

Fremont City Schools
AGENDA
Superintendent's Conference Room
500 W. State Street, Suite A
November 14, 2018
Special Board Meeting – 4:00 p.m.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call: Ms. Garza__ Mr. Gorobetz__ Ms. Laird__ Mr. Price__ Mrs. Rhea__

IV. Approve or amend and sign minutes of the Special Board Meetings held October 15, 2018 and October 22, 2018

Ms. Garza_____	Mr. Gorobetz_____	Ms. Laird_____	App _____
	Mr. Price_____	Mrs. Rhea_____	Disa _____
			Other _____

V. Recognition of Visitors

VI. First Hearing of the Public

A Fremont City School District citizen, recognized by the Chair, may speak on any issue, during the Recognition of Visitors and Hearing of the Public Sessions, but the Chair may limit remarks pursuant to the debate regulations of *Robert's Rules of Order* and Fremont City School District Policy.

VII. Report of the Treasurer

VIII. Recommendations of the Treasurer

A. FINANCIAL MATTERS

ITEM 1. Consider approval of the October financial report

It is recommended that the October financial report be approved (copy on file at Birchard Public Library).

Ms. Garza_____	Mr. Gorobetz_____	Ms. Laird_____	App _____
	Mr. Price_____	Mrs. Rhea_____	Disa _____
			Other _____

IX. Legislative Liaison Report

X. Committee Reports

XI. Master Facilities Planning

XII. Old Business

XIII. New Business

XIV. Report of the Superintendent

XV. Recommendations of the Superintendent of Schools

A. PERSONNEL MATTERS

ITEM 1. Consider approval of the following resignations

Resignation
Certified: Charlene Wilhelm
Library Media Specialist
Reason: Retirement
Effective: July 1, 2019

Resignation
Classified: Phillip Collison
Head Soccer Coach-Girls
Reason: Resignation
Effective: October 30, 2018

Resignation
Classified: Danylle Garza
After School Program Cook
Reason: Resignation
Effective: November 6, 2018

ITEM 2. Consider approval of the following appointments

A. Appointments for the 2018-2019 school year:

Certified Staff Substitutes: Edward Cohen, Jacob Stiltner, Barbara Tackett, Kathy Worley*

*Employment of the above certified substitute employees is contingent upon successful completion of all pre-employment requirements and certifications.

B. Appointments for the 2018-2019 school year:

Support Staff Substitutes: Blanca Rupp, Cody Snyder, Deborah Sorg, Jacob Stiltner, Kasey Wagner

ITEM 3. Consider approval of the following supplemental contracts

Appointments for the 2018-2019 school year:

PERSONNEL MATTERS (cont)

<u>Name</u>	<u>Building</u>	<u>Duty</u>	<u>Amount</u>
Travis Bates	Ross	Head Track Coach-Boys C-7	\$5,581.00
Thomas Buckley	FMS	M.S. Faculty Manager A-2 (1/2 stipend)	\$4,050.50
John Elder	Ross	Head Track Coach-Girls C-10	\$5,761.00
Jared King	Ross	Head Baseball Coach C-1	\$5,041.00
Richard LaFountain	Ross	Bowling Coach	Volunteer
Andrew Montana	FMS	M.S. Wrestling G-0	\$2,520.00
Cory Rohrbacher	FMS	M.S. Basketball Coach-Boys F-0	\$2,880.00
Megan Turner	Ross	Head Softball Coach C-0	\$5,041.00
Brenda Widman	Ross	Outdoor Adventure Club	Volunteer

ITEM 4. Consider approval of resolution for supplemental duty positions

It is recommended that the following resolution be approved for adoption:

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The supplemental duty positions set forth in Section 2 of this resolution have been offered to those employees of the Fremont City Schools who have a license issued under O.R.C. 3319.22, and no such employees who are qualified to fill the positions have accepted them, and the positions have then been advertised or otherwise made available to any individuals with such a license who are qualified to fill them and who are not employed by the Board, and no such persons have applied for and accepted the positions.

Section 2. The Board hereby employs the following non-certified persons to perform the listed supplemental duties at the stated rate of pay for the 2018-2019 school year:

<u>Name</u>	<u>Building</u>	<u>Duty</u>	<u>Amount</u>
McKenzie Fry	Ross	Varsity Asst Basketball Coach-Girls	Volunteer
Joell Heidelberg*	Ross	9 th Grade Basketball Coach-Boys E-0 (1/4 stipend)	\$900.00
Joell Heidelberg*	Ross	Varsity Asst Basketball Coach-Boys D-0 (1/4)	\$1,080.00
Christopher Liggins	FMS	M.S. Basketball Coach-Boys F-0	\$2,880.00
Miguel Marquez	Ross	Varsity Asst Wrestling Coach E-0	\$1,800.00
Demar Moore	Ross	Varsity Asst Basketball Coach-Boys D-0 (3/4)	\$3,240.00
Marco Ontiveros	FMS	M.S. Basketball Coach-Girls F-0	\$2,880.00
Issian Redding*	Ross	Varsity Asst Basketball Coach-Boys	Volunteer
Lisa Wolfe	Ross	Head Tennis Coach-Boys E-10	\$4,320.00

*Employment of the above coaches is contingent upon successful completion of all pre-employment requirements and certifications.

Section 3. The Board President, Superintendent and Treasurer are authorized to execute supplemental duty contracts with the person identified in Section 2 of this resolution.

Section 4. The Board finds that the resolution has been adopted in accordance with all legal requirements including O.R.C. Sec. 121.22.

PERSONNEL MATTERS (cont)

ITEM 5. Consider approval of the following 4th/5th grade intramural basketball coaches

It is recommended that the Board approves the following 4th/5th grade intramural basketball coaches for the 2018-2019 school year to be paid a stipend of \$500.00. This is a General Fund expenditure.

Lyn Bassett*	Nicole Kulasa	Stephanie Prince*
Renee Brandon	Daralynette Liggins*	Daniel Sanchez*
Douglas Curran	Michael Liptay*	Michael Schwartz*
Nicklos Dymond	Stacie Lowery	Ahlia Simms*
Jason Englund*	Jordan Mackey*	Ralph Swaisgood*
Anjelique Hardin*	Nikolas Mayle	Jason Swander*
William Jones	Jonathan Peck	Nicholas Wolf*

*Employment of the above coaches is contingent upon successful completion of all pre-employment requirements and certifications.

ITEM 6. Consider approval of the following special event workers

It is recommended that the Board approves the following special event workers for winter 2018 athletic events:

**Ross High School Events
 (Basketball, Diving, Swimming, Wrestling)**

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Courtland Anderson (student)	Videographer Basketball	\$15.00
Jay Bowers*	Scoreboard Operator Basketball	\$15.00
Jay Bowers*	Announcer Basketball	\$15.00
Mary Brown	Ticket Seller Basketball	\$20.00
Tatum Diedrich	Videographer Basketball	\$15.00
Tatum Diedrich	Scorebook Basketball	\$15.00
Tatum Diedrich	Freshman Scorebook Basketball	\$10.00
Dana Filliater	Tournament Ticket Seller/Taker Swimming	\$60.00
Gena Hine	Tournament Ticket Seller/Taker Diving	\$30.00
Gena Hine	Tournament Ticket Seller/Taker Swimming	\$60.00
Regan Hine	Tournament Ticket Seller/Taker Swimming	\$60.00
Tamika Johnson	Ticket Seller/Taker Swimming	\$20.00
Keimari Jones (student)	Ticket Seller/Taker Swimming	\$20.00
Jared King	Scoreboard Operator Basketball	\$15.00
Jeffrey McNutt	Announcer Basketball	\$15.00
Bradley Mohr	Scoreboard Operator Basketball	\$15.00
Charmaine Smith	Ticket Seller Wrestling	\$25.00
Charmaine Smith	Ticket Seller/Taker Basketball	\$20.00

*Employment of the above special event worker is contingent upon successful completion of all pre-employment requirements and certifications.

PERSONNEL MATTERS (cont)

**Fremont Middle School Events
 (Basketball, Diving, Swimming, Wrestling)**

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Nicholas Doehr	Athletic Worker Basketball	\$15.00
Keimari Jones (student)	Athletic Worker Swimming	\$15.00
Bradley Mohr	Athletic Worker Basketball	\$15.00
Crystal Walker	Athletic Worker Basketball	\$15.00
Crystal Walker	Tournament Ticket Seller/Taker Wrestling	\$35.00

ITEM 7. Consider approval of the following special event workers

It is recommended that the Board approves the following special event workers for lifeguards for elective courses and swim events at Ross High School:

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Noah Dietrich	Lifeguard	\$9.00/hr.
Grant Jones (student)	Lifeguard	\$9.00/hr.
Taylre Lehmann	Lifeguard	\$9.00/hr.
Tina Moses	Lifeguard	\$9.00/hr.
Olivia Zienta (BHS student)	Lifeguard	\$9.00/hr.

ITEM 8. Consider approval of the following principal mentor

It is recommended that the Board approves Christine Opelt as principal mentor @ \$750.00 total contract effective for the 2018-2019 school year. This is a General Fund expense.

ITEM 9. Consider approval of the following LPDC action

It is recommended that the Board approves the following LPDC members for the 2018-2019 school year @ \$20.00 per hour not to exceed a total of 400 hours. This is a General Fund expenditure.

Nichole Almroth	Marvin Hunt
Kimberly Bell	Geralyn Long
Jennifer Hartman	

ITEM 10. Consider approval of the following teacher mentors

It is recommended that the Board approves the following lead mentor for the 2018-2019 school year to be paid \$950.00. This is a General Fund expenditure.

Brent Parker

PERSONNEL MATTERS (cont)

ITEM 10. Consider approval of the following teacher mentors (cont)

It is recommended that the Board approves the following mentors for the 2018-2019 school year to be paid \$750.00. This is a General Fund expenditure.

Gregg Gallagher	Lyndsey Robinson
Jeffrey Miller	Brenda Widman

It is recommended that the Board approves the following mentors for the 2018-2019 school year to be paid \$625.00. This is a General Fund expenditure.

Renee Batey	Julie Lockyer
Kimberly Bell	Tamara Martin
Polly Garlock	Glenn Melter
Katie Gerber	Carrie Meyer
Jennifer Hartman	Brent Parker
Joy Hassen	Nancy Sloma
Amy Herr	Michele Wilhelm

ITEM 11. Consider approval of the following status changes

It is recommended that the Board approves the status change of Alexander Coressel from M.S. Basketball Coach-Boys F-3, full stipend @ \$3,060.00 to 9th grade Basketball Coach-Boys E-3, ¾ stipend @ \$2,835 effective start of season.

ITEM 12. Consider approval of the following leave of absence

Leave of absence
Classified Staff: Pamela Crawford
Bus Driver
Reason: Personal
Effective: Oct. 30, 2018–pending doctor release

Leave of absence
Classified Staff: Dana Filliater
Elementary Cafeteria Manager
Reason: Personal
Effective: Oct. 30, 2018–pending doctor release

Leave of absence
Classified Staff: Donald Fischer
Custodial Foreman
Reason: Personal
Effective: Nov. 29, 2018–pending doctor release

Ms. Garza _____	Mr. Gorobetz _____	Ms. Laird _____	App _____
	Mr. Price _____	Mrs. Rhea _____	Disa _____
			Other _____

B. OPERATION MATTERS

ITEM 13. Consider approval of a Resolution Approving the Program of Requirements and Schematic Design Phase Submissions for the new High School

WHEREAS, the Board of Education of the Fremont City School District (Board), in conjunction with the Ohio Facilities Construction Commission (OFCC), is engaged in planning for the construction of a New High School building project (Project); and

WHEREAS, Then Design Architecture the Board’s Architect for the new high school, prepared program of requirements (POR) and schematic design (SD) documents for the Project, and Gilbane Building Company, the Construction Manager at Risk (CMR) for the Project, reviewed the POR/SD documents, including estimated costs for the work, and provided comments on the documents, which the architect has reviewed and considered in preparing the documents; and

WHEREAS, the POR/ SD documents include the Locally Funded Initiative Memorandum of Understanding (LFI MOU) which tracks costs associated with the locally funded improvements included in the Project and was updated by Quandel Construction Company, the Board’s Owners Agent; and

WHEREAS, all of the comments have been reviewed and resolved with respect to the POR/SD documents, and the CMR has prepared a phase submission notebook for the project, abiding to OFCC phase submission requirements, including the LFI MOU documents; and

WHEREAS, the Board wishes to approve the POR/SD phase submission for the New High School building project, subject to approval of the OFCC, of which is based on the reconciled estimates \$45,665,575.78 is co funded and \$8,974,203.41 is locally funded;

NOW, THEREFORE, the Board of Education of the Fremont City School District resolves as follows:

1. The Program of Requirements and Schematic Design phase submission notebook for the New High School project is approved by the Board, subject to approval by the OFCC.
2. The Superintendent and Treasurer are authorized to sign the phase submission notebook and the LFI MOU documents.
3. The Architects and CMR are authorized to proceed with the subsequent Design Development (DD) phase documents for the New High School.

Ms. Garza _____	Mr. Gorobetz _____	Ms. Laird _____	App _____
	Mr. Price _____	Mrs. Rhea _____	Disa _____
			Other _____

C. OTHER MATTERS

ITEM 14. Consider approval of the agreement with Wood County Educational Service Center

It is recommended that the Board enters into an agreement for cooperative services with the Wood County Educational Service Center to provide services for Fremont City Schools students placed in their educational program for the 2018-2019 school year. This is a General Fund expenditure.

ITEM 15. Consider approval of revised Policy BDDG – Minutes (Second Reading)

It is recommended that the Board of Education approves revised Policy BDDG – Minutes (see attached).

ITEM 16. Consider approval of revised Policy DBD – Budget Planning (Second Reading)

It is recommended that the Board of Education approves revised Policy DBD – Budget Planning (see attached).

ITEM 17. Consider approval of revised Policy DECA – Administration of Federal Grant Funds (Second Reading)

It is recommended that the Board of Education approves revised Policy DECA – Administration of Federal Grant Funds (see attached).

ITEM 18. Consider approval of revised Policy DJ – Purchasing (Second Reading)

It is recommended that the Board of Education approves revised Policy DJ – Purchasing (see attached).

ITEM 19. Consider approval of revised Policy DJB – Petty Cash Accounts (Second Reading)

It is recommended that the Board of Education approves revised Policy DJB – Petty Cash Accounts (see attached).

ITEM 20. Consider approval of revised Policy DJC – Bidding Requirements (Second Reading)

It is recommended that the Board of Education approves revised Policy DJC – Bidding Requirements (see attached).

ITEM 21. Consider approval of revised Policy DJF – Purchasing Procedures (Second Reading)

It is recommended that the Board of Education approves revised Policy DJF – Purchasing Procedures (see attached).

OTHER MATTERS (cont)

ITEM 22. Consider approval of revised Regulation DJF-R – Purchasing Procedures (Second Reading)

It is recommended that the Board of Education approves revised Regulation DJF-R – Purchasing Procedures (see attached).

ITEM 23. Consider approval of revised Policy DJH – Credit Cards (Second Reading)

It is recommended that the Board of Education approves revised Policy DJH – Credit Cards (see attached).

ITEM 24. Consider approval to suspend Regulation DJH-R – Credit Cards (Second Reading)

It is recommended that the Board of Education approves suspension of Regulation DJH-R – Credit Cards (see attached).

ITEM 25. Consider approval of revised Policy EBBA – First Aid (Second Reading)

It is recommended that the Board of Education approves revised Policy EBBA – First Aid (see attached).

ITEM 26. Consider approval of revised Policy EFF – Food Sale Standards (Second Reading)

It is recommended that the Board of Education approves revised Policy EFF – Food Sale Standards (see attached).

ITEM 27. Consider approval of revised Policy EFG – Student Wellness Program (Second Reading)

It is recommended that the Board of Education approves revised Policy EFG – Student Wellness Program (see attached).

ITEM 28. Consider approval of revised Policy GA – Personnel Policies Goals (Second Reading)

It is recommended that the Board of Education approves revised Policy GA – Personnel Policies Goals (see attached).

ITEM 29. Consider approval of revised Policy GBG – Staff Participation in Political Activities (Second Reading)

It is recommended that the Board of Education approves revised Policy GBG - Staff participation in Political Activities. (see attached).

OTHER MATTERS (cont)

ITEM 30. Consider approval of revised Policy GBI – Staff Gifts and Solicitations (Second Reading)

It is recommended that the Board of Education approves revised Policy GBI – Staff Gifts and Solicitations (see attached).

ITEM 31. Consider approval of new Policies GBIA and IG DFA – Online Fundraising Campaigns/Crowdfunding (Second Reading)

It is recommended that the Board of Education approves revised new Policies GBIA and IG DFA – Online Fundraising Campaigns/Crowdfunding (see attached).

ITEM 32. Consider approval of revised Policy GCB-1 – Professional Staff Contracts and Compensation Plans (Teachers) (Second Reading)

It is recommended that the Board of Education approves revised Policy GCB-1 – Professional Staff Contracts and Compensation Plans (Teachers) (see attached).

ITEM 33. Consider approval of revised Policy GCB-2 – Professional Staff Contracts and Compensation Plans (Administrators) (Second Reading)

It is recommended that the Board of Education approves revised Policy GCB-2 – Professional Staff Contracts and Compensation Plans (Administrators) (see attached).

ITEM 34. Consider approval of revised Policy GCD – Professional Staff Hiring (Second Reading)

It is recommended that the Board of Education approves revised Policy GCD – Professional Staff Hiring (see attached).

ITEM 35. Consider approval of revised Policy IGDF – Student Fundraising Activities (Second Reading)

It is recommended that the Board of Education approves revised Policy IGDF – Student Fundraising Activities (see attached).

ITEM 36. Consider approval of revised Policy IGDJ/IGDK – Interscholastic Athletics - Interscholastic Extracurricular Eligibility (Second Reading)

It is recommended that the Board of Education approves revised Policy IGDJ/IGDK – Interscholastic Athletics/Interscholastic Extracurricular Eligibility (see attached).

ITEM 37. Consider approval of revised Policy JECBB – Interdistrict Open Enrollment (Second Reading)

It is recommended that the Board of Education approves revised Policy JECBB – Interdistrict Open Enrollment (see attached).

OTHER MATTERS (cont)

ITEM 38. Consider approval of revised Policy JECBD – Intradistrict Open Enrollment (Second Reading)

It is recommended that the Board of Education approves revised Policy JECBD – Intradistrict Open Enrollment (see attached).

ITEM 39. Consider approval of revised Policy JED – Student Absences and Excuses (Second Reading)

It is recommended that the Board of Education approves revised Policy JED – Student Absences and Excuses (see attached).

ITEM 40. Consider approval of revised Policy JFCF – Hazing and Bullying (Second Reading)

It is recommended that the Board of Education approves revised Policy JFCF – Hazing and Bullying (see attached).

ITEM 41. Consider approval of revised Policy JFCJ – Weapons in the Schools (Second Reading)

It is recommended that the Board of Education approves revised Policy JFCJ – Weapons in the Schools (see attached).

ITEM 42. Consider approval of revised Policy JGD – Student Suspension (Second Reading)

It is recommended that the Board of Education approves revised Policy JGD – Student Suspension (see attached).

ITEM 43. Consider approval of revised Policy JGDA – Emergency Removal of Student (Second Reading)

It is recommended that the Board of Education approves revised Policy JGDA – Emergency Removal of Student (see attached).

ITEM 44. Consider approval of revised Policy JGE – Student Expulsion (Second Reading)

It is recommended that the Board of Education approves revised Policy JGE – Student Expulsion (see attached).

ITEM 45. Consider approval of revised Policy JHCA – Physical Examination of Students (Second Reading)

It is recommended that the Board of Education approves revised Policy JHCA – Physical Examination of Students (see attached).

OTHER MATTERS (cont)

ITEM 46. Consider approval of revised Policy JP – Positive Behavioral Interventions and Supports (Second Reading)

It is recommended that the Board of Education approves revised Policy JP – Positive Behavioral Interventions and Supports (see attached).

Ms. Garza _____	Mr. Gorobetz _____	Ms. Laird _____	App _____
	Mr. Price _____	Mrs. Rhea _____	Disa _____
			Other _____

ITEM 47. Consider approval of donations

It is recommended that the Board approves the following donations:

<u>Donor:</u>	<u>Item:</u>	<u>Value:</u>	<u>Donated To:</u>
Kiwanis Club	Hot Chocolate Mix	\$126.00	All Elementary Buildings Safety Patrol
Russ Abke	40 Pumpkins	not listed	Hayes Elementary School
Larry Tullis	Cash	\$150.00	Fremont Middle School
Onxmaps Inc	20 Onxmap Memberships	\$599.80	Outdoor Adventure Club
Zink Calls	40 Duck Calls	\$999.60	Outdoor Adventure Club
Aaron & Sarah Decker	Ladder Ball Game Balls	not listed	Washington Elementary School
Faye Eishen	Children’s Books	\$200.00	Washington Elementary School

Ms. Garza _____	Mr. Gorobetz _____	Ms. Laird _____	App _____
	Mr. Price _____	Mrs. Rhea _____	Disa _____
			Other _____

XVI. Second Hearing of the Public

XVII. Board Member Communications and Information Requests

XVIII. Resolution for Executive Session (O.R.C. 121.22)

WHEREAS, as a public board of education, the Fremont City School District Board of Education may hold an executive session only after a majority of a quorum (or, in the case of item O, below, a unanimous quorum) of this board determines by a roll call vote to hold such a session and only at a regular or special meeting for the sole purpose of the consideration of any of the following matters:

- A. To consider the appointment of a public employee or official.
- B. To consider the employment of a public employee or official.
- C. To consider the dismissal of a public employee or official.
- D. To consider the discipline of a public employee or official.

- E. To consider the promotion of a public employee or official.
- F. To consider the demotion of a public employee or official.
- G. To consider the compensation of a public employee or official.
- H. To consider the investigation of charges or complaints against a public employee, official, licensee, or student.
- I. To consider the purchase of property for public purposes.
- J. To consider the sale of property at competitive bidding.
- K. To confer with an attorney for the Board concerning disputes involving the Board that are the subject of pending or imminent court action.
- L. To prepare for, conduct, and/or review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
- M. To consider matters required to be kept confidential by federal law or regulations or state statutes.
- N. To discuss details relative to the security arrangements and emergency response protocols for the Board.
- O. To discuss confidential information related to an application for economic development assistance, or negotiations with other political subdivisions related to the application, as executive session is necessary to protect interests of the applicant or related expenditure of public funds. (Unanimous vote required.)

NOW, THEREFORE, BE IT RESOLVED that the Fremont City School District Board of Education does hereby declare its intention to hold an executive session on items _____ as listed above.

Ms. Garza _____	Mr. Gorobetz _____	Ms. Laird _____	App _____
Mr. Price _____	Mrs. Rhea _____		Disa _____
			Other _____

Adjournment:

Ms. Garza _____	Mr. Gorobetz _____	Ms. Laird _____	App _____
Mr. Price _____	Mrs. Rhea _____		Disa _____
			Other _____

MINUTES

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

~~The Treasurer shall provide each Board member with a copy of the minutes of the last meeting no later than three days before the next regular meeting.~~

~~Tape recordings shall be made of each meeting of the Board as an administrative aid and shall be preserved as public documents of the Board. The tape recordings shall also be referred to in the written minutes.~~

~~The minutes of Board meetings shall be considered at the next succeeding meeting where they shall be corrected, if necessary and approved. The approved minutes shall be signed by the Treasurer and the President.~~

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

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.

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. Copies are made available at cost during normal office hours.

[Adoption date: June 6, 2016]

Revised:

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

BUDGET PLANNING
(Five-Year Forecast)

Budget planning is an integral part of program planning so that the annual operating budget may effectively express and implement all programs and activities of the District. Budget planning is a year-round process involving broad participation by administrators, teachers and other personnel throughout the District.

The Superintendent and the Treasurer are responsible for preparing the five-year forecast for the Board's approval. The forecast is for the current fiscal year and four years beyond.

The five-year forecast is prepared twice a year and filed with the Ohio Department of Education. The initial filing is due on or before ~~October 31~~ **November 30** and an update by May 31. The five-year forecast is updated as often as necessary in order to communicate significant changes in the District's financial position.

[Adoption date: June 6, 2016]

Revised:

LEGAL REFS.: ORC 5705.01; 5705.28 through 5705.32; 5705.35; 5705.36; 5705.37; 5705.39;
5705.391

CROSS REF.: BCF, Advisory Committees to the Board

ADMINISTRATION OF FEDERAL GRANT FUNDS

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

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

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

The financial management systems and internal controls must provide for:

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

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

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

1. Allowability

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

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

Internal controls will be sufficient to provide reasonable assurance that charges to federal awards for personnel expenses are accurate, allowable, and properly allocated and documented. Controls ~~will~~ include time and effort reporting in accordance with Uniform Guidance and the requirements of ODE or other applicable pass-through-entity. **Records are sufficient to verify that time spent and compensation (including salary and benefits) are allocable to the fund.**

2. Cash Management and Fund Control

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

3. Procurement

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

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases.

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

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

~~Note: The District will follow the procurement standards outlined in previous OMB guidance during the grace periods established. Effective with July 1, 2018 fiscal year, the District will comply with the federal procurement standards established through the Uniform Guidance.~~

4. Conflict of Interest and Mandatory Disclosures

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

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

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

Covered individuals will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

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

5. Equipment and Supplies Purchased with Federal Funds

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

6. Accountability and Certifications

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

7. Monitoring and Reporting Performance

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

[Adoption date: June 6, 2016]

[Re-adoption date: August 21, 2017]

[Re-adoption date: October 16, 2017]

Revised:

LEGAL REFS.: ORC 9.314

117.101; 117.43

3313.33; 3313.46

3319.04

5705.39; 5705.41; 5705.412

2 C.F.R. Part 200

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

PURCHASING

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and services. The Board's authority for the purchase of materials, equipment, supplies and services is extended to the District administration through its adoption of the annual appropriations resolution.

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The purchase of items and services found on lists from the appropriations resolution requires no further Board approval, except in those instances in which, by law or Board policy, the purchases or services must be put to bid.

The Board authorizes "~~open blanket~~" purchase orders to be issued ~~for up to three months and up to the \$100,000 limit.~~ **for generic supplies in an amount not to exceed the line-item appropriation and fund is authorized to the extent permitted by law.** ~~Open Blanket~~ purchase orders will not extend beyond the current fiscal year.

A "super blanket" ~~An open~~ purchase order for a "specific" permitted purpose (~~super blanket~~) and in an amount not to exceed the line-item appropriation and fund is authorized to the extent permitted by law. The permitted purpose list may include payment for accountants, architects, attorneys, construction project managers, consultants, engineers, fuel oil, gasoline, food items and utilities ~~or any other repetitive and reasonable expenditure as permitted by the Ohio Revised Code.~~ The ~~specific purpose~~ **super blanket** purchase order may not extend beyond the current fiscal year.

The Board assigns to the purchasing agent the responsibility for the quality and quantity of purchases made. The Treasurer is charged with the responsibility to ensure that all purchases do not exceed appropriations and that they are consistent with the approved educational goals and programs of the District **and are conducted in accordance with all applicable laws and regulations.**

[Adoption date: June 6, 2016]

[Re-adoption date: October 16, 2017]

Revised:

LEGAL REFS.: Ohio Const. VIII, Section 2e

ORC 9.314

3313.172; 3313.18; 3313.33; 3313.46

3319.04

3327.08

5705.38; 5705.39; 5705.40; 5705.41; 5705.412

2 C.F.R. Part 200

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

DJC, Bidding Requirements

DJF, Purchasing Procedures

DK, Payment Procedures

PETTY CASH ACCOUNTS

~~The Board recognizes the convenience afforded the day-to-day operation of the schools by the establishment of one or more petty cash funds. Therefore, the Board shall adopt a resolution establishing one or more petty cash funds. This resolution shall:~~

- ~~1. specify the maximum amount to be placed in each individual petty cash fund;~~
- ~~2. require the Treasurer to designate the District official(s) who will be designated custodian(s) of each individual fund and therefore authorized to expend money from that fund.~~

~~The Board shall require the imposition of such controls as will prevent abuse of such funds. Accordingly, the Treasurer shall develop guidelines specifying the fund controls for any petty cash fund.~~

~~Each custodian of a petty cash fund shall ensure that the funds in his/her care shall be disbursed only for minor expenditures not readily deferred. No petty cash fund may be used to circumvent the purchasing procedures required by law and the policies of the Board. A request for disbursement from a petty cash fund must be made in writing, be signed by the person making the request, and include such supporting documentation as may be appropriate. Disbursements from a petty cash fund will be made in cash. The petty cash box must be secured daily.~~

~~The custodian of each petty cash fund shall prepare a schedule of disbursements when the funds available have declined to less than 25% of the full amount authorized and shall show the disbursements by line account numbers. The custodian shall submit the schedule to the Treasurer with a voucher requesting replenishment in like amount.~~

~~All petty cash funds will be closed out for an audit at the end of the school year and unused funds will be returned to the depository. The Treasurer will be responsible for conducting said audit of each petty cash fund and shall report the results of the audit to the Board.~~

The Board directs the Treasurer to create petty cash accounts allowing certain administrators to make purchases within the District. Money can be drawn from accounts by check. The Treasurer designates who can use the accounts, the amount of money that may be placed in the accounts as well as the procedures and requirements for replenishing the accounts.

Account access is limited to only those individuals who have a job-related need to use these accounts. Any person using the accounts must keep a written log, which is to be turned in each day.

Annually, the Treasurer establishes the amount of money to be placed in the accounts. The Treasurer's approval is needed to replenish the accounts. No major purchases may be made from the accounts.

Any administrator who ignores procedures and does not take prudent measures to ensure that proper security is maintained, may be held personally liable for losses.

[Adoption date: June 6, 2016]

Revised:

LEGAL REFS.: ORC **9.22**; 9.38
3313.291; 3313.31; 3313.51

CROSS REF.: DM, Cash in School Buildings

BIDDING REQUIREMENTS

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

If feasible, all purchases over \$10,000 ~~but under \$50,000~~ **and not otherwise subject to required federal or state bidding requirements** will be based on price quotations submitted by at least ~~three~~ **two** vendors. These quotations are treated confidentially until the deadline for filing is past; thereafter, they are public information.

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

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

[Adoption date: June 6, 2016]

[Re-adoption date: June 5, 2017]

Revised:

LEGAL REFS.: ORC 9.314
153.01; 153.12 through 153.14; 153.50 through 153.56
3313.372; 3313.373; 3313.46
3319.04
2 C.F.R. Part 200

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

PURCHASING PROCEDURES

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

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

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

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

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

[Adoption date: June 6, 2016]

[Re-adoption date: August 21, 2017]

Revised:

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

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

PURCHASING PROCEDURES

General

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

Requisitions

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

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

Purchase Orders

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

Federal Procurement

Purchasing of goods and services using federal funds must be done in accordance with the above procedures and also in accordance with all federal requirements including allowability of costs. All purchases must be reasonable and free of conflicts of interest and conducted in a manner providing full and open competition.

No purchase will be made using federal funds unless the District verifies that the contractor is not suspended or debarred.

To determine which procurement method type is required, the District will implement a process that defines the aggregate based on each transaction.

Once the threshold has been established, the following methods of procurement will be used for all purchases of goods and services made with federal funds.

- 1. Micro-purchases are purchases up to \$10,000 and may be made in accordance with District purchasing procedures when the costs are reasonable. To the extent practicable, these purchases are distributed equitably among qualified suppliers.**
- 2. Small purchase are purchases between \$10,000 and \$250,000. Prior to authorizing the purchase, the District will try to obtain price rates or quotations from a minimum of 2 vendors or providers. The District will obtain these price rates or quotations by obtaining quotes verbally or in writing.**
- 3. Sealed bid procedures are used for firm fixed price contracts over \$250,000 and is used as the preferred method for construction projects. Bids are solicited from an adequate number of known suppliers, which cannot be less than two responsible bidders. The District will solicit bids by receiving quotes verbally or in writing. The contract will be awarded to the lowest responsive and responsible bidder.**
- 4. Competitive proposals are used for all purchases over \$250,000 for which sealed bids are not appropriate and must be used for architectural or engineering services. Contracts entered into for competitive proposals may be fixed-price or cost-reimbursement. The District will publicize a request for proposal by including but not limited to, radio, internet, newspapers, etc. The District will evaluate proposals in order to award the contract to the most advantageous proposal when considering cost and other factors. The District will evaluate proposals through the use of a score sheet.**
- 5. Sole source procurement is used only when the goods or services are only available from a single source; a public exigency or emergency exists; there is inadequate competition and the applicable pass through entity approves this method.**

All solicitations:

- 1. Include clear and accurate description on the technical requirements for the material, product or service to be procured. This description sets forth the minimum and essential characteristics the material, product or service must meet.**
- 2. Will not contain specifications that unduly restrict competition.**
- 3. Identify all requirements offerors must fulfil and all other factors to be used in evaluating bids or proposals.**

The District maintains records to verify selection of procurement type and compliance with applicable procurement requirements.

(Approval date: June 6, 2016)

Revised:

CREDIT CARDS

The Board recognizes the efficiency and convenience afforded the day-to-day operation of the District through the use of credit cards under the supervision of the Treasurer. However, credit cards are not to be used to circumvent the general purchasing procedures required by State law and Board policies.

~~The Board authorizes the use of credit cards in the following manner.~~ **The Board authorizes the Treasurer to review available credit card accounts to determine which account and account provider best meets the needs of the District. The Treasurer will determine how many accounts, cards and checks are to be issued, and establish a process for credit card reissuance or cancellation.**

Credit Cards

- ~~1. All credit cards issued to and in the name of the District shall be held and supervised by the Treasurer and used only for approved District-related activities.~~
- 1. The District name must appear on each card and/or check associated with the credit card account. The maximum credit card account limit is \$150,000. The Treasurer provides an annual report to the Board detailing all rewards received based on use of the credit card account.**
- 2. The Board appoints a compliance officer who reviews the number of cards and accounts issued, the number of active cards and accounts issued, and the card and account expiration dates and credit limits at least once every six months. The Treasurer cannot serve as the compliance officer. The compliance officer cannot authorize an individual to use the credit card. The compliance officer cannot use the credit card account except when the compliance officer is the Superintendent. If the Superintendent is the compliance officer and the Board has authorized the Superintendent to use the credit card, the Treasurer/designee must monthly review the credit card transaction detail and sign attestation to the review.**
- 3. Credit cards may only be used by the following individuals:**
- ~~4. 2-~~ Credit cards may be used for District-related transportation, reservations and expenses, conference registrations and hotel reservation guarantees for the Board and staff. **Such expenses are subject to the reimbursement limits established by the Board.**
- ~~5. 3-~~ If monies are budgeted and deposited with the Treasurer in advance, credit cards may be used by school employees for student trips and competitions for safety and security reasons.

- 6.4. With prior approval of the Treasurer, credit cards may be used by school employees for school-related purchases from a vendor who does not accept purchase orders or vouchers.
- 7.5. Gratuities are permissible to a maximum of 20%.
- 8.6. **All credit card statements are sent directly to the Treasurer's office.** The Treasurer keeps a record of all credit card use.
- 9.7. Receipts and appropriate form(s) are to be turned in with the credit card to the Treasurer within five business days upon completion of approved use. **Receipts for meals must include the names of all individuals for whom meals were provided and the purpose of the meeting.** Failure to turn in receipts and appropriate form(s) to the Treasurer within ~~five business days~~ **the required timeframe** may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases. **Any late fees assessed to the District due to an employee failing to submit invoices and credit card receipts on a timely basis are the responsibility of the employee.**
10. **All authorized users must immediately report loss or theft of the District credit card to the Treasurer who will immediately contact the credit card issuer.**

The use of the credit card for the following items is considered unauthorized use and classified as credit card misuse:

1. expenditures not specifically authorized by this policy;
2. purchase of personal goods or services for an administrator, an administrator's spouse, children or anyone employed or not employed by the Board and attending a District business function;
3. payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else;
4. alcoholic beverages or tobacco;
5. fuel for use in a personal vehicle;
6. entertainment expenses, including pay-per-view movie charges and/or
7. cash advances.

Persons using a credit card for personal, nonauthorized purposes or undocumented expenditures shall be held personally responsible for those expenditures. Misuse of the credit card is subject to disciplinary procedures, including termination. An employee or officer of the Board who knowingly misuses a District credit card account also is in violation of State criminal law.

[Adoption date: June 6, 2016]

Revised:

**LEGAL REFS.: ORC 9.21; 9.22
2913.21
3313.311**

CROSS REFS.: DJ, Purchasing
~~DJB, Petty Cash Accounts~~
DLC, Expense Reimbursement
GCL, Professional Staff Development Opportunities
GDL, Support Staff Development Opportunities

CREDIT CARDS

~~Credit cards may be used for the following purposes:~~

- ~~1. School business travel, meetings, lodging and meals for out of District meetings or seminars are subject to the reimbursement limits established by the Board.~~
- ~~2. Gratuities are permissible to a maximum of 20%.~~
- ~~3. Purchases from vendors that require a credit card as form of payment do not supersede the requirement of preapproval of a purchase order for the purchase. The use of the credit card for electronic commerce must be preapproved by the submission of a purchase order prior to purchase.~~
- ~~4. The use of the credit card over the Internet must be safeguarded at all times. All vendors must be preapproved for use and must show sufficient proof of being a legitimate business entity. All purchases over the Internet are the sole responsibility of the Board's authorized buyer in the event of business fraud.~~
- ~~5. If the use of a tax exempt form is not possible, the expenditure is allowed. The person using the credit card should take along the appropriate tax exemption form so that sales tax is not charged.~~

~~Upon returning from an approved business trip, an employee shall submit all original itemized invoices and original credit card charge receipts to the Treasurer's office. Credit card statements will not suffice as invoices. Credit card statements will be mailed directly to the Treasurer's office. Any late fees assessed to the District due to an employee failing to submit invoices and credit card receipts on a timely basis are the responsibility of the employee. Receipts for meals must include the names of all individuals for whom meals were provided and the purpose of the meeting.~~

~~The use of the credit card is prohibited for the following items:~~

- ~~1. purchase of personal goods or services for an administrator, an administrator's spouse, children or anyone employed or not employed by the Board and attending a District business function;~~
- ~~2. payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else;~~
- ~~3. alcoholic beverages or tobacco;~~

- ~~— 4. — fuel for use in a personal vehicle;~~
- ~~— 5. — entertainment expenses, including pay per view movie charges and/or~~
- ~~6. — cash advances.~~

~~Persons using a credit card for personal, non-authorized purposes or undocumented expenditures shall be held personally responsible for those expenditures. Abuse of the credit card is subject to disciplinary procedures, including termination.~~

~~The use of a credit card does not supersede the required completion of a professional leave form when applicable. These procedures also dictate the reimbursement procedures of the Board.~~

~~(Approval date: June 6, 2016)~~

FIRST AID

The school nurse develops guidelines for the emergency care of any student or staff member who is injured or becomes ill at school or while engaged in a school-sponsored activity. The guidelines are reviewed by the Board prior to implementation.

The guidelines provide for at least one person in each building to have special training in first aid. In the case of an emergency involving a student, the emergency medical authorization form is followed and efforts are made to contact the parent/guardian.

The District provides employee automated external defibrillator (AED) training in accordance with State law. **Compliance with this training requirement is reported to the Ohio Department of Education by November 30 annually 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.

[Adoption date: June 6, 2016]

[Re-adoption date: October 16, 2017]

Revised:

LEGAL REFS.: ORC 2305.23
3301.56
3301.68
313.6021
3313.6023
3313.712
3313.717
OAC 3301-27-01
3301-35-06

CROSS REFS.: EB, Safety Program
EBBC, Bloodborne Pathogens
EBC, Emergency Management and Safety Plans
IGD, Cocurricular and Extracurricular Activities
JHCD, Administering Medicines to Students
Emergency Medical Authorization Form
Staff Handbooks

FOOD SALE STANDARDS

Through its food service program, the Board encourages students to form healthy eating habits by governing the types of food and beverages sold in the schools and the time and place at which each type of food and beverage is sold. These standards are based on the following guidelines.

1. The types of food and beverages sold in the schools are determined by their potential to contribute significantly to the:
 - A. daily nutritional needs of students, consistent with the guidelines established by the U.S. Department of Agriculture (USDA);
 - B. provisions of the District's student wellness program and
 - C. nutritional guidelines established by State law.
2. **A licensed dietician, a registered dietetic technician or a certified/credentialed school nutrition specialist must be initially consulted to assist the food services supervisor in drafting for Board adoption a plan:**
 - A. for complying with and enforcing the nutritional standards governing the types of food and beverages that may be sold on school premises in compliance with State law and**
 - B. specifying the time and place each type of food or beverage may be sold.**
3. ~~2.~~ The time of day and place for the sale of food and beverages to students must be consistent with the nutritional needs and eating patterns of students and compatible with class schedules. The following restrictions are enforced for non-breakfast/lunch food and beverage sales:
 - A. Foods or beverages that do not meet the nutritional standards established by the District in accordance with USDA regulations may not be sold during the school day. The Board reserves the right to totally restrict the sale of non-nutritional foods and beverages in vending machines. Vending machine placement requires prior approval.
 - B. Bake sales and other school fundraising activities involving food and beverage items **may not be held during the school day.** ~~must follow the nutritional standards for Smart Snacks in schools. The nutrition standards do not apply to foods and beverages sold at events held after school, off campus, or on weekends, such as school plays or sporting events. Foods that qualify as a Smart Snack or entrée must meet the general nutrition standards:~~

- ~~1) be grain product containing 50 percent or more whole grains (have a whole grain as the first ingredient);~~
- ~~2) have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food;~~
- ~~3) be a combination food that contains at least ¼ cup of fruit and/or vegetable and~~
- ~~4) the food must meet the nutrient standards for calories, sodium, sugar and fats.~~

4. 3- Annually, the food services supervisor/designee reviews and recommends to the Board the types of foods and beverages to be sold as part of the school breakfast and lunch programs.

Separate standards may be established for the types of food and beverages to be sold to staff members and for events and activities held outside the school day.

Compliance with nutritional standards is reported to the Ohio Department of Education by November 30 annually 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.

[Adoption date: June 6, 2016]

[Re-adoption date: August 21, 2017]

Revised:

LEGAL REFS.: ORC **3301.68**
3313.814; 3313.816; 3313.817
OAC 3301-91-09

CROSS REFS.: EF, Food Services Management
EFG, Student Wellness Program
IGDF, Student Fundraising Activities

STUDENT WELLNESS PROGRAM

The Board directs the Superintendent/designee to develop and maintain a student wellness plan in compliance with Federal law.

The student wellness plan:

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

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

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

The District reports compliance with the establishment of a wellness committee to the Ohio Department of Education by November 30 annually 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 the noncompliance and a written plan of action for accurately and efficiently addressing the problem.

[Adoption date: June 6, 2016]

[Re-adoption date: June 5, 2017]

[Re-adoption date: August 21, 2017]

Revised:

LEGAL REFS.: Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265
(Title I, Section 204), 118 Stat. 729

National School Lunch Act; 42 USC 1751 et seq.

Child Nutrition Act; 42 USC 1771 et seq.

7 CFR, Subtitle B, Chapter 11, Part 210

7 CFR 220

7 CFR 225

7 CFR 245

ORC 3301.68

ORC 3313.814

OAC 3301-91-09

CROSS REFS.: EF, Food Services Management

EFB, Free and Reduced-Price Food Services

EFF, Food Sale Standards

IGAE, Health Education

IGAF, Physical Education

KJ, Advertising in the Schools

PERSONNEL POLICIES GOALS

The personnel employed by the Board are a very important resource for effectively conducting a quality educational program. The District's program functions best when it employs **properly certified or licensed** ~~highly qualified~~ personnel, conducts appropriate staff development activities and establishes policies and working conditions that are conducive to high morale and enable each staff member to make the fullest contribution to District programs and services.

The goals of the personnel program include:

1. developing and implementing those strategies and procedures for personnel recruitment, screening and selection, which result in employing the best available candidates: those with the highest capabilities, strongest commitment to quality education and greatest probability of effectively implementing the educational program;
2. developing a general assignment strategy, which makes the greatest contribution to the educational program, and using it as the primary basis for determining staff assignments;
3. providing positive programs of staff development designed to contribute both to improvement of the educational program and to each staff member's career development aspirations;
4. providing for a genuine team approach to education, including staff involvement in planning, decision making and evaluation;
5. developing and using for personnel evaluation positive processes that contribute to the improvement of staff capabilities and assist in making employment decisions and
6. encouraging all employees to be cognizant of their roles in instilling ethical principles and democratic ideals in all students.

[Adoption date: June 6, 2016]

Revised:

LEGAL REFS.: ORC 124.11
3313.602
3319.01; 3319.02; 3319.081; 3319.11; 3319.111
Chapter 4117

CROSS REF.: GBB, Staff Involvement in Decision Making (Also ABB)

STAFF GIFTS AND SOLICITATIONS

Gifts

The Board authorizes the expenditure of public funds to purchase meals, refreshments and tokens of appreciation for employees and Board members in the completion of their responsibilities. The Board believes that such expenditures are necessary, on occasion, to further a public purpose in the general operation of the District. Such public purpose includes, but may not be limited to, employee development activities, employee recognition activities and certain routine meetings that may be enhanced by such amenities.

Such expenditures shall be consistent with the Board's purchasing policy and within the appropriation limits established by the Board.

Presentation of gifts to, and the arrangement of social affairs for, employees leaving the District are governed by the following.

1. Each building principal appoints, or employees may volunteer for, a small social committee to plan social affairs.
2. Any gifts to be presented to departing employees by their respective groups are at the discretion of the group involved.

Vendor Compensation

Any compensation paid by a vendor to a District official or employee, after the official or employee has participated in selecting the vendor, is considered "public money" and must be returned to the District.

Solicitations

The Superintendent annually approves all solicitations that are to be permitted in the schools. No organization may solicit funds of staff members in the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools, without the prior approval of the Superintendent.

Employees may not engage in the sale of products to the schools, even if the proceeds of such sales are intended for charitable or civic purposes. No staff member is to collect any money or distribute any fundraising literature without the expressed approval of the Superintendent.

Staff members are prohibited from soliciting funds in the name of the school or District through the use of online fundraising or a crowdfunding campaign without approval of the Superintendent. All crowdfunding campaigns must comply with District policies and procedures.

[Adoption date: June 6, 2016]

Revised:

LEGAL REFS.: ORC 102.03
117.01
2921.43
3313.81; 3313.811
3315.15
3329.10

CROSS REFS.: **GBIA, Online Fundraising Campaigns/Crowdfunding (Also IGDEA)**
IGDG, Student Activities Funds Management
IICA, Field Trips
JL, Student Gifts and Solicitations

NEW POLICY

ONLINE FUNDRAISING CAMPAIGNS/CROWDFUNDING

The Board believes that online fundraising campaigns, including crowdfunding campaigns, may support and further the interests of the District.

All crowdfunding campaigns must be reviewed by and receive prior approval from the Superintendent or designee.

In order for a crowdfunding campaign to be approved, the campaign must:

1. be conducted in compliance with all State and Federal laws, as well as relevant District policies and procedures, including those governing the confidentiality of student information. No information that could personally identify a student, including student names or images, may be used without the prior written consent of parents or adult students. The Superintendent or designee must review all images and text used as part of the campaign.
2. be compatible with the District's educational philosophy, needs, technical infrastructure, and core values. The organizer must submit in writing to the Treasurer a statement identifying the purpose(s) for raising the money. All online fundraisers must be conducted in accordance with District policies and procedures.
3. be reviewed to determine whether the crowdfunding site obligates the District to assume any responsibility to file required reports of charitable activities.

Staff are prohibited from establishing campaigns that are directly sent, paid or contributed to a staff member in lieu of the District or school.

The Superintendent or designee maintains a documentation of campaign approval, details of the campaign, a printed copy of the website, copies of all related agreements and permission forms, copies of any checks donated and any inventory listing non-monetary donations.

No donations of money, property, equipment, or materials are accepted without Board approval and all donations accepted are the property of the District. Upon acceptance, donations are promptly deposited into District bank accounts and are subject to normal fiscal oversight and auditing. Donations are used solely for the purpose(s) stated in the campaign provided the purposes are lawful and do not remove the authority of the Board.

[Adoption date:]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC Section 1232g
ORC 9.38
2921.43
3313.51
3319.321

CROSS REFS.: GBCA, Staff Conflict of Interest
GBI, Staff Gifts and Solicitations
IGDF, Student Fundraising Activities
KH, Public Gifts to the District
KI, Public Solicitations in the Schools

PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS
(Teachers)

The Board believes that a fair teacher compensation plan, which includes an adequate base salary, increments and employee benefits, is necessary to attract and ~~hold~~ **retain properly certified or licensed** ~~highly qualified~~ men and women to provide a quality educational program.

As required by law, notice of annual salary is given to each certificated/licensed employee by July 1.

Teacher Contracts

Written contracts of employment are issued to all certified/licensed teaching personnel. Contracts are by and between the staff member and the Board.

The basic types of contracts are as follows:

1. Limited Contract

A limited contract is one to five years in length. It may be entered into by a teacher who has not been an employee of the Board for at least three years and must be entered into, regardless of length of previous employment, by a teacher who holds a provisional or alternative license or who holds a professional license and is not eligible to be considered for a continuing contract.

Any teacher employed under a limited contract and not eligible to be considered for a continuing contract is, at the expiration of the contract, considered re-employed at the same salary plus any increment provided by the salary schedule, unless acted upon by the Board.

The Board may, acting on the Superintendent's written recommendation that the teacher not be re-employed, not renew a limited contract so long as evaluation procedures have been completed in compliance with law. The Board must give the teacher written notice of its intent not to re-employ on or before June 1.

2. Extended Limited Contract

An extended limited contract of one or two years in length is given to a teacher who is eligible for consideration for, but not awarded, a continuing contract.

3. Continuing Contract

Teachers who have taught in the District for at least three years within the last five years and teachers who have attained continuing contract status elsewhere and have served two years in the District are eligible for continuing contracts.

A continuing contract may be issued to eligible teachers who:

- A. Hold a professional, permanent or life teaching certificate or**
- B. Any teacher who was initially issued a teacher's certificate or educator's license prior to January 1, 2011 who meets the following conditions:**
 - 1) Holds a professional educator license or a senior professional educator license or lead professional educator license;**
 - 2) Has completed the applicable one of the following:**
 - a. If the teacher did not hold a master's degree at the time of initially receiving the license, 30 semester hours of course work are required in the area of licensure or in an area related to teaching since the initial issuance of the license.**
 - b. If the teacher held a master's degree at the time of initially receiving his/her license, six semester hours of graduate course work are required in the area of licensure or in an area related to teaching since the initial issuance of the license.**
- C. Any teacher who never held a teacher's certificate and was initially issued an educator license on or after January 1, 2011 who meets the following conditions:**
 - 1) Holds a professional educator license or a senior professional educator license or lead professional educator license;**
 - 2) Has held an educator license for at least seven years;**
 - 3) Has completed the applicable one of the following:**
 - a. If the teacher did not hold a master's degree at the time of initially receiving an educator license, 30 semester hours of course work in the area of licensure or an area related to the teaching field since the issuance of the license.**

- b. If the teacher held a master's degree at the time of initially receiving his/her license, six semester hours of graduate course work are required in the area of licensure or in an area related to teaching since the initial issuance of the license.**

Upon the recommendation of the Superintendent that a teacher eligible for continuing contract service status be re-employed, a continuing contract is granted unless the Board rejects the recommendation by three-fourths vote. A continuing contract remains in effect until the teacher resigns, elects to retire, is retired for reasons consistent with law or until he/she is terminated or suspended.

If the Board rejects the recommendation for re-employment of the teacher, the Superintendent may recommend re-employment of the teacher under an extended limited contract for a term not to exceed two years, if continuing service status has not previously been attained elsewhere. Written notice of the Superintendent's intention to make such a recommendation must be given to the teacher with reasons directed at the professional improvement of the teacher on or before June 1. Upon subsequent re-employment of the teacher, only a continuing contract may be entered into.

The Board may reject the Superintendent's recommendation for re-employment of the teacher under an extended limited contract by three-fourths vote of its full membership.

The Board declares its intention not to re-employ the teacher by giving the teacher written notice on or before June 1. If evaluation procedures have not been completed in compliance with law or if the Board fails to give the teacher written notice of its intent not to re-employ by the aforementioned date, the teacher is re-employed under an extended limited contract for a term not to exceed one year at the same salary plus any increment provided by the salary schedule.

The Superintendent's recommendation is considered in all contracts pertaining to certificated/licensed individuals.

[Adoption date: June 6, 2016]

LEGAL REFS.: ORC 3313.53
3317.13; 3317.14
3319.07; 3319.08; 3319.09; 3319.10; 3319.11; 3319.111; 3319.12;
3319.22; 3319.227; 3319.24; 3319.26

CROSS REFS.: GCBA, Professional Staff Salary Schedules
GCBB, Professional Staff Supplemental Contracts
G CBD, Professional Staff Leaves and Absences

CONTRACT REF.: Teachers' Negotiated Agreement

PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS
(Administrators)

Fair compensation plans are necessary in order to attract and ~~hold~~ **retain properly certified or licensed highly-qualified** administrators to provide and manage a quality educational program.

The Board may establish a salary schedule for its administrators, with the exception that the salary of the Superintendent is usually determined by the employee contract. Notice of annual salary is given to each administrator by July 1.

All administrators shall be issued written limited contracts. The contract specifies the administrative position and duties, the salary and other compensation to be paid for performance of such duties and the number of days to be worked.

The term of the administrator's contract will not exceed three years, except that an individual who has been employed as an administrator for three years or more shall be entitled to receive a contract of not fewer than two nor more than five years. The Superintendent may recommend employment of an individual who has served as an administrator in the District for three years or more under a one-year administrative contract once during such individual's administrative career in the District.

An administrator who has earned teacher tenure in the District retains such status while serving as administrator. Any administrator who previously obtained teacher tenure in another district achieves teacher tenure in the District after re-employment with two or more years' experience as an administrator in the District.

The Superintendent's recommendation is considered in all contract renewals. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed and a written copy is given to the administrator no later than the end of the administrator's contract year as defined by his/her salary notice.

In the year an administrator's contract does expire, two evaluations are completed: one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to any Board action on the employee's contract, and a written copy of the preliminary evaluation is given to the administrator at this time.

The final evaluation includes the Superintendent's intended recommendation for the employee's contract. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. If the Board fails to take action on the expiring contract, then the administrator is renewed. If the administrator has been in the District for two years or less, he/she will receive a one-year contract. If the administrator has been in the District three years or more, he/she will receive a two-year contract.

Before June 1, any administrator whose contract expires at the end of the school year is notified by the Board of the date on which the contract expires and of the individual's right to request a meeting with the Board in executive session to discuss the reasons for considering renewal or nonrenewal of his/her contract. Also prior to June 1 of the year in which the employment contract expires, any administrator whom the Board intends to nonrenew receives written notification of the Board's intent not to re-employ.

The Board may request an alternative administrative license valid for employing a superintendent or any other administrator, consistent with State law.

[Adoption date: June 6, 2016]

Revised:

LEGAL REFS.: ORC 3319.01; 3319.02; 3319.111; 3319.12; 3319.225; 3319.27
4117.01
OAC 3301-24-11; 3301-24-12

CROSS REFS.: GCBA, Professional Staff Salary Schedules
GCBB, Professional Staff Supplemental Contracts
G CBD, Professional Staff Leaves and Absences

PROFESSIONAL STAFF HIRING

The Superintendent determines the District's personnel needs and recommends to the Board **properly certified or licensed** ~~highly qualified~~ candidates for employment. Through recruiting and evaluation procedures, the Superintendent recruits and recommends to the Board the employment and retention of personnel.

It is the duty of the Superintendent to see that persons nominated for employment in the schools meet all certification/licensure requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines are used in the selection of personnel.

1. There is no unlawful discrimination in the hiring process.
2. The quality of instruction is enhanced by a staff with widely varied backgrounds, educational preparation and previous experience. Concerted efforts are made to maintain a variation in the staff.
3. Interviewing and selection procedures ensure that the administrator who is directly responsible for the work of a staff member has an opportunity to aid in the selection process. The final recommendation to the Board is made by the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination would create an unlawful interest in a public contract.
4. No candidate is hired without an interview and a criminal records check.
5. All candidates are considered on the basis of their merits, qualifications and the needs of the District. In each instance, the Superintendent and others having a role in the selection process seek to recommend the best qualified applicant for the job.
6. All candidates for teaching positions must **be properly certified or licensed.** ~~meet the Ohio Department of Education's standards of highly qualified teacher (HQT).~~

While the Board may accept or reject a nomination, an appointment is valid only if made with the recommendation of the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination would create an unlawful interest in a public contract. In the case of a rejection, it is the duty of the Superintendent to make another nomination.

Employment of Retired Administrators

The Board recognizes that recruiting and retaining **properly certified or licensed highly qualified** administrative personnel has become increasingly difficult in Ohio's competitive marketplace. Therefore, the Board will, under appropriate circumstances, offer to enter into administrative employment agreements with qualified retired administrators whenever practical and when such action appears to be in the best interests of the District. Retired administrators may be employed as administrators on a part-time or full-time basis.

For purposes of this policy, a "retired administrator" is an individual who has retired pursuant to STRS or SERS rules and regulations.

The Board authorizes and directs the Superintendent to develop administrative regulations to implement this policy at the soonest practicable time.

Rehiring of Retirees

If an employee is retiring and seeks re-employment in the same position, then public notice must be given 60 days prior to the date re-employment is to begin. The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15 to 30 days prior to employment.

[Adoption date: June 6, 2016]

Revised:

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
ORC 2921.42
3307.01; 3307.353
3313.53
3319.02; 3319.07; **3319.074**; 3319.08; **3319.088**; 3319.11; 3319.22
through 3319.31; 3319.39
3323.06
OAC 3301-35-05; 3301-35-06
3307.1-13-03

CROSS REFS.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACB, Nondiscrimination on the Basis of Disability
GBA, Equal Opportunity Employment
GBQ, Criminal Records Check
GDD, Classified Staff Hiring

STUDENT FUNDRAISING ACTIVITIES

The Board believes in providing opportunities for students to participate through cocurricular activities in fundraising projects that contribute to their educational growth and that do not conflict with the instructional program. Since the Ohio Revised Code and the Auditor of State's office mandate careful accounting of the receipt and expenditure of such funds, all fiscal operations of student groups must be in compliance with the following guidelines. All such related activities must be:

1. conducted by a recognized student group for the purpose of contributing to educational objectives;
2. appropriate to the age or grade level;
3. activities in which schools may appropriately engage;
4. conducted under the supervision of teachers, advisers or administrators;
5. conducted in such a manner and at such times as not to encroach upon instructional time or interfere with regularly scheduled school classes and activities;
6. scheduled so as not to be unduly demanding on secretarial, teacher and principal time or work;
7. evaluated annually by teachers, advisers, administrators and students;
8. limited in number so as not to become a burden or nuisance to the community and
9. sensitive to direct competition with fundraising efforts sponsored by recognized groups and organizations within the community.

The application of the above criteria for student sales and activities is supervised by the building principal with the approval of the Superintendent. Each principal submits to the Superintendent a list of the proposed sales or fund drives that the school plans to conduct during the school year and the purpose for which the funds are going to be used. The Superintendent then indicates his/her approval or disapproval within the limitations of the above criteria.

Online fundraising/crowdfunding campaigns also must be conducted in accordance with related policies and procedures.

Funds derived from approved student fundraising activities are handled by the Treasurer's office in accordance with the Auditor of State's requirements.

[Adoption date: June 6, 2016]

Revised:

LEGAL REFS.: ORC 3313.51; 3313.53; 3313.811
3315.062

CROSS REFS.: **GBIA, Online Fundraising Campaigns/Crowdfunding (Also IGDF)**
IGD, Cocurricular and Extracurricular Activities
IGDG, Student Activities Funds Management
IICA, Field Trips
JL, Student Gifts and Solicitations

INTERSCHOLASTIC ATHLETICS/INTERSCHOLASTIC
EXTRACURRICULAR ELIGIBILITY

The Board recognizes the value to the students of the District and to the community of a program of interscholastic athletics for students as an integral part of the total school experience.

The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics.

The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that, which can be offered by a school or the school district alone. It should also offer an opportunity for career and educational development.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sports contests, games, events or sport exhibitions involving individual students or teams of students of this District with those of another district.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event. Denial of participation will occur until the student-athlete submits a form signed by his/her guardian, affirming that each has received and reviewed the Ohio Department of Health's concussion and head injury informational sheet.

In addition to the eligibility requirements established by the Ohio High School Athletic Association (OHSAA), to be eligible for any interscholastic extracurricular activity, a student must meet OHSAA as well as Board eligibility requirements.

1. Middle School (Grades 7-8)

A student athlete enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, a student must earn a grade point average of at least 1.5 and receive passing grades in a minimum of five of those subjects in which the student received grades during the preceding grading period in order to be eligible to participate in interscholastic activities.

2. High School (Grades 9-12)

A student enrolled in the first grading period after advancement from the eighth grade must earn a grade point average of at least a 1.5, fail no more than one subject and receive passing grades in a minimum of five units, or the equivalent in the preceding grading period in which the student was enrolled.

3. College Credit Plus (Grades 7-12)

A student enrolled in the College Credit Plus program must take enough postsecondary course work exclusively or between the postsecondary institution and the high school combined to be equivalent of five units. Note: college courses for which three or more semester hours of credit are earned shall be awarded one Carnegie unit. Fractional Carnegie units will be awarded proportionately.

4. Other Notes

- A. Transfer students shall have eligibility computed based upon an official transcript from the previous school of attendance. A student cannot participate in athletics until the transcript has been reviewed and the student has been declared eligible to participate.
- B. Summer school and other educational options may not be used to substitute for failure to meet the academic standards during the last grading period of the school year.
- C. The building principal shall be the final authority in determining the student's grade point average and the student's eligibility.
- D. It is the responsibility of the coaching staff to communicate this policy to the student athletes along with an emphasis on academic achievement over athletic achievement.
- E. Failure to comply with the grading period eligibility requirements results in extracurricular interscholastic ineligibility for the succeeding grading period.

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. For the purposes of this policy, "school day" includes faculty in-service days, calamity days and regular school attendance days, but not holidays or school breaks.

Any case involving a current student with a disability shall be referred to the Director of Student Services and principal to determine if a waiver of the eligibility standard is appropriate. However, in athletics, the OHSAA standards must be met.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play and fair competition.

The Board further adopts those eligibility standards set by the Constitution of the OHSAA and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

The Board further directs that only those students may participate in the program of interscholastic athletics who have:

1. maintained a satisfactory academic record;
2. attended school regularly;
3. demonstrated good citizenship and responsibility;
4. returned all school and athletic equipment and
5. refrained from participation in a contest on a noninterscholastic team, or as an individual in the same sport during the school's season

In addition to the aforementioned items, parents and athletes are asked to attend one athletic preseason parent meeting per year prior to the beginning of the athlete's season.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers and lay coaches shall not dispense, supply, recommend or permit the use of any drug, medication or food supplement solely for performance-enhancing purposes. The Superintendent shall cause to be posted in all locker rooms in buildings that include students in any grade higher than sixth grade, the following:

“Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment.”

The Superintendent develops appropriate administrative guidelines for the operation of the athletic program and code of conduct for those who participate. Such guidelines should provide for the following safeguards.

1. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a District-approved physician and/or parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
2. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate. The District shall assume no liability for any student with a health condition who has been authorized to play by the parents and their physician but not by the District.
3. Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.
4. Any student practicing for or competing in an interscholastic event who exhibits signs, symptoms or behaviors consistent with having sustained a concussion or head injury shall be removed from the practice or competition. Any student who has been removed from practice or competition because he/she has exhibited signs, symptoms or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any practice until both of the following occur:
 - A. The student's condition is assessed by a physician in accordance with the requirements set forth in RC 3323.539(E)(2), to assess such student.
 - B. The student receives written clearance that it is safe to return to practice or competition from a physician, in accordance with requirements set forth in RC 3313.539(E)(2), to grant such clearance. All doctor's releases must be received by the Athletic Director before the student athlete can return to play.

The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate. Such guidelines should include:

1. criteria for judging these important qualities;
2. procedures by which these values will be communicated to students, parents and supporters and

3. means for monitoring the behavior of each of these groups to ensure their behavior effects high standards.

The guidelines should also provide a set of behavioral expectations for each type of participant as well as a Sportsmanship Code of Conduct, which each type of participant is to follow. The Superintendent is authorized to implement suitable disciplinary procedures against those who violate this Sportsmanship Code.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights.

In order to support the OHSAA's program to strengthen sportsmanship, ethics and integrity, the Board commits itself to:

1. adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics and integrity;
2. establish standards for athletic participation which reinforce the concept that athletic activities are a privilege, not a right ;
3. attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches and other school personnel;
4. support and reward participants, coaches, school administrators and fans who display good sportsmanship and
5. recognize the value of school athletic activities as a vital part of education.

Students in grades 9-12 are **eligible** ~~ineligible~~ ~~ineligible~~ for athletics for the first 50% of the maximum allowable regular season contests in the sports the student participated in during the 12 months immediately preceding the transfer, **and are ineligible for the remainder of the regular season contests and ineligible to participate in OHSAA tournaments in these sports** until the one-year anniversary date of enrollment in the school **to which** the student transferred ~~to to~~. If the transfer takes place during the sport season in which a student has participated in a regular season interscholastic contest, the student is ineligible for the remainder of that sport's season **and the student must finish fulfilling his/her transfer consequence, for only that sport in which the mid-season transfer occurred, at the commencement of the sport season during the next school year and is ineligible for all preseason and regular season contests until the total number of regular season contests missed (including those missed during the previous season) equals 50% of the maximum allowable regular season contests in that sport.**

Exceptions to the ~~in~~eligibility provisions are outlined in the OHSAA Bylaws.

Resident students enrolled in community schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students attending STEM and STEAM schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students attending a nonpublic school are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned if the nonpublic school the student is enrolled in does not offer the activity. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students receiving home schooling in accordance with State law are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Foreign exchange students enrolled in a recognized visitor exchange program may be eligible to participate in interscholastic athletics in accordance with OHSAA Bylaws.

[Adoption date: June 6, 2016]

[Re-adoption date: January 8, 2018]

Revised:

LEGAL REFS.: ORC 2305.23; 2305.231
3313.537; 3313.5311; 3313.5312; 3313.539; 3313.66; 3313.661;
3313.664
3315.062
3319.303
3321.04
3707.52
OAC Chapter 3301-27

CROSS REFS.: IGD, Cocurricular and Extracurricular Activities
IGDK, Interscholastic Extracurricular Eligibility
IKF, Graduation Requirements
JECBA, Admission of Exchange Students
JECBC, Admission of Students from Non-Chartered or Home Schooling
JGD, Student Suspension
JGE, Student Expulsion
JN, Student Fees, Fines and Charges
Student Handbooks

INTERDISTRICT OPEN ENROLLMENT
~~ADMISSION OF INTERDISTRICT TRANSFER STUDENTS~~

The Board permits any student from any other district in the state to apply and enroll in the District schools free of any tuition obligation, provided that all procedures as outlined in the administrative regulations are met. Requirements include:

1. application procedures, including deadlines for application and notification to students of acceptance or rejection and the superintendents of other districts whenever another district's student's application is approved;
2. procedures for admission;
3. District capacity limits by grade level, school building and educational program are determined;
4. resident students and previously enrolled District students have preference over first-time applicants;
5. no requirements of academic, athletic, artistic or any other skill or proficiency;
6. no limitations on admitting students with disabilities, unless services required in an Individualized Education Program are not available in the District;
7. no requirement that the student be proficient in the English language;
8. no rejection of any applying student because the student has been subject to disciplinary proceedings, except an applicant who has been suspended or expelled by another district for 10 consecutive days or more in the term for which admission is sought or in the term immediately preceding the term for which admission is sought and
9. procedures to ensure maintenance of an appropriate racial balance in the District's schools.

The District cannot refuse to accept the credits earned by students who have participated in interdistrict open enrollment. The Board will not adopt a policy that discourages resident students from participating in interdistrict open enrollment.

~~Students in grades 9-12 are ineligible for athletics for the first 50% of the maximum allowable regular season contests in the sports the student participated in during the 12 months immediately preceding the transfer, until the one-year anniversary date of enrollment in the school the student transferred to. Exceptions to the ineligibility provisions are outlined in the Ohio High School Athletic Association Bylaws.~~

The District notifies the Ohio Department of Education (ODE) of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODE upon request.

Compliance with this policy is reported to the ODE by November 30 annually 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.

[Adoption date: June 6, 2016]

Revised:

LEGAL REFS.: ORC 3313.64; 3313.978; 3313.983
Chapter 3327
OAC 3301-48-02

CROSS REF.: IGDJ, Interscholastic Athletics

INTRADISTRICT OPEN ENROLLMENT

The Board permits students to apply for attendance at their school of choice based upon criteria established by the school administration. The specific criteria are consistent with State law and include application procedures, including deadlines for application and notification to students and principals of alternative schools, when a student's application is accepted or rejected (if applicable). Only students wishing to attend a school other than their assigned school need apply.

Procedures for admitting applicants to other schools include but are not limited to:

1. establishing capacity limits by grade level, school building and educational program;
2. requiring that students enrolled in a school building or living in the attendance area of the school building established by the Board be given preference over applicants and
3. ensuring that an appropriate racial balance is maintained in the schools.

The District notifies the Ohio Department of Education (ODE) of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODE upon request.

Compliance with this policy is reported to the ODE by November 30 annually 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.

[Adoption date: June 6, 2016]

Revised:

LEGAL REFS.: ORC 3313.64; 3313.65; 3313.97
OAC 3301-48-01

CROSS REFS.: IE, Organization of Facilities for Instruction
IGBJ, Title I Programs
IGDJ, Interscholastic Athletics
JECC, Assignment of Students to Schools

STUDENT ABSENCES AND EXCUSES

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

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

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

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. For each day a student is absent from class there will be assigned a commensurate number of days to make up assignments (including, but not limited to homework, projects, presentations and class activities). Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. If a student is absent on a quiz/test day, the student will need to make arrangements with the teacher to take the quiz/test within one week of the return to the class. 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.** Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

Students are permitted to go on vacation during the school year ~~without penalty~~ (except the week ending each semester and during state assessments). Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

1. The District will only approve a student's absence for a vacation when he/she will be in the company of his/her own parent or other family relatives but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal.

If a student is absent for any other type of vacation, he/she will be considered unexcusably absent from school and subject to truancy regulations.

2. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless makeup work is not completed.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than ~~10 consecutive days~~ **60 consecutive hours** or a total of at least ~~15 days~~ **90 hours** during a semester or term.

[Adoption date: June 6, 2016]

[Re-adoption date: July 18, 2016]

[Re-adoption date: June 5, 2017]

[Re-adoption date: April 9, 2018]

Revised:

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

CROSS REFS.: IGAC, Teaching About Religion
IKB, Homework
JEDB, Student Dismissal Precautions
JHC, Student Health Services and Requirements
JHCC, Communicable Diseases

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.

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.

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: June 6, 2016]

[Re-adoption date: April 3, 2017]

Revised:

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
JO, Student Records
Student Handbooks

WEAPONS IN THE SCHOOLS

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition and other weapons.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) that includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade **that is capable of causing serious bodily injury**.

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school within the District or onto any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board, which firearm or knife was initially brought onto school property by another person, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

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

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the county juvenile judge and registrar of motor vehicles within two weeks of the suspension, expulsion or permanent exclusion.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school vehicle if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.

2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by State law and for purposes of this policy, an “object that is indistinguishable from a firearm” means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local law enforcement authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District’s student code of conduct and State law.

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

Policy exceptions include:

1. items preapproved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation) and
2. theatrical props used in appropriate settings.

[Adoption date: June 6, 2016]

Revised:

LEGAL REFS.: 18 USC 921
20 USC 2701 et seq., Title IX 9001-9005
Gun-Free Schools Act; 20 USC 1751
ORC 2923.122
3313.66; 3313.661; 3313.662
3321.13

CROSS REFS.: JEGA, Permanent Exclusion
JFC, Student Conduct (Zero Tolerance)
JFCL, Unsafe Schools (Persistently Dangerous Schools)
JGD, Student Suspension
JGDA, Emergency Removal of Student
JGE, Student Expulsion
Student Code of Conduct

STUDENT SUSPENSION

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

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

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

The District permits students to complete any classroom assignments missed due to suspension. The student will earn credit for completed assignments.

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

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within **one school day** ~~24 hours~~, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.

5. Notice of this suspension is sent to the:
 - A. Superintendent; **and**
 - ~~B. Treasurer and~~
 - ~~B.C.~~ student's school record (not for inclusion in the permanent record).
- ~~6. Credit will be given for work missed due to out-of-school suspension, provided the student completes and submits all required assignments upon return to school.~~
- ~~6.7.~~ Permanent Exclusion — If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

The principal may hold all, or any part of, a suspension in abeyance; that is, set it aside and not implement it, if such action is part of a behavior contract to which the student and his/her parents, if appropriate, agree. This contract shall establish specific conditions that must be met by the student and his/her parents, if appropriate, for the suspension to be set aside for a designated period of time. At the end of that period of time the portion of the suspension that was held in abeyance will be forgiven, provided all conditions of the behavior contract were met satisfactorily.

Appeal Procedure

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

Appeal to the Court

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

[Adoption date: June 6, 2016]
[Re-adoption date: June 5, 2017]

Revised:

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

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

EMERGENCY REMOVAL OF STUDENT

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

If either suspension or expulsion is contemplated, a due process hearing is held ~~within three~~ **on the next** school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and the Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student ~~and the Treasurer~~. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

[Adoption date: June 6, 2016]

Revised:

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

CROSS REFS.: ECAB, Vandalism
JFC, Student Conduct (Zero Tolerance)
JFCJ, Weapons in the Schools
JG, Student Discipline
JGD, Student Suspension
JGE, Student Expulsion

STUDENT EXPULSION

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

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one year, on a case-by-case basis, upon consideration of the following:

1. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
2. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife and/or
3. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

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

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

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

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

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

Permanent Exclusion

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

Appeal to the Board

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

Appeal to the Court

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

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

[Adoption date: June 6, 2016]

[Re-adoption date: February 6, 2017]

[Re-adoption date: June 5, 2017]

Revised:

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

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

PHYSICAL EXAMINATIONS OF STUDENTS

The District requires health records of students under the following circumstances.

1. Kindergarten and first-grade students entering school for the first time must have a completed health record before being admitted to school.
2. Health records are requested for all students transferring into the District. If the previous school does not forward a record or if it is incomplete, it is the parents' responsibility to comply with health requirements for students.
3. Students must have physical examinations prior to their participation in interscholastic athletic programs.

The District screens students for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders prior to November 1 of the school year in which a pupil is enrolled for the first time in either kindergarten or first grade in a manner determined by the Board. The District notifies parents, prior to August 1 of the year in which the pupil is required to be screened and gives the parents the opportunity to submit a written statement excluding their children. If the results of any screen reveal the possibility of special learning needs, the District conducts further assessments in accordance with State law.

The District reports compliance with these screening requirements to the Ohio Department of Education by November 30 annually 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 the noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Parents have the right to refuse to allow their child to participate in nonemergency invasive physical examinations or screenings. Invasive physical exam is defined as any "medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision or scoliosis exam."

The District notifies parents, on an annual basis, of the administration of **additional** health and physical screenings and examinations and, thereby, gives parents the opportunity to exclude their children.

[Adoption date: June 6, 2016]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
ORC 3301.68
3313.50; 3313.671; 3313.673; 3313.68; 3313.73
Chapter 3323

CROSS REFS.: JEC, School Admission
JHC, Student Health Services and Requirements
JHCB, Immunizations

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS
(Restraint and Seclusion)

Positive Behavioral Interventions and Supports (PBIS)

The District implements PBIS on a systemwide basis **for the purpose of improving academic and social outcomes and increasing learning for all students**. The Board directs the Superintendent/designee to develop a PBIS system that is consistent with the components set forth in the State Board of Education's (SBOE) policy on positive behavior interventions and supports. The District encourages family involvement as an integral part of its PBIS system.

Prohibited Practices

The District does not engage in practices prohibited by State law, including:

1. prone restraint;
2. any form of physical restraint that involves the intentional, knowing or reckless use of any technique that:
 - A. involves the use of pinning down a student by placing knees to the torso, head or neck of the student;
 - B. uses pressure point, pain compliance or joint manipulation techniques or
 - C. otherwise involves techniques that are used to unnecessarily cause pain.
3. corporal punishment;
4. child endangerment, as defined by Ohio Revised Code Section (RC) 2919.22;
5. deprivation of basic needs;
6. seclusion and restraint of preschool children in violation of Ohio Administrative Code Section (OAC) 3301-37-10;
7. chemical restraint;
8. mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
9. aversive behavioral interventions or

10. seclusion in a locked room or area.

Restraint

Physical restraint may not be used as a form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit the use of reasonable force and restraint as provided by RC 3319.41.

Restraint may be used only:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. if the physical restraint does not interfere with the student's ability to breathe;
3. if the physical restraint does not interfere with the student's ability to communicate in the student's primary language or mode of communication and
4. by school personnel trained in safe restraint techniques, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Seclusion

Seclusion may not be used as a form of punishment or discipline, for staff convenience or as a substitute for other less restrictive means of assisting a student in regaining control.

Seclusion may be used only:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. for the minimum amount of time necessary to protect the student and others from physical harm;
3. in a room or area that is not locked, does not preclude the student from exiting the area should the staff member become incapacitated or leave, and that provides adequate space, lighting, ventilation and the ability to observe the student and
4. under the constant supervision of trained staff able to detect indications of physical or mental distress that require removal and/or immediate medical assistance, and who document their observations of the student.

Repeated Dangerous Behaviors

The District conducts functional behavioral assessments for students who repeatedly engage in dangerous behavior that leads to instances of restraint and/or seclusion to identify students' needs and more effective ways of addressing those needs. Behavioral intervention plans that incorporate appropriate positive behavioral interventions are created when necessary.

Training and Professional Development

The District provides professional development or continuing education in PBIS, as part of the implementation of the PBIS framework in accordance with State law. The District's professional development committee monitors this training and establishes model professional development courses.

The District trains an appropriate number of personnel in each building in crisis management and de-escalation techniques. The District maintains written or electronic documentation of provided training and lists of participants in each training session.

All student personnel, as defined by OAC 3301-35-15, are trained annually on the SBOE's and the District's policies and procedures regarding restraint and seclusion.

The Board directs the Superintendent/designee to develop a plan for any necessary training of student personnel to implement PBIS on a systemwide basis.

Compliance with training requirements is reported to the Ohio Department of Education (ODE) by November 30 annually 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 the noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Data and Reporting

Each incident of seclusion or restraint is immediately reported to the building administrator and the student's parent. Each incident of seclusion or restraint is documented in a written report, which is made available to the student's parent within 24 hours. The District maintains written reports of seclusion or restraint. These reports are educational records under the Family Education Rights and Privacy Act.

The District annually reports information concerning the use of restraint and seclusion to the Ohio Department of Education as requested by ODE.

Monitoring and Complaint Processes

The Board directs the Superintendent/designee to establish a procedure to monitor the implementation of State law and the District's policy on restraint and seclusion.

The Board directs the Superintendent/designee to establish District complaint procedures, which include a:

1. procedure for parents to present complaints to the Superintendent to initiate a complaint investigation by the District regarding incidents of restraint or seclusion and
2. requirement that the District respond to parents in writing within 30 days of the filing of a complaint regarding restraint and seclusion.

Parents are notified annually of the District's seclusion and restraint policies and procedures, which are also posted on the District's website.

[Adoption date: June 6, 2016]

Revised:

LEGAL REF.: ORC 2919.22
3301.68
3319.237
3319.46
3326.11
3328.24
OAC 3301-35-15
3301-37-10

CROSS REFS.: IGBA, Programs for Students with Disabilities
JF, Student Rights and Responsibilities
JGA, Corporal Punishment
JHF, Student Safety

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

Employees have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive public office.

The terms and conditions under which the employee may continue employment as he/she seeks or holds such office are determined by the Board and law.

The constitutional right to express political and other opinions as citizens is reserved to all employees. However, employees are not permitted to use District time, moneys, facilities (except for when school premises are not in use for school purposes and with the prior approval of the Board or its designee in accordance with Board policies and regulations), equipment or supplies to campaign nor are the employees to actively campaign while on duty.

[Adoption date: June 6, 2016]

Revised:

LEGAL REFS.: Intergovernmental Personnel Act; 42 USC 4701 et seq.
ORC 124.57
3315.07

**CROSS REFS.: KG, Community Use of School Premises
KG-R, Community Use of School Premises
KJ-R, Advertising in the Schools**

FREMONT CITY BOARD OF EDUCATION
Special Meeting
SUMMARY
October 15, 2018

Roll Call:

MOTION 171-18 FINANCIAL MATTERS – ITEMS 1 AND 2

Item 1 – Approval of September financial report

Item 2 – Approval of the Five-Year Forecast for fiscal years 2019-2023

MOTION 172-18 OTHER MATTERS – ITEMS 1 AND 2

Item 1 – Approval to amend Motions 164-18 and 165-18

Item 2 – Approval of entering into agreement with Brindza McIntyre & Seed, LLP as
Legal Council

MOTION 173-18 ADJOURNMENT

**Fremont City Schools
Board of Education
Special Meeting Minutes
October 15, 2018**

The Fremont City Board of Education of the Fremont City School District, in Sandusky County, Ohio met on Monday, October 15, 2018 for a special meeting at 4:00 p.m. in the Fremont City Schools District Office, 500 W. State Street, Suite A, Superintendent’s Conference Room, Fremont, Ohio.

Pledge of Allegiance

Roll Call:	Shantel Laird, Board President	Present
	Alex Gorobetz, Board Vice-President	Present
	Maria D. Garza	Present
	Thomas Price	Present
	Violetta R. Rhea	Present

FIRST HEARING OF THE PUBLIC

- None

RECOMMENDATIONS OF THE TREASURER

MOTION 171-18 FINANCIAL MATTERS – ITEMS 1 AND 2

Mr. Gorobetz, seconded by Mr. Price made the motion to approve financial matters – Items 1 and 2.

ITEM 1. Approval of the September financial report

It is recommended that the September financial report be approved (copy on file at Birchard Public Library).

ITEM 2. Approval of the Five-Year Forecast for fiscal years 2019-2023

It is recommended that the Five-Year forecast be approved for fiscal years 2019-2023 (see attached handout).

Ayes: Gorobetz, Price, Garza, Rhea, Laird

Motion carried. 5-0

RECOMMENDATIONS OF THE SUPERINTENDENT

MOTION 172-18 OTHER MATTERS – ITEMS 1 AND 2

Mrs. Rhea, seconded by Ms. Garza, made the motion to approve other matters – Items 1 and 2.

ITEM 1. Approval to Amend Motions 164-18 and 165-18

It is recommended that the Board approves amendments to Motions 164-18 and 165-18 to retain the opposition to Issue 1 but not to allocate funds in support of the campaign.

RECOMMENDATIONS OF THE SUPERINTENDENT

MOTION 172-18 OTHER MATTERS – ITEMS 1 AND 2 (cont.)

ITEM 2. Approval of entering into agreement with Brindza McIntyre & Seed, LLP as Legal Council

It is recommended that the Board approves entering into agreement with Brindza McIntyre & Seed, LLP as Legal Council at a rate of \$200.00 per hour.

Ayes: Rhea, Garza, Gorobetz, Price, Garza, Rhea, Laird
Motion carried. 5-0

SECOND HEARING OF THE PUBLIC

- None

BOARD MEMBER COMMUNICATIONS AND INFORMATION REQUESTS

- None

MOTION 173-18 ADJOURNMENT

Mr. Price, seconded by Mr. Gorobetz, made the motion to adjourn the special board meeting at 6:12 p.m.

Ayes: Price, Gorobetz, Garza, Rhea, Laird
Motion carried. 5-0

APPROVED:

President

Date: _____

Treasurer

FREMONT CITY BOARD OF EDUCATION

Special Meeting

SUMMARY

October 22, 2018

Roll Call:

MOTION 174-18 APPROVAL OF TREASURER PRO TEM

MOTION 175-18 RESOLUTION FOR EXECUTIVE SESSION (O.R.C. 121.22)

MOTION 176-18 PERSONNEL MATTERS – ITEMS 1, 2, 3, 4, 5, 6, AND 7

Item 1 – Approval of resignations

Item 2 – Approval of appointments

Item 3 – Approval of supplemental contracts

Item 4 – Approval of resolution for supplemental duty positions

Item 5 – Approval of Elementary Literacy Coach

Item 6 – Approval of status change

Item 7 – Approval of leave of absence

MOTION 177-18 OTHER MATTERS – ITEMS 8, 9, AND 10

Item 8 – Approval of bus routes for 2018-2019

Item 9 – Approval donations

Item 10 – Approval of revised Policy GBG – Staff Participation in Political Activities
(First Reading)

MOTION 178-18 ADJOURNMENT

**Fremont City Schools
Board of Education
Special Meeting Minutes
October 22, 2018**

The Fremont City Board of Education of the Fremont City School District, in Sandusky County, Ohio met on Monday, October 22, 2018 for a special meeting at 4:00 p.m. in the Fremont City Schools District Office, 500 W. State Street, Suite A, Superintendent's Conference Room, Fremont, Ohio.

Pledge of Allegiance

Roll Call:	Shantel Laird, Board President	Present
	Alex Gorobetz, Board Vice-President	Present
	Maria D. Garza	Present
	Thomas Price	Present
	Violetta R. Rhea	Present

MOTION 174-18 APPROVAL OF TREASURER PRO TEM

Ms. Laird, seconded by Mr. Gorobetz, made the motion to appoint Mr. Thomas Price as Treasurer Pro Tem.

Ayes: Laird, Gorobetz, Garza, Price, Rhea

Motion carried. 5-0

RECOGNITION OF VISITORS

- Marty Schloegl, M.Ed. – State Support Team

FIRST HEARING OF THE PUBLIC

- None

MOTION 175-18 RESOLUTION FOR EXECUTIVE SESSION (O.R.C. 121.22)

Ms. Laird, seconded by Mr. Gorobetz, made the motion to enter into executive session (O.R.C. 121.22) for Item B: To consider the employment of a public employee or official.

The Board moved into Executive Session at 4:30 p.m.

The Board returned to Regular Session at 4:50 p.m.

Ayes: Laird, Gorobetz, Garza, Price, Rhea

Motion carried. 5-0

RECOMMENDATIONS OF THE SUPERINTENDENT

MOTION 176-18 PERSONNEL MATTERS – ITEMS 1, 2, 3, 4, 5, 6, AND 7

Mrs. Rhea, seconded by Mr. Gorobetz, made the motion to approve personnel matters – Items 1, 2, 3, 4, 5, 6, and 7.

RECOMMENDATIONS OF THE SUPERINTENDENT

MOTION 176-18 PERSONNEL MATTERS – ITEMS 1, 2, 3, 4, 5, 6, AND 7 (cont.)

ITEM 1. Approval of the following resignations

Resignation
Certified: Cynthia Garn
Teacher
Reason: Retirement
Effective: June 1, 2019

Resignation
Certified: Kellie Kardotzke
Teacher
Reason: Resignation
Effective: November 5, 2018

ITEM 2. Approval of the following appointments

Appointments for the 2018-2019 school year:

Name: Melody Hoffman*
Classified Staff: Student Monitor
Account: General
Salary: Step 1 @ \$13.76/hr effective October 26, 2018

*Employment of the above classified employee is contingent upon successful completion of all pre-employment requirements.

ITEM 3. Approval of the following supplemental contracts

Appointments for the 2018-2019 school year:

<u>Name</u>	<u>Building</u>	<u>Duty</u>	<u>Amount</u>
Lamar Baker	Otis	Focus Intervention Tutor	\$20.00/hr
Donna Miller	Otis	Focus Intervention Tutor	\$20.00/hr

ITEM 4. Approval of resolution for supplemental duty positions

It is recommended that the following resolution be approved for adoption:

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The supplemental duty positions set forth in Section 2 of this resolution have been offered to those employees of the Fremont City Schools who have a license issued under O.R.C. 3319.22, and no such employees who are qualified to fill the positions have accepted them, and the positions have then been advertised or otherwise made available to any individuals with such a license who are qualified to fill them and who are not employed by the Board, and no such persons have applied for and accepted the positions.

RECOMMENDATIONS OF THE SUPERINTENDENT

MOTION 176-18 PERSONNEL MATTERS – ITEMS 1, 2, 3, 4, 5, 6, AND 7 (cont.)

ITEM 4. Approval of resolution for supplemental duty positions (cont.)

Section 2. The Board hereby employs the following non-certified persons to perform the listed supplemental duties at the stated rate of pay for the 2018-2019 school year:

<u>Name</u>	<u>Building</u>	<u>Duty</u>	<u>Amount</u>
Kevin McDonald	Ross	9 th Grade Basketball Coach-Girls E-9	\$4,203.00
James Moreno	FMS	M.S. Wrestling G-5 (1/2 stipend)	\$1,440.00
Jacob Smith	Ross	Bowling Coach E-2	\$3,780.00
Drew Solander	FMS	M.S. Basketball Coach-Boys F-3	\$3,060.00

Section 3. The Board President, Superintendent and Treasurer are authorized to execute supplemental duty contracts with the person identified in Section 2 of this resolution.

Section 4. The Board finds that the resolution has been adopted in accordance with all legal requirements including O.R.C. Sec. 121.22.

ITEM 5. Approval of the following Elementary Literacy Coach

It is recommended that the Board approves Jennifer Heilman as Elementary Literacy Coach @ \$800.00 total contract effective for the 2018-2019 school year. This is a General Fund expenditure.

ITEM 6. Approval of the following status change

It is recommended that the Board approves the status change of Rose Mary Pemberton from Cook (LR-1.02) Long 20 @ \$16.00 per hour, 7 hours a day at Otis Elementary School to Elementary Cafeteria Manager, (LR-1.03) Long 20 @ \$17.13 per hour, 7 hours a day at Otis Elementary School effective September 25, 2018.

ITEM 7. Approval of the following leave of absence

Leave of absence
Certified Staff: Linda Doering
Teacher
Reason: Personal
Effective: Sept. 27, 2018–pending doctor release

Ayes: Rhea, Gorobetz, Garza, Price, Laird
Motion carried. 5-0

RECOMMENDATIONS OF THE SUPERINTENDENT

MOTION 177-18 OTHER MATTERS – ITEMS 8, 9, AND 10

Mr. Price, seconded by Ms. Garza, made the motion to approve other matters – Items 8, 9, and 10.

ITEM 8. Approval of bus routes for 2018-2019

It is recommended that the Board approve the 2018-2019 bus routes.

ITEM 9. Approval of donations

It is recommended that the Board approves the following donations:

<u>Donor:</u>	<u>Item:</u>	<u>Value:</u>	<u>Donated To:</u>
Jennifer Cromes	Campus Wear	unlisted	Fremont City School
Louise Cartwright	Class of 1931 Memorabilia	unlisted	Ross High Library
Taco Bell	Free Taco Coupons	unlisted	Ross High School
Tiffany Lance	1973 Graduation Plaques	unlisted	Ross High School
Lori Urban	2 Cymbals, Drum Stand & Bell Kit	\$450.00	Ross High/Middle School Bands
Wendy's	269 Free Frosty Coupons	unlisted	Ross High School

ITEM 10. Approval of revised Policy GBG – Staff Participation in Political Activities (First Reading)

It is recommended that the Board of Education approves revised Policy GBG – Staff Participation in Political Activities (see attached).

Ayes: Price, Garza, Gorobetz, Rhea, Laird
Motion carried. 5-0

SECOND HEARING OF THE PUBLIC

- None

BOARD MEMBER COMMUNICATIONS AND INFORMATION REQUESTS

- None

MOTION 178-18 ADJOURNMENT

Mr. Price, seconded by Ms. Laird, made the motion to adjourn the special board meeting at 6:30 p.m.

**Ayes: Price, Laird, Garza, Gorobetz, Rhea
Motion carried. 5-0**

APPROVED:

President

Date: _____

Treasurer