanded FMLA, the District may require an employee to report periodically on the employee's status and intent to return to work.

Definitions

"Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

1. under 18 years of age or
2. 18 years of age or older and incapable of self-care because of a mental or physical disability.

"Childcare provider" means:

1. a provider who receives compensation for providing childcare services on a regular basis, including:
 - A. a center-based childcare provider;
 - B. a group home childcare provider;
 - C. a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence);
 - D. other licensed provider of childcare services for compensation.
2. a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

A family member or friend of an employee who regularly cares for an employee's child can be a childcare provider for purposes of this regulation even if he/she is not compensated or licensed.

“School” means an elementary or secondary school.

(Approval date:)

EMERGENCY PAID SICK LEAVE
(Families First Coronavirus Response Act)

To comply with the Families First Coronavirus Response Act (FFCRA), the Board provides emergency paid sick leave to eligible employees affected by the COVID-19 outbreak. This policy is in effect from April 1, 2020 until December 31, 2020. Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid emergency sick leave will not carry over to the next year or be paid out to employees. The District's existing sick leave provisions apply to all other eligible leave for reasons outside this policy.

Emergency paid sick leave will be paid as provided in FFCRA. Eligible full-time employees are entitled to up to 80 hours of paid emergency sick leave for reasons described in FFCRA. Eligible part-time employees are entitled to paid emergency sick leave for the number of hours worked, on average, over a two-week period.

Employees on FFCRA-expanded family medical leave act (FMLA) leave may use emergency paid sick leave during the first 10 days of that normally unpaid leave.

In complying with the FFCRA, the District adheres to the requirements of applicable State and Federal law.

Additional information is contained in the regulation, which follows this policy.

[Adoption date:]

LEGAL REFS.: Families First Coronavirus Response Act of 2020; 29 USC 2601 et seq.;
29 CFR Part 825
Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.
ORC
124.38 (for city districts only)
3319.13; 3319.141

CROSS REFS.: GBR, Family and Medical Leave Act
GBRAA, Family and Medical Leave Act Expansion

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

EMERGENCY PAID SICK LEAVE
(Families First Coronavirus Response Act)

Eligibility and Reasons for Leave

Any full-time or part-time employee who is employed with the District is eligible to take emergency paid sick leave if the employee is unable to work (or telework) because the employee:

1. is subject to a federal, state or local quarantine or isolation order related to COVID-19;
2. has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19;
3. is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. is caring for an individual who is subject to either number 1 or 2;
5. is caring for his/her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions;
6. is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

Emergency Paid Sick Leave Entitlement

An eligible full-time employee is entitled to up to 80 hours of Families First Coronavirus Response Act (FFCRA) emergency paid sick leave. Eligible part-time employees are entitled to emergency paid sick leave for the number of hours worked, on average, over a two-week period. Emergency paid sick leave is available between April 1, 2020 and December 31, 2020. Emergency paid sick leave under this policy will not be provided beyond December 31, 2020. Any unused emergency paid sick leave will not carry over to the next year or be paid out to employees.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

1. The average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type or

2. If the employee has worked less than six months, the expected number of hours to be scheduled per day at the time of hire.

Pay During Leave

The employee's rate of pay for emergency paid sick leave depends on the reason for which the employee is taking leave. For an employee taking leave for reasons 1 through 3, the rate of pay for emergency paid sick leave will be the employee's regular rate of pay (or minimum wage, whichever is greater). Pay for leave taken for reasons 1 through 3 will not exceed \$511 per day and \$5,110 in total.

For an employee taking leave for reasons 4 through 6, the rate of pay for emergency paid sick leave will be two-thirds of the employee's regular rate of pay (or minimum wage, whichever is greater). Pay for leave taken for reasons 4 through 6 will not exceed \$200 per day or \$2,000 in total.

Interaction with Other Paid Leave

An employee may use emergency paid sick leave under this policy before using any other paid time off for the qualifying reasons stated above.

Notice and Requesting Leave

All employees requesting emergency paid sick leave must notify the District of the need and specific reason for leave under this policy. A form will be provided to District employees in a manner accessible to all. Verbal notice will be accepted until it is practicable to provide written notice.

Once emergency paid sick leave has begun, the employee and the District must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to use paid sick leave.

Definitions

"Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

1. under 18 years of age or
2. 18 years of age or older and incapable of self-care because of a mental or physical disability.

"Childcare provider" means:

1. a provider who receives compensation for providing childcare services on a regular basis, including:
 - A. a center-based childcare provider;
 - B. a group home childcare provider;
 - C. a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence);
 - D. other licensed provider of childcare services for compensation.
2. a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

A family member or friend of an employee who regularly cares for an employee's child can be a childcare provider for purposes of this regulation even if he/she is not compensated or licensed.

"Individual" means an employee's immediate family member, a person who regularly resides in the employee's home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he/she were quarantined or self-quarantined. "Individual" does not include persons with whom the employee has no personal relationship.

"School" means an elementary or secondary school.

(Approval date:)

GARFIELD HEIGHTS HIGH SCHOOL

FEE SCHEDULE 2020-2021

<u>ID CARDS</u>	\$5.00	Replacement card
<u>Physical Education</u>	\$15.00	Physical Education uniform/lock
<u>English</u>	<u>\$15.00</u>	<u>All English Classes</u> English 9 English 10 English 11 English 12 Honors English 9, 10, 11 Mythology (AP English 12- AP Exam fee \$95.00)
<u>Social Studies</u>	\$15.00 \$15.00 \$15.00 \$15.00 \$5.00	American History, World History (Honors) Govt AP U.S. History (Includes book) AP U.S. Government (Includes book) Geography, psychology, sociology, sport history, US Topics, World History (honors included) (AP History/ Govt Exam fee \$95.00)
<u>Home Economics</u>	\$35.00/sem \$25.00/sem	Chef's Class-Supplies Food Technology-Supplies
<u>Band/Choir</u>	\$15.00 \$75.00	Class fee, (purchases/cleaning) PTP (Band , Band Aux , Music Express)
<u>Art</u>	\$30.00 \$30.00 \$30.00 \$30.00 \$30.00 \$30.00 \$30.00 \$30.00 \$30.00 +	Intro to Art Drawing Illustration, Portfolio Crafts, Sculpture Printmaking Painting Ceramics Fibers Advanced Ind. Study (supply list for individual needs)
<u>Math</u>	\$12.00	Alg 1/ Alg 1T (Calculator) AP CALCULUS EXAM FEE - \$95.00
<u>Science</u>	\$25.00 \$25.00 \$25.00 \$25.00 \$25.00 \$25.00 \$20.00 \$30.00 \$20.00 \$15.00 \$15.00 \$20.00 \$25.00	Biology T Biology Honors Biology Chemistry Honors Chemistry Physical Science/ Honors Physical Science Physics/ Honors Physics Human Anatomy Environmental Physics Plant Science & Forensic Science Integrated Science Environmental Science Astronomy
<u>Foreign Language</u>	\$20.00 \$20.00 \$15.00	Spanish I, II Honors Spanish II,III & IV German 1, 2, 3, 4
<u>Business</u>	\$40.00	Accounting I - Workbook & Practice Set

Garfield Heights City Schools | 2020-2021 CALENDAR REVISED

31 New Teachers Report

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 President's Day

7 Labor Day

1, 2, 3, 4 & 8 Teacher Professional Day
9 (Gr. 1 – 12 Begins)
14/15 Kindergarten

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

26 End of 3rd Quarter

9 NEOEA Day (No School)

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 – 9 Spring Break

3 Teacher Professional Day

6 End of 1st Quarter
13 Elem Conf (No School K-5)
25 Teacher Comp Day (No School)

26 & 27 Thanksgiving Break

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31 Memorial Day

23 – 31 Winter Break

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4 Last Day of School for Students

7 Teacher Professional Day

1 Winter Break

18 Martin Luther King Day

22 End of 2nd Quarter

29 Teacher Professional Day

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Starting and Ending Times

High School 7:30 am – 2:20 pm
Middle School 7:30 am – 2:20 pm
Maple Leaf 8:15 am – 2:45 pm
William Foster 8:15 am – 2:45 pm
Elmwood 8:15 am – 2:45 pm

District Phone Numbers

High School 216-662-2800
Middle School 216-475-8105
Elmwood 216-475-8110
Maple Leaf 216-662-3800
William Foster 216-475-8123
Learning Center 216-475-8105
Bus Garage 216-332-0359
Central Office 216-475-8100