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WADSWORTH CITY SCHOOL DISTRICT
BOARD OF EDUCATION

WADSWORTH, OHIO

REGULAR STATED MEETING
MONDAY, JUNE 12, 2017, 7:00 p.m.
JAMES R. McILVAINE PERFORMING ARTS CENTER, 625 BROAD STREET

AGENDA

I. Call to Order

II. Pledge of Allegiance

III. Appointment of Treasurer Pro Tem

IV. Roll Call

V. Motion for Approval and Signing of Minutes

VI. Administrative Discussion Items, Presentations, and Updates

A. Addition of Parking Spaces at Overlook Elementary School
B. Multipurpose Facility Construction
C. Installation of Turf at the Track Stadium
D. Art Wright Stadium North Entrance Construction
E. STEM and Coding Camps
F. Pastoral Counseling Services
G. Literacy on the Lawn
H. Strategic Plan 2016-2020 Update
I. CIS Committee Update
J. Discussion: Wadsworth Spirit Committee

VII. Administrative Items

A. PERSONNEL CONSENT ITEMS

1. Resignations

a) Gregory Dennison, Teacher, resignation eff. 8/20/2017
b) Denise Genis, Aide, resignation eff. 6/25/2017
c) Jeniffer Ruggles, Speech-Language Pathologist, resignation eff. 8/21/2017
d) Yunzhen Wang, Teacher, resignation eff. 8/21/2017
e) Grace Baughman, Aide, eff. 5/25/2017
f) Sherrie Allwood, Aide, resignation eff. 5/25/2017
g) Allison Parsons, OGT Math Teacher
h) Christian Beery, OGT Reading Teacher
i) John Burton, OGT Science Teacher
j) Christa Halicki, OGT Writing Teacher

2. Employments

    a) Angel Kusmits, Teacher
    b) Kelsey Young, Teacher
    c) Haley Hassinger, Teacher
    d) Diane Westerburg, Teacher (Part-time)
    e) Austin J. Hanna, Teacher
    f) Christine Race, Nonteaching employee contract (O.R.C. 3319.081)
    g) Laura Kerstetter, Nonteaching employee contract (O.R.C. 3319.081)
    h) Jennifer Swain, Nonteaching employee contract (O.R.C. 3319.081)
    i) Lisa Stadvec, Nonteaching employee contract (O.R.C. 3319.081)
    j) Laura Boyert, School Psychologist
    k) Abbey Martin, Teacher
    l) Joyce Walker, Director of Student Services
    m) OHSAA-Sponsored Athletic Event Workers, per attached list
    n) Band Camp Instructors/Chaperones, per attached list
    o) Supplemental contracts, per attached list
    p) Summer Tech Dept. Workers, per attached list

3. Recommendation to amend the employment contract of Mr. Jozsef Jakab from a one-year contract (2017-2018) to a continuing contract

4. Recommendation to grant unpaid child leave under FMLA to Katherine Pickard, from the end of her allowable sick leave through May 24, 2017

5. Recommendation to grant unpaid child leave under FMLA to Katie Morfchak, from the end of her allowable sick leave through December 6, 2017

6. Recommendation to approve the reduction in staff of Penny Schlairet

7. Recommendation to approve the unpaid leave of Justine Girard on October 26 and 27, 2017

8. Recommendation to grant unpaid child leave under FMLA to Kristen Rodkey, from the end of her allowable sick leave through December 13, 2017

B. ACTION CONSENT ITEMS

1. Recommendation to approve the MCDAC Grant Award Agreement for fiscal year 2017-2018

2. Recommendation to approve the Educational Service Center of Medina County's 2016-2017 Service Agreement Amendment

3. Recommendation to approve the Agreement of Articulation between The University of Akron's College of Applied Science and Technology and the Four Cities Educational Compact

4. Recommendation to accept the Agreement for Admission for Tuition Pupils Pursuant to Sections 3327.04, 3327.06, 3323.14, and 3317.08 O.R.C. with the

Rittman Exempted Village School District Board of Education for the 2016-2017 school year

5. Recommendation to approve membership in the Alliance for High Quality Education for the period July 1, 2017 through June 30, 2018

6. Recommendation to accept a $2,527.93 donation from the Franklin P.T.O.

7. Recommendation to approve a Boys' Varsity Soccer Team overnight trip to Ft. Wayne, Indiana on August 18 and 19, 2017

8. Recommendation to approve the revised 2018-2019 and 2019-2020 school calendars

9. Recommendation to approve the Subscriber Agreement between Discovery Education, Inc. and the Wadsworth City School District for the period of July 1, 2017 through June 30, 2018

10. Recommendation to approve the board of education resolution authorizing 2017-2018 membership in the Ohio High School Athletic Association

11. Recommendation to approve the following revised benefit provision manuals:

    a) Administrator
    b) Salary Exempt Employee
    c) Hourly Exempt Employee
    d) Four Cities Compact Administrator
    e) Four Cities Compact Salary Exempt Employee
    f) Four Cities Compact Hourly Exempt Employee

12. Recommendation to accept a second reading and adoption of the following Wadsworth City School District Board of Education policies:

    a) 5111.01, Homeless Students (Replacement)
    b) 5111.03, Children and Youth in Foster Care (New)
    c) 5113, Inter-District Open Enrollment (Revised)
    d) 8300, Continuity of Organizational Operations Plan (New)
    e) 8305, Information Security (New)
    f) 8340, Letters of Reference (Revised)

13. Recommendation to accept a first reading of revised board of education policy 5460, Graduation Requirements

14. Recommendation to adjust breakfast and lunch prices for the 2017-2018 school year as follows:

	2016-2017	2017-2018	Price Increase
Breakfast (All Grades)	$1.60	$1.70	$.10
Lunch (Students K-4)	$2.60	$2.70	$.10
Lunch (Students 5-8)	$2.70	$2.80	$.10

Lunch (Students 9-12)	$2.90	$3.00	$.10
Adult Lunch	$3.50	$3.50	No change
Milk Only	$0.50 ½ pint	$0.50 ½ pint	No change

15. Recommendation to accept an anonymous donation in the amount of $500

16. Recommendation to approve the proposals for professional engineering services between Lewis Land Professionals Inc. and the Wadsworth City School District Board of Education

17. Recommendation to approve the proposed K-12 class fees for the 2017-2018 school year

18. Recommendation to approve the donation of playground equipment valued at $5,237.00 by the Overlook Elementary School P.T.O.

19. Recommendation to approve the Ohio High School Athletic Association Tournament Site Agreement

20. Recommendation to approve the high school band overnight trip to Kent State University for band camp from July 23-28, 2017

21. Recommendation to approve the Job Coaching Agreement between Windfall Industries and the Wadsworth City School District Board of Education for the period of July 1, 2017 through June 30, 2018

22. Recommendation to approve the M.A.P.S.T.A.R.T. Agreement between Windfall Industries and the Wadsworth City School District Board of Education for the period of July 1, 2017 through June 30, 2018

23. Recommendation to approve the Memorandum of Understanding between College Now Greater Cleveland and the Wadsworth City School District Board of Education for the period of August 1, 2017 through June 30, 2018

24. Recommendation to purchase risk management insurance through the Seibert-Keck Agency to include liability, property, fleet coverage, and cyber liability for the period of July 1, 2017 through June 30, 2018

25. Recommendation to approve the Pupil Transportation Agreement between Suburban School Transportation and the Wadsworth City School District Board of Education for the 2017-2018 school year

26. Recommendation to approve the Traveling Classrooms Tour Contract for the 8th grade trip to Washington, D.C. and Gettysburg from March 14-16, 2018

27. Recommendation to approve the House Build Partnership Agreement between Habitat for Humanity of Medina County and the Wadsworth City School District Board of Education for the 2017-2018 school year

C. Personnel Item

1. Recommendation to approve Dave Gordon as Middle School Asst. Football Coach (Volunteer)

VIII. Items of the Treasurer

A. ACTION CONSENT ITEMS

1. Recommendation to accept the tax budget for the Wadsworth Public Library as approved by the Library Board of Trustees

2. Request special board meeting to approve final fiscal year 2017 reports and to set temporary appropriations for fiscal year 2017 on June 29, 2017, at 5:00 p.m. at the Charles R. Parsons Administration Building (524 Broad Street)

3. Recommendation to accept the May financial reports as presented and subject to audit

    a) Financial Report by Fund
    b) Revenue Account
    c) Appropriations Report

IX. Legislative Update

X. Floor Items

XI. Board Member Items

XII. Executive Session

WHEREAS, a public board of education may hold an executive session only after a majority 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 one or more, as applicable, of the check marked items with respect to a public employee or official:

1. Appointment
2. Employment ✔
3. Dismissal
4. Discipline
5. Promotion
6. Demotion
7. Compensation
8. Investigation of charges/complaints (unless public hearing requested)

B. To consider the purchase of property for the public purposes or for the sale of property at competitive bidding

C. Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action

D. Preparing for, conducting or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

E. Matters required to be kept confidential by federal law or rules or state statutes

F. Specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoiding prosecution for a violation of the law

NOW, THEREFORE BE IT RESOLVED, that the Wadsworth City Board of Education, by a majority of the quorum present at this meeting, does hereby declare its intention to hold an executive session on A2, B and C as listed above.

XIII. Adjournment

In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the Superintendent if they require a reasonable accommodation.

EMPLOYMENTS
June 12, 2017

OHSAA-Sponsored Athletic Events Workers & Rates of Compensation

Division 1 Regional Girls' Lacrosse Tournament (Westerville South vs. Wadsworth), 5/15/2017 at Art Wright Stadium

Brad Musgrave	Tournament Manager	$75
Steve Brady	Site Manager	$50

Band Camp Instructors (Kent State University; July 23-28, 2017)

Rachel Bessand
Edward (Ted) Clark
Melissa D'Aliberti
Justin Evangelist
David Selzer
Zachary Young

Band Camp Chaperones

Jason Barnhart
Cindy Beeman
Doug Beeman
Denny Bolen
Mary Calderon (Nurse)
Dom Cheff
Judy Connor
Ken Coughlin Kimberly
Cummings Nicole Davis
Trish DePamphilis John
Hutchinson Sandy
Hutchinson Steven
Magyar
Vicki Marks
Lorraine Negron Dave Ott

Supplemental Contracts (2016-2017)

Joseph Snyder	Volleyball Camp Asst. Coach
Justin Todd	Wadsworth Youth Football Camp Director
Dominic Borsani	Wadsworth Youth Football Camp Asst. Coach
Mason Harper	Wadsworth Youth Football Camp Asst. Coach
Austin White	Wadsworth Youth Football Camp Asst. Coach

Supplemental Contracts (2017-2018)

Kevin Bux	Varsity Football Asst. Coach
Matthew McConnell	Boys' Reserve Basketball Coach
Jeff Shenker	Boys' 9th Grade Basketball Coach
Joseph Snyder	8th Grade Volleyball Coach
Amy Broadhurst	12th Grade Class Advisor
Jason Knapp	12th Grade Asst. Class Advisor
Robert Lynn	11th Grade Class Advisor
Pamela Csaky	11th Grade Asst. Class Advisor
Trish Swanson	Academic Decathlon Advisor
Rich Barnett	Media Communications Event Coordinator
Anne Rosenberger	National Honor Society Co-Advisor (split contract)
Nathan Singleton	National Honor Society Co-Advisor (split contract)
Tricia Claypool	RtI Chair, Grades K-4
Stefanie Shepperd	RtI Member: Grades K-4
Katherine McKenzie	RtI Member: Grades K-4
Joseph Shalala	Student Council Advisor, Elementary
Joseph Shalala	Bus Rump Duty
Mark Schoonover	Student Council Advisor, WHS
Allison Parsons	Student Council Assistant Advisor, WHS
Trish Swanson	Student of the Month, WHS
Charles Berg	Annual Yearbook Advisor
Dana Hire	Band Director
Samuel Piehl	Assistant Band Director (WHS/WMS)
Shawn VanDyke	WHS Business Dept. Head
Mark Schoonover	WHS English Dept. Head
Karen Beavers	WHS World Language Dept. Head
Lauren Ross	WHS Guidance Dept. Head
Michael Sladky	WHS Health & Physical Education/Fine Arts Dept. Head
Sandra Kurt	WHS Mathematics Dept. Head
Jason Jurey	WHS Science Dept. Head
Sarah McIlvaine	WHS Social Studies Dept. Head
Malia Gunselman	WHS Special Education Dept. Head
Rich Barnett	WHS Career-Technical Dept. Head
Eric Heffinger	Newspaper Advisor, High School Bruin
Kalyn Davis	Vocal Music Director
Michael Lee	International Club Advisor (Volunteer)
Melissa Eaton	International Club Advisor (Volunteer)
Pamela Csaky	Theater Technician Coordinator
Vanessa Lloyd	Fall Flag Corps/Auxiliary Unit
Vanessa Lloyd	Winter Flag Corps/Auxiliary Unit (Volunteer)
Jessica Courson	Winter Flag Corps/Auxiliary Unit
Jessica Courson	Fall Flag Corps/Auxiliary Unit (Volunteer)
John Thompson	WHS Intramurals
Michael Lee	WHS Intramurals
Robert Lynn	WHS Intramurals
Sotery Zulia	N.F.L. Head Coach
Katherine Dannemiller	N.F.L. Asst. Debate Coach

Briana Olsakovsky	N.F.L. Asst. Coach (All Events)
Larry Kaufman	8th Grade Wrestling Coach
Gregory Pickard	8th Grade Girls' Basketball Coach
Lindsay Tenyak	7th Grade Girls' Basketball Coach
Alexandra Richards	Fall Middle School Cheerleader Coach
Alexandra Richards	Winter Middle School Cheerleader Coach
Eric England	Middle School Boys'/Girls' Cross Country Coach
Michael Lee	Middle School Boys'/Girls' Cross Country Asst. Coach
Ryan Likens	Middle School Faculty Manager (Athletic Director)
Jeff Shenker	8th Grade Head Football Coach
Matthew Shiarla	Middle School Asst. Football Coach
Lauren Ross	Extended Service (90 hours)
Laurie Freund	Extended Service (66 hours)
Jodie McInnes	Extended Service (66 hours)
Kelly Rapp	Extended Service (78 hours)
Ryun Louie	Percussion Artist in Residence
Ryun Louie	Percussion Studies Coordinator
Ryun Louie	Elementary Percussion Instructor
Jason VanKirk	LPDC Chair
Teri Mackey	LPDC Member
Rob Earle	LPDC Member
Chad Wolf	Middle School Football Asst. Coach
Michele Minick	Middle School Volleyball Asst. Coach
Michele Minick	Youth Volleyball Camp Asst. Coach
Greg Pickard	Varsity Baseball Head Coach
William Gearhart	Varsity Baseball Asst. Coach
Jeff Shenker	Reserve Baseball Coach
Jake Palidar	Freshman Baseball Coach
William Schmeltzer	Varsity Softball Head Coach
Jessica Gibson	Softball Asst. Coach (Volunteer)
Christa Halicki	Varsity Boys' Tennis Head Coach
Mark Snyder	Reserve Boys' Tennis Coach
John Hutchinson	Boys' Tennis Asst. Coach (Volunteer)
Chris Beery	Varsity Boys' Track Head Coach
Blake Dickson	Varsity Boys' Track Asst. Coach
Matthew McConnell	Varsity Boys' Track Asst. Coach
Nick Neral	Varsity Boys'/Girls' Track Asst. Coach (Volunteer)
John Burton	Varsity Girls' Track Head Coach
Megan Dean	Varsity Girls' Track Asst. Coach
Mike Callow	Girls' Lacrosse Head Coach (Volunteer)
Justin Todd	Weight Room Supervisor (Spring)
Justin Todd	Weight Room Supervisor (Summer)
Chris Beery	Indoor Boys' Track (Volunteer)
Matthew McConnell	Indoor Boys' Track (Volunteer)
Blake Dickson	Indoor Boys' Track (Volunteer)
John Burton	Indoor Girls' Track (Volunteer)
Megan Dean	Indoor Girls' Track (Volunteer)
Nick Neral	Indoor Boys'/Girls' Track (Volunteer)
Chad Wolf	Crossing Guard Supervisor, Elementary
Abbey Pecnik	Student Council Advisor, Elementary

Cara Johnson	Bus Ramp Duty (50% contract)
Justine Girard	Bus Ramp Duty (50% contract)
Justine Girard	RtI Chair: Grades K-4
Kathy Ott	RtI Member: Grades K-4
Kim Kirven	RtI Member: Grades K-4
Jozsef Jakab	Asst. Boys' Soccer Coach (Volunteer)
Ronald Messer, Jr.	Middle School Asst. Football Coach
Kim Leonard	Extended School Year Teacher
Elizabeth Hileman	Extended School Year Teacher
Katie Morfchak	Extended School Year Speech/Language Pathologist

Summer Tech Dept. Workers

Nathan
Paparone Ryan
Sieber Dean
Tibbitts Claire
Wilson
Jakeb Woodward

WADSWORTH CITY SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Stated Meeting
June 12, 2017

Agenda Detail Sheet

VI. Administrative Discussion Items, Presentations, and Updates

A. Addition of Parking Spaces at Overlook Elementary School: With approval of the Lewis Land Professionals proposals for professional engineering services tonight (Action Consent Item No. 16), twenty-three (23) parking spaces will be added at Overlook Elementary School this summer. Currently, we have more employees at Overlook Elementary School than parking spaces.

B. Multipurpose Facility Construction: Construction on the multipurpose facility began on Monday, June 5 on our high school property. Construction is scheduled for completion by the end of September.

C. Installation of Turf at the Track Stadium: The preparation work necessary to install the turf at the track stadium field has begun. While weather dependent, the target date of completion is July 1. During the construction, the track is closed to the public.

D. Art Wright Stadium North Entrance Construction: The construction to the north entrance at Art Wright Stadium is nearing completion. Pillars and a fence, identical to the south entrance, have been installed. The gates and sign are all that remain to be completed. We would like to thank our anonymous donors who fully funded this project.

E. STEM and Coding Summer Camps: Due to generous grants from the Martha Holden Jennings Foundation, the Four Cities Compact, and NASA, we will again be offering summer STEM and coding camps. Online registration began at 8:00 a.m. on June 1. To register, please visit our district website at www.wadsworthschools.org.

Both camps are open to students enrolled in Wadsworth, Copley, Norton, or Barberton City Districts during the 2016-2017 school year or registered for the 2017-2018 school year. Coding Camp will be held July 17-21 from 9:00 a.m. - 12:00 p.m. at Wadsworth High School and is open to students entering grades 1-12 in the 2017-2018 school year. STEM Camp will be July 24-28 from 9:00 a.m. - 12:00 p.m. at Wadsworth High School and is open to students entering grades 1-9 in the 2017-2018 school year. Students can only attend one camp. The cost per student is $35 which includes registration, t-shirt, and unlimited fun! Space is limited and spots will be filled on a first come, first serve basis. To request a financial hardship waiver form, please contact the Department of Instruction at 330-335-1315.

F. Pastoral Counseling Services: This past school year, our district worked with Dr. Byron Arledge and Mrs. Ann Robson from Pastoral Counseling Services (PCS) in Akron to embed a licensed therapist, Ms. Jennifer Gogolek, in Lincoln Elementary School and Central Intermediate School at no cost to our school district. Ms. Gogolek saw students that were referred to her by our guidance counselors, teachers and/or administrators (who received parent/guardian approval before making the referral). PCS then billed the student's insurance for payment. In this arrangement, our school district gained much

needed access to therapy for our students while providing PCS a place to offer it (a location that removed barriers families may have in getting help for their child, e.g., transportation). Due to the number of students Ms. Gogolek saw this past school year, not only at Lincoln and CIS, but our other six (6) buildings as well, PCS is planning to add another therapist in the fall. The new therapist will be based out of the middle and high schools.

G. Literacy on the Lawn: A group of our elementary teachers and administrators have created the Literacy on the Lawn summer reading program. Those involved included: Bethany Kovacevich, Katie Titus, Lindsay Kelley, Kim Kirven, Vicki Fugate, Ashley Marshall, Taylor Pifer, Hope Zakany, Joy Love, Krista Jones, Kristen Rodkey, Chris Roberts, Nance Watts, Steve Brady, Roger Havens, Erin Simpson and Michele Evans.

Each elementary school has a schedule of events for the program. More details can be found by clicking the links provided below:

Franklin Elementary School
Isham Elementary School
Lincoln Elementary School
Overlook Elementary School
Valley View Elementary School

H. Strategic Plan 2016-2020 Update: An update on our progress toward the goals outlined in our Strategic Plan 2016-2020 is provided below:

Area:	Goal	Update:
Curriculum/ Instruction/ Assessment	Gifted Services	A group of teachers and administrators finished a program at the College of William & Mary. They received their gifted endorsement from the Ohio Department of Education. With more teachers holding the gifted endorsement, our principals are able to get more creative and deliberate with how they schedule gifted services (e.g. see discussion on CIS in Item #4 of this update). Michele Evans, Pepper Bates and a group of middle and high school science teachers created a compacted science curriculum that allows certain middle school students to take two (2) years' worth of science in 7th grade and physical science for high school credit in 8th grade. This started in the fall of 2016.
Curriculum/ Instruction/ Assessment	Services for Students who Struggle Academically	Our Academic Council engaged in conversation and research on this topic. As a result of this work we implemented teacher collaboration time at the middle and high schools this past fall. RtI training was completed for building chairs and further training will occur for all teachers. Lincoln Elementary School became school-wide for Title 1

		in the fall of 2016, tutors were placed in all buildings (including those that are not Title 1 eligible) and the position of Coordinator of Testing, Assessment and Data was created (formerly called the Gifted and Instructional Assessment Coordinator).
Curriculum/ Instruction/ Assessment	STEM Pathway	A new (fall 2016) exploratory computer science class at the high school provided an opportunity for students in grades 9 & 10. AP Computer Science will be added in the fall of 2017 as well as Advanced Engineering and Programming A, Advanced Engineering and Programming B, Architectural Design and Engineering Graphics.
Facilities/ Safety/ Security/ Transportation	Plan for CIS	The CIS Committee was formed and met for the first time in November of 2016. Their next is scheduled for May 23.
Facilities/ Safety/ Security/ Transportation	Safety Plans	Safety plans for each building have been updated.
Facilities/ Safety/ Security/ Transportation	Multipurpose Facility	The committee made their recommendation and the board approved a final design in March of 2017.. Construction is scheduled to begin in June of 2017.
Facilities/ Safety/ Security/ Transportation	Transportation Policies	All transportation related policies and administrative guidelines have been updated and the policy revisions were Board-approved.
Faculty/Staff/ Student Personnel	Class Size Reduction	Three (3) additional teachers were hired, beginning in the 2016-2017 school year.
Faculty/Staff/ Student Personnel	Drug Prevention and Awareness Programs	Kristie Prough worked with a committee to evaluate our programs and to see what other districts do. As a result, we plan to add a new curriculum called Too Good for Drugs. Our school district is an active participant in the Wadsworth Drug Free Coalition. The Board approved random alcohol, drug and nicotine testing of students to begin with the 2017-2018 school year.

Faculty/Staff/ Student Personnel	Delayed Start Time	At their March 2016 meeting, the board of education accepted the Delayed Start Time Committee's recommendation to not move forward with the concept but to allow the committee to continue to educate our community on the importance of sleep for adolescents.
School/ Community Relations	Communication	An evaluation of our district communication methods is ongoing. I contacted our comparable school districts (as determined by ODE) to gather ideas on how they communicate with their school families and community. For the most part, the methods we utilize are either aligned with how the other districts communicate or are more numerous and varied when compared to the other districts.
Technology	Phone System	The district phone system was replaced last summer.
Technology	ITC Exploration	The ITC Committee recommended, and the board of education approved, switching from TCCSA to NEOnet, over a transition period beginning on July 1, 2017 and ending on July 1, 2018.
Technology	Student Information System Analysis	The committee finished their work and decided it was best to stay with DASL for now. The committee will review this decision again in the future.
Technology	District Website	The board of education approved a contract with SchoolPointe to redesign our website. The target date for completion of the redesign is August of 2017.
Technology	Replace Interactive Whiteboards	We have purchased 70" 4k LCD touch-enabled panels (TV's) to be mounted where the building smartboards are at present at the Middle School and Franklin Elementary School. Installation will be completed summer 2017, and Central Intermediate and Lincoln Elementary will be completed throughout the school year of 2017-2018.

VII. Administrative Items

A. Personnel Consent Items

2. Employments

a) **Angel Kusmits:** Ms. Kusmits is being recommended to fill the high school chemistry teacher position left open by the retirement resignation of Mr. William Schmeltzer, Sr.

b) **Kelsey Young:** Ms. Young is being recommended to fill the preschool teacher position left open by the resignation of Mrs. Christen Eberhardt.

c) **Haley Hassinger:** Ms. Hassinger is being recommended to fill the elementary intervention specialist position that was created during the 2016-2017 school year when an emotional disturbance unit was added at Lincoln Elementary School. The position was filled with a substitute teacher during the 2016-2017 school year.

d) **Diane Westerburg:** Ms. Westerburg is being recommended to fill the part-time elementary art position left open when Ms. Amy Gager left our district. The position was filled with a substitute teacher (Ms. Westerburg) during the 2016-2017 school year.

e) **Austin J. Hanna:** Mr. Hanna is being recommended to fill the high school mathematics teacher position left open by the resignation of Mr. Greg Dennison.

f) **Christine Race:** Ms. Race is being recommended to fill the Auxiliary Clerk position at Sacred Heart of Jesus School left open by the retirement resignation of Myra Migioni. By law, the Wadsworth City School District is the fiscal officer for Sacred Heart of Jesus School's auxiliary service money.

g) **Laura Kerstetter:** Ms. Kerstetter is being recommended to fill the Secretary to the Director of the Four Cities Compact position left open by the retirement resignation of Mrs. Kathy Furman. The position will become part-time in August of 2017.

h) **Jennifer Swain:** Ms. Swain is being recommended to fill the two (2) hour lunch/recess aide position at CIS left open by the retirement resignation of Ms. Barbara Ricciardi.

i) **Lisa Stadvec:** Ms. Stadvec is being recommended to fill the health aide position at Lincoln Elementary School left open by the resignation of Mrs. Liz Mendel.

j) **Laura Boyert:** Ms. Boyert is being recommended to fill the school psychologist position left open by the resignation of Ms. Molly Ryan.

k) **Abbey Martin:** Ms. Martin is being recommended to fill the 6th grade teacher position left open by the transfer of Ms. Kristina Nichol to the middle school science teacher position left open by the retirement resignation of Ms. Patricia Nahrstedt.

l) **Joyce Walker:** Ms. Walker is being recommended to fill the Director of Student Services position left open by the resignation of Ms. Kristen Prough.

6. **Reduction in Staff of Penny Schlairet:** The reduction in staff of Ms. Penny Schlairet being recommended for approval is necessary because the health services she was providing a student are no longer required.

B. Action Consent Items

1. **Medina County Drug Abuse Commission (MCDAC) Grant:** The MCDAC grant in the amount of $78,121.00, funded by the MCDAC/Anti-Drug Levy, being recommended for approval includes the funding of a part-time guidance counselor at the elementary school level in lieu of the Prevention Specialist position for the third school year in a row. The classroom lessons previously taught by the Prevention Specialist will continue during the 2017-2018 school year.

2. **Medina County Educational Service Center Service Agreement Amendment:** The Educational Service Center of Medina County Service Agreement Amendment for the 2016-2017 school year reduces the amount of special education aide services purchased by $22,439.00.

3. **The University of Akron Articulation Agreement:** The Articulation Agreement between the University of Akron and the Four Cities Compact being recommended for approval outlines the process for the awarding of credits for students who participate in the Four Cities Compact Cosmetology Program.

5. **Alliance for High Quality Education Membership:** The Alliance for High Quality Education membership for the 2017-2018 school year being recommended for approval will allow our district to continue to leverage the lobbying efforts and other resources of this organization. The Alliance for High Quality Education is comprised of districts that are similar to Wadsworth and that have a common interest in advocating for adequacy and objective, cost-related school funding levels. The Wadsworth City School District has been a member of the Alliance for High Quality Education since February of 2014.

8. **2018-2019 and 2019-2020 Revised School Calendars:** The revised 2018-2019 and 2019-2020 school calendars being recommended for approval incorporate changes that resulted from the recent completion of the negotiation process with the Wadsworth Education Association. The changes are as follows:

2018-2019:

Event:	Current Date	Proposed Date:
First Teacher Work Day	Friday, August 17	Thursday, August 16
Second Teacher Work Day	Monday, August 20	Friday, August 17
Third Teacher Day (Prof. Dev.)	N/A	Monday, August 20
Additional Prof. Dev. Day (no students)	N/A	Friday, November 9

2019-2020:

Event:	Current Date	Proposed Date:
First Teacher Work Day	Monday, August 19	Friday, August 16
Second Teacher Work Day	Tuesday, August 20	Monday, August 19
Third Teacher Day (Prof. Dev.)	N/A	Tuesday, August 20
Additional Prof. Dev. Day (no students)	N/A	Friday, November 15

9. **Discovery Education Subscriber Agreement:** The Subscriber Agreement between Discovery Education, Inc. and the Wadsworth City School District being recommended for approval allows our district to continue to receive Discovery Education streaming in grades K-12 for the 2017-2018 school year.

10. **Ohio High School Athletic Association (OHSAA) Membership:** This recommendation is necessary for our school district to remain a member of the OHSAA during the 2017- 2018 school year.

11. **Benefit Provision Manuals:** The revisions to the Wadsworth City School District and Four Cities Compact Benefit Provision Manuals being recommended for approval detail changes in salary, benefits and other terms of employment for the administrators and exempt employees in both the Wadsworth City School District and the Four Cities Compact. The term for the revised benefit provision manuals is August 1, 2017 through July 31, 2020.

12. **Board of Education Policy Revisions:** The policy revisions being recommended for a second reading and formal adoption result from changes required in response to the Every Student Succeeds Act (ESSA) and Electronic Data Gathering, Analysis and Retrieval (EDGAR) or to make our policies compliant with current Ohio High School Athletic Association bylaws.

13. **Board of Education Policy Revision:** The revision to Board of Education Policy 5460, Graduation Requirements, being recommended for approval results from discussion at a recent high school Academic Council meeting. The high school Academic Council discussed the possibility of revising Board of Education Policy 5460, Graduation Requirements.

    Currently, Board of Education Policy 5460 states, in part, the following:

    "*Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.*"

    The suggested revision would be as follows (changes in **bold**):

"Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal, those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP, **or students who have successfully completed all graduation requirements except for the attainment of the necessary points required for the graduation pathway that requires the State of Ohio end of course exams.**

For students who have completed all graduation requirements except for the attainment of the necessary points required for the graduation pathway that requires the State of Ohio end of course exams, students must have also participated in the test preparation programs offered at Wadsworth High School and have taken the end of course exam(s) every time they were eligible to take them during their junior and senior years. Students who meet this criteria and participate in commencement exercises will not receive their high school diploma; rather, they will receive a certificate of attendance.

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants."

The rationale behind the proposed revision is that we believe when a student has met all of our graduation requirements, has taken advantage of every opportunity we offer for additional test preparation and has taken the exam(s) in question every time they are offered during his/her junior and senior years, he/she should be able to participate in commencement exercises with his/her class. While this change will not impact a large number of students (e.g. at our recent commencement we had one (1) student who was excluded from commencement because of state testing), we believe it is a positive move for our students.

14. **Breakfast and Lunch Prices for the 2017-2018 School Year:** The breakfast and lunch price adjustments being recommended are needed for two (2) reasons: to keep our programs solvent due to increasing supply and labor costs and to comply with the United States Department of Agriculture (USDA) price equity ruling for lunch prices. With the exception of the adult lunch price, we have not increased lunch prices since the 2015-2016 school year and breakfast prices since the 2014-2015 school year.

16. **Lewis Land Professionals Inc.:** The Professional Engineering Services proposals from Lewis Land Professionals Inc. being recommended for approval allow for the engineering work behind the addition of twenty-three (23) parking spaces at Overlook Elementary School to occur.

17. **2017-2018 School Fees:** The proposed class fees being recommended for approval are the same as the amounts for last school year. They are as follows:

K-12:	$30/student

WHS Fees:

Intro to Art, Art 2D1 and Art 2Ds:	$15/student
Art 3D1 and Art 3Ds:	$30/student
Advanced Art and AP Art:	$40/student
Basic Electricity:	$20/student
Foundations of Technology:	$20/student
Choir:	$25
Music Appreciation/Theory:	$20/student
Nutrition and Wellness:	$15/student
Practical Living:	$15/student
Senior Fee:	$30
Science Classes:	$10/student
Woods 1:	$40/student
Woods 2:	$60/student
Woods 3:	$60/student

19. **Ohio High School Athletic Association (OHSAA) Tournament Site Agreement:** The OHSAA Tournament Site Agreement for May 15, 2017 covers the OHSAA girls' regional tournament lacrosse game held at Art Wright Stadium. The agreement details the positions required to be staffed that OHSAA pays the district for (see Personnel Consent Item 2.(j) above).

21 & 22. **Agreement with Windfall Industries:** The agreements with Windfall Industries being recommended for approval provide services to students who require them per their individualized education program.

23. **College Now Greater Cleveland:** The MOU between College Now Greater Cleveland and Wadsworth High School being recommended for approval will allow our school district to continue to offer additional assistance to students and parent/guardian(s) for college financial aid counseling and scholarship services.

25. **Seibert-Keck Agency Risk Management Insurance:** The risk management insurance through SeibertKeck Insurance Agency, Inc. being recommended for approval begins on July 1, 2017 and runs through June 30, 2018. In addition to the renewal rate of $205,379.00, a cyber liability premium of $2,166.00 is being recommended.

26. **Suburban School Transportation Agreement:** The Pupil Transportation Agreement between Suburban School Transportation and the Wadsworth City School District Board of Education being recommended for approval will allow for the transportation of a student to an educational setting outside of our district, per the student's individualized education program.

28. **Habitat for Humanity of Medina County House Build Partnership Agreement:** The Habitat for Humanity Contract being recommended for approval will allow our

carpentry program to partner with Habitat for Humanity so our students can build a house in Wadsworth during the 2017-2018 school year.

RECORD OF PROCEEDINGS
WADSWORTH CITY BOARD OF EDUCATION

Minutes of Special Meeting Date: May 12, 2017

The Wadsworth City Board of Education met in Special Session on Friday, May 12, 2017, at 8:00 A.M. at Wadsworth Middle School.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Present	Batey, Gordon, Kramer, McDougal
Absent	Casalinova
Admin.	4
Visitors	0
Staff	0

APPROVAL OF BOARD MINUTES:

17-05-59 The motion was made by **Batey**, seconded by **McDougal**, to approve the following Board of Education Minutes:

Regular Meeting Minutes	May 8, 2017
Special Meeting Minutes	May 10, 2017

VOTE: Yea – Gordon, Kramer, McDougal, Batey
Nay – None Motion Carried,

ADMINISTRATIVE ITEMS:

17-05-60 Upon the recommendation of Superintendent Hill, the motion was made by **Kramer**, seconded by **Batey**, to adopt the Personnel Consent Items from the May 12, 2017, Special Meeting, as presented:

A. PERSONNEL CONSENT ITEMS

1. Resignation

a) Gail Adley Educational Aide (retire eff. 07/29/17)

VOTE: Yea – Kramer, McDougal, Batey, Gordon
Nay – None Motion Carried,

17-05-61 Upon the recommendation of Superintendent Hill, the motion was made by **McDougal**, seconded by **Batey**, to adopt the Action Consent Items from the May 12, 2017, Special Meeting, as presented:

B. ACTION CONSENT ITEMS

1. Recommendation to approve the following student handbooks for the 2017-18 school year:

   a) WHS Student Handbook
   b) WMS Student Handbook
   c) CIS Student Handbook
   d) Elementary Student Handbook

2. Recommendation to accept the WHS 2017 graduation roster.

3. Recommendation to amend the retirement date for Patricia Nahrstedt from July 1, 2017, to June 1, 2017.

4. Recommendation to approve unpaid leave for Mari Beth Tinley on May 3 and May 17, 2017.

VOTE: Yea – McDougal, Batey, Gordon, Kramer
Nay – None Motion Carried,

BOARD TOURS:

The Board participated in the tours of the following District buildings:

Wadsworth Middle School	8:00 a.m. – 9:05 a.m.
Overlook Elementary School	9:15 a.m. – 10:00 a.m.
Lincoln Elementary School	10:10 a.m. – 10:55 a.m.
Franklin Elementary School	11:05 a.m. – 12:00 p.m.

Gordon left the meeting after touring the Wadsworth Middle School building and returned to tour Franklin Elementary School.

ADJOURNMENT:

17-05-62 The motion was made by **Batey**, seconded by **McDougal**, to adjourn at **12:35** p.m.

VOTE: Yea – Batey, Gordon, Kramer, McDougal
Nay – None Motion Carried,

(Signed)_____
Amanda Gordon, President

(Attested)_____
Douglas D. Beeman, Treasurer

ANGEL KUSMITS

EDUCATOR

CONTACT







CERTIFICATION

STATE OF OHIO
Professional Teacher License
AYA: Integrated Science 7-12

EDUCATION

MASTERS OF ART IN BIOLOGY
Kent State University
Kent, OH | August 2009

BACHELOR OF SCIENCE IN EDUCATION
Ohio University
Athens, OH | June 2002

HONORS

GOVERNOR'S AWARD FOR EXCELLENCE IN YOUTH SCIENCE OPPORTUNITIES
2006-2007
2007-2008

DEANS LIST
Winter 2001, Fall 2001, and Spring 2002

PROFILE

- High school science teacher who excels in cultivating and maintaining positive and productive relationships with all educational stakeholders including parents, students, administrators, and the community.
- Educator dedicated to helping students succeed by holding students accountable to high and appropriate standards.
- Professional who continually seeks to expand her content knowledge and teaching practice through meaningful professional development and current best practice research.

PROFESSIONAL EXPERIENCE

HIGH SCHOOL SCIENCE TEACHER | LOUISVILE HIGH SCHOOL
AUG. 2003 - PRESENT | Louisville, OH

- A full-time educator with experience teaching physical science, biology, chemistry and physics to students with differentiated levels of ability from honors to inclusion curriculum.
- Collaborates with colleagues to integrate cross-curricular lessons in the science classroom.
- Improve student engagement for learning science through maintaining collaborative learning classroom environment with clear guidelines for research based and cooperative learning.
- Uses data to inform and modify instruction to meet all students' needs.
- Implements technology and test taking skills in the classroom to expose students to state assessment skills aligned to various question types.

BIOLOGY TEACHER | MAPLE HEIGHTS HIGH SCHOOL
JAN 2003 - JUNE 2003 | Maple Heights, OH

- Maintained a safe environment to enhance student learning.
- Established rapport with students with multicultural backgrounds to increase student engagement and achievement.

ANGEL KUSMITS

EDUCATOR

CONTACT



PROFESSIONAL REFERENCES

PETE CARPICO
Science Department Chairperson
Louisville City Schools

CINDY CLASS
Assistant Principal
Louisville City Schools

BUD HOUSEHOLDER
Assistant Principal
North Canton City Schools

DENISE MAST
Lead Mentor & Instructional Coach
Louisville City Schools

MARK PATTI
Special Education Teacher
Louisville City Schools

Kelsey Young

Early Childhood Intervention Specialist

OBJECTIVE

To secure a teaching position as an Intervention Specialist in an elementary school.

EDUCATION

The University of Akron, Akron, OH **August 2011 - December 2015**
Bachelor's Degree: Early Childhood Education (Age 3-Grade 3)
Second Licensure: Early Childhood Intervention Specialist (Age 3- Grade 3)
GPA: 3.937

HONORS AND ACHIEVEMENTS

President's List	**August 2014 - December 2015**
Honor's College student	**August 2012 - December 2015**
Dean's List	**August 2009 - December 2015**
Post-secondary, 34 college credits earned	**August 2009 - May 2011**

TEACHING EXPERIENCE

Midview Local Schools, Grafton OH *Preschool Intervention Specialist*
August 2016 – June 2017

- Provide itinerant services to preschool students with IEPs
- Collaborate and plan with Speech Language Pathologist and Occupational Therapist
- Active participation in development of students' IEPs and progress monitoring

Overlook Elementary School, Wadsworth, OH *Integrated Preschool Substitute Teacher*
January 2016 – May 2016

- Served as both an Intervention Specialist and a General Education Teacher
- Differentiated and provided support according to students' IEPs

STUDENT TEACHING

Franklin Elementary School, Wadsworth, OH *Co-Teacher/Student Teacher*
August 2015 – December 2015

- Co-planned and co-taught with school's Intervention Specialist, Barbara Crookes
- Provided supports according to students' IEPs, including push-in and pull-out services

***Portfolio available upon request**

REFERENCES

Alina Rose
Mentor Teacher for RESA

Rachel Strinka
Speech Language Pathologist

Barbara Crookes
Student Teaching Mentor

Erin Simpson
Principal of Overlook Elementary

Rachel Bendel
Colleague, Preschool Teacher at Overlook Elementary

Haley M. Hassinger

Education

Licensure • Intervention Specialist K-12 • Early Childhood Education K-3
University of Mount Union • Bachelor of Arts in Education– May 2017 • Overall GPA 3.66 • Major GPA 3.92
Major: Intervention Specialist **Minor:** Early Childhood Education
Study Abroad: Reggio Emilia, Italy • **High School Attended** • Wadsworth High School
Field Experience Hours: 800

Activities / Leadership:

- Mount Union Women's Basketball
- Toms Club- Representative
- GAMMA – Greeks Advocating the Mature Management of Alcohol
- Alpha Delta Pi – Member and Historian
- Inspire Mount Union- Vice President
- Love Your Melon- Vice President

Honors / Awards:

- Deans List
- National Cabinet of Mount Union Women Scholarship
- Kappa Delta Pi- Vice President- Education Honor Sorority
- Sam Walker Memorial Scholarship- 2013
- Who's Who Among Students in American Universities & Colleges Honor

Education Experience

Student Teaching:

- Ella Canavan Elementary, Medina Ohio
- Severe to Profound Intervention K-5th
- Early Childhood- 1st Grade

Pre- Student Teaching:

- Washington Elementary, Marlington LSD.
- Severe to Profound Intervention K-5th
- Early Childhood- 1st Grade

Field Experience/ Observation: (700 Hours)

- RAC Program- Conducted diagnostic assessments and taught individual lessons in reading
- Medina Creative Housing Summer Camp - Camp Counselor – Ages 12-25 - Severe to Profound
- Internship in Reggio Emilia, Italy-Working with local students
- Wadsworth High School Intervention classroom - 9th - 12th
- Valley View Elementary Wadsworth, Ohio- Intervention classroom – 1st – 4th
- Stark County Board of Developmental Disabilities - 9th - 12th
- Medina Creative Early Learning Center- Intervention classroom - Pre-Kindergarten
- Lexington Elementary Alliance, Ohio - 1st, 2nd, 4th grade
- Rockhill Elementary Alliance, Ohio – Intervention- 1st - 3rd
- Tutoring 1st, 3rd, and 8th grader from Alliance, Ohio
- Give Kids the World – Kissimmee, Florida

Volunteer Service

- Alliance Middle School, Math tutor
- Alpha Delta Pi Sorority - Ronald McDonald House Philanthropy
- Camp Can Do - Summer camp for students with disabilities
- Salvation Army – Student Volunteer
- Cleveland Clinic- Children Cancer Center
- Family Night- Alliance Elementary
- Alliance SPARK Program
- Santa's Stop and Shop - First Christian Church

Skills

•SmartBoard •Conflict Management •American Red Cross CPR Certified •Microsoft Word •Excel •PowerPoint • Prezi •Weebly
•Website Design •Spreadsheet and Database •Public Speaking •Event planning •Adobe Photoshop •Leadership

Employment

Medina Creative Housing, Camp Counselor	2016-Present
University of Mount Union, Bookstore Employee	2015-2017
University of Mount Union, Student Ambassador	2015-2016
SeibertKeck Insurance Agency, Office Assistant	2013-2016
Orangeleaf, Store Clerk	2015-2016
Frogen Yozurt, Store Clerk	2012-2013

References:

Available upon Request

DIANE J. WESTERBURG

CAPABILITIES

Proficient in interdisciplinary lesson planning and effective in classroom management
Proven leadership, teamwork, and communication skills
Award-winning artistic abilities in drawing, painting, sculpture, photography, digital design among other media
Skilled in the use of Adobe Illustrator, InDesign, and Photoshop software programs
Advanced writing and research skills gained through education coursework

EDUCATION

Notre Dame College, South Euclid, Ohio
Bachelor of Arts, Visual Arts Education
Grade Point Average: 3.74/4.0

The Ohio State University, Columbus, Ohio
Visual Arts Education Coursework
Grade Point Average: 3.6/4.0

HONORS & AWARDS

Cum Laude: Received honors for a cumulative GPA above 3.5 at graduation
President's List: Recognized for earning a GPA of 4.0 in multiple semesters
Dean's List: Recognized for earning a GPA of 3.5 or above in multiple semesters
Varsity Soccer Scholar Athlete Award: Recognized for team's highest academic performance
Notre Dame College Juried All Student Art Show: First in Show 2015, Honorable Mention 2016
Recipient of the UFCW Union Scholarship: Recognized for high academic achievement and model essay

EMPLOYMENT & EXPERIENCE

Valley View Elementary, Wadsworth, Ohio — August 2016 – May 2017
Visual Arts Long Term Substitute Teacher
Providing students with a safe classroom environment that allows students to enhance their artistic abilities, expand their knowledge of fine arts, and inspire their creativity through exploration, experience, and enduring understandings

Independence Primary School — January 2016 to May 2016
Clinical Intern/Student Teacher
Responsible for providing elementary school students with a wholesome education of fine arts while also fostering a safe, encouraging, and engaging environment through classroom management skills and capabilities

Notre Dame College Campus Ministry, South Euclid, Ohio — April 2015 to May 2016
Campus Ministry Artist
Responsible for restoring religious art and sculptures along with supporting campus beautification projects

Gallery Bar and Bistro, Downtown Hilton, Columbus, Ohio — August 2012 to May 2014
Server
Responsible for providing quality service and genuine hospitality to guests to increase sales and satisfaction

Summer Daycare Program, Independence, Ohio — June 2008 to August 2012
Child Caretaker
Responsible for organizing and implementing activities for children, including community-based art projects

EXTRACURRICULARS

Team Leader of Notre Dame College First Generation Center's Malone Mentors Program	2015-2016
Member of the Notre Dame College Art Club	2014-2016
Student Member of the National Art Education Association	2014-2016
Member of Ohio State Student Digital Art Co-op in collaboration with GEMS Charter School	2012
Volunteer for Habitat for Humanity, Jacksonville, Florida	2011
Member of Notre Dame College Women's NCAA Varsity Soccer Team	2010-2011

AUSTIN J. HANNA

OBJECTIVE

To obtain a mathematics teaching position in a district that accepts and applies best practices through differentiated instruction that caters to the individual needs of each student.

EDUCATION

Walsh University North Canton, OH Expected Graduation: May 2015
Bachelor of Science in Education *Major: Adolescent Young Adult Mathematics*
Bachelor of Science in Mathematics *Major: Mathematics* **GPA: 3.98**

SKILLS

Microsoft Office SMART Board Active Inspire/Promethean Board TI 83/84

AWARDS/HONORS

Walsh University Outstanding Student of the Year 2014 - 2015
Kappa Delta Pi *National Education Honors Society (Foundations Representative)* 2013 - Present
Sigma Zeta *National Science and Mathematics Honor Society* 2013 - Present
TOWER of Excellence Award *Top 5 Finalist* 2015
Dean's List 2011 - 2015

TEACHING EXPERIENCE

Wadsworth High School Wadsworth, OH
11th Grade Honors Analysis *Fall 2014/Spring 2015 (Pre-Student/Student Teaching)*

- Planned and taught various lessons, incorporating various real-world problems and enrichment tasks that engaged and challenged students
- Observed students, assisted teacher, operated Promethean Board using Active Inspire technology, and effectively used the online grade-book

10th Grade Geometry

- Taught various lessons, assisted teacher, and used applicable Virtual Manipulatives

OGT Intervention

- Planned and administered one week of OGT intervention
- Presented test-taking tips and guidelines, reviewed short-answer problems and practice tests

Kumon Tutoring Center North Canton, OH
Math and Reading Tutor *May 2013 - January 2015*

- Tutored diverse group of students ranging from first through twelfth grade
- Graded classwork and prepared homework for students

EMPLOYMENT

Walsh University Admissions North Canton, OH
Coordinator of Shadows and Open Houses *August 2012 - Present*

- Gave tours over breaks and throughout the year
- Coordinated four Open Houses a year for high school students to visit Walsh
- Blogged about my Walsh experience on *Life at Walsh* blog

Whole Day Cafe Wadsworth, OH
Barista, Shift Manager *January 2009 - January 2012*

- Prepared hot coffees, cold drinks, and frozen coffees/smoothies
- Managed shift, opened/closed register, and was able to accommodate for any customer's need

COMMUNITY SERVICE/VOLUNTEER

- Service Learning, Uganda, Africa
- STARS Tutoring Program, Canton, OH
- Project Homeless, Canton, OH
- Habitat for Humanity, Canton, OH

AUSTIN J. HANNA

REFERENCES

Mrs. Leslie North - Cooperating Teacher - Wadsworth High School

Mr. Stephen Jones - University Supervisor - Walsh University

Dr. Lisa Baylor - Professor of Education - Walsh University

Mrs. Rebecca Coneglio - Director of Admissions - Walsh University

Laura Boyert

Education and Licensure

Cleveland State University, Cleveland OH

- Psychology Specialist (Psy.S.) degree — Graduation Date: May 2016 — GPA 4.0
- Master of Arts in Psychology — Graduation Date: May 2015 — GPA: 4.0
- Praxis: Passed — Date: August 2015
- PrePARE Crisis Response Certification — Date: July 1, 2015
- Bachelors of Arts in Psychology with Honors — Graduation Date: May 2013 — GPA: 3.98

Professional Experience

School Psychologist

Summit Educational Service Center **Cuyahoga Falls, OH** **August 2016-present**

- Balanced responsibilities between Hudson City Schools, Nordonia City Schools and Summit County ESC Preschool
- Conduct initial evaluations and reevaluations (ETR) for student's receiving their education in a variety of private or non-public settings
- Collaborate with team to conduct psycho-educational evaluations (ETR), determine Least Restrictive Environment (LRE), and functional behavior assessments for preschool and school aged students
- Administer screening assessments and conduct observations to determine if a student has a suspected disability
- Competent in administering and interpreting a wide range of intelligence and achievement assessments and social-emotional, adaptive, executive functioning, attention and behavior rating scales
- Direct, progress monitor and collect and analyze data for anxiety based social skills group within the elementary setting
- Recommend intervention strategies and data collection methods to educators

School Psychology Intern (Independence Local School District and Positive Education Program)

Independence Local School District **Independence, OH** **August 2015- June 2016**

Supervisor Ruth McLaughlin, Psy. S.

- Independently conducted psycho-educational evaluations (ETR) for significant learning disabilities, gifted services and behavioral concerns for preschool through high school students in public and out of district schools
- Executed Response to Intervention (RTI) components including universal screening, data analysis, progress monitoring, and the creation and adaptation of tier II and tier III interventions and groups utilizing data-based decision making
- Competent in the administration and interpretation of a variety of curriculum based measures (CBM)
- Conducted Functional Behavior Assessments (FBA), classroom observations and created Behavior Intervention Plans (BIP)
- Interpreted and summarized data from the implementation of the Positive Behavior Intervention and Supports (PBIS) initiative at the elementary school level

Positive Education Program Phoenix **Parma Heights, OH** **August 2015- June 2016**

Supervisor: Nicole Molnar Ed. S., Licensed School Psychologist

- Alternative service delivery competencies and experiences with students identified as emotionally disturbed and having intellectual disabilities
- Facilitated social skills groups for elementary through high school students
- Provided counseling and development of emotional recognition, coping and social skills for individual students

- Applied crisis prevention and problem-solving techniques
- Participated in home visits, psychiatry appointments and collaborate with case managers, family support liaison and parents
- Conducted mental health assessments and collaborated to create goals for Individual Service Plans (ISP)
- Facilitated and participated in staff and parent trainings

Berea City School District **Berea, OH** **August 2014- May 2015**

Practicum Student: Supervisor: Julie Harlan Psy.S., Licensed School Psychologist

- Traditional service delivery competencies and experiences
- Participated in PBIS Leadership Network Training at the Educational Service Center of Cuyahoga County
- Developed and directly provided individual interventions for academic and behavior concerns
- Promoted, selected, and implemented services for an English Language Learner (ELL) student
- Administered and interpreted a variety of Curriculum Based Measurements (CBM)

Related Experiences

Graduate Assistant **January 2014-May 2015**

Supervisors: Professors Michael Horvath PhD and Eric Allard PhD

- Responsible for training and participant recruitment
- Conducted baseline and outcome assessments
- Coordinated data management and analysis when writing reports
- Summarized data, created and presented poster presentations

President of Graduate Association of School Psychologists **2014-2015**

- Responsible for renewing organization at Cleveland State University
- Facilitation of meetings and created mentor program between first and second year cohorts
- Coordinated funding sources for National Association of School Psychologist (NASP) convention

Autism Social Skills Group Assistant and Intake Specialist **2012- 2014**

- Supported a licensed social worker facilitating social skills groups for individuals aged preschool through high school and promoted generalization of skills
- Trained in emergency hotline procedures
- Conducted unstructured phone interviews with patients
- Responsible for consultation between clinical staff and doctors

Professional Affiliations

- National Association of School Psychologists (NASP)
- Ohio School Psychologists Association (OSPA)
- Cleveland Association of School Psychologists (CASP)
- Graduate Association of School Psychologists (GASP/CSU)

Computer and Technological Skills

- ProgressBook and IEPPlus
- Google Applications and Microsoft Suite (Word, Excel, PowerPoint)

Honors & Awards

- 2012-2013 Psi Chi Secretary
- 2011-2013 University Honors Student
- 2009-2013 University President's and Dean's List

Conference Presentation

Elias, L.J., & McNamara, K.M. (February 2016). School psychologists as data facilitators: What helps; What hinders. Poster presented at the National Association of School Psychologists Conference, New Orleans, Louisiana.

References

- Available upon Request

Abbey Nichole Martin

Education: **Cedarville University** Cedarville, OH
May 2017 *Bachelor of Arts*, Middle Childhood Education, Cumulative GPA: 3.78, School of Education GPA: 3.922
Highly Qualified in Math and Science
Ohio Teaching License Pending, June 2017

Honors: Academic Scholarship, Dean's Honor List for 5 semesters, Dean's List for 2 semesters, Bravo Zulu Achievement Award from the Student Center Activities Board.

Activities: Freshman Class Vice President and Senior Class Treasurer, President of Phi Epsilon Beta (student's social and service organization), Member of numerous Student Government Association committees, intermural sports, various student life volunteer positions.

Skills: Proficient in Microsoft Office Suite, Leadership abilities in both academic and social events, proficient in public speaking, skillful in both logistical planning and customer service.

Experience:

Spring 2017 **Jacob Coy Middle School** Beavercreek, OH
Student Teaching: Seventh Grade Science
- Fostered relationships with students and enforced prescribed classroom procedures
- Implemented both summative and formative assessments and analyzed data for future learning
- Fulfilled the duties of lead teacher both in the classroom and professional duties
- Collaborated with other educators, staff members, parents, and community members
- Integrated Multiple Intelligence Instruction, Hands-On Learning, and Inquiry- Based Education

Fall 2016 **Jacob Coy Middle School** Beavercreek, OH
Methods 2 Field Experience: Seventh Grade Math
- Planned and executed daily math lessons
- Built rapport with students to encourage a safe and productive learning environment
- Practiced differentiation and the implementation of Essential Questions in lesson plans
- Integrated reading activities into the math curriculum

Spring 2016 **Fairborn Intermediate School** Fairborn, OH
Reading content field experience
- Worked with a Cooperating Teacher to prepare and teach daily reading lessons
- Differentiated instruction and methods for inclusion of all students
- Considered the emotional and socioeconomic needs of students in the classroom
- Assisted Cooperating Teacher with daily classroom tasks

Additional Work Experience:

Spring 2016-Spring 2017 **Manager of the Student Center Activities Board** Cedarville, OH
- Managed a team of ten students to plan social and community events for the student body
- Scheduled and budgeted thirteen social and community events for the entire student body
- Liaison between school administration and the activities board team

Fall 2015-Spring 2016 **Member of the Information Team for the Student Center Activities Board** Cedarville, OH
- Worked as an administrative assistant to the directors of the Student Life Programs office
- Answered phones and assisted callers, by problem solving and directing callers to appropriate departments

Summer 2015 **Youth and Children's Intern at Parma Heights Baptist Church** Parma, OH
- Planned and facilitated summer events such Vacation Bible School, summer camp, kid's days out, youth all-nighter, graduation ceremony, etc.
- Taught weekly Bible lessons
- Collaborated with church staff, and organized volunteers and community members

Summer 2014 **River Valley Ranch** Manchester, MD
Camp counselor for second and third grade girls
- Led an average of 20 students, weekly, in daily activities
- Taught students daily Bible lessons
- Responsible for safety, hygiene, and supervision of students

Joyce A. Walker

Education

Masters of Educational Administration, Ashland University (2009)

Bachelor of Arts in Education, University of Akron (1991)

Licensures:
Superintendent (2016)
Middle School Principal (2009)
High School Principal (2009)
Social Studies Comprehensive 7-12 (1991)
History (1991)

Professional Experience

Principal **August 2013- current**
Barberton Middle School

- Instructional leader working collaboratively with a staff of 90 educators
- Establish vision and expectations for the academic, social and emotional growth of approximately 1150 students grades 5-8
- Facilitator of monthly staff meetings, FAC meetings, BLT/DLT meetings, PBIS meetings, and PTSA meetings
- Define implementation of Ohio Improvement Process and support the use of the 5-step process
- Implemented a co-teaching model that has resulted in academic and social growth for our special education and at-risk students
- Introduced the Student Led Conference model to increase student ownership and parent engagement
- Launched PBIS programming in collaboration with our district-wide initiative
- Organize 504 and IEP marathons to maximize instruction throughout the year
- Received the 2016 Momentum School Award – Ohio Department of Education
- Support professional development to maximize our 1:1 computer program
- Initiated collaborative programming with University of Akron students to maximize learning and mentorship for our special education and social studies students
- Lead our Balanced Literacy program supplemented by phonemic-based instruction
- Implemented Read 180 and System 44 in 6th and 7th grade ELA classrooms
- Launched ACES writing initiative 5th – 8th grade and continue to monitor student growth
- Member of IDEA leadership group

Director of Student Services **August 2011- July 2013**
Barberton City Schools

- Led the special education program Pre-K through 12
- Responsible for legal updates and IEP compliance protocol
- Worked with the school psychologists to ensure compliance with both IAT and testing protocol
- Updated all mandated reports
- Responsible for monitoring special education scholarship funds

- Worked with building principals to support special needs programming based on students enrolled
- Provided professional development for both regular education teachers and intervention specialists
- Supervised the nursing and counseling staff district-wide to ensure appropriate services for all students
- Attended all IEP meetings where central office presence was needed to ensure a productive meeting
- Organized kindergarten registration, open enrollment and truancy prevention
- Monitored and provided for all home instruction and out-of-district placements
- Worked with central office and building-level administration regarding all pupil service needs
- Worked with Barberton Kiwanis, Rotary, Barberton Community Foundation and local churches to support the needs of our students and their families

School Improvement Coach **November 2008 – August 2011**
Barberton High School

- Worked closely with the building principal and administrative team to determine academic and professional development needs as well as share the on-going professional development work that was taking place
- Implemented and provided the professional development for teaming in 9th and 10th grade
- Attended national conferences, as well as presented for Joe DiMartino and the Center of Secondary School Design
- Implemented an Advisory program within the academic teams
- Facilitated the use of Student-Led Conferencing within the academic teams
- Provided the professional development and vision for an inclusion model
- Provided support and professional development after receiving the ARRA 21st Century Learning grant
- Analyzed OGT data and released questions to better support teachers in preparing their students for state assessments
- Assisted with the curricular and instructional needs of the staff
- Worked closely with the Director of Curriculum and the other academic coaches to align our initiatives district-wide
- Organized a committee to discuss current special education practices and determine what the staff needed to better serve all students
- Supported teachers in the grant writing process
- Provided professional development for college credit

Head of Upper School **August 2003 – November 2008**
Lawrence School - A private K-12 program serving students with learning and attention differences.

- Developed all curriculum 9-12 for state accreditation
- Worked with the Board to lead and support a 14 million dollar capital campaign to fund the construction of a new 7th -12th grade campus
- Worked with architects and contractors throughout the building process
- Hired and supervised all staff 7th – 12th grade
- Provided all professional development for staff, which included both instructional practice and school-wide discipline
- Researched 1:1 computing and designed our building accordingly
- Worked on several strategic planning committees

- Presented “best practice instruction” at many public and private school professional development in-services

Academic Dean **August 1999-July 2003**
Lawrence School

- Supervised all committee work focusing on curriculum and instruction
- Developed the master academic and extra-curricular schedule and calendar
- Hired, trained and evaluated all staff
- Responsible for all professional development
- Monitored re-certification practices for all staff members
- Numerous public speaking engagements where I shared the mission of the program and secured private funding
- Worked in collaboration with the Dean of Students and Head of School to ensure the mission of the school was followed with every decision made

Dean of Students **August 1997-July 1999**
Lawrence School

- Supervised all committee work focusing on classroom management, Assertive Discipline and extra-curricular programming
- Supported teachers when meeting with parents about behaviors noted in the learning environment
- Maintained all discipline records and responsible for assigning consequences based on student handbook
- Supervised all evening activities
- Responsible for all professional development regarding Assertive Discipline
- Numerous public speaking engagements where I shared the mission of the program and secured private funding
- Worked in collaboration with the Academic Dean and Head of School to ensure the mission of the school was followed with every decision made

Teacher **August 1993-July 1997**
Lawrence School

- Taught students with learning and attention differences 1st – 8th grade
- Responsible for implementing academic and discipline instruction based on the mission of Lawrence School
- Responsible for lesson preparation, grading, parent communication and collaboration with my colleagues as I served my students and their individual needs
- After two years of teaching was asked to serve as Writing Mentor. I modeled for and supported all writing teachers as they worked to support and challenge their students.
- Served as Social Studies Mentor in support of “best practice” instruction in all social studies classrooms at Lawrence School
- Numerous public speaking engagements where I co-presented with my colleagues on how to best meet the needs of students with learning and attention differences
- Worked in collaboration with the Dean of Students, Academic Dean and Head of Upper School on committees formed to better meet the needs of our students given the new research in the field of education

Skills and Personal Experience

- Strong communication and people skills – relationships are the key to success throughout education
- Belief in instructional change, guided by research-based best practice and supported by initial training and on-going professional development
- Knowledge and capacity to move the district toward a "personalized learning" environment in which meets the needs of each student
- Build support and buy-in from all stakeholders before initiating change
- Years of experience when working with various unions and community support personnel
- A leader of educational initiatives PreK – 12th
- Versed in data management and analysis
- Experienced in facility management that includes new construction as well as maintaining facilities
- Participated in and led multiple strategic planning initiatives
- Experience in hiring and training staff who will embrace the vision of the district
- Effective in changing classroom environment based upon research-based practice
- Years of developing professional development based on the needs of the teachers and programs
- Managing a budget and seeking grant support as needed
- Participated in negotiations with different unions
- ETPES training for administration, teachers and counselors
- Professionally driven, yet proud wife of 26 years and mother of Clay (23), Buzz (20), Cade (16), Brenna (14)
- Active member of Northside Christian Church

Medina County Drug Abuse Commission

Professional Building • Suite 3-B

120 W. Washington St., Medina, OH 44256

Phone: 330-722-9263 • **Fax:** 330-722-9267

MCDAC GRANT AWARD AGREEMENT

FY 17-18

Implementing Grantee/Agency: Wadsworth City School District

Project Title: Life Skills Prevention Program

The *Medina County Drug Abuse Commission*, in accordance with the Commissioners' Resolution 87-496 and 87-751 has received and reviewed applications for the upcoming funding year, upon completion of that review *MCDAC* grant awards have been recommended to, and subsequently approved by, the Board of Commissioners of Medina County.

- The *MCDAC* Board is pleased to inform you that the Board of County Commissioners of Medina has approved your grant award in the amount of **$78,121.**
- The grant award is contingent upon acceptance of the terms and conditions set forth in the *MCDAC* Guidelines and the grantee is also bound by all applicable federal guidelines as referenced therein.
- The award amount is determined by expenses according to the following *MCDAC* approved budget line items;

Salary: $64,573	**Benefits: $9,976**	Contractual Fees:
Purchased Services: $1,000	**Materials: $1250**	Supplies:
Printing:	**Training: $322**	**Other: $1000**

- Budget and performance reports are required at six-month intervals; Due dates of January 31st & August 1st.
- All publicity relative to this grant and all projects funded, in part or in full, by *MCDAC* must acknowledge The *Medina County Drug Abuse Commission/Anti-Drug Levy* as a funding source.

GRANTEE ACCEPTANCE OF FY 17-18 MCDAC GRANT AWARD

Implementing Agency: Wadsworth City School District

Award Period: 7/1/17 to 6/30/18 **Award Amount: $78,121**

Project Director: _____ **Fiscal Agent:** _____

Award Date: 5/09/17 **Acceptance Date:** 5/15/17

For any grant award that does not correspond to the amount originally requested, a revised budget must be submitted along with a summary outlining the programmatic changes affected. The *MCDAC* Executive Director can be contacted for any assistance or clarification you may need at bnowak@medinaco.org or via phone at 330-722-9263.

Grant funds are awarded in quarterly installments, contingent upon commencement and continued operation of the project. "Request for Funds" forms may be downloaded from the *MCDAC* Web site at **www.mcdac.com.** Timely submission of these forms to *MCDAC* will result in timely disbursements.

Sign, date, and return this award agreement and a revised budget (if necessary) to my attention, at the above address, **no later than May 19, 2017**, thus indicating acceptance of the award as well as any and all terms and conditions set forth by the Medina County Drug Abuse Commission.

Respectfully,

Brian Nowak

Brian Nowak
MCDAC Executive Director

The Medina County Drug Abuse Commission serves to prevent the negative consequences of drug abuse by providing funding for and monitoring of education, law enforcement and treatment programs.

Educational Service Center of Medina County
2016-2017
Service Agreement Amendment for:
The Wadsworth City School District

The Wadsworth City School District (WCSD) requests that the 2016-2017 County Service Agreement (O.R.C. 3313.843 and 3313.845) with the Educational Service Center of Medina County be amended to:

Terms and Assurances

This agreement will be in effect for the 2017 fiscal year (August 1, 2016, to June 30, 2017).

Reduce Special Education Aide Services	$19.00/hr @ 1,181/hrs (decrease from 4,581/hrs to 3,400/hrs) $87,039.00 to $64,600.00	(-$22,439.00)

For the Educational Service Center of Medina County

5/9/17
Treasurer Date

5/9/17
Superintendent Date

For the Wadsworth City School District

Treasurer Date

Superintendent Date

With regard to any therapy services provided by the ESC pursuant to this Agreement, the ESC (1) will comply with the requirements of 45 CFR 164.504(e)(1) for safeguarding and limiting access to information concerning beneficiaries; (2) will allow the representatives of the U.S. Department of Human Services, ODM, ODE or their respective designee access to the subcontractor's books, documents and records; and (3) acknowledges that they or their principles are not suspended or debarred.

AGREEMENT OF ARTICULATION

The University of Akron
College of Applied Science and Technology
&
Four Cities Educational Compact

Cosmetology Program
to
Associate of Technical Studies

This Agreement of Articulation is hereby entered into between Four Cities Educational Compact (Four Cities) and The University of Akron's (UA) College of Applied Science and Technology as of the 1st day of April, 2017. Both institutions throughout the remaining document shall collectively be referred to as Institutional Partners.

This Agreement provides for collaboration between the Institutional Partners in order to enhance and further the educational opportunities available to eligible students at various degree levels. The goal of this collaboration is to create a seamless learning progression of technical and academic skills from the secondary level to the associate and/or baccalaureate degree level and beyond in order to meet career needs and opportunities.

The Institutional Partners through this Agreement are providing a broader educational service to students in the region, enhancing the workforce potential by providing necessary skills and competencies more quickly and with fewer obstructions, and utilizing more fully the educational resources of the region to the benefit of all citizens and taxpayers of Ohio.

Goals of this Agreement are:

1. To provide broader educational opportunities for eligible students of the Institutional Partners.

2. To provide clarity of and credit for identified learning experiences and competencies that will articulate into each consecutive level of educational advancement.

3. To provide eligible students the opportunity to complete an associate and/or baccalaureate degree in a shorter time period than might otherwise be possible.

4. To afford eligible students an opportunity to continue along an educational and career pipeline with greater ease and support.

5. To afford eligible students an opportunity to acquire additional skills and competencies, thus aiding their employment opportunities.

6. To afford eligible students an opportunity to progress along an educational and career pipeline that will provide a comprehensive degree and employment opportunities at each consecutive degree step.

7. To create a partnership between the participating institutions that will broaden and enhance, for the benefit of all students, the educational and career potential of each institution.

8. To provide college credit for certain courses taken at an adult education center under the eligibility requirements of this agreement.

Conditions of Articulation

Specific Provisions

Eligibility Requirements

Students

1. To Participate in the Program

    a. Students must be eligible to be fully admitted to The University of Akron's College of Applied Science and Technology in order to be considered for credit.

    b. Eligible students are required to provide documentation of training, certifications, and/or licenses.

2. To Access The University of Akron Credit

    a. Students must successfully complete the Cosmetology program, pass all required certification/licensure exams. 30 technical credits will be awarded upon successful completion of these requirements. Students must provide proof of current certifications/licenses.

    No articulated credit will be awarded until this requirement is met.

Conditions

1. In all cases, the determination of the requirements for the Associate of Technical Studies will be the responsibility of UA. All grade-point computations will be made using UA's procedures.

2. The Institutional Partners will collaborate to design opportunities for students to receive information about this Articulation Agreement.

3. The Institutional Partners will jointly prepare and agree upon systems addressing issues including but not limited to: student tracking, data retrieval, and feedback.

4. Appropriate faculty and staff of each partnering institution will become familiarized with this Agreement and attached Course Articulation Agreement programs, and procedures so as to facilitate full participation in and utilization of the resources provided by this educational pipeline.

5. In the event a dispute arises concerning course articulation, UA reserves the right to make the final decision.

6. Each Institutional Partner reserves the right to make such changes in its course offerings and degree requirements as may be required from time to time to meet its educational mission. Each partner agrees to communicate such changes in a timely fashion to the other partner, at least annually. Failure on the part of Four Cities to communicate curriculum or program change could result in the discontinuation of this agreement.

7. The Institutional Partners, in an ongoing attempt to strengthen this educational and degree pathway for the benefit of future students, will foster communication between their program facilities so that they may jointly address common needs for quality assessment and, where appropriate, advise and provide professional insight on course development to increase opportunities for future course articulation.

8. This Agreement, with any revisions or amendments, will remain in effect until terminated by either party. A one-year notice by the institution partners is required prior to termination of this Articulation Agreement and Course Articulation Agreements. In the advent of termination, all Institutional Partners agree to honor the existing articulation arrangement for students currently participating in this pipeline to the student's desired degree level.

9. It is the student's responsibility to keep a record of Exhibits A and B and to present Exhibits A and B to the designated academic advisor at UA upon pursuit of admittance into the Associate of Technical Studies program.

For :	Superintendent Four Cities Educational Compact 524 Broad Street Wadsworth, Ohio 44281 (330) 335-1309
For: The University of Akron:	Office of the Senior Vice President and Provost The University of Akron Buchtel Hall 102 Akron, Ohio 44325-4703 (330) 972-5144

General Provisions:

1. This Agreement shall be subject to any current and future conditions or limitations imposed by UA.

2. The Institutional Partners agree that they will not discriminate against any individual on the basis of race, color, religion, sex, national origin, age, disability or veterans' status in connection with this Agreement.

3. This Agreement, and all of the attached course articulation agreements, constitutes the entire understanding of the parties to it with respect to the subject matter covered by it.

4. This Agreement shall be governed by and construed pursuant to the laws of the State of Ohio.

Exhibit A

Articulated Courses into The University of Akron
College of Applied Science and Technology
Associate of Technical Studies

The following University of Akron courses will be awarded students who have fulfilled the requirements outlined in this Agreement of Articulation and the successfully completed the Associate of Technical Studies program.

Course Name	Credits	Criteria for Credit
Technical Credit	30 Block Credit Hours	Successful completion of course and State Cosmetology License

30 technical credit hours to be accepted as part of this Articulation Agreement between The University of Akron and Four Cities.

Exhibit B

The University of Akron (UA)

Student: Complete the top portion of this application and submit the document to The University of Akron Representative. Please note, it is the responsibility of the student to ensure all required forms and transcripts are on file with The University of Akron.

Name _____ UA ID # _____

Email Address _____ Phone Number _____

Program Cosmetology _____ Date of Birth *(mm/dd/yyyy)* _____

Program Site Barberton High School _____ Date of Program Completion _____

Student Signature _____

Certifications/Licensures:

Please list all applicable certifications/licenses:

Verification
(To be completed by The University of Akron)

Verification	Criteria for Credit
	Requirements for credit outlined in Exhibit A have been met and appropriate documentation provided
	Student has completed their technical program
	Final high school transcript or GED provided

Credit Approved ☐ YES ☐ NO

Printed Name of UA Administrator / Signature / Date _____

AGREEMENT OF ARTICULATION

Four Cities and The University of Akron (UA) authorize this Agreement to become effective April 1st, 2017.

Dr. Andrew Hill
Superintendent

Date

Roger Wright
Career Technical Education Director

5/8/17
Date

Dr. Rex Ramsier
Provost

Date

Dr. Elizabeth Kennedy
Interim Dean
College of Applied Science & Technology

Date

Dr. Irina Chernikova
Department Chair
College of Applied Science & Technology

Date

Kelly Herold
Assistant Dean, Strategic Initiatives
College of Applied Science & Technology

Date

Reviewed and approved for legal form and sufficiency:

Scott M. Campbell
Assistant General Counsel
The University of Akron

Date

CONTRACT FOR HANDICAPPED PUPILS
Court or Parental Institutional Placement in a District other than the Parent(s) District of Residence

AGREEMENT FOR ADMISSION FOR TUITION PUPILS
PURSUANT TO SECTIONS 3327.04, 3327.06, 3323.14, AND 3317.08 O.R.C.

District of Attendance

The Rittman E.V.S.D. Board of Education hereby enters into a contract for admission (pursuant to Section 3327.04 O.R.C.) of the student(s) listed below with the Wadsworth City Board of Education (District of Residence) for educational purposes for the school year of 2016 - 2017.

The Wadsworth City Board of Education (District of Residence) hereby agrees to pay to the Rittman E.V.S.D. Board of Education for each of the listed pupil(s) an amount equal to the tuition rate as calculated pursuant to Section 3317.08 of the Ohio Revised Code for the Rittman E.V.S.D. School District (District of Attendance), and excess cost, if any, pursuant to Section 3323.14 O.R.C. for those pupils listed below.

The Rittman E.V.S.D. Board of Education (District of Attendance) will include these court placed handicapped pupils in their ADM certification, pursuant to Section 3317.03 O.R.C. We hereby accept the pupil(s) listed below to our schools on terms described above.

	Name of Student	Address of Student
1.	[redacted]	[redacted]
2.		
3.		

District of Attendance Superintendent Signature — Date: 4/27/17

District of Attendance Treasurer Signature — Date: 5/3/17

District of Residence

We hereby acknowledge and approve the above listed pupil(s) to your schools on the terms described above for the school year 2016 - 2017.

District of Residence Superintendent Signature — Date

District of Residence Treasurer Signature — Date

Sample Form for use with EMIS Status Code: 1C, 1T, and 1P
Contract is required for parentally placed students but optional for court-placed students



UPPER ARLINGTON
CITY SCHOOL DISTRICT
Fiscal Agent

1950 NORTH MALLWAY * UPPER ARLINGTON, OHIO 43221 * (614) 487-5000

Andrew L. Geistfeld, Treasurer Fax: (614) 487-5012

TO: Wadsworth City School District
524 Broad St.
Wadsworth, OH 44281

Attn: Andrew J. Hill, Ed.D., Superintendent

Membership Dues:

The Alliance for High Quality Education
July 1, 2017 through June 30, 2018

TOTAL DUE **$3,500.00**

****

Make check payable to: **The Alliance for High Quality Education**

Please send the check to: **Upper Arlington City Schools, Fiscal Agent**
The Alliance for High Quality Education
Attn: Treasurer's Office
1950 North Mallway
Upper Arlington, OH 43221

THE RESPONSIBLE SOLUTION

ALLIANCE FOR HIGH QUALITY EDUCATION

May, 2017

Dear Alliance Member:

At last November's Capital Conference, more than 300 representatives of Alliance member districts gathered to celebrate our organization's first 25 years by recognizing our founders, our past leaders and a quarter of a century of strong leadership, dedicated advocacy, and major accomplishment on behalf of the young people we serve.

Please allow me to add my thanks and appreciation for your contributions to our organization's efforts to achieve adequacy and fairness in Ohio's school funding system; to provide essential professional insight in the struggle to create and implement sound education policy that benefits all of Ohio's youth; and to facilitate the integration of new concepts, practices and technology in the never-ending quest for more effective methods to stimulate, motivate and lead our young people to unprecedented levels of learning, enlightenment and understanding.

And thank you for your ongoing participation as those efforts continue.

For example: the Alliance expressed concerns about HB 410, which imposes arbitrary procedures on school districts to counteract chronic absenteeism, and was able to have inserted in the bill's final version exemption language for districts with good attendance records. The Alliance also continues to work on changes to the state's definition for chronic truancy, which currently is a measure on the state report card and will presumably be the state's designated non-academic measure to satisfy the requirements of ESSA.

The Alliance is actively providing input into other aspects of ESSA and the state's annual report card. We are actively pushing for clarification of the state's proposed ESSA Plan to ensure that current Ohio requirements that exceed the federal provisions can be modified or eliminated without federal approval; and we are encouraging ODE and the legislature to revisit "value added" so that it will more accurately reflect a child's growth, and not generate the wide swings in school/district ratings that undermine educator confidence in the measure.

Following the guidance of the Alliance's active Executive, Legislative and Accountability Committees, representatives of our member districts are meeting regularly with their House and Senate members to convey concerns about the Governor's budget proposals, particularly record low growth caps, first ever initiatives to reduce or eliminate guarantees, cuts in transportation funding, accelerated reductions in TPP reimbursements and flat funding of the per pupil base cost, among others. We won't get all that we want from this difficult budget, but we will know that legislators will be aware of Alliance concerns and that we will continue our responsible advocacy unabated.

The first 25 years established a challenging standard for the next 25, and we will need your continuing support if we are to emulate it.

Thank you again for being one of our partners in education.

Alliance Chair

8050 NORTH HIGH STREET, SUITE 150 • COLUMBUS, OHIO 43235 • 614.842-2273 • (FAX) 614.842-6484

Revised 6/12/2017

WADSWORTH CITY SCHOOLS | 2018-2019 CALENDAR

AUGUST 2018

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

16	No School (Teacher Work Day)
17	No School (Teacher Work Day)
20	No School (Prof. Dev. In-service)
21	First Student Day

T-12 S-9

SEPTEMBER 2018

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3	No School (Labor Day)
28	No School (Prof. Dev. In-service)

T-19 S-18

OCTOBER 2018

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19	No School (Teacher Comp. Day)

T-23 S-22

NOVEMBER 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

9	No School (Prof. Dev. In-service)
22-26	No School (Thanksgiving Break)

T-19 S-18

DECEMBER 2018

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24-31	No School (Winter Break)

T-15 S-15

JANUARY 2019

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-4	No School (Winter Break Cont'd.)
21	No School (Martin Luther King Day)

T-18 S-18

1	No School (Prof. Dev. In-service)
18	No School (President's Day)

T-19 S-18

FEBRUARY 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

T-21 S-21

MARCH 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1-5	No School (Spring Break)
19	No School (Good Friday)
22	No School for Gr. K-6 only

T-16 S-16

APRIL 2019

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

24	Baccalaureate
26	Commencement
27	No School (Memorial Day)
30	Last Student Day
31	Teacher Work Day

T-22 S-21

MAY 2019

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3	Teacher Comp. Day

T-1 S-0

JUNE 2019

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Grading Periods	Total No. of School Days
Gr. K-4 Trimesters:	Gr. K-6: 175 days
Gr. 5-12 Quarters:	Gr. 7-12: 176 days

If the district falls below the minimum hours required in a school year due to calamity days, hours will be added at the end of the school year, beginning May 30, 2019.

Revised 6/12/2017

WADSWORTH CITY SCHOOLS | 2019-2020 CALENDAR

AUGUST 2019

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 No School (Teacher Work Day)
19 No School (Teacher Work Day)
20 No School (Prof. Dev. In-service)
21 First Student Day

T-11 S-8

SEPTEMBER 2019

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 No School (Labor Day)
27 No School (Prof. Dev. In-service)

T-20 S-19

OCTOBER 2019

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11 No School (Teacher Comp. Day)

T-23 S-22

NOVEMBER 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15 No School (Prof. Dev. In-service)
28-29 No School (Thanksgiving Break)

T-19 S-18

DECEMBER 2019

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 No School (Thanksgiving Break)
23-31 No School (Winter Break)

T-14 S-14

JANUARY 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 No School (Winter Break Cont'd.)
20 No School (M. L. King, Jr. Day)
31 No School (Prof. Dev. In-service)

T-19 S-18

17 No School (President's Day)

T-19 S-19

FEBRUARY 2020

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

T-22 S-22

6-10 No School (Spring Break)
13 No School for Gr. K-6 only

T-17 S-17

APRIL 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

22 Baccalaureate
24 Commencement
25 No School (Memorial Day)
28 Last Student Day
29 Teacher Work Day

T-20 S-19

MAY 2020

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Teacher Comp. Day

T-1 S-0

JUNE 2020

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Grading Periods

Gr. K-4 Trimesters:

Gr. 5-12 Quarters:

Total No. of School Days

Gr. K-6: 175 days

Gr. 7-12: 176 days

If the district falls below the minimum hours required in a school year due to calamity day, hours will be added at the end of the school year, beginning May 29, 2020.

Subscriber Agreement ("Agreement")
made 05/08/2017 between Discovery Education, Inc. ("Discovery") and
WADSWORTH CITY SCHOOL DISTRICT, OH ("Subscriber")

1. Subject to the terms and conditions of this agreement, Discovery grants to Subscriber, and the educators, administrators, and students (collectively, "Users") enrolled in the school(s) listed in Exhibit A hereto (the "Community") a limited, non-exclusive, terminable, non-transferable license to access Discovery Education Streaming via the website currently at http://streaming.discoveryeducation.com, or by any other means on which the parties may agree, and to use Discovery Education Streaming as set forth in the Subscription Services Terms of Use located at http://www.discoveryeducation.com/aboutus/terms_of_use.cfm, as Discovery may revise such Subscription Services Terms of Use from time to time (the Discovery Education Subscription Services "Terms of Use").

2. The "Term" shall be 07/01/2017 through and including 06/30/2018.

3. The pricing for this license (the "Fees") shall be as follows:

Discovery Education Streaming

Number of Schools	Service Description	Price per Year	Discounted Price per Year	Total
1	Discovery Education Streaming HS License	$2,150.00	$1,400.00	$1,400.00
7	Discovery Education Streaming K-8 License	$1,600.00	$1,100.00	$7,700.00
			Total	**$9,100.00**

Discovery Education Streaming PLUS

Number of Schools	Service Description	Price per Year	Discounted Price per Year	Total
	Discovery Education Streaming Plus HS License	$3,150.00	n/a	
	Discovery Education Streaming Plus K-8 License	$2,600.00	n/a	
			Total	

4. The Fees are non-cancellable and are due and payable to Discovery within 30 days of receipt of invoice.

5. Subscriber may add schools in the district to this Agreement by written notice to Discovery, setting forth the name and address of the applicable school, the grade level of such schools, the number of students enrolled in each school, and the commencement date of the term for such schools (each, a "School Notice," and which may be submitted in the form of a purchase order). Upon receipt of a School Notice, the schools referenced therein shall be added to this Agreement and their Licenses shall become effective. Fees for additional schools will be prorated, based upon the number months in the term of the License for such additional school. The Fees for the additional schools shall be due and payable no later than thirty (30) days after the commencement date.

6. All other terms and conditions governing this license shall be as set forth in the Terms of Use, and this Agreement, together with the Terms of Use constitute the complete and exclusive terms of the agreement between the parties regarding the subject matter and supersedes all other prior and contemporaneous agreements, negotiations, communications or understandings, oral or written, with respect to the subject matter hereof. There shall be no modifications to this Agreement unless they are in writing, and duly signed by both parties. In no event shall the terms and conditions of a purchase order or any other purchase agreement amend or modify the terms and conditions of this Agreement or the Terms of Use. In the event of a direct conflict between the terms of this Agreement and the terms of the applicable then-current Terms of Use, the terms of this Agreement shall control.

THE TERMS AND CONDITIONS SET FORTH HEREIN SHALL NOT BE BINDING ON DISCOVERY EDUCATION, INC., OR ANY OF ITS AFFILIATES, UNTIL FULLY EXECUTED BY AN AUTHORIZED SIGNATORY FOR BOTH SUBSCRIBER AND DISCOVERY EDUCATION, INC. (OR ITS APPLICABLE AFFILIATE).

Discovery EDUCATION

7. While Subscriber acknowledges that no student personal information is required for the use of any of the basic Discovery Education services, in the event Subscriber or its Users elect to use any of the functionality within the Discovery Education services which provide personalized pages, individual accounts, other user-specific customization, or otherwise submit or upload information (all such data is generally limited to the following: school name, first name, last name, grade level), Subscriber represents and warrants that Subscriber has all necessary authorization to provide to Discovery any information it provides through Discovery services in order to use such functions. Consent is required for the collection, use and disclosure of personal information obtained from children through certain online services, and to the extent required, Subscriber consents to Discovery's use of such information in the course of providing the Discovery Education services. Discovery agrees to use any student personal information and data provided to it by Subscriber in compliance with (i) the Children's Online Privacy Protection Act of 1988 ("COPPA"), the Family Educational Rights and Privacy Act of 1974 ("FERPA"), Children's Internet Protection Act ("CIPA") and any other laws, regulations and statutes, all solely to the extent applicable, and (ii) Discovery's standard terms of use and privacy policy.

8. Discovery understands that government entities, such as Subscriber, may be required to disclose information pursuant to applicable open records acts. Prior to any such disclosure, Subscriber shall make any claim of privilege that may be applicable to prevent such disclosure and will make reasonable efforts to give Discovery reasonable prior notice and a reasonable opportunity to resist such disclosure. In all other respects, all provisions of this Agreement ("Confidential Information") shall be kept strictly confidential by Subscriber and may not be disclosed without prior written consent, except for any disclosure required by any order of a court or governmental authority with jurisdiction over Subscriber.

9. Subscriber certifies that Subscriber is exempt from all federal, state, and local taxes and will furnish Discovery with copies of all relevant certificates demonstrating such tax-exempt status upon request. In the event Subscriber is not exempt from certain of such taxes, Subscriber agrees to remit payment for such taxes to Discovery.

10. This Agreement contains the entire understanding and supersedes all prior understandings between the parties relating to the subject matter herein. The terms and conditions set forth herein shall not be binding on Discovery, or any of its affiliates, until fully executed by an authorized signatory for both Subscriber and Discovery (or its applicable affiliate). Signatures may be exchanged in counterparts. Signatures transmitted electronically by fax or PDF shall be binding and effective as original ink signatures.

WADSWORTH CITY SCHOOL DISTRICT	DISCOVERY EDUCATION, INC.
By: _____ (Signature Required)	By: _____
Title: _____	Title: _____
Printed Name: _____	Printed Name: _____
Date: _____	Date: _____

RETURN THE ATTACHED EXHIBIT A WITH THIS SIGNED AGREEMENT

Billing Entity: _____

Billing Entity Address: _____

_____

Billing Entity Phone Number: _____

Ref. No. O6UJ9C002DHF

THE TERMS AND CONDITIONS SET FORTH HEREIN SHALL NOT BE BINDING ON DISCOVERY EDUCATION, INC., OR ANY OF ITS AFFILIATES, UNTIL FULLY EXECUTED BY AN AUTHORIZED SIGNATORY FOR BOTH SUBSCRIBER AND DISCOVERY EDUCATION, INC. (OR ITS APPLICABLE AFFILIATE).

Discovery EDUCATION

EXHIBIT A
LICENSED SCHOOLS

DISCOVERY EDUCATION SCHOOL INFORMATION REQUIRED				
SCHOOL NAME	**ADDRESS**	**GRADE LEVELS**	**NO. OF STUDENTS**	**PLUS**
CENTRAL INTERMEDIATE SCHOOL	151 MAIN ST, WADSWORTH, OH 44281	05 - 06	746	
FRANKLIN ELEMENTARY SCHOOL	200 TAKACS DR, WADSWORTH, OH 44281	K - 04	305	
ISHAM MEMORIAL ELEMENTARY SCHOOL	325 SUNSET BLVD, WADSWORTH, OH 44281	K - 04	514	
LINCOLN ELEMENTARY SCHOOL	280 N LYMAN ST, WADSWORTH, OH 44281	K - 04	263	
OVERLOOK ELEMENTARY SCHOOL	650 BROAD ST, WADSWORTH, OH 44281	PK - 04	459	
VALLEY VIEW ELEMENTARY SCHOOL	625 ORCHARD ST, WADSWORTH, OH 44281	K - 04	436	
WADSWORTH HIGH SCHOOL	625 BROAD ST, WADSWORTH, OH 44281	09 - 12	1,558	
WADSWORTH MIDDLE SCHOOL	150 SILVERCREEK RD, WADSWORTH, OH 44281	07 - 08	758	

Please add additional pages as necessary

RETURN THE ATTACHED EXHIBIT A WITH THIS SIGNED AGREEMENT

THE TERMS AND CONDITIONS SET FORTH HEREIN SHALL NOT BE BINDING ON DISCOVERY EDUCATION, INC., OR ANY OF ITS AFFILIATES, UNTIL FULLY EXECUTED BY AN AUTHORIZED SIGNATORY FOR BOTH SUBSCRIBER AND DISCOVERY EDUCATION, INC. (OR ITS APPLICABLE AFFILIATE).

WADSWORTH CITY
c/o SUPERINTENDENT
524 Broad Street
WADSWORTH, OH 44281

FROM: DR. DAN ROSS, COMMISSIONER

SUBJECT: RESOLUTION CARD AUTHORIZING CONTINUED MEMBERSHIP IN THE OHIO HIGH SCHOOL ATHLETIC ASSOCIATION FOR THE 2017-2018 SCHOOL YEAR

Ohio High School Athletic Association Constitution Article 3, Section 1, Paragraph 1, the procedure for continuing membership, requires that the Board of Education or similar governing board in a non-public school or system adopt a resolution authorizing membership for schools under its jurisdiction. Schools eligible for membership are those which include one or more grades at the 7-12 level. Enclosed you will find a Board of Education Resolution Card authorizing membership for the schools listed on the back of the card for the school year 2017-2018. It is agreed that each school listed on the card will conduct their athletics in accordance with the Constitution, Bylaws, Regulations, Interpretations and Decisions of the Ohio High School Athletic Association. This resolution shall remain in effect for the school year 2017-2018.

When listing schools on the back of the card, please list the schools in the correct column. Schools with students in grades 7th-12th are to be listed in both columns. With the OHSAA adding more championships for 7th-8th grade schools, it is vitally important that you include all 7th-8th grade schools should you want them to be part of membership and, subsequently, potentially participate in the 7th-8th grade championships.

It's also important to note that the following referendum item did pass and will be in effect for the 2017-18 school year and moving forward:
Issue 1 C – Amend Constitution Article 3 – Initial and Continuing Membership
Require new member schools and those that wish to continue membership to sponsor a minimum of two sports per season, compete in at least 50% of all permissible contests and participate in the OHSAA tournament in each sport.

The enclosed Board of Education Resolution Card is to be signed by both the President of the Board of Education or similar Governing Board and Superintendent and returned to the Ohio High School Athletic Association office in the enclosed envelope (needs stamp) no later than Monday, July 31, 2017.

Thank you in advance for your cooperation.

DR/jw
May 22, 2017
Enclosures
Once.Resolutioncardcov

Administrator Benefit Provision Manual Changes

Salary Ranges: increased 3.0%, 3.0% and 2.5%.

Salary/Hourly Rate Structure Analysis: removes “annual” from the salary range review process language and eliminates the list of districts we compare our salaries to; inserts language to look at comparable school districts in our area.

Insurance: Includes the following:

- employee premium share increases to 11% in the third year;
- Deductibles in-network go from $125 to $250 for a single; $250 to $500 for a family; non-network go from $500 to $1000 for a single; $1000 to $1600 for a family;
- Out of pocket expenses (including the deductible) in-network go from $500 to $1250 for single; $1000 to $2500 for a family; non-network go from $1200 to $3400 for a single; $2400 to $6800 for a family; and
- Wellness credit process adjustments (see attachment).

Mileage Reimbursement: ability to be reimbursed for travel within the school district.

Holidays: Adds Presidents’ Day and July 3 as days the “floating” holiday can be used on.

Professional Organization Membership: states the district will purchase one (1) professional organization membership for each administrator per year (up to $500).



ADMINISTRATOR BENEFIT PROVISIONS

Effective August 1, 2017 to July 31, 2020

~~JUNE 2017OCTOBER 2014~~

(~~Revised 05/09/16~~)

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ADMINISTRATOR BENEFIT PROVISIONS

DECLARATION
SALARY RANGES AND WORK DAYS PER YEAR
ADMINISTRATORS SCHEDULES
ANNUITIES
DISCIPLINARY PROCEEDINGS
CELL PHONES
COMPENSATION SYSTEM (YEARLY)
EVALUATION OF ADMINISTRATORS
HOLIDAY PAY
FBI CHECK
INSURANCE

GENERAL PROVISIONS
PREFERRED PROVIDER ORGANIZATION (PPO)
TERM LIFE INSURANCE
ACCIDENTAL DEATH AND DISMEMBERMENT
PROFESSIONAL LIABILITY INSURANCE
DENTAL INSURANCE
PHYSICAL EXAMINATION

LEAVE PROVISIONS

SICK LEAVE
EXTENDED ILLNESS LEAVE
PERSONAL LEAVE
PAID ADOPTION LEAVE
JURY DUTY
LEAVE PURSUANT TO SUMMONS OR SUBPOENA
ASSAULT LEAVE
PROFESSIONAL LEAVE
UNPAID CHILD CARE LEAVE
OTHER UNPAID LEAVES
FAMILY AND MEDICAL LEAVE
BENEFITS WHILE ON LEAVE
MILITARY LEAVE

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ADMINISTRATOR BENEFIT PROVISIONS

MILEAGE REIMBURSEMENT
PAYROLL PRACTICES
PERSONNEL FILES
RETIREMENT BENEFITS
SEVERANCE PAY
VACATION DAYS

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ADMINISTRATOR BENEFIT PROVISIONS

DECLARATION

The following benefit provisions apply to all those persons employed by the Board of Education under the proper administrative certification and officially classified as an "Administrator." The following positions are classified as Administrators for the purpose of this Administrator Benefit Provision and will be referred to as "Administrators" from this point on:

High School Principal
Middle School Principal
Intermediate School Principal
Elementary School Principals
Associate High School Principal
Assistant High School Principal
Assistant Middle School Principal
Assistant Intermediate School Principal
Director of Facilities
Director of Student Services
Director of Instruction and Professional Development
Athletic Director
Coordinator of Testing, Assessment and Data

ADMINISTRATOR BENEFIT PROVISIONS

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SALARY RANGES AND WORK DAYS PER YEAR

	~~2014-15~~		~~2015-16~~		~~2016-17~~		
~~Position~~	~~Low~~	~~High~~	~~Low~~	~~High~~	~~Low~~	~~High~~	~~Days~~
~~Director of Instruction & Professional Development, Director of Facilities, High School Principal~~	~~$102,791~~	~~$114,662~~	~~$103,819~~	~~$116,955~~	~~$104,857~~	~~$119,294~~	~~260~~
~~Director of Student Services, Associate High School Principal~~	~~$94,944~~	~~$107,089~~	~~$95,893~~	~~$109,231~~	~~$96,852~~	~~$111,416~~	~~260~~
~~Intermediate School Principal, Middle School Principal~~	~~$92,628~~	~~$104,477~~	~~$93,554~~	~~$106,567~~	~~$94,490~~	~~$108,698~~	~~210, 220~~
~~Elementary Principal (PreK-4), High School Assistant Principal, High School Athletic Director~~	~~$86,761~~	~~$98,281~~	~~$87,629~~	~~$100,768~~	~~$88,505~~	~~$102,783~~	~~210, 220, 260~~
~~Middle School Assistant Principal, Coordinator of Testing, Assessment and Data~~	~~$79,139~~	~~$90,194~~	~~$79,930~~	~~$92,447~~	~~$80,729~~	~~$93,838~~	~~210, 206~~
~~Assistant Intermediate School Principal~~	~~$75,400~~	~~$85,145~~	~~$76,154~~	~~$86,848~~	~~$76,916~~	~~$88,585~~	~~206~~

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	2017-18		2018-19		2019-20		
Position	Low	High	Low	High	Low	High	Days
Director of Instruction & Professional Development, Director of Facilities, & High School Principal	$108,003	$122,873	$112,243	$126,559	$114,024	$129,723	260
Director of Student Services, Associate High School Principal, & Compact Director	$99,758	$114,758	$102,751	$118,201	$105,320	$121,156	260
Intermediate School	$97,325	$111,959	$100,245	$115,318	$102,751	$118,201	210,

ADMINISTRATOR BENEFIT PROVISIONS

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Principal, Middle School Principal							220
Elementary Principal (Pre K- 4), High School Assistant Principal, & H.S. Athletic Director	$91,160	$105,866	$93,895	$109,042	$96,242	$111,768	210, 220, 260
Middle School Assistant Principal & Gifted & Instructional Assessment Coordinator	$83,151	$97,125	$85,646	$100,039	$87,787	$102,540	210, 206
Intermediate School Assistant Principal	$79,223	$91,243	$81,600	$93,980	$83,640	$96,330	206

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ADMINISTRATOR BENEFIT PROVISIONS

ADMINISTRATORS SCHEDULES

The work year and minimum office hours for Administrators are as follows:

Position	Vacation Days*	Hours During School Year	Summer Hours
High School Principal	24	7:15 a.m.-3:45 p.m.	7:30 a.m.-4:00 p.m.
Middle School Principal	0	7:15 a.m.-3:45 p.m.	7:30 a.m.-4:00 p.m.
Central Intermediate School Principal	0	7:45 a.m.-4:15 p.m.	7:30 a.m.-4:00 p.m.
Elementary Principal (All)	0	7:45 a.m.-4:15 p.m.	7:30 a.m.-4:00 p.m.
Associate High School Principal	24	7:15 a.m.-3:45 p.m.	7:30 a.m.-4:00 p.m.
Assistant High School Principal	0	7:15 a.m.-3:45 p.m.	7:30 a.m.-4:00 p.m.
Assistant Middle School Principal	0	7:15 a.m.-3:45 p.m.	7:30 a.m.-4:00 p.m.
Assistant Intermediate School Principal	0	7:45 a.m.-4:15 p.m.	7:30 a.m.-4:00 p.m.
Director of Facilities	24	7:30 a.m.-4:00 p.m.	7:30 a.m.-4:00 p.m.
Director of Student Services	24	7:30 a.m.-4:00 p.m.	7:30 a.m.-4:00 p.m.
Director of Instruction and Professional Development	24	7:30 a.m.-4:00 p.m.	7:30 a.m.-4:00 p.m.
Athletic Director	24	7:15 a.m.-3:45 p.m.	7:30 a.m.-4:00 p.m.
Coordinator of Testing, Assessment and Data	0	7:30 a.m.-4:00 p.m.	7:30 a.m.-4:00 p.m.

*Eighty (80) hours of unused vacation can be carried over to the next school year. New balances for vacation begin August 1 of each year.

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ADMINISTRATOR BENEFIT PROVISIONS

ANNUITIES

Administrators can request to participate in the annuities program provided such program is with any insurer licensed to do business in the State of Ohio. The cost of annuities will be reduced from the annual salary and the difference will be reported on earnings for tax purposes.

DISCIPLINARY PROCEEDINGS

Appropriate discipline may include oral or written reprimand, suspension with or without pay, reduction, demotion and/or termination.

CELL PHONES

Cell phone reimbursements are given to Administrators based upon the following:

Athletic Director, Director of Instruction and Professional Development, Director of Facilities, Director of Student Services, and the High School Principal: $15/month for cell phone minute package; $35/month for data package; $600 total annually. An additional $100 will be paid for device reimbursement in every odd number year.

K-8 Principals: $11/month for cell phone minute package; $30/month for data package; $492 total annually. An additional $100 will be paid for device reimbursement in every odd number year.

Assistant Principals and Coordinator of Testing, Assessment and Data: $11/month for cell phone minute package; $30/month for data package; $492 total annually.

COMPENSATION SYSTEM (YEARLY)

Concept:

Each administrator and exempt employee has a base salary or hourly rate, the starting point of which is determined at his/her date of hire (see description below). Each year the Board of Education will determine a dollar amount available for raises to administrators and exempt employees. If the Board of Education determines money is available, the Superintendent will be responsible for determining how the money will be distributed to the employees. The Superintendent will determine a base percentage increase that will be given to all employees. In addition to the uniform base percentage

ADMINISTRATOR BENEFIT PROVISIONS

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increase, an additional uniform percentage will be available for employees who have met their performance goals and have the highest rating possible on their summative evaluation for the year (see description below). Within the parameters written above, the total compensation increase an employee receives in a given year cannot exceed the top of the salary range for his/her position in the year in question.

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Hiring Salaries/Hourly Rate:

The determination of the appropriate starting salary or hourly rate for new hires will be made by the Superintendent. Starting salaries or hourly rates should be at, or toward, the minimum of the assigned salary or hourly rate range (as found in the appropriate Benefit Provision Manual). A starting salary or hourly rate which is higher than the minimum assigned salary or hourly rate range may be granted for such reasons as education and/or work experience directly applicable to the job which exceeds the minimum qualification requirements, a competitive market situation, a special or specific talent, etc. Salary or hourly rate levels of current District employees should also be considered in determining new hire salaries or hourly rates.

Attainment of Performance Goals:

At the beginning of each school year, the employee will set a minimum of two (2) performance goals collaboratively with his/her direct supervisor. In years where the Board of Education has allocated money for raises, employees who meet their performance goals and who have the highest rating possible on their summative evaluation for the year will receive the additional uniform percentage available.

Whether an employee has met his/her performance goals is determined by the direct supervisor, in consultation with the Superintendent, and involves a portfolio based system that provides supporting evidence of results/outcomes.

~~Example: A principal is evaluated using the Ohio Principal Evaluation System. His/Her performance goals relate to student achievement and professional growth. A principal achieving a summative evaluation score of Accomplished has met all performance goals and received the highest rating possible on the evaluation instrument.~~

Salary/Hourly Rate Structure Analysis:

In response to market trends, the salary/hourly rate structures should be reviewed ~~annually~~ and updated, as appropriate. A market analysis should be completed using ~~the following~~ comparable school districts in our area.~~:~~

~~Barberton~~

ADMINISTRATOR BENEFIT PROVISIONS

~~Brunswick~~
~~Cloverleaf~~
~~Copley~~
~~Cuyahoga Falls~~
~~Green~~
~~Highland~~
~~Hudson~~
~~Medina~~
~~Nordonia~~
~~North Canton~~
~~Twinsburg~~

Rationale:

This system allows for performance-based financial incentives while creating an atmosphere where everyone can "win" if they have met their performance goals and have achieved at the highest level on their summative yearly evaluation. Performance goals and the evaluation instrument are known to the employee from the beginning, thus eliminating to a great degree the idea of a supervisor being "arbitrary" with decisions that are made. All of this is done within the dollar amount allocated by the Board of Education.

EVALUATION OF ADMINISTRATORS

The Superintendent will institute and maintain a comprehensive program for the evaluation of administrative personnel. Administrative personnel include directors, principals, assistant principals, and any other administrative or supervisory personnel not included in an employee negotiating unit.

The purpose of an Administrator Evaluation will be to assess the performance of Administrators and to provide information upon which to base employment and personnel decisions. Evaluation should also assist Administrators to develop their professional abilities in order to better accomplish the effective management of the school system.

The evaluation criteria for each position will be in written form and will be made available to the Administrator (See Appendix A for administrators not following the OPES evaluation system). Evaluations will be made by the person to whom the Administrator is immediately responsible. The results of the evaluation will be put in writing and discussed with the Administrators by the person who makes the evaluation. An administrator whose contract is due to expire at the conclusion of the current school

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year shall have at least one (1) preliminary evaluation and one (1) final evaluation during such year. A written copy of the preliminary evaluation report shall be provided to the administrator at least sixty (60) days prior to any Board action on the renewal or non-renewal of the contract. A written copy of the final evaluation report shall be provided to the administrator at least five (5) days prior to any Board action on the renewal or non-renewal of the contract.

The Administrator being evaluated will have the right to attach a memorandum to the written evaluation. The results of the evaluation will be kept in personnel records maintained in the central office. Information gathered and written evaluative documents used in retention, promotion or termination of an Administrator will be accessible to the person concerned or his/her representative.

In order that there will be no conflict of interest in the supervision and evaluation of employees, at no time may any Administrator be solely responsible for the supervision and/or evaluation of an employee if the Administrator is directly related to that employee.

HOLIDAY PAY

Administrators that work 260 days are entitled to 10 paid holidays as follows:

1. New Year's Eve Day
2. Martin Luther King Day
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving Day
7. Friday after Thanksgiving Day
8. Christmas Day
9. Good Friday (will be a paid holiday in years when school is not in session on that day)
10. Floating Holiday (one day to be used on either Christmas Eve, ~~or~~ New Year's Eve Day, Presidents' Day or July 3)

FBI CHECK

The Board shall pay for the cost of any FBI check necessitated by licensure renewal provided the Administrator completes the background check through central office.

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ADMINISTRATOR BENEFIT PROVISIONS

INSURANCE

General Provisions

A. Right to Insurance Benefits

In addition to the salary and other payments, the compensation of Administrators shall include the insurance benefits provided herein. Administrators who are scheduled to work less than seventy-five percent (75%) of full-time shall not be eligible for insurance benefits.

B. Copy of Certificate of Insurance

Administrators will receive a certificate of insurance which shall provide the specific benefits provided.

C. Distribution of Explanation of Coverage(s)

1. As amendments and/or changes in insurance coverages or carriers are made, Administrators will receive a written description, prepared by the carrier, of such amendments and/or changes. This written description shall be provided within sixty (60) days of the amendment and/or changes.

2. An Administrator hired during the term of this agreement shall, at the time of the signing of his/her administrative contract, receive a written description of all insurance coverages in effect at that time.

D. Full-Time Administrator Defined

Regular, full-time Administrators include only those who regularly work more than seventy-five percent (75%) of an Administrators workday and workweek.

E. Distribution of Insurance Cards

Each Administrator shall be issued a current insurance card.

PREFERRED PROVIDER ORGANIZATION (PPO)

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ADMINISTRATOR BENEFIT PROVISIONS

A. Right to Coverage

1. Administrators may obtain coverage for himself/herself, and, if applicable, his/her dependent(s) in accordance with established eligibility requirements by applying for coverage and providing all information reasonably requested by the Treasurer to establish eligibility of the Administrator and his/her dependent(s).

2. The coverage shall meet or exceed the specifications listed below.

3. When the Board solicits bids for its insurance program, Administrators shall participate in reviewing bid specifications and bids.

B. Method of Payment/Insurance Premium Share

Administrators and the Board of Education shall pay a portion of the monthly premium. For the 2017-2018 and 2018-2019 school years, tThe Administrator will pay 10.6% and the Board will pay 89.4% of the plan costs. Beginning with the 2019-2020 (July 1, 2019), the Administrator will pay 11.0% and the Board will pay 89.0% of the plan costs.

C. Summary of Benefits

- **Wadsworth City Schools**

Schedule of Coverage - Effective 1/1/13

Covered Benefits	Network	Non-Network
Deductible (Single/Family)	$125 / $250	$500 / $1,000
Out-of-Pocket Limit (Single/Family)	$500 / $1,000	$1,200 / $2,400
Physician Home and Office Services (PCP/SCP)	$20 COPAY	30%
Primary Care Physician (PCP)/	-	-
Specialty Care Physician (SCP)	-	-
Including Office Surgeries and allergy serum:	-	-
Allergy injections (PCP and SCP)	20%	30%
Allergy testing	20%	30%
MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies,	20%	30%
Non-maternity related Ultrasounds and pharmaceutical products	20%	30%
Preventive Care Services	-	-
Services include but are not limited to:	-	-
Routine Exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations[†], Annual diabetic, eye exam. Vision and hearing screenings	-	-

ADMINISTRATOR BENEFIT PROVISIONS

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Physician Home and Office Visits (PCP/SCP)	NO CHARGE	30%
Other Outpatient Services @ Hospital/Alternative Care Facility	NO CHARGE	30%
Emergency and Urgent Care	-	-
Emergency Room Services	$100 COPAY	$100 COPAY
Facility/other covered services (copayment waived if admitted)	20%	30%
Urgent Care Center Services	$25 COPAY	30%
MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasoundsand pharmaceutical products	20%	30%
Inpatient and Outpatient Professional Services	-	-
Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anaesthesia and Newborn exams	20%	30%
Inpatient Facility Services *(Network/Non-Network combined limit)*	-	-
60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis)	20%	30%
108 Days for skilled nursing facility	20%	30%
Outpatient Surgery Hospital/Alternative Care Facility	-	-
Surgery and administration of general anesthesia	20%	30%
Other Outpatient Services *(Network & Non-Network limits combined limit)*	20%	30%
Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services.	-	-
Home Care Services 30 visits (excludes IV Therapy)	-	-
Durable Medical Equipment and Orthotics	-	-
Ambulance Services	-	-
Outpatient Therapy Services	-	-
(Combined Network & Non-Network limits of 60 Visits)	-	-
Physician Home and Office Visits (PCP/SCP)	20%	30%
Other Outpatient Services @ Hospital/Alternative Care Facility	20%	30%
Behavioral Health:	-	-
Mental Illness and Substance Abuse[3]	-	-
Inpatient Facility Services	20%	30%
Inpatient Professional Services	20%	30%
Physician Home and Office Visits (PCP/SCP)	$20 COPAY	30%
Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Provessional	20%	30%
Human Organ and Tissue Transplants[3]	20%	30%
Acquisition and transplant procedures, harvest and Staorage	-	-
Prescription Drugs	-	-

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ADMINISTRATOR BENEFIT PROVISIONS

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~~**Network Retail Pharmacies:** (30 day supply)~~	~~$10 Generic/$20 Preferred Brand/$30 Non-Preferred Brand~~	~~Subject to reimbursement limits of in network services~~
~~**Network Retail Pharmacies:** (90 day supply)~~	~~$25 Generic/$50 Preferred Brand/$70 Non-Preferred Brand~~	~~Not Covered~~
~~**Mandatory generic drug unless Dispense as Written:**~~	~~-~~	~~-~~
~~**Lifetime Maximum**~~	~~Unlimited~~	~~Unlimited~~

Wadsworth City Schools – Base Plan
Blue Access® (PPO)
Effective 07/01/2017

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Covered Benefits	Network	Non-Network
Deductible (Single/Family)	$250/$500	$1,000/$1,600
Out-of-Pocket Limit (Single/Family)	$1,250/$2,500	$3,400/$6,800
Physician Home and Office Services (PCP/SCP) **Primary Care Physician (PCP)/** **Specialty Care Physician (SCP)** Including Office Surgeries and allergy serum:	$20/$20	30%
o allergy injections (PCP and SCP)	20%	30%
o allergy testing	20%	30%
o MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and pharmaceutical products	20%	30%
Preventive Care Services o Services included but not limited to: Routine medical exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Hearing screenings and Vision screenings which are limited to Screening tests (i.e. Snellen eye chart) and Ocular Photo screening.	No cost share	30%

ADMINISTRATOR BENEFIT PROVISIONS

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Covered Benefits	Network	Non-Network
Emergency and Urgent Care		
Emergency Room Services	$100	$100
o **facility/other covered services** (copayment waived if admitted)		
Urgent Care Center Services	$25	30%
o MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasounds and pharmaceutical products	20%	30%
o Allergy injections	20%	30%
o Allergy testing	20%	30%
Inpatient and Outpatient Professional Services Include but are not limited to:	20%	30%
o Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams		
Blue 8.0 500 Series		

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Inpatient Facility Services (Network/Non-Network combined) Unlimited days except for:	20%	30%
o 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis)		
o 180 days for skilled nursing facility		
Outpatient Surgery Hospital/Alternative Care Facility	20%	30%
o Surgery and administration of general anesthesia		
Other Outpatient Services including but not limited to:	20%	30%
o Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services.		
o Home Care Services 30 visits (excludes IV Therapy) (Network/Non-Network combined)		
o Durable Medical Equipment, Orthotics and Prosthetics		
o Physical Medicine Therapy Day Rehabilitation programs		
o Hospice Care	20%	20%
o Ambulance Services	20%	20%

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ADMINISTRATOR BENEFIT PROVISIONS

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Outpatient Therapy Services (Combined Network & Non-Network limits) o Physician Home and Office Visits (PCP/SCP) o Other Outpatient Services @ Hospital/Alternative Care Facility Limits apply to: o Cardiac Rehabilitation Unlimited o Pulmonary Rehabilitation Unlimited o Physical Therapy: 60 visits o Occupational Therapy: 60 visits o Manipulation Therapy: 12 visits o Speech therapy: 20 visits o Teledoc (Live Health Online)	 $20/$20 20%	 30% 30%
Accidental Dental: Unlimited per accident (Network and Non-network combined)	Copayments/Coinsurance based on setting where covered services are received	30%
Behavioral Health: **Mental Illness and Substance Abuse[2]** o Inpatient Facility Services o Physician Home and Office Visits (PCP/SCP) o Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional	 20% $20 20%	 30% 20% 20%
Human Organ and Tissue Transplants[3] o Acquisition and transplant procedures, harvest and storage.	20%	30%

ADMINISTRATOR BENEFIT PROVISIONS

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Prescription Drugs **Network Tier structure equals 1/2/3** • **Network Retail Pharmacies:** (30-day supply) • **Home Delivery Service:** (90-day supply) Member may be responsible for additional cost when not selecting the available generic drug. Medicare Rx - Wrap	 $10 generic/$20 preferred brand/$30 Non-preferred generic & brand $25 generic/$50 preferred brand/$70 Non-preferred generic & brand Rx OOP Max: $6,525 Single/$13,050 Family	 50%, min $30[5] Not covered

Notes:

- All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services). Prescription drug cost shares have a separate out-of-pocket maximum.
- Deductible(s) apply to covered medical services listed with a percentage (%) coinsurance, including 0%. However, the deductible does not apply to Emergency Room Services where a copayment & (%) coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies. When the Office Visit cost share is a % coinsurance, deductible and coinsurance apply to allergy injections
- No cost share (NCS) means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- Certain diabetic and asthmatic supplies, except diabetic test strips, have no deductible/copayment/coinsurance up to the maximum allowable amount at network pharmacies.
- Benefit period = calendar year
- Mammograms (Diagnostic) are no copayment/coinsurance in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.

ADMINISTRATOR BENEFIT PROVISIONS

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- Private Duty Nursing – limited to 82 visits/Calendar Year
- Vision limited services – additional vision services are covered when specifically coded as determination of refraction, routine ophthalmological examination including refraction for new and established patients, and a visual functional screening for visual acuity. No additional ophthalmological services are covered as part of the medical coverage.
- Plan to exclude for elective abortions.

[2] We encourage you to review the Schedule of Benefits for limitations.
[3] Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.
[5] Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

Precertification:
Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

Pre-existing Exclusion Period: none

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

This summary of benefits is intended to be a brief outline of coverage. The entire provisions of benefits and exclusions are contained in the Group Contract, Certificate, and Schedule of Benefits. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.

By signing this Summary of Benefits, I agree to the benefits for the product selected as of the effective date indicated.

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Authorized group signature (if applicable)	Date
Underwriting signature (if applicable)	Date

~~**Notes:**~~

~~Flat dollar copayments are excluded from the out-of-pocket limits. Also Prescription Drug deductibles/copayments/coinsurance and Non-network~~

~~Deductible(s) apply only to covered medical services listed with a percentage (%) coinsurance. However, the deductible does not apply to Emergency Room Services where a percentage (%) coinsurance applies to other covered services.~~

~~Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.~~

~~Dependent Age Limits subject to PPACA and applicable Ohio regulations.~~

ADMINISTRATOR BENEFIT PROVISIONS

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~~Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.~~

~~Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.~~

~~Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.~~

~~All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum as long as required by the Affordable Health Care Act.~~

C. Wellness Rider

~~The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The district's objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.~~

~~The program includes the following provisions:~~

~~(1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in five (5) key wellness categories:~~

- ~~Non-smoker or participation in a smoking cessation program~~
- ~~Low density Li protein (LDL)/High density Li protein (HDL) and Total Cholesterol~~
- ~~Body Mass Index (BMI)~~
- ~~Blood Pressure (BP)~~
- ~~Waist Circumference/Body Composition Risk~~

~~(2) New employees who voluntarily participated in the previous fall onsite biometric screening or physician directed preventive exam earn health credits applicable to the following calendar year. The value of health credits in the following calendar year will be issued exclusively based on the employee's participation in either the onsite biometric screening or physician directed preventive exam. Single enrollees shall earn a health credit of $125 against their calendar year deductible. Family~~

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~~enrollees shall earn a health credit of $250 against their deductible. Deductible credits are non-transferable and are only valid against claims incurred and applicable to the deductible during the following calendar year~~

~~(3) Effective January 1, 2014, employees who voluntarily participated in the 2013 onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits. The value of health credits in the 2014 calendar year will be based on five key biometric components. Each component shall be equal to a credit value of $25 for single enrollees or $50 for family enrollees. In no event will the total value of credits exceed $125 for a single enrollee or $250 for a family enrollee. Deductible credits are non-transferable and are only valid against claims incurred and applicable to the deductible during the 2014 calendar year.~~

~~Beginning in 2014 and applicable for each subsequent calendar year, credits shall be issued subject to the terms and conditions outlined herein, credits shall be provided on the following basis:~~

- ~~Participation in the immediately preceding period's (i.e., fall 2013 for 2014) onsite biometrics initiative or physician directed preventive exam shall be worth $25/single or $50/family.~~
- ~~Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth $25/single or $50/family.~~
- ~~Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.~~
- ~~Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's~~

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~~BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.~~

- ~~Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over the prior year's blood pressure provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.~~

~~(4)~~(1) ~~For each year after 2014, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits for the following calendar year. The application of credits and operation of the program will remain as outlined for the 2014 calendar year.~~

The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.

The program includes the following provisions:

(1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in four (4) key wellness categories:

- Non-smoker or participation in a smoking cessation program
- Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol
- Body Mass Index (BMI)
- Blood Pressure (BP)

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ADMINISTRATOR BENEFIT PROVISIONS

(2) Effective January 1, 2018 all WESPA members and any new members hired subsequent to January 1, 2018 who voluntarily participated in the previous fall onsite biometric screening or physician directed preventive exam earn health credits applicable to the following calendar year. The value of health credits in the following calendar year will be issued exclusively based on the employee's participation in either the onsite biometric screening or physician directed preventive exam. Single enrollees shall earn a credit of $100 to be applied to a Health Reimbursement Account (HRA) on a calendar year basis. Family enrollees shall earn a health credit of $200 to be applied to a Health Reimbursement Account (HRA) on a calendar year basis. Employer contributions to the HRA will expire at the end of the calendar year for which they are earned if they are not used.

(3) Effective January 1, 2019, employees who voluntarily participated in the 2018 onsite biometric screening or physician directed preventive exam will have the opportunity to earn HRA credits. The value of HRA credits in the 2019 calendar year will be based on four key biometric components. Each component shall be equal to a credit value of $25 for single enrollees or $50 for family enrollees. In no event will the total value of credits exceed $100 for a single enrollee or $200 for a family enrollee. HRA credits are non-transferable and are only valid against allowable medical expenses incurred and applicable during the 2019 calendar year.

Beginning in 2019 and applicable for each subsequent calendar year, HRA credits shall be issued subject to the terms and conditions outlined herein; credits shall be provided on the following basis:

- Participation in the immediately preceding period's onsite biometrics initiative or physician directed preventive exam.

- Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth $25/single or $50/family.
- Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the

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employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

- Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.
- Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over both the prior year's Systolic and Diastolic blood pressure number provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

(4) For each year after 2018, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits for the following calendar year.

Term Life Insurance

A. Right to Coverage

The Board shall purchase from a carrier licensed by the State of Ohio, group term life insurance in the amount of Fifty Thousand Dollars ($50,000) for each regular, full-time Administrator now or hereinafter employed.

ADMINISTRATOR BENEFIT PROVISIONS

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B. Method of Payment

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The full cost of this program and any increase thereof shall be paid by the Board.

C. Right to Purchase Additional Coverage

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The Board shall allow an Administrator to purchase additional amounts of coverage through payroll deduction, provided the number electing to take advantage of this opportunity is adequate to meet the requirements of the insuring company. The Board may insist that the amount of such additional coverage shall be Fifty Thousand Dollars ($50,000) or One Hundred Thousand Dollars ($100,000), at the option of the Administrator. The right to purchase such additional coverage is subject to availability and to all requirements imposed by the insurance carrier.

Accidental Death and Dismemberment

A. Right to Coverage

Full-time Administrators can purchase Voluntary Accidental Death and Dismemberment (AD&D) insurance coverage. You may elect either $50,000 or $100,000 of Voluntary AD&D coverage for yourself. This coverage will end when employment terminates.

B. Method of Payment

The Board will deduct all or part of the premium through payroll deductions.

Professional Liability Insurance

Professional liability insurance shall be provided by the District.

Dental Insurance

A. Right to Coverage

The Board shall self-fund and/or purchase from a carrier licensed in the State of Ohio, dental insurance coverage which meets the specifications set forth in this section for each full-time Administrator, now or hereinafter employed, and his/her family. The Board shall maintain the current Usual and Customary Rate (UCR) percentile for services out of the PPO network.

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ADMINISTRATOR BENEFIT PROVISIONS

B. Method of Payment of Coverage

The full cost of such insurance shall be paid by the Board.

C. Right to Change Coverage Status

Administrators may change the coverage status (Single or Family) effective the first (1st) of any month or during the open enrollment period during the month of June, subject to the rules and regulations of the carrier.

D. Specifications of Coverage

DELTA DENTAL®

Delta Dental of Michigan, Ohio, Indiana QUALITY ISO 9001 CERTIFICATION

Delta Dental PPO (Point-of-Service) Summary of Dental Plan Benefits For Group# 1151-5000, 5091 Wadsworth City Schools

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.*

Control Plan – Delta Dental of Ohio
Benefit Year – January 1 through December 31
Covered Services –

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ADMINISTRATOR BENEFIT PROVISIONS

	PPO Dentist	Premier Dentist	Non-participating Dentist
	Plan Pays	Plan Pays	Plan Pays*
Diagnostic & Preventive			
Diagnostic and Preventive Services – exams, cleanings, fluoride, and space maintainers	100%	100%	100%
Sealants – to prevent decay of permanent teeth	100%	100%	100%
Brush Biopsy – to detect oral cancer	100%	100%	100%
Radiographs – X-rays	100%	100%	100%
Basic Services			
Emergency Palliative Treatment – to temporarily relieve pain	80%	80%	80%
Minor Restorative Services – fillings and crown repair	80%	80%	80%
Endodontic Services – root canals	80%	80%	80%
Periodontic Services – to treat gum disease	80%	80%	80%
Oral Surgery Services – extractions and dental surgery	80%	80%	80%
Other Basic Services – misc. services	80%	80%	80%
Major Services			
Major Restorative Services – crowns	70%	70%	70%
Relines and Repairs – to bridges, implants, and dentures	70%	70%	70%
Prosthodontic Services – bridges, implants, and dentures	70%	70%	70%
Orthodontic Services			
Orthodontic Services – braces	60%	60%	60%
Orthodontic Age Limit –	No Age Limit	No Age Limit	No Age Limit

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. The Nonparticipating Dentist Fee may be less than what your dentist charges and you are responsible for that difference.

- Oral exams (including evaluations by a specialist) are payable twice per calendar year.
- Prophylaxes (cleanings) are payable twice per calendar year. Periodontal maintenance procedures are not a Covered Service for people under age 16.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice per calendar year for people up to age 19.
- Space maintainers are payable once per area per lifetime for people up to age 16.
- Bitewing X-rays are payable twice per calendar year for people under age 19 and once per calendar year for people age 19 and older. Full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period. Vertical bitewing X-rays are payable once in any three-year period.
- Four periapical and two occlusal X-rays are payable per calendar year.
- Sealants are payable twice per tooth per lifetime for the occlusal surface of first and second permanent molars up to age 16. The surface must be free from decay and restorations.

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ADMINISTRATOR BENEFIT PROVISIONS

- Crowns, inlays and onlays are Covered Services for people age 16 and older once in any five-year period.
  Recementation of crowns, inlays and onlays are payable once per lifetime for people age 16 and older. Prefabricated crowns are Covered Services on primary teeth.
- Composite resin (white) restorations are Covered Services on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Root canal treatment is payable once per tooth per lifetime. Retreatment of a previous root canal is payable once per tooth per lifetime.
- Certain oral surgery procedures including vestibuloplasty, frenulectomy, frenuloplasty, oroantral fistula closure, primary closure of sinus perforation and biopsy of hard tissue are Covered Services.
- Full and partial dentures are payable once in any five-year period. Tissue conditioning is payable twice in any 12- month period. Chairside reline and rebase of dentures are payable once in any calendar year. Lab reline and rebase of dentures are payable once in a three-year period. Adjustments of dentures are payable once in any calendar year.
- Recement of bridges is payable once per lifetime. Repair of bridges is payable once in any five-year period.
- Implants and implant related services are payable once per tooth in any five-year period.
- Emergency palliative treatment is a Covered Service twice in any calendar year. Consultations (by other than the treating dentist) are Covered Services once in any calendar year. Occlusal guards and occlusal adjustments are not Covered Services.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

Maximum Payment – $3,000 per person total per Benefit Year on all services except orthodontics. $1,500 per person total per lifetime on orthodontic services.

Deductible – $25 Deductible per person total per Benefit Year limited to a maximum Deductible of $50 per family per Benefit Year. The Deductible does not apply to oral exams, preventive services, consultations, office visit for observation, X-rays, brush biopsy, sealants, and orthodontic services.

Any expenses incurred by an eligible person for covered services during the last three months of a benefit year and applied to the Deductible for that benefit year will also be applied to the Deductible for the following Benefit Year.
The Deductible met under the previous carrier for the period January 1, 2014 through June 30, 2014 will be applied to the
2014 calendar year Deductible with Delta Dental. It is the Subscriber's responsibility to provide Delta Dental with adequate documentation of the Deductible met under the previous carrier.

Waiting Period – Employees who are eligible for dental benefits are covered as identified in your contract with the school district.

Eligible People – All eligible contracted employees of the school district who elect the dental plan. The Contractor and

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ADMINISTRATOR BENEFIT PROVISIONS

Subscriber share the cost of this plan.

Also eligible at your option are your legal spouse and your dependent unmarried children to the end of the month in which they turn 26 if eligible to be claimed by you as a dependent under the U.S. Internal Revenue code during the current calendar year. You and your eligible dependents must enroll for a minimum of 12 months. If coverage is terminated after
12 months, you may not re-enroll prior to the open enrollment that occurs at least 12 months from the date of termination. Your dependents may only enroll if you are enrolled (except under COBRA) and must be enrolled in the same plan as you. Plan changes are only allowed during open enrollment periods, except that an election may be revoked or changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

If you and your spouse are both eligible under this Contract, you may be enrolled as both a Subscriber on your own application and as a dependent on your spouse's application. Your dependent children may be enrolled on both applications as well. Delta Dental will coordinate benefits.

Benefits will cease on the last day of the month in which the employee is terminated.

Physical Examination

The Board will pay balance not covered by an Administrator's Medical Health Insurance of an Administrator's physical examination if requested by the Board.

LEAVE PROVISIONS

SICK LEAVE

A. Accumulation

An Administrator shall be allowed to accumulate Sick Leave credit to the maximum of three hundred four (304) days. Any member who retires under STRS/SERS and returns to employment in the District shall accumulate sick leave as prescribed in this section of the Agreement, with the understanding there will be no carryover of sick leave from service that predates their STRS/SERS retirement. Administrators shall be eligible for all Leave Provisions listed in this section.

B. Annual Allowance

Administrators shall be granted sick leave on the following basis: one and onequarter (1 1/4) days for each completed month of service or fifteen (15) days for each completed year of service.

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C. Notification of Accumulated Days

Administrators shall receive accurate notification of his/her accumulated Sick Leave with each pay.

D. Advance

An Administrator whose Sick Leave has been exhausted shall be credited with five (5) days of Sick Leave. These five (5) days or any portion thereof may be used at any time in case the Administrator is unable to work because of any of the prescribed reasons for the use of Sick Leave and the Administrator has not accumulated a sufficient amount of Sick Leave.

E. Use of Sick Leave

1. Sick Leave with pay may be used for the following reasons:

   a. For absence of the Administrator due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others.

   b. For absence of the Administrator due to illness, injury, or death in the immediate family of said Administrator.

   c. An Administrator may use accrued Sick Leave for pregnancy, as provided in the Ohio Revised Code. Absent medical verification of a need for a longer leave, the use of sick leave for pregnancy and/or childbirth will not exceed six (6) weeks from the date of delivery.

   d. For care of a spouse with a newborn baby up to a maximum of five (5) days. If an Administrator requires more than five (5) days, he/she will provide written documentation to the Superintendent upon return to work.

   e. A maximum of two (2) days related to the birth of a child of an immediate family member.

   f. For death of an aunt or uncle up to a maximum of two (2) days. If an Administrator requires more than two (2) days, he/she may use personal leave.

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2. Sick Leave with pay may not be used for:

   a. Child care;

   b. Grandchild care.

3. Administrators will not be charged sick leave on non-work days.

4. Administrators utilizing sick leave shall not be required to give the reason, except that they are in compliance with the proper use of sick leave listed in this section. Notwithstanding this provision, an Administrator may be required to provide reasons if there is an investigatory meeting because of suspected misuse, abuse, or unauthorized use of sick leave.

5. Any misuse, abuse, or unauthorized use of sick leave will result in disciplinary action up to and including termination.

F. Immediate Family Defined

The "immediate family" shall be defined as follows:

1. Spouse of the Administrator;

2. Children and grandchildren of the Administrator or his/her spouse;

3. Parents and stepparents of the Administrator or his/her spouse;

4. Brother(s) and sister(s) of the Administrator or his/her spouse;

5. Grandparents of the Administrator or his/her spouse;

6. Son-in-law and daughter-in-law of the Administrator or his/her spouse; and

7. In the event of death, "immediate family" also includes aunts and uncles.

8. Any person in loco of the above (e.g. anyone residing in the same home with the Administrator or any relative who clearly stands in the same relationship with the Administrator as any of those so specified). An Administrator must provide a written description of the facts on the District absence report form supporting the in loco situation.

EXTENDED ILLNESS LEAVE

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ADMINISTRATOR BENEFIT PROVISIONS

An Administrator unable to perform satisfactorily because of personal illness or an illness in the immediate family may be granted a leave of absence without pay for the remainder of the school year.

Application for such leave must be accompanied by a statement from the attending physician setting forth the nature of the illness or disability. In the instance of personal illness, the physician's statement must include a definite recommendation that the Administrator be relieved of duties. In the event of a leave as a result of illness of a member of the immediate family, the physician's statement must indicate the need for the Administrator's absence.

Application for reinstatement from such leave must be made in writing and, in the event of a requested return from a Personal Illness Leave, must be accompanied by a health care provider's certification for return to work.

PERSONAL LEAVE

A. Right to Leave

1. Administrators shall be eligible for three (3) unrestricted days per school year.

2. Administrators will not be charged personal leave on non-work days.

B. Notice of Intent to Use Leave

Notice of intent to use Personal Leave shall be provided by the Administrators completing and delivering to the Superintendent or designee, the prescribed form at least three (3) days in advance of the anticipated absence. If circumstances make advance notice impossible, the Administrator shall notify the Superintendent or designee of his/her intent to use Personal Leave as soon as practicable.

C. Purpose of Leave

It is the intent of this Section to provide Administrators with a means of dealing with personal matters that cannot be handled except during school hours.

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D. Personal Leave must be taken in minimum increments of one-quarter (1/4) hour.

E. On occasion, special circumstances not covered by the provision above may arise and Administrators may wish to request personal leave. Such requests shall be made to the Superintendent in writing, who may grant the personal leave on a paid or unpaid basis or may deny the request.

F. An Administrator who abuses personal leave will be subject to discipline, up to and including termination.

G. An Administrator will be reimbursed one-hundred fifty dollars ($150.00) for each unused personal leave day(s) by June 30 of each year. If the Administrator desires to have unused personal leave converted to sick leave in lieu of receiving one-hundred fifty dollars ($150.00) for each unused personal leave day, he/she must submit a letter to the Treasurer's office by June 15.

PAID ADOPTION LEAVE

A. Adoptions in the United States

An Administrator is eligible, upon adoption of a child in the United States, to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a 12-month period, during which period custody is received. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed twenty (20) days.

B. Adoptions Outside the United States

If a child outside of the United States is adopted, an Administrator will be able to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a 12-month period, during which period custody is received. Further, accumulated sick leave may be used for up to a total of ten (10) days for the adoption process, prior to receiving custody of the child. The scheduling of leave for the adoption process will be arranged between the Administrator and the Superintendent. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed thirty (30) days.

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C. Administrators will not be charged adoption leave on non-work days.

JURY DUTY

A. An Administrator shall be granted time off for jury duty actually served during the workday and shall suffer no loss of pay or benefits. The Administrator may keep any payment received for jury duty. Documentation received from the court confirming jury duty actually served must be submitted with the absence form.

B. Time spent on jury leave will not be charged against any other leave provision.

LEAVE PURSUANT TO SUMMONS OR SUBPOENA

A. Right to Leave for a Summons or Subpoena

Any Administrator who is summoned or subpoenaed for a job-related issue shall be granted leave with no loss of pay or other benefits for days missed by reasons of the summons or subpoena. In the event a subpoena will be issued on behalf of the Board, the Administrator obtaining the subpoena must give at least five (5) calendar days notice prior to the hearing. A summons or subpoena issued because of a student's custody issue is considered to be job related. An Administrator receiving a subpoena to appear as a witness for a non-job related issue shall be eligible for leave under this section. A copy of the subpoena, once served, will be included with the leave form.

B. Right to Leave for a Non-Job Related Issue

Personal leave must be utilized for a summons issued because of a non-job related issue. If the Administrator has exhausted his/her personal leave, and is summoned for something that is not job-related, leave pursuant to summons or subpoena may be used in order to comply with the summons.

C. Leave Not Covered

An Administrator is not eligible for leave under this Section if the Administrator is a party to the legal proceeding.

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ADMINISTRATOR BENEFIT PROVISIONS

ASSAULT LEAVE

A. Right to Leave

An Administrator who is absent due to physical disability directly resulting from an assault, which occurs in the course of Board employment, while on duty either during school hours or where required to be in attendance at a school-sponsored function, shall be eligible to receive Assault Leave.

B. Notice of Intent to Use Leave

1. Such leave shall be granted, for a period not to exceed one hundred eighty (180) workdays, upon the Administrator delivering to the Business Office a signed Employee Report of Injury Form.

2. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault (if known), the facts surrounding the assault and willingness of the Administrator to cooperate with the Board if the Board chooses to pursue legal action against the assailant(s).

C. Rights While On Leave

1. Except as noted under restrictions below, an Administrator on Assault Leave shall be maintained on full pay status during the period of his/her leave.

2. Leave granted under this Section shall not be charged against Sick Leave earned or earnable under ORC Section 3319.141 or leave granted under other Sections of this Article.

3. An Administrator will not be charged assault leave on non-work days.

D. Length of Leave

Assault Leave may be used for the period of the disability up to a maximum of one hundred eighty (180) workdays.

E. Restrictions

1. If medical attention is required, the Administrator shall supply a certificate from a licensed physician stating the nature of the disability and its duration.

2. The Administrator must file a Workers Compensation claim with the Business Office. The pay of a member on Assault Leave shall be reduced by the

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amount received by him/her, if any, for Workers' Compensation as a benefit to cover loss of pay resulting from the injury. However, the Administrator's pay shall not be reduced by benefits received from Workers' Compensation to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines and/or rehabilitation services.

3. If an Administrator is unable to return to work after using fifty (50) days for assault leave, he/she shall provide the Board medical verification of the need for additional assault leave. The Board retains the right, at its own expense, to require the Administrator to obtain the opinion of a second healthcare provider designated by the Board. If the second opinion is in conflict with the Administrator's first medical verification, the Board may request, at the Board's expense, that the Administrator see a mutually agreed upon healthcare provider to give a final and binding opinion regarding the need for continued assault leave.

4. Falsification of either the signed statement or a physician's certificate may be grounds for suspension or termination of employment under ORC Section 3319.16.

F. Verbal Assault Leave

An Administrator not physically assaulted but who is emotionally distraught due to a threat of physical injury that is direct, specific and plausible will receive up to two (2) days off without loss of pay, as long as the member reports the threat to the police.

PROFESSIONAL LEAVE

A. Professional Leave of Absence may be granted annually to Administrators for the purpose of attending workshops or other professional meetings each year.

B. The term "Professional Leave" is not to include days when an Administrator accompanies students to meetings, competitions, or other student activities.

C. The Board shall pay the portion of the pre-approved receipted expenses as stipulated on the Professional Leave Application form for fees, meals, lodging, and transportation, incurred by Administrators who attend workshops, seminars, conferences, or other professional improvement sessions which have the advance approval of the Superintendent or designee for the particular purpose of professional improvement to the school system and/or to the individual participating.

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D. Such authorization for attendance will need prior approval by the Superintendent or designee. The Administrator shall receive his/her salary for those days he/she is absent from his/her assignment for such Professional Leave.

UNPAID CHILD CARE LEAVE

Following the conclusion of any pregnancy-related disability; or in the event any Administrator adopts a child and such child is less than one (1) year of age at the time of adoption; or, with respect to a father, following the birth of a child; the Administrator may apply for permission to take Parental Leave. Requests for permission to take Parental Leave must be made to the Superintendent at least twenty (20) days prior to the date on which the parental leave is to begin. Notification for leave in the case of adoption shall be given as soon as possible prior to receiving custody of the child. Parental Leave shall be granted upon request, provided that the following conditions are met:

A. Unpaid child care leave and the absence (if any) charged to sick leave shall not exceed six (6) months.

B. The Administrator must state specifically in writing at the time Parental Leave is requested, the length of such requested leave and the date on which the Administrator will be available to return to work.

C. Parental Leave will not exempt an Administrator from decisions regarding contract renewals relating to Administrator's appraisal and/or staff reduction under this Agreement. If Parental Leave is granted, and upon return of the Administrator from Parental Leave, he/she will be assigned to his/her prior position, if available, or a position as nearly equal to that which had been previously occupied.

D. Insurance benefits and other fringe benefits under this Agreement shall not apply during the period of a parental leave.

E. In the event an Administrator does not return to work at the time indicated in his/her request for Parental Leave, said Administrator will forego any rights to reinstatement.

OTHER UNPAID LEAVES

The Board may, at its discretion, grant other leaves as are authorized by the Ohio Revised Code.

FAMILY AND MEDICAL LEAVE

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ADMINISTRATOR BENEFIT PROVISIONS

Administrators may take up to twelve (12) workweeks of unpaid leave ("FMLA Leave") in any school year (August 1 through July 31) for one (1) or more of the following circumstances:

A. The birth of an Administrator's child and to care for the child up to age one (1);

B. The adoption or foster care of a child, up to twelve (12) months after placement;

C. To care for the spouse, child, or parent of an Administrator when that family member has a serious health condition;

D. The Administrator's inability to perform the functions of the position because of the member's own serious health condition.

To be eligible for FMLA Leave, the Administrator must have worked for Wadsworth City Schools for at least twelve (12) months met the FMLA's 1250-hours-worked requirements before the leave request.

BENEFITS WHILE ON LEAVE

With the exception of FMLA leave, no benefits that result in an expense to the Board will be provided to any Administrator while on a leave of absence without pay. When a group insurance policy permits, an Administrator on an unpaid leave of absence may continue to participate in such insurance benefits by advance payment of the cost of such benefits as determined by the insurance carriers or Plan Administrator but no more than one hundred two percent (102%) of the total cost of the benefit.

MILITARY LEAVE

An Administrator who is a member of a reserve component of the Armed Forces of the United States and/or the State of Ohio shall be granted leave of absence from his/her respective duties without loss of pay for such time as he/she is in the military service or field training or active duty for periods not to exceed one hundred seventy six (176) hours in any one (1) calendar year. Bargaining unit members called to active duty in the uniformed services for longer than a month in a calendar year are entitled to leave and pay as set forth in Ohio Revised Code Section 5923.05. The District and the Administrator shall continue to contribute to the State Teachers Retirement System (STRS) based on the amount of compensation actually paid to the Administrator during the military leave of absence, subject to any subsequent legislative enactment.
An Administrator shall be granted a leave without pay when he/she leaves the employment of the Board and within forty (40) days thereafter enters the Armed Forces

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of the United States. An Administrator shall be reemployed following such leave if application is made in writing within ninety (90) days of discharge, other than a dishonorable discharge, from active duty. Reemployment shall be under the same type of contract as was formerly held and shall be at the beginning of the next semester, provided application is made not less than thirty (30) days prior to the beginning of the next semester.

Sick leave is not accumulated during the period of military leave.

MILEAGE REIMBURSEMENT

The Board will reimburse Administrators for the use of his/her personal vehicle in connection with travel directly related to school business. Such reimbursement mileage will exclude daily travel to and from home ~~and within the school district for the regular work day~~. Required attendance at meetings and functions outside of the school district shall be considered reimbursable mileage. Such reimbursement shall be paid at the prevailing IRS rate upon monthly statements signed by the Superintendent and Treasurer.

PAYROLL PRACTICES

Administrators will receive their salary in twenty-six (26) biweekly substantially equal pays. All administrators will have their paychecks issued via direct deposit and will receive an email notice.

PERSONNEL FILES

Administrators shall have the right, upon request, to examine and obtain a copy of any information in his/her personnel file except for information classified by law as confidential.

RETIREMENT BENEFITS

Employer Pick Up Resolution

Wadsworth City Schools Administrative Employees shall be entitled to the "fringe benefit pick up" which means the Wadsworth City Board of Education will pay the 10% retirement contribution to STRS or SERS on behalf of the Administrative Employee, in accordance with Code Section 414(h)(2). The amount of the fringe benefit pick up shall not be considered part of the employee's total annual salary for any purpose.

However, administrative employees with 10 or more years of service in the Wadsworth City School District may elect to receive pick up on the pick up. These picked-up employee contribution are in lieu of payments by the employee and shall be paid by the Board as a

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fringe benefit in addition to the contract salary otherwise payable to the employee. These contributions shall be treated as additional compensation and included in salary for retirement purposes.

The following employees are the Covered Administrative Employees:

High School Principal
Middle School Principal
Intermediate School Principal
Elementary Principal (Pre K- 4)
Assistant and Associate High School Principals
Assistant Middle School Principal
Assistant Intermediate School Principal
Director of Facilities
Director of Student Services
Director of Instruction and Professional Development
Athletic Director
Coordinator of Testing, Assessment and Data

SEVERANCE PAY

A. Right to Severance Pay

An Administrator shall receive severance pay upon quitting his/her employment in the District and~~/or~~ retiring providing he/she: (1) is approved for retirement benefits by the State Teachers Retirement System (STRS), or (2) is at least fifty (50) years old and has been employed at least ten (10) full years in the District, or (3) has fifteen (15) or more years service credit with the STRS and at least ten (10) full years of service in the District.

B. Calculation of Severance Pay

1. Severance pay shall be based on the rate of pay at the time of the Administrators last day of service.

2. Severance pay will be given for forty percent (40%) of the Administrator's accumulated sick leave at the time of resignation/retirement, up to forty percent (40%) of two hundred (200) days; i.e. a benefit of up to eighty (80) days.

3. If an Administrator does not have sufficient Sick Leave to qualify for maximum severance resigns or retires after fifteen (15) or more years' service in the District, then the severance pay to which he/she is entitled shall be

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supplemented by One Hundred Dollars ($100.00) for each year of service in the District, provided that the total severance pay shall not exceed the eighty (80) day cap.

C. Restrictions

Within the meaning of this policy, an individual may "retire" only once. Retirement from another district shall make an individual ineligible for this retirement benefit.

D. Any Administrator who retires under STRS and returns to employment in the District will not be eligible for severance pay.

Vacation Days

Eighty (80) hours of unused vacation can be carried over to the next school year. New balances for vacation begin August 1 of each year.

Professional Organization Membership

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The Board will pay for each administrator up to five hundred dollars ($500.00) for one (1) professional organization membership each year.

ADMINISTRATOR BENEFIT PROVISIONS

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Wadsworth City Schools Evaluation Instrument
Administrators and Exempt Employees

EMPLOYEE _____ EVALUATOR _____

DEPT. POSITION DATE

Performance Traits	*Rating (Numerical Score)*	*Numerical Score (from previous column)*	*Comments*
1. PROFESSIONAL EXPERTISE Knowledge of job, qualifications	Accomplished (4)		
2. TEAMWORK: Teamwork, works well with others, cooperates with colleagues	Accomplished (4)		
3. PROFESSIONAL CHARACTER: Appearance, courtesy, attitude, public relations, communication	Accomplished (4)		
4. PERSONAL JOB ACCOMPLISHMENTS/INITIATIVE: Motivation, reliability, dependability, interest in work	Accomplished (4)		
5. LEADERSHIP: Sets example, provides direction, has vision	Accomplished (4)		

ADMINISTRATOR BENEFIT PROVISIONS

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ADMINISTRATOR BENEFIT PROVISIONS

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Wadsworth City Schools Evaluation Instrument
Administrators and Exempt Employees

6. QUALITY OF WORK: Accuracy, neatness, thoroughness, standard of work	Accomplished (4)	
7. QUANTITY OF WORK: Volume, amount, speed, turn-around time, projects	Skilled (3)	
8. PROFESSIONAL GROWTH: Activities, programs, initiatives	Ineffective (1)	
9. ATTENDANCE: Punctual, absenteeism	Skilled (3)	
	RATING TOTAL	0

OVERALL RATING: Accomplished

Accomplished	32-36
Skilled	23-31
Developing	14-22
Ineffective	9-13

Employee's Signature _____ Date _____

Evaluator's Signature _____ Date _____

Salary Exempt Benefit Provision Manual Changes

Salary Ranges: increased 3%; 2.5%; 3%.

Salary/Hourly Rate Structure Analysis: removes “annual” from the salary range review process language and eliminates the list of districts we compare our salaries to; inserts language to look at comparable school districts in our area.

Insurance: Includes the following:

- Deductibles in-network go from $125 to $250 for a single; $250 to $500 for a family; non-network go from $500 to $1000 for a single; $1000 to $1600 for a family; and
- Out of pocket expenses (including the deductible) in-network go from $500 to $1250 for single; $1000 to $2500 for a family; non-network go from $1200 to $3400 for a single; $2400 to $6800 for a family;
- Cap on premium share (premium share continues to be 6% for family and 9% for single), as follows:
    - Year 1: Single: $70; Family: $100;
    - Year 2: Single: $70; Family: $110; and
    - Year 3: Single: $75; Family: $115.; and
- Wellness credit adjustments (see attachment).

Holidays: Adds Presidents’ Day and July 3 as days the “floating” holiday can be used on.

Vacation: Adjusts the vacation allowances as follows:

- 11 days- less than six years
- 14 days- six years, less than nine years
- 17 days- nine years, less than fourteen years
- 22 days- fourteen years, less than twenty-five years
- 27 days-twenty-five years and over.



SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Effective August 1, 2017 to July 31, 2020

~~June 2017~~ ~~Revised 02/13/17~~

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SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

DECLARATION
SALARY RANGE AND WORK SCHEDULE
CALAMITY DAYS
CELL PHONES
COMPENSATION SYSTEM (YEARLY)
DISCIPLINARY PROCEEDINGS
EVALUATION
HOLIDAY PAY
FBI CHECK
INSURANCE

GENERAL PROVISIONS
PREFERRED PROVIDER ORGANIZATION (PPO)
TERM LIFE INSURANCE
DENTAL INSURANCE

LEAVE PROVISIONS

SICK LEAVE
PERSONAL LEAVE
UNPAID LEAVE
PAID ADOPTION LEAVE
UNPAID CHILD CARE LEAVE
JURY DUTY
LEAVE PURSUANT TO SUMMONS OR SUBPOENA
ASSAULT LEAVE
PROFESSIONAL LEAVE
FAMILY AND MEDICAL LEAVE
MILITARY LEAVE

MILEAGE REIMBURSEMENT
PAYROLL PRACTICES
PERSONNEL FILES

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

SEVERANCE PAY

VACATION DAYS

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

DECLARATION

The following benefit provisions apply to all those persons employed by the Board of Education and officially classified as a "Salary Exempt." The following positions are classified Salary Exempt for the purpose of this Salary Exempt Employee Benefit Provision and will be referred to as "SEE" from this point on:

Accounting Supervisor
Attendance Officer
Bear Cub Director
Custodial Manager
EMIS Coordinator
Food Service Supervisor
Gifted Coordinator
High School Security Monitor
Maintenance and Grounds Manager
Network Engineer
Payroll Supervisor
School Nurse
Preschool Supervisor/Psychologist
Special Education Transition Specialist
Technology Supervisor
Technology Support Specialist
Transportation Supervisor

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Salary Range and Work Schedule

	2014-15		2015-16		2016-17			
Position	Low	High	Low	High	Low	High	Days	Hr/Day
Preschool Supervisor/Psychologist	$68,680	$78,540	$69,367	$80,111	$70,061	$81,713	187	7 8
Technology Supervisor	$64,560	$74,319	$65,206	$$75,805	$65,858	$77,321	260	8
Special Ed. Transition Specialist	$57,871	$71,144	$58,450	$72,567	$59,035	$74,018	210, 194	8
Facilities Supervisor, Accounting Supervisor	$54,999	$66,829	$55,549	$68,166	$56,104	$69,529	260	8
Transportation Supervisor, Custodial Manager, Maintenance and Grounds Manager	$46,065	$57,032	$46,526	$59,024	$46,991	$60,204	260	8
Food Service Supervisor	$46,200	$56,815	$46,662	$57,951	$47,129	$59,110	210	8
Network Engineer Technology Support Specialist	$38,380	$51,000	$38,764	$52,020	$39,152	$53,060	260	8
EMIS Coordinator	$45,183	$51,122	$45,635	$52,144	$46,091	$53,187	260	8
Attendance Officer	$38,109	$47,018	$38,490	$47,958	$38,875	$48,917	194	8
Bear Cub Director	$30,022	36,671	$30,322	$37,562	30,625	$38,313	204	8
High School Security Monitor	$26,940	$33,586	$27,209	$34,258	$27,481	$34,943	185	8
School Nurse	$33,936	$48,960	$34,275	$49,939	$34,618	$50,938	182	8
Payroll Supervisor	$43,912	$54,208	$44,351	$55,292	$44,795	$56,398	260	8

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	2017-18		2018-19		2019-20			
Position	Low	High	Low	High	Low	High	Days	Hr/day
Preschool Supervisor/Psychologist	$72,163	$84,164	$73,967	$86,268	$76,186	$88,856	187	7
Technology Supervisor	$67,834	$79,641	$69,530	$81,632	$71,616	$84,081	260	8
Special Ed. Transition Specialist	$60,806	$76,239	$62,326	$78,145	$64,196	$80,489	210, 194	8
Facilities Supervisor,	$57,787	$71,615	$59,232	$73,405	$61,009	$75,607	260	8

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SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Accounting Supervisor								
Transportation Supervisor, Custodial Manager, Maintenance Manager	$48,401	$62,010	$49,611	$63,560	$51,099	$65,467	260	8
Food Service Supervisor	$48,543	$60,883	$49,757	$62,405	$51,250	$64,277	210, 194	8
Network Engineer	$40,327	$54,652	$41,335	$56,018	$42,575	$57,699	260	8
Payroll Supervisor	$46,139	$58,090	$47,292	$59,542	$48,711	$61,328	260	8
EMIS Coordinator	$47,474	$54,783	$48,661	$56,153	$50,121	$57,838	260	8
Attendance Officer	$40,041	$50,385	$41,042	$51,645	$42,273	$53,194	194	8
Bear Cub Director	$31,544	$39,462	$32,333	$40,449	$33,303	$41,662	204	8
High School Security Monitor	$28,305	$35,991	$29,013	$36,891	$29,883	$37,998	185	8
School Nurse	$35,657	$52,466	$36,548	$53,778	$37,644	$55,391	182	8

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

CALAMITY DAYS

A. Unless notified otherwise by administration, SEEs who are contracted to work in excess of two hundred and thirty five (235) or more days are expected to report to work when the school(s) in which they are employed are closed owing to an epidemic or other public calamity.

B. SEEs who work in excess of two hundred and thirty five (235) days shall be paid for regular time lost if said epidemic or calamity prevents them from reporting, or causes them to be late.

C. SEEs who work in excess of two hundred and thirty five (235) days are required to make every reasonable effort to be present to assist in the routine tasks to be performed and in coping with the emergency.

CELL PHONES

Cell phone reimbursements are given to SEEs based upon the following:

Custodial Manager, Food Service Supervisor, Maintenance Manager, School Nurse, Technology Supervisor, and Transportation Supervisor:

$15/month for cell phone minute package; $35/month for data package; $600 total annually. An additional $100 will be paid for device reimbursement in every odd number year.

Accounting Supervisor, Attendance Officer, Bear Cub Director, Network Engineer, Preschool Supervisor/Psychologist, Special Education Transition Specialist and Technology Support Specialist:

$11/month for cell phone minute package; $30/month for data package; $492 total annually.

COMPENSATION SYSTEM (YEARLY)

Concept:

Each administrator and exempt employee has a base salary or hourly rate, the starting point of which is determined at his/her date of hire (see description below). Each year the Board

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

of Education will determine a dollar amount available for raises to administrators and exempt employees. If the Board of Education determines money is available, the Superintendent will be responsible for determining how the money will be distributed to the employees. The Superintendent will determine a base percentage increase that will be given to all employees. In addition to the uniform base percentage increase, an additional uniform percentage will be available for employees who have met their performance goals and have the highest rating possible on their summative evaluation for the year (see description below). Within the parameters written above, the total compensation increase an employee receives in a given year cannot exceed the top of the salary range for his/her position in the year in question.

Hiring Salaries/Hourly Rate:

The determination of the appropriate starting salary or hourly rate for new hires will be made by the Superintendent. Starting salaries or hourly rates should be at, or toward, the minimum of the assigned salary or hourly rate range (as found in the appropriate Benefit Provision Manual). A starting salary or hourly rate which is higher than the minimum assigned salary or hourly rate range may be granted for such reasons as education and/or work experience directly applicable to the job which exceeds the minimum qualification requirements, a competitive market situation, a special or specific talent, etc. Salary or hourly rate levels of current District employees should also be considered in determining new hire salaries or hourly rates.

Attainment of Performance Goals:

At the beginning of each school year, the employee will set a minimum of two (2) performance goals collaboratively with his/her direct supervisor. In years where the Board of Education has allocated money for raises, employees who meet their performance goals and who have the highest rating possible on their summative evaluation for the year will receive the additional uniform percentage available.

Whether an employee has met his/her performance goals is determined by the direct supervisor, in consultation with the Superintendent, and involves a portfolio based system that provides supporting evidence of results/outcomes.

~~Example: A principal is evaluated using the Ohio Principal Evaluation System. His/Her performance goals relate to student achievement and professional growth. A principal achieving a summative evaluation score of Accomplished has met all performance goals and received the highest rating possible on the evaluation instrument.~~

Salary/Hourly Rate Structure Analysis:

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

In response to market trends, the salary/hourly rate structures should be reviewed ~~annually~~ and updated, as appropriate. A market analysis should be completed using ~~the following~~ comparable school districts in our area.~~:~~
~~Barberton~~
~~Brunswick~~
~~Cloverleaf~~
~~Copley~~
~~Cuyahoga Falls~~
~~Green~~
~~Highland~~
~~Hudson~~
~~Medina~~
~~Nordonia~~
~~North Canton~~
~~Twinsburg~~

Rationale:

This system allows for performance-based financial incentives while creating an atmosphere where everyone can "win" if they have met their performance goals and have achieved at the highest level on their summative yearly evaluation. Performance goals and the evaluation instrument are known to the employee from the beginning, thus eliminating to a great degree the idea of a supervisor being "arbitrary" with decisions that are made. All of this is done within the dollar amount allocated by the Board of Education.

DISCIPLINARY PROCEEDINGS

Appropriate discipline may include oral or written reprimand, suspension with or without pay, reduction, demotion and/or termination.

EVALUATION

The Superintendent will institute and maintain a comprehensive program for the evaluation of SEEs. SEEs include positions listed on page one and any other SEE not included in an employee negotiating unit.

The purpose of a SEE Evaluation will be to assess the performance of SEE and to provide information upon which to base employment and personnel decisions. Evaluation should also assist SEEs to develop their professional abilities in order to better accomplish the effective management of the school system.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

The evaluation criteria for each position will be in written form and will be made available to the SEE. Evaluations will be made by the person to whom the SEE is immediately responsible (See Appendix A). The results of the evaluation will be put in writing and discussed with the SEE by the person who makes the evaluation. A SEE whose contract is due to expire at the conclusion of the current school year shall have at least one (1) preliminary evaluation and one (1) final evaluation during such year. A written copy of the preliminary evaluation report shall be provided to the SEE at least sixty (60) days prior to any Board action on the renewal or non-renewal of the contract. A written copy of the final evaluation report shall be provided to the SEE at least five (5) days prior to any Board action on the renewal or non-renewal of the contract.

The SEE being evaluated will have the right to attach a memorandum to the written evaluation. The results of the evaluation will be kept in personnel records maintained in the central office. Information gathered and written evaluative documents used in retention, promotion or termination of a SEE will be accessible to the person concerned or his representative.

In order that there will be no conflict of interest in the supervision and evaluation of employees, at no time may any SEE be solely responsible for the supervision and/or evaluation of an employee if the SEE is directly related to that employee.

HOLIDAY PAY

A. Holidays granted and paid are as follows: New Year's Day, Martin Luther King Day, Memorial Day, Fourth of July (for two hundred sixty (260) day SEE), Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day. Good Friday also shall be a paid holiday in years when school is not in session on that day. SEEs assigned to work two hundred sixty (260) days or more will receive a floating holiday to be used on either Christmas Eve ~~, or~~ New Year's Eve day~~s~~, Presidents' Day or July 3 at the SEEs option.

B. In order to qualify for holiday pay , a SEE must be either working his/her last scheduled work day prior to the holiday and his/her first scheduled work day after the holiday, or be properly excused. SEE's on unpaid leave shall not be eligible for holiday pay.

C. In the event a holiday falls on Saturday, Friday will be the paid holiday. If it falls on Sunday, then, Monday will be the paid holiday.

FBI CHECK

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

The Board shall pay for the cost of any FBI check provided the SEE initiates the background check through central office.

INSURANCE

General Provisions

A. Right to Insurance Benefits

In addition to the salary and other payments, the compensation of full-time SEEs shall include the insurance benefits provided herein. SEEs who are scheduled to work less than seventy-five percent (75%) of full-time shall not be eligible for insurance benefits.

B. Copy of Certificate of Insurance

1. SEEs will receive a certificate of insurance which shall provide the specific benefits provided.

C. Distribution of Explanation of Coverage(s)

1. As amendments and/or changes in insurance coverages or carriers are made, SEEs will receive a written description, prepared by the carrier, of such amendments and/or changes. This written description shall be provided within sixty (60) days of the amendment and/or changes.

2. A SEE hired during the term of this agreement shall, at the time of the signing of his/her contract, receive a written description of all insurance coverages in effect at that time.

D. Distribution of Insurance Cards

Each SEE shall be issued a current insurance card.

Preferred Provider Organization (PPO)

A. Method of Payment

SEE shall pay a portion of the monthly premium according to the following schedule:

~~2014-2015 School Year:~~

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

~~Single: $55.00/Month~~
~~Family: $85.00/Month~~

~~2015-2016 School Year:~~

~~Single: 9% capped at $60/Month~~
~~Family: 6% capped at $92/Month~~

~~2016-2017 School Year:~~

Single: 9%
Family: 6%

- Cap on premium share, as follows:
  - Year 1: Single: $70; Family: $100;
  - Year 2: Single: $70; Family: $110; and
  - Year 3: Single: $75; Family: $115.

B. Specifications

- ~~**Wadsworth City Schools**~~

~~*Schedule of Coverage - **Effective 1/1/13***~~

~~**Covered Benefits**~~	**Network**	**Non-Network**
~~**Deductible (Single/Family)**~~	$125 / $250	$500 / $1,000
~~**Out-of-Pocket Limit (Single/Family)**~~	$500 / $1,000	$1,200 / $2,400
~~**Physician Home and Office Services (PCP/SCP)**~~	$20 COPAY	30%
~~Primary Care Physician (PCP)/~~		
~~Specialty Care Physician (SCP)~~		
~~Including Office Surgeries and allergy serum:~~		
~~Allergy injections (PCP and SCP)~~	20%	30%
~~Allergy testing~~	20%	30%
~~MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies,~~	20%	30%
~~Non-maternity related Ultrasounds and pharmaceutical products~~	20%	30%
~~**Preventive Care Services**~~		
~~Services include but are not limited to:~~		
~~Routine Exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations[†], Annual diabetic, eye exam. Vision and hearing screenings~~		

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

~~Physician Home and Office Visits (PCP/SCP)~~	NO CHARGE	30%
~~Other Outpatient Services @ Hospital/Alternative Care Facility~~	NO CHARGE	30%
~~Emergency and Urgent Care~~		
~~Emergency Room Services~~	$100 COPAY	$100 COPAY
~~Facility/other covered services~~ ~~(copayment waived if admitted)~~	20%	30%
~~Urgent Care Center Services~~	$25 COPAY	30%
~~MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasoundsand pharmaceutical products~~	20%	30%
~~Inpatient and Outpatient Professional Services~~		
~~Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anaesthesia and Newborn exams~~	20%	30%
~~Inpatient Facility Services~~ ~~*(Network/Non-Network combined limit)*~~		
~~60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis)~~	20%	30%
~~108 Days for skilled nursing facility~~	20%	30%
~~Outpatient Surgery Hospital/Alternative Care Facility~~		
~~Surgery and administration of general anesthesia~~	20%	30%
~~Other Outpatient Services~~ ~~*(Network & Non-Network limits combined limit)*~~	20%	30%
~~Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services.~~		
~~Home Care Services 30 visits (excludes IV Therapy)~~		
~~Durable Medical Equipment and Orthotics~~		
~~Ambulance Services~~		
~~Outpatient Therapy Services~~		
~~(Combined Network & Non-Network limits of 60 Visits)~~		
~~Physician Home and Office Visits (PCP/SCP)~~	20%	30%
~~Other Outpatient Services @ Hospital/Alternative Care Facility~~	20%	30%
~~Behavioral Health:~~		
~~Mental Illness and Substance Abuse~~[3]		
~~Inpatient Facility Services~~	20%	30%
~~Inpatient Professional Services~~	20%	30%
~~Physician Home and Office Visits (PCP/SCP)~~	$20 COPAY	30%
~~Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Provessional~~	20%	30%
~~Human Organ and Tissue Transplants~~[3]	20%	30%
~~Acquisition and transplant procedures, harvest and Staorage~~		
~~Prescription Drugs~~		

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

~~Network Retail Pharmacies: (30 day supply)~~	$10 Generic/$20 Preferred Brand/$30 Non-Preferred Brand	Subject to reimbursement limits of in network services
~~Network Retail Pharmacies: (90 day supply)~~	$25 Generic/$50 Preferred Brand/$70 Non-Preferred Brand	Not Covered
~~Mandatory generic drug unless Dispense as Written:~~		
~~Lifetime Maximum~~	Unlimited	Unlimited

Wadsworth City Schools – Base Plan
Blue Access® (PPO)
Effective 07/01/2017

Covered Benefits	Network	Non-Network
Deductible (Single/Family)	$250/$500	$1,000/$1,600
Out-of-Pocket Limit (Single/Family)	$1,250/$2,500	$3,400/$6,800
Physician Home and Office Services (PCP/SCP) **Primary Care Physician (PCP)/** **Specialty Care Physician (SCP)** Including Office Surgeries and allergy serum:	$20/$20	30%
o allergy injections (PCP and SCP)	20%	30%
o allergy testing	20%	30%
o MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and pharmaceutical products	20%	30%
Preventive Care Services o Services included but not limited to: Routine medical exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Hearing screenings and Vision screenings which are limited to Screening tests (i.e. Snellen eye chart) and Ocular Photo screening.	No cost share	30%

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SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
Emergency and Urgent Care		
Emergency Room Services o **facility/other covered services** (copayment waived if admitted)	$100	$100
Urgent Care Center Services	$25	30%
o MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasounds and pharmaceutical products	20%	30%
o Allergy injections	20%	30%
o Allergy testing	20%	30%
Inpatient and Outpatient Professional Services Include but are not limited to: o Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams	20%	30%
Blue 8.0 500 Series		

Inpatient Facility Services (Network/Non-Network combined) Unlimited days except for: o 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis) o 180 days for skilled nursing facility	20%	30%
Outpatient Surgery Hospital/Alternative Care Facility o Surgery and administration of general anesthesia	20%	30%
Other Outpatient Services including but not limited to: o Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services. o Home Care Services 30 visits (excludes IV Therapy) (Network/Non-Network combined) o Durable Medical Equipment, Orthotics and Prosthetics o Physical Medicine Therapy Day Rehabilitation programs	20%	30%
o Hospice Care	20%	20%
o Ambulance Services	20%	20%

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SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Outpatient Therapy Services (Combined Network & Non-Network limits) o Physician Home and Office Visits (PCP/SCP) o Other Outpatient Services @ Hospital/Alternative Care Facility Limits apply to: o Cardiac Rehabilitation Unlimited o Pulmonary Rehabilitation Unlimited o Physical Therapy: 60 visits o Occupational Therapy: 60 visits o Manipulation Therapy: 12 visits o Speech therapy: 20 visits o Teledoc (Live Health Online)	 $20/$20 20%	 30% 30%
Accidental Dental: Unlimited per accident (Network and Non-network combined)	Copayments/Coinsurance based on setting where covered services are received	30%
Behavioral Health: **Mental Illness and Substance Abuse[2]** o Inpatient Facility Services o Physician Home and Office Visits (PCP/SCP) o Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional	 20% $20 20%	 30% 20% 20%
Human Organ and Tissue Transplants[3] o Acquisition and transplant procedures, harvest and storage.	20%	30%
Prescription Drugs **Network Tier structure equals 1/2/3** o **Network Retail Pharmacies:** (30-day supply) o **Home Delivery Service:** (90-day supply) Member may be responsible for additional cost when not selecting the available generic drug.	 $10 generic/$20 preferred brand/$30 Non-preferred generic & brand $25 generic/$50 preferred brand/$70 Non-preferred generic & brand Rx OOP Max: $6,525 Single/$13,050 Family	 50%, min $30[5] Not covered

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SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Medicare Rx - Wrap		

Notes:

- All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services). Prescription drug cost shares have a separate out-of-pocket maximum.
- Deductible(s) apply to covered medical services listed with a percentage (%) coinsurance, including 0%. However, the deductible does not apply to Emergency Room Services where a copayment & (%) coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies. When the Office Visit cost share is a % coinsurance, deductible and coinsurance apply to allergy injections
- No cost share (NCS) means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- Certain diabetic and asthmatic supplies, except diabetic test strips, have no deductible/copayment/coinsurance up to the maximum allowable amount at network pharmacies.
- Benefit period = calendar year
- Mammograms (Diagnostic) are no copayment/coinsurance in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.
- Private Duty Nursing – limited to 82 visits/Calendar Year
- Vision limited services – additional vision services are covered when specifically coded as determination of refraction, routine ophthalmological examination including refraction for new and established patients, and a visual functional screening for visual acuity. No additional ophthalmological services are covered as part of the medical coverage.
- Plan to exclude for elective abortions.

[2] We encourage you to review the Schedule of Benefits for limitations.
[3] Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.
[5] Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

Precertification:
Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

Pre-existing Exclusion Period: none

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

This summary of benefits is intended to be a brief outline of coverage. The entire provisions of benefits and exclusions are contained in the Group Contract, Certificate, and Schedule of Benefits. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.

By signing this Summary of Benefits, I agree to the benefits for the product selected as of the effective date indicated.

Authorized group signature (if applicable)	Date
Underwriting signature (if applicable)	Date

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Notes:

~~Flat dollar copayments are excluded from the out-of-pocket limits. Also Prescription Drug deductibles/copayments/coinsurance and Non-network~~

~~Deductible(s) apply only to covered medical services listed with a percentage (%) coinsurance. However, the deductible does not apply to Emergency Room Services where a percentage (%) coinsurance applies to other covered services.~~

~~Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.~~

~~Dependent Age Limits subject to PPACA and applicable Ohio regulations.~~

~~Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.~~

~~Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.~~

~~Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.~~

~~All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum as long as required by the Affordable Health Care Act.~~

C. Wellness Rider

~~The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The district's objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.~~

~~The program includes the following provisions:~~

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

~~(1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in five (5) key wellness categories:~~

- ~~Non-smoker or participation in a smoking cessation program~~
- ~~Low density Li protein (LDL)/High density Li protein (HDL) and Total Cholesterol~~
- ~~Body Mass Index (BMI)~~
- ~~Blood Pressure (BP)~~
- ~~Waist Circumference/Body Composition Risk~~

~~(2) New employees who voluntarily participated in the previous fall onsite biometric screening or physician directed preventive exam earn health credits applicable to the following calendar year. The value of health credits in the following calendar year will be issued exclusively based on the employee's participation in either the onsite biometric screening or physician directed preventive exam. Single enrollees shall earn a health credit of $125 against their calendar year deductible. Family enrollees shall earn a health credit of $250 against their deductible. Deductible credits are non-transferable and are only valid against claims incurred and applicable to the deductible during the following calendar year~~

~~(3) Effective January 1, 2014, employees who voluntarily participated in the 2013 onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits. The value of health credits in the 2014 calendar year will be based on five key biometric components. Each component shall be equal to a credit value of $25 for single enrollees or $50 for family enrollees. In no event will the total value of credits exceed $125 for a single enrollee or $250 for a family enrollee. Deductible credits are non-transferable and are only valid against claims incurred and applicable to the deductible during the 2014 calendar year.~~

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

~~Beginning in 2014 and applicable for each subsequent calendar year, credits shall be issued subject to the terms and conditions outlined herein, credits shall be provided on the following basis:~~

- ~~Participation in the immediately preceding period's (i.e., fall 2013 for 2014) onsite biometrics initiative or physician directed preventive exam shall be worth $25/single or $50/family.~~
- ~~Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth $25/single or $50/family.~~
- ~~Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.~~
- ~~Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.~~
- ~~Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over the prior year's blood pressure provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.~~

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

~~(4) For each year after 2014, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits for the following calendar year. The application of credits and operation of the program will remain as outlined for the 2014 calendar year.~~

The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.

The program includes the following provisions:

(1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in four (4) key wellness categories:

- Non-smoker or participation in a smoking cessation program
- Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol
- Body Mass Index (BMI)
- Blood Pressure (BP)

(2) Effective January 1, 2018 all WESPA members and any new members hired subsequent to January 1, 2018 who voluntarily participated in the previous fall onsite biometric screening or physician directed preventive exam earn health credits applicable to the following calendar year. The value of health credits in the following calendar year will be issued exclusively based on the employee's participation in either the onsite biometric screening or physician directed preventive exam. Single enrollees shall earn a credit of $100 to be applied to a Health Reimbursement Account (HRA) on a calendar year basis. Family enrollees shall earn a health credit of $200 to be applied to a Health Reimbursement Account (HRA) on a calendar year basis. Employer contributions to the HRA will expire at the end of the calendar year for which they are earned if they are not used.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

(3) Effective January 1, 2019, employees who voluntarily participated in the 2018 onsite biometric screening or physician directed preventive exam will have the opportunity to earn HRA credits. The value of HRA credits in the 2019 calendar year will be based on four key biometric components. Each component shall be equal to a credit value of $25 for single enrollees or $50 for family enrollees. In no event will the total value of credits exceed $100 for a single enrollee or $200 for a family enrollee. HRA credits are non-transferable and are only valid against allowable medical expenses incurred and applicable during the 2019 calendar year.

Beginning in 2019 and applicable for each subsequent calendar year, HRA credits shall be issued subject to the terms and conditions outlined herein; credits shall be provided on the following basis:

- Participation in the immediately preceding period's onsite biometrics initiative or physician directed preventive exam.

- Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth $25/single or $50/family.
- Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.
- Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.
- Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over both the prior year's Systolic and Diastolic blood pressure number provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

(4) For each year after 2018, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits for the following calendar year.

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Term Life Insurance

A. Right to Coverage

The Board shall purchase from a carrier licensed by the State of Ohio, group term life insurance in the amount of $50,000 for each regular, full-time SEE now or hereinafter employed.

B. Method of Payment

The full cost of this program and any increase thereof shall be paid by the Board.

C. Right to Purchase Additional Coverage

The Board shall allow an eligible SEE to purchase additional amounts of coverage through payroll deduction, provided the number electing to take advantage of this opportunity is adequate to meet the requirements of the insuring company. The Board may insist that the amount of such additional coverage shall be $50,000 or One Hundred Thousand Dollars $100,000, at the option of the SEE. The right to purchase such additional coverage is subject to availability and to all requirements imposed by the insurance carrier.

Dental Insurance

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

A. Right to Coverage
The Board shall self-fund and/or purchase from a carrier licensed in the State of Ohio, dental insurance coverage for each full-time SEE now or hereinafter employed, and his/her family.

B. Method of Payment of Coverage
The full cost of such insurance shall be paid by the Board.

C. Right to Change Coverage Status
A SEE may change coverage during the districts open enrollment period or when the employee has a "change in life event" as defined by the insurance carrier.

DELTA DENTAL®

Delta Dental PPO (Point-of-Service) Summary of Dental Plan Benefits For Group# 1151-5000, 5091 Wadsworth City Schools

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.*

Control Plan – Delta Dental of Ohio
Benefit Year – January 1 through December 31
Covered Services –

	PPO Dentist	Premier Dentist	Non-participating Dentist

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

	Plan Pays	Plan Pays	Plan Pays*
Diagnostic & Preventive			
Diagnostic and Preventive Services – exams, cleanings, fluoride, and space maintainers	**100%**	**100%**	**100%**
Sealants – to prevent decay of permanent teeth	**100%**	**100%**	**100%**
Brush Biopsy – to detect oral cancer	**100%**	**100%**	**100%**
Radiographs – X-rays	**100%**	**100%**	**100%**
Basic Services			
Emergency Palliative Treatment – to temporarily relieve pain	**80%**	**80%**	**80%**
Minor Restorative Services – fillings and crown repair	**80%**	**80%**	**80%**
Endodontic Services – root canals	**80%**	**80%**	**80%**
Periodontic Services – to treat gum disease	**80%**	**80%**	**80%**
Oral Surgery Services – extractions and dental surgery	**80%**	**80%**	**80%**
Other Basic Services – misc. services	**80%**	**80%**	**80%**
Major Services			
Major Restorative Services – crowns	**70%**	**70%**	**70%**
Relines and Repairs – to bridges, implants, and dentures	**70%**	**70%**	**70%**
Prosthodontic Services – bridges, implants, and dentures	**70%**	**70%**	**70%**
Orthodontic Services			
Orthodontic Services – braces	**60%**	**60%**	**60%**
Orthodontic Age Limit –	**No Age Limit**	**No Age Limit**	**No Age Limit**

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. The Nonparticipating Dentist Fee may be less than what your dentist charges and you are responsible for that difference.

- Oral exams (including evaluations by a specialist) are payable twice per calendar year.
- Prophylaxes (cleanings) are payable twice per calendar year. Periodontal maintenance procedures are not a Covered Service for people under age 16.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice per calendar year for people up to age 19.
- Space maintainers are payable once per area per lifetime for people up to age 16.
- Bitewing X-rays are payable twice per calendar year for people under age 19 and once per calendar year for people age 19 and older. Full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period. Vertical bitewing X-rays are payable once in any three-year period.
- Four periapical and two occlusal X-rays are payable per calendar year.
- Sealants are payable twice per tooth per lifetime for the occlusal surface of first and second permanent molars up to age 16. The surface must be free from decay and restorations.
- Crowns, inlays and onlays are Covered Services for people age 16 and older once in any five-year period. Recementation of crowns, inlays and onlays are payable once per lifetime for people age 16 and older. Prefabricated crowns are Covered Services on primary teeth.
- Composite resin (white) restorations are Covered Services on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

- Root canal treatment is payable once per tooth per lifetime. Retreatment of a previous root canal is payable once per tooth per lifetime.
- Certain oral surgery procedures including vestibuloplasty, frenulectomy, frenuloplasty, oroantral fistula closure, primary closure of sinus perforation and biopsy of hard tissue are Covered Services.
- Full and partial dentures are payable once in any five-year period. Tissue conditioning is payable twice in any 12- month period. Chairside reline and rebase of dentures are payable once in any calendar year. Lab reline and rebase of dentures are payable once in a three-year period. Adjustments of dentures are payable once in any calendar year.
- Recement of bridges is payable once per lifetime. Repair of bridges is payable once in any five-year period.
- Implants and implant related services are payable once per tooth in any five-year period.
- Emergency palliative treatment is a Covered Service twice in any calendar year. Consultations (by other than the treating dentist) are Covered Services once in any calendar year. Occlusal guards and occlusal adjustments are not Covered Services.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

Maximum Payment – $3,000 per person total per Benefit Year on all services except orthodontics. $1,500 per person total per lifetime on orthodontic services.

Deductible – $25 Deductible per person total per Benefit Year limited to a maximum Deductible of $50 per family per Benefit Year. The Deductible does not apply to oral exams, preventive services, consultations, office visit for observation, X-rays, brush biopsy, sealants, and orthodontic services.

Any expenses incurred by an eligible person for covered services during the last three months of a benefit year and applied to the Deductible for that benefit year will also be applied to the Deductible for the following Benefit Year.
The Deductible met under the previous carrier for the period January 1, 2014 through June 30, 2014 will be applied to the
2014 calendar year Deductible with Delta Dental. It is the Subscriber's responsibility to provide Delta Dental with adequate documentation of the Deductible met under the previous carrier.

Waiting Period – Employees who are eligible for dental benefits are covered as identified in your contract with the school district.

Eligible People – All eligible contracted employees of the school district who elect the dental plan. The Contractor and
Subscriber share the cost of this plan.

Also eligible at your option are your legal spouse and your dependent unmarried children to the end of the month in which they turn 26 if eligible to be claimed by you as a dependent under the U.S. Internal Revenue code during the current calendar year. You and your eligible dependents must enroll for a minimum of 12 months. If coverage is terminated after

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

12 months, you may not re-enroll prior to the open enrollment that occurs at least 12 months from the date of termination. Your dependents may only enroll if you are enrolled (except under COBRA) and must be enrolled in the same plan as you. Plan changes are only allowed during open enrollment periods, except that an election may be revoked or changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

If you and your spouse are both eligible under this Contract, you may be enrolled as both a Subscriber on your own application and as a dependent on your spouse's application. Your dependent children may be enrolled on both applications as well. Delta Dental will coordinate benefits.

Benefits will cease on the last day of the month in which the employee is terminated.

LEAVE PROVISIONS

SICK LEAVE

A. SEEs shall accrue sick leave as established by the Ohio Revised Code. Sick leave shall be charged as it is used in minimum increments of one-quarter (1/4) hours, with a maximum accumulation of two hundred eighty-four (284) days. The State mandated accumulation of sick leave is also established by the Ohio Revised Code. A SEE shall receive notification of his/her accumulated sick leave with each pay. A SEE who has not yet accumulated sufficient sick leave or who has exhausted sick leave and personal leave shall be credited up to five (5) days of sick leave.

B. SEEs may use sick leave, upon approval of the responsible administrative officer of the employee, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and to illness, injury or death in the SEE immediate family. Sick leave may also be used as follows: (1) for pregnancy as provided in the Ohio Revised Code. Absent medical verification of a need for a longer leave, the use of sick leave for pregnancy and/or child birth will not exceed six (6) weeks from date of delivery; (2) for care of a spouse with a newborn baby up to a maximum of five (5) days. If a SEE requires more than five days, he/she will provide written documentation to the Superintendent; and (3) for the death of an aunt or uncle up to a maximum of two days. Babysitting for the SEE's children or grandchildren is an inappropriate use of sick leave. When the administration suspects an abuse in the use of sick leave, the administration has the right to require an affidavit from a physician to verify the use of sick leave. Any misuse, abuse, or unauthorized use of sick leave will result in disciplinary action up to and including termination.

C. Any SEE whose job requires the operation of machinery or motor vehicle and who is on prescription medication that might impact the SEEs ability to perform those functions must immediately inform his/her supervisor and provide a physician's

statement verifying the member's fitness to operate such machinery or motor vehicle.

D. The local definition of "immediate family" is:

Spouse of SEE
Children or grandchildren of SEE or of his/her spouse
Parents and stepparents of SEE and SEE's spouse
Brothers and sisters of SEE and SEE's spouse
Grandparents of SEE and SEE's spouse
Son-in-law and daughter-in-law of SEE or of his/her spouse
In the event of death, "immediate family" also includes aunts and uncles.

Any person *in loco* of the above (e.g., anyone residing in the same home with the SEE or any relative who clearly stands in the same relationship with the SEE as any of those so specified). A SEE must provide a written description of the facts on the District absence report form supporting the *in loco* situation.

E. SEEs shall not be charged sick leave when school is not in session or when the SEE is not required to report to work.

PERSONAL LEAVE

A. Right to Leave

1. SEE shall be eligible for three (3) unrestricted days per school year.

2. SEE will not be charged personal leave on non-work days.

B. Notice of Intent to Use Leave

Notice of intent to use Personal Leave shall be provided by completing and delivering to the person the SEE directly reports to the prescribed form at least three (3) days in advance of the anticipated absence. If circumstances make advance notice impossible, the SEE shall notify the person they report to with his/her intent to use Personal Leave as soon as practicable.

C. Purpose of Leave

It is the intent of this Section to provide SEEs with a means of dealing with personal matters that cannot be handled except during school hours.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

D. Personal Leave must be taken in minimum increments of one-quarter (1/4) hour.

E. On occasion, special circumstances not covered by the provision above may arise and SEEs may wish to request personal leave. Such requests shall be made in writing to the person the SEE reports to who may grant the personal leave on a paid or unpaid basis or may deny the request.

F. A SEE who abuses personal leave will be subject to discipline, up to and including termination.

G. A SEE will also be reimbursed one hundred fifty dollars ($150.00) for each unused personal leave day(s) by June 30 of each year. If a SEE desires to have unused personal leave converted to sick leave in lieu of receiving one-hundred fifty dollars ($150.00) for each unused personal leave day, he/she must submit a letter to the Treasurer's office by June 15.

UNPAID LEAVE

A. Unpaid Leave – Short Term

Unpaid leave of up to ten (10) days at one time may be granted, in writing, by the Superintendent or his designee upon prior written request to the Superintendent or his designee by the SEE. In emergency cases, verbal requests and approval shall be reported, in writing, by the supervisor or administrator granting the request.

B. Unpaid Leave – Long Term

Upon the written request of a SEE, the Board may grant Unpaid Leaves up to two (2) years in length.

PAID ADOPTION LEAVE

A. Adoptions in the United States

A SEE is eligible, upon adoption of a child in the United States, to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed twenty (20) days.

B. Adoptions Outside the United States

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

If a child outside of the United States is adopted, a SEE will be able to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. Further, accumulated sick leave may be used for up to a total of ten (10) days for the adoption process, prior to receiving custody of the child. The scheduling of leave for the adoption process will be arranged between the SEE and the Superintendent. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed thirty (30) days.

C. SEEs will not be charged adoption leave on non-work days.

UNPAID CHILD CARE LEAVE

A. Length of Leave

A SEE shall be granted unpaid child care leave to care for a newborn or an adopted child who is not yet school age. Unpaid child care leave and the absence (if any) charged to sick leave shall not exceed six (6) months. Unpaid child care leave shall start at the end of the use of sick leave (if any) and will expire no later than the end of the sixth month following the child's birth or date of adoption.

B. Eligibility for Leave

A SEE wishing to take unpaid leave for child care pursuant to this Section shall, as a prerequisite, file a letter of intent to use such leave, specifying its expected duration, not later than the end of the fifth (5th) month of pregnancy or within four (4) months of pending adoption date.

C. Right to Return from Leave

1. A SEE who has elected not to take additional leave shall return to work as soon as the period of actual physical disability has ended. The SEE will notify the Superintendent in writing, of the date of her expected return as far in advance as possible.

2. A SEE who uses an additional unpaid leave for child care shall return on the date specified in the notice of intent to use the unpaid leave.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

D. Rights While on Leave

A SEE who is absent on unpaid child care leave shall have the same rights, and only those rights, while on leave and upon returning from leave as any other SEE-who is absent on unpaid leave pursuant to Ohio Revised Code.

E. Insurance Coverage While on Leave

A SEE on unpaid child care leave may continue all insurance coverage provided by this Agreement. Such coverage will be at his/her own expense unless otherwise required by statute. Payment for such coverage shall be made monthly by the SEE to the Treasurer.

JURY DUTY

A SEE shall be granted time off for jury duty actually served during work hours and shall suffer no loss of pay. If a SEE has served on jury duty in excess of four (4) hours in a given day, the member need not report to work. Similarly, if a SEE has worked four (4) hours of his/her shift prior to reporting to jury duty, the need not return to work. The SEE may keep any payment received for jury duty. Documentation of jury duty actually served must be submitted to the appropriate supervisor.

LEAVE PURSUANT TO SUMMONS OR SUBPOENA

A. Right to Leave for a Summons or Subpoena

Any SEE who is summoned or subpoenaed for job-related issue shall be granted leave with no loss of pay or other benefits for days missed by reasons of the summons or subpoena. A summons or subpoena issued because of a student's custody issue is considered to be job related. A member receiving a subpoena to appear as a witness for a non-job related issue shall be eligible for leave under this section.

B. Right to Leave for a Non-Job Related Issue

Personal leave must be utilized for a summons issued because of a non-job related issue. If the SEE has exhausted his/her personal leave, and is summoned for something that is not job related, leave pursuant to summons or subpoena may be used in order to comply with summons.

C. Leave not Covered

A SEE is not eligible for leave under this Section if the SEE is a party to the legal

proceeding.

D. Duty to Report

If the SEE responsibility under the summons or subpoena requires the SEE participation in excess of four (4) hours in a given day, the member need not report to work. Similarly, if the SEE has worked four (4) or more hours of his/her shift and the SEE requires leave due to a summons or subpoena, the SEE need not return to work following completion of that responsibility. Documentation of the SEE-obligations under this Section must be submitted to the appropriate supervisor.

ASSAULT LEAVE

A. Right to Leave

A SEE who is absent due to physical disability directly resulting from an assault, which occurs in the course of Board employment, while on duty either during school hours or where required to be in attendance at a school-sponsored function, shall be eligible to receive Assault Leave.

B. Notice of Intent to Use Leave

1. Such leave shall be granted, for a period not to exceed one hundred eighty (180) workdays, upon the SEE delivering to their immediate supervisor a signed Employee Report of Injury Form.

2. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault (if known), the facts surrounding the assault and willingness of the SEE to cooperate with the Board if the Board chooses to pursue legal action against the assailant(s).

C. Rights While On Leave

1. A SEE on Assault Leave shall be maintained on full pay status during the period of his/her leave with the exceptions listed in Article D and E below.

2. Leave granted under this Section shall not be charged against Sick Leave earned or earnable under ORC Section 3319.141 or leave granted under other Sections in this benefit provision plan.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

D. Length of Leave

Assault Leave may be used for the period of the disability up to a maximum of one hundred (180) workdays.

E. Restrictions

1. If medical attention is required, the SEE shall supply a certificate from a licensed physician stating the nature of the disability and its duration.

2. The SEE must file a Workers Compensation claim with the Business Office. The pay of a SEE on Assault Leave shall be reduced by the amount received by him/her, if any, for Workers' Compensation as a benefit to cover loss of pay resulting from the injury. However, the SEE pay shall not be reduced by benefits received from Workers' Compensation to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines and/or rehabilitation services.

3. If a SEE is unable to return to work after using fifty (50) days for assault leave, he/she shall provide the Board medical verification of the need for additional assault leave. The Board retains the right, at its own expense, to require the SEE to obtain the opinion of a second healthcare provider designated by the Board. If the second opinion is in conflict with the member's first medical verification, the Board may request, at the Board's expense, that the SEE see a mutually agreed upon healthcare provider to give a final and binding opinion regarding the need for continued assault leave.

4. Falsification of either the signed statement or a physician's certificate may be grounds for suspension or termination of employment under ORC Section 3319.16.

5. SEEs shall not be charged assault leave when school is not in session or when the member is not required to report to work.

F. Verbal Assault Leave

1. A SEE not physically assaulted but who is emotionally distraught due to a threat of physical injury that is direct, specific and plausible will receive up to two (2) days off without loss of pay, as long as the SEE reports the threat to the police.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

2. SEEs shall not be charged verbal assault leave when school is not in session or when the SEE is not required to report to work.

PROFESSIONAL LEAVE

A. Eligibility for Leave

A SEE may initiate a request or be assigned to attend professional conferences designed to improve the SEE's effectiveness in his/her assigned area(s).

B. Application for Leave

Application for professional leave shall be made by the SEE completing the form provided by the Board, and submitting it to his/her district supervisor.

C. Restriction

1. In determining whether to approve requests, the value of the conference relative to the costs of attendance shall be considered along with the availability of funds within the Board's annual appropriation.

2. The number of SEEs attending any particular conference may be limited, and priority generally will be given to a SEE who has not, previously, been assigned to attend conferences.

FAMILY AND MEDICAL LEAVE

A. To be eligible for FMLA Leave, the SEE must:

1. Have been working for the Board for at least twelve (12) months before the leave request (these do not need to be consecutive months); and

2. Have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period preceding the FMLA Leave.

3. Provide the Board with thirty (30) days advance notice when the need is foreseeable and such notice is practicable.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

B. A SEE may take up to twenty-six (26) workweeks of leave during a single twelve (12) month period to care for a covered service member who is the spouse, son, daughter, parent, or next of kin of the SEE.

C. An eligible SEE may take up to twelve (12) workweeks of paid (if sick leave is available) or unpaid leave ("FMLA Leave") in any school year (August 1st through July 31st) for one (1) or more of the following circumstances:

1. The birth of a SEE's child and to care for the child up to age one (1);

2. The placement of a child with a SEE for adoption or foster care, up to a twelve (12) month period after the placement;

3. To care for the spouse, child, or parent of a SEE when that family member has a serious health condition;

4. The SEE's inability to perform the functions of the position because of the SEE's own serious health condition.

5. For qualifying military situations arising when a SEE's spouse, son, daughter or parent is on active duty or is called to active duty status.

D. A "serious health condition" is defined as one that involves either inpatient care or one where the period of incapacity: (1) is more than three consecutive calendar days and involves treatment by a health care provider, (2) is due to incapacity due to pregnancy or prenatal care, (3) is a period of incapacity or treatment for such incapacity due to a chronic serious health condition, (4) is a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, or (5) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider. Conditions for which cosmetic treatment are administered are not "serious health conditions" unless complications develop.

E. Spouses employed by the Board are jointly entitled to a combined total of twelve (12) weeks of FMLA Leave if the FMLA Leave is requested for the birth or placement of a child or to care for an ill parent (but not parent-in-law). Spouses employed by the board are jointly entitled to a combined total of twenty-six (26) of FMLA leave if the leave is requested to care for a covered service member.

F. For purposes of this section, a qualifying military situation arises when a SEE spouse, son, daughter, or parent is on active duty or called to active duty status (i.e.,

not on active duty in the Armed Forces) and includes, but is not limited to, the following situations:

1. Attendance at official military sponsored events
2. To provide or arrange for alternative child care or schooling
3. To make financial or legal arrangements to address the SEE address while on active duty
4. Counseling
5. Rest and recuperation, and
6. Post-employment activities.

For purposes of military caregiver leave, a covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury incurred in the line of active duty that renders a service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, therapy or otherwise in an out-patient status or on temporary disability retired list.

G. Sick leave taken shall be counted as FMLA Leave if the reasons for taking it qualify as FMLA reasons.

H. The Board shall maintain coverage under the group health plans and life insurance plans for the duration of the unpaid FMLA leave at the level and under the conditions that would have been provided if the employee had continued to work and not taken leave. Payment of the employee's required contribution toward the premium (if any) is due the first day of the month. Failure to make payment within thirty (30) days will result in termination of coverage during the unpaid FMLA Leave. The SEE shall accrue seniority but shall not accrue any other employment benefits during the unpaid FMLA Leave.

I. The Board shall notify the SEE of FMLA eligibility within three business days of learning of the need for the FMLA leave.

J. For unpaid FMLA Leave the Board retains the right, at its own expense, to require the member to obtain the opinion of a second health care provider designated by the Board. If the second opinion is in conflict with the first, the Board may request, at the Board's expense, the SEE to see a mutually agreed upon health care provider to give a final and binding opinion regarding eligibility for unpaid FMLA leave. The

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

SEE and Board must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. If the Board does not attempt in good faith to reach agreement, the Board will be bound by the first certification. If the SEE does not attempt in good faith to reach agreement, the SEE will be bound by the second certification.

K. Intermittent Leave and Reduced-Work Schedule

1. Intermittent leave means leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as for chemotherapy.

2. When medically necessary, a SEE may take intermittent FMLA Leave or a reduced-work schedule to care for a spouse/child/parent who has a serious health condition. The SEE shall make reasonable efforts to schedule treatment so as not to unduly disrupt the regular operations of the Board.

3. Where FMLA Leave is taken because of birth or placement for adoption or foster care, a SEE may take leave intermittently or on a reduced-work schedule only if the Board agrees.

L. Return to Work

1. At the end of unpaid FMLA Leave, the Board shall restore the SEE to the same or to an equivalent position with equal benefits, pay, and other terms and conditions of employment.

2. When a SEE is medically able to return to work after using unpaid FMLA Leave because of a serious personal health condition, he/she shall provide the Board with a statement from his/her health care provider that the employee is able to resume the job functions for his/her position.

3. Should a SEE not return to work at the end of the unpaid FMLA Leave or contractual leave that is adjacent to the FMLA leave for reasons other than the continuation, recurrence, or onset of the serious health condition that gave rise to the FMLA Leave or for circumstances beyond the SEE control, the SEE shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA Leave period. A SEE shall be required to support his/her claim of inability to return to work because of the continuation, recurrence, or onset of the serious health condition.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Certification from the SEE health care provider shall be provided in a timely manner, and no later than thirty (30) calendar days after the claimed inability to return. If this certification is not provided in a timely manner, the Board may recover the health benefit premiums it paid during the period of unpaid FMLA Leave.

M. All terms which are not defined in this Article shall have the same meaning as those terms defined in the Family and Medical Leave Act of 1993, as amended January 16, 2009. If there are any inconsistencies between this Article of the Agreement and the Family and Medical Leave Act of 1993, the Family and Medical Leave Act of 1993 shall prevail.

MILITARY LEAVE

A SEE engaged in military service will receive leave and reinstatement rights in accordance with the requirements of applicable Federal and Ohio law.

MILEAGE REIMBURSEMENT

A SEE who is assigned to more than one (1) school per day and is required by the Board to use his/her own automobile to perform his/her assigned duties shall be reimbursed for all such travel. SEEs will also be reimbursed for travel when required to attend mandatory training meetings that involve considerable distance. Rate of compensation is approved IRS rate.

PAYROLL PRACTICES

Paychecks will be biweekly on Friday, during the term of employment. SEEs are required to receive his/her wages in twenty-six (26) bi-weekly, substantially equal pays. In order to facilitate payroll procedures, pay will be one week in arrears. All SEEs are required to receive their paychecks via direct deposit and their pay stub via email.

PERSONNEL FILES

A. Right to Review

A SEE shall have the right, upon request, to examine and obtain a copy of any information in his/her personnel file except for information classified by law as confidential.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

B. Right to See Copy of Material in File

If an Administration communication or a communication received from parents and other nonprofessionals regarding a SEE is intended to become a part of the SEE's file, it shall be reviewed by SEE's boss and the SEE involved and such SEE shall be afforded the opportunity to file a written reply. After receiving the communication, the SEE shall sign it to acknowledge he/she has had the opportunity to review it. This signature shall not indicate agreement with the substance of the communication.

C. Right to Challenge Contents of File

1. A SEE will have the right to indicate which, if any, document(s) or other material(s) in his/her personnel file is obsolete or otherwise inappropriate for retention.

2. Such document(s) will then be reviewed by an appropriate member of the administrative staff.

3. In determining whether a document is "obsolete or otherwise inappropriate for retention," the standards set forth in ORC Section 1347.05 shall apply.

D. Maintenance of Files

Neither the Board nor any Administrator shall maintain confidential and separate files on personnel in the form of communications from parents or computerized information which the SEE has neither seen or had the right to challenge.

E. Public Request to View Personnel Files

In the event any person, other than Administration or a Board member, seeks to review the personnel file of a SEE, the SEE shall be notified of such request. Such notice shall include the name of the person making the request, the date the request was made and, if scheduled, the date and time of the review, if applicable.

SEVERANCE PAY

A. A SEE shall receive severance pay upon quitting his/her employment in the District and/or retiring from active service providing he/she; (1) is approved for retirement benefits by the State Employees Retirement System (SERS), or (2) is at least fifty (50) years old and has worked at least ten (10) full years in the District, or (3) has

fifteen (15) or more years service credit with the SERS and at least ten (10) full years of employment in the District.

B. A qualifying SEE shall receive severance pay equal to forty percent (40%) of two hundred (200) days; i.e., a benefit of up to eighty (80) days of his/her accumulated and unused sick leave. If a qualifying SEE does not have sufficient sick leave to qualify for maximum severance resigns or retires after fifteen (15) or more years employment in the district, then the severance pay to which he/she is entitled shall be supplemented by one day's pay for each year of employment in the district, provided that the total severance pay shall not exceed the eighty (80) day cap.

C. The payment shall be based on average hours assigned for the last three (3) years of employment. Hours will be based on the last three (3) wage notices issued by June 30 of each year. Wages will be based on final wage rate at the time of retirement.

D. The payment will be made in one lump sum within ninety (90) calendar days of the last work day with the District.

Vacation Days

A. SEEs assigned to at least two hundred sixty (260) days of work per year (excluding paid holidays) will be granted paid vacations as follows:

- 11 days- less than six years
- 14 days- six years, less than nine years
- 17 days- nine years, less than fourteen years
- 22 days- fourteen years, less than twenty-five years
- 27 days-twenty-five years and over.

~~11 days- less than nine years~~
~~16 days- nine years, less than fourteen years~~
~~21 days- fourteen years, less than twentyfive years~~
~~26 days- twentyfive years and over~~

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For purposes of vacation accrual, the passage of each August 1 defines one year.

B. Vacation will be awarded on August 1 of each year for the year to be worked and may be taken upon accrual at times requested by the SEE and recommended and approved by his/her supervisor. Requests must be made at least three (3) days in advance, except: (1) this requirement can be waived by the administration and (2) a one-day or two-day vacation can be taken with one (1) workday's notice.

C. A maximum of ten (10) days of unused vacation will be carried forward to the next year.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

D. When a SEE moves from a position that does not qualify for vacation to a vacation qualifying position, placement on the vacation schedule will be determined by the following formula:

(Total years in a nine month position) times (.75) example:

13 years as nine month employee moving to a twelve month position (13) x (.75) = 8.25 twelve month years, therefore, the SEE receives fourteen~~eleven~~ (14~~1~~) prorated days of vacation and after one (1) year in the twelve month position, the SEE would be entitled to seventeen (17)~~6~~ days of vacation.

(Total years in a ten and one-half month [220 days] position) times (.85) example:

13 years as a ten and one-half month (220 days) employee moving to a twelve-month position (13) x (.85) = 11.05 twelve-month years, therefore the SEE receives seventeen ~~sixteen~~ (176) prorated days of vacation and after three (3) years in the twelve (12) month position, the SEE would be entitled to twenty-two~~one~~ (22~~1~~)-days of vacation.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Wadsworth City Schools Evaluation Instrument
Administrators and Exempt Employees

EMPLOYEE _____ EVALUATOR _____

DEPT. _____ POSITION _____ DATE _____

Performance Traits	*Rating (Numerical Score)*	*Numerical Score (from previous column)*	*Comments*
1. PROFESSIONAL EXPERTISE Knowledge of job, qualifications	Accomplished (4)		
2. TEAMWORK: Teamwork, works well with others, cooperates with colleagues	Accomplished (4)		
3. PROFESSIONAL CHARACTER: Appearance, courtesy, attitude, public relations, communication	Accomplished (4)		
4. PERSONAL JOB ACCOMPLISHMENTS/INITIATIVE: Motivation, reliability, dependability, interest in work	Accomplished (4)		
5. LEADERSHIP: Sets example, provides direction, has vision	Accomplished (4)		

8/27/2015

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Wadsworth City Schools Evaluation Instrument
Administrators and Exempt Employees

6. QUALITY OF WORK: Accuracy, neatness, thoroughness, standard of work	Accomplished (4)		
7. QUANTITY OF WORK: Volume, amount, speed, turn-around time, projects	Skilled (3)		
8. PROFESSIONAL GROWTH: Activities, programs, initiatives	Ineffective (1)		
9. ATTENDANCE: Punctual, absenteeism	Skilled (3)		
	RATING TOTAL	0	**OVERALL RATING:** Accomplished Accomplished 32-36 Skilled 23-31 Developing 14-22 Ineffective 9-13

Employee's Signature Date

Evaluator's Signature _____ Date _____

Hourly Exempt Benefit Provision Manual Changes

Salary Ranges: increased 3%; 2.5%; 3%.

Degree Status: increase from $0.40 to $0.45 per hour for employees with a two (2) or four (4) year degree applicable to their responsibilities (with the exception of licensed practical nurses who require a degree for the position).

Salary/Hourly Rate Structure Analysis: removes “annual” from the salary range review process language and eliminates the list of districts we compare our salaries to; inserts language to look at comparable school districts in our area.

Holidays: Adds Presidents’ Day and July 3 as days the “floating” holiday can be used on.

Insurance: Includes the following:

- Deductibles in-network go from $125 to $250 for a single; $250 to $500 for a family; non-network go from $500 to $1000 for a single; $1000 to $1600 for a family; and
- Out of pocket expenses (including the deductible) in-network go from $500 to $1250 for single; $1000 to $2500 for a family; non-network go from $1200 to $3400 for a single; $2400 to $6800 for a family;
- Cap on premium share (premium share continues to be 6% for family and 9% for single), as follows:
    - Year 1: Single: $70; Family: $100;
    - Year 2: Single: $70; Family: $110; and
    - Year 3: Single: $75; Family: $115.; and
- Wellness credit adjustments (see attachment).

Vacation: Adjusts the vacation allowances as follows:

- 11 days- less than six years
- 14 days- six years, less than nine years
- 17 days- nine years, less than fourteen years
- 22 days- fourteen years, less than twenty-five years
- 27 days-twenty-five years and over.

Declarations Page: Includes the following:

- Eliminates Switchboard/AESOP;
- Renames secretary as administrative assistant; and
- Renames Administrative Assistant to the Superintendent as Assistant to the Superintendent and Communications Specialist.



HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Effective August 1, 2017 to July 31, 2020
~~**June 2017September 2015**~~
~~(Revised 06/13/16)~~

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HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

DECLARATION
WAGE RANGE & SCHEDULE
CALAMITY DAYS
COMPENSATION SYSTEM (YEARLY)
DISCIPLINARY PROCEEDINGS
EVALUATION
FBI CHECK
FLEX TIME
HOLIDAY PAY
INSURANCE

- GENERAL PROVISIONS
- PREFERRED PROVIDER ORGANIZATION (PPO)
- TERM LIFE INSURANCE
- DENTAL INSURANCE

LEAVE PROVISIONS

- SICK LEAVE
- PERSONAL LEAVE
- UNPAID LEAVE
- PAID ADOPTION LEAVE
- UNPAID CHILD CARE LEAVE
- JURY DUTY
- LEAVE PURSUANT TO SUMMONS OR SUBPOENA
- ASSAULT LEAVE
- PROFESSIONAL LEAVE
- FAMILY AND MEDICAL LEAVE
- MILITARY LEAVE

MILEAGE REIMBURSEMENT
PAYROLL PRACTICES
PERSONNEL FILES

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

SEVERANCE PAY

VACATION DAYS

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

DECLARATION

The following benefit provisions apply to all those persons employed by the Board of Education and officially classified as an Hourly Exempt Employee, "HEE". The following positions are classified as HEE for the purpose of this Benefit Provision:

~~Switchboard/AESOP~~
Administrative Assistant ~~Secretary~~ to the Superintendent
~~Administrative~~ Assistant to the Superintendent and Communication Specialist
Administrative Assistant ~~Secretary~~ to the Director of Instruction and Professional Development
Administrative Assistant ~~Secretary~~ to the Treasurer
Administrative Assistant ~~Secretary~~ to Director of Facilities
Licensed Practical Nurse
Medical Assistant

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

WAGE RANGE & SCHEDULE

	2014-15		2015-16		2016-17			
Position	Low	High	Low	High	Low	High	Days	Hr/day
Secretary to the Superintendent	$21.20	$26.43	$21.41	$26.96	$21.62	$27.50	260	8
Secretary to the Treasurer, Secretary to Director of Facilities, Secretary to Director of Instruction & PD	$19.96	$24.86	$20.16	$25.36	$20.36	$25.87	260	8
Administrative Assistant to the Superintendent	$19.96	$24.86	$20.16	$25.36	$20.36	$25.87	197	8
Switchboard Receptionist	$16.15	$21.07	$16.31	$21.49	$16.47	$21.92	260	8
Licensed Practical Nurse					$24.00	$29.59	Varies	Varies
Medical Assistant					$18.00	$23.59	Varies	Varies
*Hourly Employees with a 2 or 4 year degree applicable to their responsibilities will receive an additional $.450 per hour with the exception of licensed practical nurses who require a degree for the position.								

	2017-18		2018-19		2019-20			
Position	Low	High	Low	High	Low	High	Days	Hr/day
Administrative Assistant to the Superintendent	$22.27	$28.33	$22.83	$29.04	$23.51	$29.91	260	8
Administrative Assistant to the Treasurer, Facilities Director, Director of Instruction /PD & Compact	$20.97	$26.65	$21.49	$27.32	$22.13	$28.14	220, 260	8
Assistant to the Superintendent and Communication Specialist	$20.97	$26.65	$21.49	$27.32	$22.13	$28.14	197	8
Licensed Practical Nurse	$24.72	$30.48	$25.34	$31.24	$26.10	$32.18	As needed	
Medical Assistant	$18.54	$24.30	$19.00	$24.91	$19.57	$25.66	As needed	
*Hourly Employees with a 2 or 4 year degree applicable to their responsibilities will receive an additional $.45 per hour with the exception of licensed practical nurses who require a degree for the position.								

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HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

CALAMITY DAYS

A. Unless notified otherwise by supervisory personnel or administration, HEE who are contracted to work in excess of two hundred and thirty five (235) or more days are expected to report to work when the school(s) in which they are employed are closed owing to an epidemic or other public calamity. HEE required to work on these days shall be paid one (1) calamity day in addition to their regular pay for each hour actually worked for up to five (5) calamity days. Any calamity day beyond the first five (5) will be paid at straight time.

B. HEE who work in excess of two hundred and thirty five (235) days shall be paid for regular time lost if said epidemic or calamity prevents them from reporting, or causes them to be late.

C. HEE who work in excess of two hundred and thirty five (235) days are required to make every reasonable effort to be present to assist in the routine tasks to be performed and in coping with the emergency.

COMPENSATION SYSTEM (YEARLY)

Concept:

Each administrator and exempt employee has a base salary or hourly rate, the starting point of which is determined at his/her date of hire (see description below). Each year the Board of Education will determine a dollar amount available for raises to administrators and exempt employees. If the Board of Education determines money is available, the Superintendent will be responsible for determining how the money will be distributed to the employees. The Superintendent will determine a base percentage increase that will be given to all employees. In addition to the uniform base percentage increase, an additional uniform percentage will be available for employees who have met their performance goals and have the highest rating possible on their summative evaluation for the year (see description below). Within the parameters written above, the total compensation increase an employee receives in a given year cannot exceed the top of the salary range for his/her position in the year in question.

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Hiring Salaries/Hourly Rate:

The determination of the appropriate starting salary or hourly rate for new hires will be made by the Superintendent. Starting salaries or hourly rates should be at, or toward, the minimum of the assigned salary or hourly rate range (as found in the appropriate Benefit Provision Manual). A starting salary or hourly rate which is higher than the minimum

assigned salary or hourly rate range may be granted for such reasons as education and/or work experience directly applicable to the job which exceeds the minimum qualification requirements, a competitive market situation, a special or specific talent, etc. Salary or hourly rate levels of current District employees should also be considered in determining new hire salaries or hourly rates.

Attainment of Performance Goals:

At the beginning of each school year, the employee will set a minimum of two (2) performance goals collaboratively with his/her direct supervisor. In years where the Board of Education has allocated money for raises, employees who meet their performance goals and who have the highest rating possible on their summative evaluation for the year will receive the additional uniform percentage available.

Whether an employee has met his/her performance goals is determined by the direct supervisor, in consultation with the Superintendent, and involves a portfolio based system that provides supporting evidence of results/outcomes.

~~Example: A principal is evaluated using the Ohio Principal Evaluation System. His/Her performance goals relate to student achievement and professional growth. A principal achieving a summative evaluation score of Accomplished has met all performance goals and received the highest rating possible on the evaluation instrument.~~

Salary/Hourly Rate Structure Analysis:

In response to market trends, the salary/hourly rate structures should be reviewed ~~annually~~ and updated, as appropriate. A market analysis should be completed using ~~the following~~ comparable school districts in our area.~~:~~

~~Barberton~~
~~Brunswick~~
~~Cloverleaf~~
~~Copley~~
~~Cuyahoga Falls~~
~~Green~~
~~Highland~~
~~Hudson~~
~~Medina~~
~~Nordonia~~
~~North Canton~~
~~Twinsburg~~

Rationale:

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

This system allows for performance-based financial incentives while creating an atmosphere where everyone can "win" if they have met their performance goals and have achieved at the highest level on their summative yearly evaluation. Performance goals and the evaluation instrument are known to the employee from the beginning, thus eliminating to a great degree the idea of a supervisor being "arbitrary" with decisions that are made. All of this is done within the dollar amount allocated by the Board of Education.

DISCIPLINARY PROCEEDINGS

Appropriate discipline may include oral or written reprimand, suspension with or without pay, reduction, demotion and/or termination.

EVALUATION

A. All HEE will be formally evaluated at least once each year by May 15 for HEE with less than two hundred sixty (260) day contracts, and June 15 for HEE with two hundred sixty (260) day contracts (See Appendix A for a copy of the evaluation instrument).

B. The purpose of such an evaluation is to promote better understanding of the consistent requirements of each position and expectations of the Administration of the HEE's productivity and the specific performance objective or targets to be achieved in a period covered by the evaluation and to point out and to attempt to mutually correct any deficiencies the HEE may have in his/her job performance. Expectations will be communicated to the HEE sufficiently in advance of the evaluation to provide an opportunity to meet expectations. Copies of the written evaluation will be given to the HEE evaluated and a copy will be filed in the HEE's personnel file.

C. The evaluator shall give the HEE a signed copy of the evaluation at least two (2) workdays prior to the post-evaluation conference. The HEE shall have an opportunity to discuss the evaluation with the evaluator. Where appropriate, suggestions for improvement will be made to the HEE. No HEE shall be adversely evaluated without just cause.

D. The HEE shall sign the evaluation form, which signifies only that the HEE has seen and discussed the evaluation; the HEE's signature does not signify agreement with the evaluation. The HEE will have ten (10) workdays after the above conference to notify the evaluator that he/she will file a written response to the evaluation with the Superintendent or designee. The response will be attached to and made part of the evaluation.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

E. An HEE will be evaluated on his/her work performance by his/her immediate supervisor/administrator.

FBI CHECK

The Board shall pay for the cost of any FBI check provided the HEE-initiated the background check through central office.

FLEX TIME

Flex time should be used within the pay period it is accrued. If this is not possible, then every effort should be made to use it in the next pay period. The maximum flex time that can be accrued at any one time is twelve (12) hours.

HOLIDAY PAY

A. Any HEE who is required to work on the day observed as a holiday shall receive time and one half (1 1/2) for all hours worked in addition to pay for the holiday.

B. Holidays granted and paid are as follows: New Year's Day, Martin Luther King Day, Memorial Day, Fourth of July (for two hundred sixty (260) day HEE), Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day. Good Friday also shall be a paid holiday in years when school is not in session on that day. HEE assigned to work two hundred sixty (260) days or more will receive a floating holiday to be used on either Christmas Eve, ~~or~~ New Year's Eve day~~s~~, Presidents' Day or July 3 at the HEE's option.

C. In order to qualify for holiday pay, an HEE must be either working his/her last scheduled work day prior to the holiday and his/her first scheduled work day after the holiday, or be properly excused. Members on unpaid leave shall not be eligible for holiday pay.

D. In the event a holiday falls on Saturday, Friday will be the paid holiday. If it falls on Sunday, then, Monday will be the paid holiday.

INSURANCE

General Provisions

A. Right to Insurance Benefits

In addition to the salary and other payments, the compensation of full-time HEE shall include the insurance benefits provided herein. HEE who are scheduled to

work less than seventy-five percent (75%) of full-time shall not be eligible for insurance benefits.

B. Distribution of Insurance Cards

Each HEE shall be issued a current insurance card.

Preferred Provider Organization (PPO)

A. Method of Payment
HEE shall pay a portion of the monthly premium according to the following schedule:

~~2014-2015 School Year:~~

~~Single: $55.00/Month~~
~~Family: $85.00/Month~~

~~2015-2016 School Year:~~

~~Single: 9% capped at $60/Month~~
~~Family: 6% capped at $92/Month~~

~~2016-2017 School Year:~~

Single: 9%
Family: 6%

- Cap on premium share, as follows:
  - Year 1: Single: $70; Family: $100;
  - Year 2: Single: $70; Family: $110; and
  - Year 3: Single: $75; Family: $115.

B. Specifications

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Schedule of Coverage – ***Effective 1/1/13***

Covered Benefits	**Network**	**Non-Network**
Deductible (Single/Family)	$125 / $250	$500 / $1,000
Out-of-Pocket Limit (Single/Family)	$500 / $1,000	$1,200 / $2,400
Physician Home and Office Services (PCP/SCP)	$20 COPAY	30%
Primary Care Physician (PCP)/	-	-
Specialty Care Physician (SCP)	-	-
Including Office Surgeries and allergy serum:	-	-
Allergy injections (PCP and SCP)	20%	30%
Allergy testing	20%	30%
MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies,	20%	30%
Non-maternity related Ultrasounds and pharmaceutical products	20%	30%
Preventive Care Services	-	-
Services include but are not limited to:	-	-
Routine Exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations[+], Annual diabetic, eye exam. Vision and hearing screenings	-	-
Physician Home and Office Visits (PCP/SCP)	NO CHARGE	30%
Other Outpatient Services @ Hospital/Alternative Care Facility	NO CHARGE	30%
Emergency and Urgent Care	-	-
Emergency Room Services	$100 COPAY	$100 COPAY
Facility/other covered services (copayment waived if admitted)	20%	30%
Urgent Care Center Services	$25 COPAY	30%
MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasoundsand pharmaceutical products	20%	30%
Inpatient and Outpatient Professional Services	-	-
Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anaesthesia and Newborn exams	20%	30%
Inpatient Facility Services *(Network/Non-Network combined limit)*	-	-
60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis)	20%	30%
108 Days for skilled nursing facility	20%	30%
Outpatient Surgery Hospital/Alternative Care Facility	-	-
Surgery and administration of general anesthesia	20%	30%
Other Outpatient Services *(Network & Non-Network limits combined limit)*	20%	30%
Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services.	-	-
Home Care Services 30 visits (excludes IV Therapy)	-	-
Durable Medical Equipment and Orthotics	-	-
Ambulance Services	-	-

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

~~**Outpatient Therapy Services**~~	~~-~~	~~-~~
~~(Combined Network & Non-Network limits of 60 Visits)~~	~~-~~	~~-~~
~~Physician Home and Office Visits (PCP/SCP)~~	~~20%~~	~~30%~~
~~Other Outpatient Services @ Hospital/Alternative Care Facility~~	~~20%~~	~~30%~~
~~**Behavioral Health:**~~	~~-~~	~~-~~
~~**Mental Illness and Substance Abuse**[2]~~	~~-~~	~~-~~
~~Inpatient Facility Services~~	~~20%~~	~~30%~~
~~Inpatient Professional Services~~	~~20%~~	~~30%~~
~~Physician Home and Office Visits (PCP/SCP)~~	~~$20 COPAY~~	~~30%~~
~~Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Provessional~~	~~20%~~	~~30%~~
~~**Human Organ and Tissue Transplants**[3]~~	~~20%~~	~~30%~~
~~Acquisition and transplant procedures, harvest and Staorage~~	~~-~~	~~-~~
~~**Prescription Drugs**~~	~~-~~	~~-~~
~~**Network Retail Pharmacies:** (30 day supply)~~	~~$10 Generic/$20 Preferred Brand/$30 Non-Preferred Brand~~	~~Subject to reimbursement limits of in network services~~
~~**Network Retail Pharmacies:** (90 day supply)~~	~~$25 Generic/$50 Preferred Brand/$70 Non-Preferred Brand~~	~~Not Covered~~
~~**Mandatory generic drug unless Dispense as Written:**~~	~~-~~	~~-~~
~~**Lifetime Maximum**~~	~~Unlimited~~	~~Unlimited~~

Wadsworth City Schools – Base Plan
Blue Access® (PPO)
Effective 07/01/2017

Covered Benefits	Network	Non-Network
Deductible (Single/Family)	$250/$500	$1,000/$1,600
Out-of-Pocket Limit (Single/Family)	$1,250/$2,500	$3,400/$6,800
Physician Home and Office Services (PCP/SCP) **Primary Care Physician (PCP)/** **Specialty Care Physician (SCP)**	$20/$20	30%
Including Office Surgeries and allergy serum:		
allergy injections (PCP and SCP)	20%	30%
allergy testing	20%	30%
MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and pharmaceutical products	20%	30%

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HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
Preventive Care Services Services included but not limited to: Routine medical exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Hearing screenings and Vision screenings which are limited to Screening tests (i.e. Snellen eye chart) and Ocular Photo screening.	No cost share	30%
Emergency and Urgent Care **Emergency Room Services facility/other covered services** (copayment waived if admitted)	$100	$100
Urgent Care Center Services	$25	30%
MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies,	20%	30%
Non-maternity related Ultrasounds and pharmaceutical products		
Allergy injections	20%	30%
Allergy testing	20%	30%
Inpatient and Outpatient Professional Services Include but are not limited to: Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams	20%	30%
Blue 8.0 500 Series		

Inpatient Facility Services (Network/Non-Network combined) Unlimited days except for: o 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis) o 180 days for skilled nursing facility	20%	30%
Outpatient Surgery Hospital/Alternative Care Facility o Surgery and administration of general anesthesia	20%	30%

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HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Other Outpatient Services including but not limited to: • Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services. • Home Care Services 30 visits (excludes IV Therapy) (Network/Non-Network combined) • Durable Medical Equipment, Orthotics and Prosthetics • Physical Medicine Therapy Day Rehabilitation programs • Hospice Care • Ambulance Services	20% 20% 20%	30% 20% 20%
Outpatient Therapy Services (Combined Network & Non-Network limits) • Physician Home and Office Visits (PCP/SCP) • Other Outpatient Services @ Hospital/Alternative Care Facility Limits apply to: • Cardiac Rehabilitation Unlimited • Pulmonary Rehabilitation Unlimited • Physical Therapy: 60 visits • Occupational Therapy: 60 visits • Manipulation Therapy: 12 visits • Speech therapy: 20 visits • Teledoc (Live Health Online)	 $20/$20 20%	 30% 30%
Accidental Dental: Unlimited per accident (Network and Non-network combined)	Copayments/Coinsurance based on setting where covered services are received	30%
Behavioral Health: **Mental Illness and Substance Abuse[2]** • Inpatient Facility Services • Physician Home and Office Visits (PCP/SCP) • Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional	 20% $20 20%	 30% 20% 20%
Human Organ and Tissue Transplants[3] • Acquisition and transplant procedures, harvest and storage.	20%	30%

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Prescription Drugs **Network Tier structure equals 1/2/3**		
○ **Network Retail Pharmacies:** (30-day supply)	$10 generic/$20 preferred brand/$30 Non-preferred generic & brand	50%, min $30[5]
○ **Home Delivery Service:** (90-day supply)	$25 generic/$50 preferred brand/$70 Non-preferred generic & brand	Not covered
Member may be responsible for additional cost when not selecting the available generic drug.	Rx OOP Max: $6,525 Single/$13,050 Family	
Medicare Rx - Wrap		

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Notes:

- All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services). Prescription drug cost shares have a separate out-of-pocket maximum.
- Deductible(s) apply to covered medical services listed with a percentage (%) coinsurance, including 0%. However, the deductible does not apply to Emergency Room Services where a copayment & (%) coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies. When the Office Visit cost share is a % coinsurance, deductible and coinsurance apply to allergy injections
- No cost share (NCS) means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- Certain diabetic and asthmatic supplies, except diabetic test strips, have no deductible/copayment/coinsurance up to the maximum allowable amount at network pharmacies.
- Benefit period = calendar year
- Mammograms (Diagnostic) are no copayment/coinsurance in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.
- Private Duty Nursing – limited to 82 visits/Calendar Year
- Vision limited services – additional vision services are covered when specifically coded as determination of refraction, routine ophthalmological examination including refraction for new and established patients, and a

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

visual functional screening for visual acuity. No additional ophthalmological services are covered as part of the medical coverage.

- Plan to exclude for elective abortions.

[2] We encourage you to review the Schedule of Benefits for limitations.
[3] Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.
[5] Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

Precertification:
Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

Pre-existing Exclusion Period: none

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

This summary of benefits is intended to be a brief outline of coverage. The entire provisions of benefits and exclusions are contained in the Group Contract, Certificate, and Schedule of Benefits. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.

By signing this Summary of Benefits, I agree to the benefits for the product selected as of the effective date indicated.

Authorized group signature (if applicable) _____	Date _____
Underwriting signature (if applicable) _____	Date _____

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Notes:

~~Flat dollar copayments are excluded from the out-of-pocket limits. Also Prescription Drug deductibles/copayments/coinsurance and Non-network~~

~~Deductible(s) apply only to covered medical services listed with a percentage (%) coinsurance. However, the deductible does not apply to Emergency Room Services where a percentage (%) coinsurance applies to other covered services.~~

~~Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.~~

~~Dependent Age Limits subject to PPACA and applicable Ohio regulations.~~

~~Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.~~

~~Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.~~

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.

All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum as long as required by the Affordable Health Care Act.

C. Wellness Rider

The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The district's objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.

The program includes the following provisions:

(1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in five (5) key wellness categories:

- Non-smoker or participation in a smoking cessation program
- Low density Li protein (LDL)/High density Li protein (HDL) and Total Cholesterol
- Body Mass Index (BMI)
- Blood Pressure (BP)
- Waist Circumference/Body Composition Risk

(2) New employees who voluntarily participated in the previous fall onsite biometric screening or physician directed preventive exam earn health credits applicable to the following calendar year. The value of health credits in the following calendar year will be issued exclusively based on the employee's participation in either the onsite biometric screening or physician directed preventive exam. Single enrollees shall earn a health credit of $125 against their calendar year deductible. Family enrollees shall earn a health credit of $250 against their deductible. Deductible credits are non-transferable and are only valid against claims incurred and applicable to the deductible during the following calendar year.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

~~(3) Effective January 1, 2014, employees who voluntarily participated in the 2013 onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits. The value of health credits in the 2014 calendar year will be based on five key biometric components. Each component shall be equal to a credit value of $25 for single enrollees or $50 for family enrollees. In no event will the total value of credits exceed $125 for a single enrollee or $250 for a family enrollee. Deductible credits are non-transferable and are only valid against claims incurred and applicable to the deductible during the 2014 calendar year.~~

~~Beginning in 2014 and applicable for each subsequent calendar year, credits shall be issued subject to the terms and conditions outlined herein, credits shall be provided on the following basis:~~

- ~~Participation in the immediately preceding period's (i.e., fall 2013 for 2014) onsite biometrics initiative or physician directed preventive exam shall be worth $25/single or $50/family.~~
- ~~Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth $25/single or $50/family.~~
- ~~Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.~~
- ~~Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.~~

- ~~Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over the prior year's blood pressure provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.~~

~~(4)~~(1) ~~For each year after 2014, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits for the following calendar year. The application of credits and operation of the program will remain as outlined for the 2014 calendar year.~~

The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.

The program includes the following provisions:

(1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in four (4) key wellness categories:

- Non-smoker or participation in a smoking cessation program
- Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol
- Body Mass Index (BMI)
- Blood Pressure (BP)

(2) Effective January 1, 2018 all WESPA members and any new members hired subsequent to January 1, 2018 who voluntarily participated in the previous fall onsite biometric screening or physician directed preventive exam earn health

credits applicable to the following calendar year. The value of health credits in the following calendar year will be issued exclusively based on the employee's participation in either the onsite biometric screening or physician directed preventive exam. Single enrollees shall earn a credit of $100 to be applied to a Health Reimbursement Account (HRA) on a calendar year basis. Family enrollees shall earn a health credit of $200 to be applied to a Health Reimbursement Account (HRA) on a calendar year basis. Employer contributions to the HRA will expire at the end of the calendar year for which they are earned if they are not used.

(3) Effective January 1, 2019, employees who voluntarily participated in the 2018 onsite biometric screening or physician directed preventive exam will have the opportunity to earn HRA credits. The value of HRA credits in the 2019 calendar year will be based on four key biometric components. Each component shall be equal to a credit value of $25 for single enrollees or $50 for family enrollees. In no event will the total value of credits exceed $100 for a single enrollee or $200 for a family enrollee. HRA credits are non-transferable and are only valid against allowable medical expenses incurred and applicable during the 2019 calendar year.

Beginning in 2019 and applicable for each subsequent calendar year, HRA credits shall be issued subject to the terms and conditions outlined herein; credits shall be provided on the following basis:

- Participation in the immediately preceding period's onsite biometrics initiative or physician directed preventive exam.

- Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth $25/single or $50/family.
- Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

- Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.
- Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over both the prior year's Systolic and Diastolic blood pressure number provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

(4) For each year after 2018, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits for the following calendar year.

Term Life Insurance

A. Right to Coverage

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The Board shall purchase from a carrier licensed by the State of Ohio, group term life insurance in the amount of $50,000 for each regular, full-time HEE now or hereinafter employed.

B. Method of Payment

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The full cost of this program and any increase thereof shall be paid by the Board.

C. Right to Purchase Additional Coverage

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The Board shall allow an eligible HEE to purchase additional amounts of coverage through payroll deduction, provided the number electing to take

advantage of this opportunity is adequate to meet the requirements of the insuring company. The Board may insist that the amount of such additional coverage shall be $50,000 or One Hundred Thousand Dollars $100,000, at the option of the HEE. The right to purchase such additional coverage is subject to availability and to all requirements imposed by the insurance carrier.

Dental Insurance

A. Right to Coverage

The Board shall self-fund and/or purchase from a carrier licensed in the State of Ohio, dental insurance coverage for each full-time HEE now or hereinafter employed, and his/her family.

B. Method of Payment of Coverage

The full cost of such insurance shall be paid by the Board.

C. Right to Change Coverage Status

An HEE may change coverage during the districts open enrollment period or when the employee has a "change in life event" as defined by the insurance carrier.

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DELTA DENTAL®

Delta Dental PPO (Point-of-Service) Summary of Dental Plan Benefits For Group# 1151-5000, 5091 Wadsworth City Schools

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.*

Control Plan – Delta Dental of Ohio

Benefit Year – January 1 through December 31

Covered Services –

	PPO Dentist	Premier Dentist	Non-participating Dentist
	Plan Pays	Plan Pays	Plan Pays*
Diagnostic & Preventive			
Diagnostic and Preventive Services – exams, cleanings, fluoride, and space maintainers	100%	100%	100%
Sealants – to prevent decay of permanent teeth	100%	100%	100%
Brush Biopsy – to detect oral cancer	100%	100%	100%
Radiographs – X-rays	100%	100%	100%
Basic Services			
Emergency Palliative Treatment – to temporarily relieve pain	80%	80%	80%
Minor Restorative Services – fillings and crown repair	80%	80%	80%
Endodontic Services – root canals	80%	80%	80%
Periodontic Services – to treat gum disease	80%	80%	80%
Oral Surgery Services – extractions and dental surgery	80%	80%	80%
Other Basic Services – misc. services	80%	80%	80%
Major Services			
Major Restorative Services – crowns	70%	70%	70%
Relines and Repairs – to bridges, implants, and dentures	70%	70%	70%
Prosthodontic Services – bridges, implants, and dentures	70%	70%	70%
Orthodontic Services			
Orthodontic Services – braces	60%	60%	60%
Orthodontic Age Limit –	No Age Limit	No Age Limit	No Age Limit

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. The Nonparticipating Dentist Fee may be less than what your dentist charges and you are responsible for that difference.

- Oral exams (including evaluations by a specialist) are payable twice per calendar year.
- Prophylaxes (cleanings) are payable twice per calendar year. Periodontal maintenance procedures are not a Covered
  Service for people under age 16.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice per calendar year for people up to age 19.
- Space maintainers are payable once per area per lifetime for people up to age 16.
- Bitewing X-rays are payable twice per calendar year for people under age 19 and once per calendar year for people age
  19 and older. Full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period. Vertical bitewing X-rays are payable once in any three-year period.
- Four periapical and two occlusal X-rays are payable per calendar year.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

- Sealants are payable twice per tooth per lifetime for the occlusal surface of first and second permanent molars up to age
  16. The surface must be free from decay and restorations.
- Crowns, inlays and onlays are Covered Services for people age 16 and older once in any five-year period.
  Recementation of crowns, inlays and onlays are payable once per lifetime for people age 16 and older. Prefabricated crowns are Covered Services on primary teeth.
- Composite resin (white) restorations are Covered Services on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Root canal treatment is payable once per tooth per lifetime. Retreatment of a previous root canal is payable once per tooth per lifetime.
- Certain oral surgery procedures including vestibuloplasty, frenulectomy, frenuloplasty, oroantral fistula closure, primary closure of sinus perforation and biopsy of hard tissue are Covered Services.
- Full and partial dentures are payable once in any five-year period. Tissue conditioning is payable twice in any 12- month period. Chairside reline and rebase of dentures are payable once in any calendar year. Lab reline and rebase of dentures are payable once in a three-year period. Adjustments of dentures are payable once in any calendar year.
- Recement of bridges is payable once per lifetime. Repair of bridges is payable once in any five-year period.
- Implants and implant related services are payable once per tooth in any five-year period.
- Emergency palliative treatment is a Covered Service twice in any calendar year. Consultations (by other than the treating dentist) are Covered Services once in any calendar year. Occlusal guards and occlusal adjustments are not Covered Services.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

Maximum Payment – $3,000 per person total per Benefit Year on all services except orthodontics. $1,500 per person total per lifetime on orthodontic services.

Deductible – $25 Deductible per person total per Benefit Year limited to a maximum Deductible of $50 per family per Benefit Year. The Deductible does not apply to oral exams, preventive services, consultations, office visit for observation, X-rays, brush biopsy, sealants, and orthodontic services.

Any expenses incurred by an eligible person for covered services during the last three months of a benefit year and applied to the Deductible for that benefit year will also be applied to the Deductible for the following Benefit Year.
The Deductible met under the previous carrier for the period January 1, 2014 through June 30, 2014 will be applied to the
2014 calendar year Deductible with Delta Dental. It is the Subscriber's responsibility to provide Delta Dental with adequate documentation of the Deductible met under the previous carrier.

Waiting Period – Employees who are eligible for dental benefits are covered as identified in your contract with the school district.

Eligible People – All eligible contracted employees of the school district who elect the dental plan. The Contractor and
Subscriber share the cost of this plan.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Also eligible at your option are your legal spouse and your dependent unmarried children to the end of the month in which they turn 26 if eligible to be claimed by you as a dependent under the U.S. Internal Revenue code during the current calendar year. You and your eligible dependents must enroll for a minimum of 12 months. If coverage is terminated after
12 months, you may not re-enroll prior to the open enrollment that occurs at least 12 months from the date of termination. Your dependents may only enroll if you are enrolled (except under COBRA) and must be enrolled in the same plan as you. Plan changes are only allowed during open enrollment periods, except that an election may be revoked or changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

If you and your spouse are both eligible under this Contract, you may be enrolled as both a Subscriber on your own application and as a dependent on your spouse's application. Your dependent children may be enrolled on both applications as well. Delta Dental will coordinate benefits.

Benefits will cease on the last day of the month in which the employee is terminated.

LEAVE PROVISIONS

SICK LEAVE

A. HEE shall accrue sick leave as established by the Ohio Revised Code. Sick leave shall be charged as it is used in minimum increments of one-quarter (1/4) hours, with a maximum accumulation of two hundred eighty-four (284) days. The State mandated accumulation of Sick Leave is also established by the Ohio Revised Code. An HEE shall receive notification of his/her accumulated sick leave with each pay. An HEE who has not yet accumulated sufficient sick leave or who has exhausted sick leave and personal leave shall be credited up to five (5) days of sick leave.

B. HEE may use sick leave, upon approval of the responsible administrative officer of the employee, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and to illness, injury or death in the HEE immediate family. Sick leave may also be used as follows: (1) for pregnancy as provided in the Ohio Revised Code. Absent medical verification of a need for a longer leave, the use of sick leave for pregnancy and/or child birth will not exceed six (6) weeks from date of delivery; (2) for care of a spouse with a newborn baby up to a maximum of five (5) days. If an HEE requires more than five days, he/she will provide written documentation to the Superintendent; and (3) for the death of an aunt or uncle up to a maximum of two days. Babysitting for the HEE children or grandchildren is an inappropriate use of sick leave. When the administration suspects an abuse in the use of sick leave, the administration has the right to require an affidavit from a physician to verify the use of sick leave. Any misuse, abuse, or unauthorized use of sick leave will result in disciplinary action up to and including termination.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

C. Any HEE whose job requires the operation of machinery or motor vehicle and who is on prescription medication that might impact the HEE ability to perform those functions must immediately inform his/her supervisor and provide a physician's statement verifying the member's fitness to operate such machinery or motor vehicle.

D. The local definition of "immediate family" is:

Spouse of HEE
Children or grandchildren of HEE or of his/her spouse
Parents and stepparents of HEE and HEE's spouse
Brothers and sisters of HEE and HEE's spouse Grandparents of HEE and HEE's spouse
Son-in-law and daughter-in-law of HEE or of his/her spouse
In the event of death, "immediate family" also includes aunts and uncles.

Any person *in loco* of the above (e.g., anyone residing in the same home with the HEE or any relative who clearly stands in the same relationship with the HEE as any of those so specified). An HEE must provide a written description of the facts on the District absence report form supporting the *in loco* situation.

E. HEE shall not be charged sick leave when school is not in session or when the HEE is not required to report to work.

PERSONAL LEAVE

A. Right to Leave

1. HEE shall be eligible for three (3) unrestricted days per school year.
2. HEE will not be charged personal leave on non-work days.

B. Notice of Intent to Use Leave

Notice of intent to use Personal Leave shall be provided by completing and delivering to the person the HEE directly reports to the prescribed form at least three (3) days in advance of the anticipated absence. If circumstances make advance notice impossible, the HEE shall notify the person they report to with his/her intent to use Personal Leave as soon as practicable.

C. Purpose of Leave

It is the intent of this Section to provide HEE with a means of dealing with personal matters that cannot be handled except during school hours.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

D. Personal Leave must be taken in minimum increments of one-quarter (1/4) hour.

E. On occasion, special circumstances not covered by the provision above may arise and HEE may wish to request personal leave. Such requests shall be made in writing to the person the HEE reports to who may grant the personal leave on a paid or unpaid basis or may deny the request.

F. An HEE who abuses personal leave will be subject to discipline, up to and including termination.

G. Any unused personal leave hours at the end of the contract year (June 30) will be paid at the HEE's per diem rate. If the HEE desires to have unused personal leave converted to sick leave in lieu of receiving his/her per diem rate reimbursement for unused personal leave hours, he/she must submit a letter to the Treasurer's office by June 15.

UNPAID LEAVE

A. Unpaid Leave – Short Term

Unpaid leave of up to ten (10) days at one time may be granted, in writing, by the Superintendent or his designee upon prior written request to the Superintendent or his designee by the HEE. In emergency cases, verbal requests and approval shall be reported, in writing, by the supervisor or administrator granting the request.

B. Unpaid Leave – Long Term

Upon the written request of an HEE, the Board may grant Unpaid Leaves up to two (2) years in length.

PAID ADOPTION LEAVE

A. Adoptions in the United States

An HEE is eligible, upon adoption of a child in the United States, to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed twenty (20) days.

B. Adoptions Outside the United States

If a child outside of the United States is adopted, an HEE will be able to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. Further, accumulated sick leave may be used for up to a total of ten (10) days for the adoption process, prior to receiving custody of the child. The scheduling of leave for the adoption process will be arranged between the HEE and the Superintendent. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed thirty (30) days.

C. HEE will not be charged adoption leave on non-work days.

UNPAID CHILD CARE LEAVE

A. Length of Leave

An HEE shall be granted unpaid child care leave to care for a newborn or an adopted child who is not yet school age. Unpaid child care leave and the absence (if any) charged to sick leave shall not exceed six (6) months. Unpaid child care leave shall start at the end of the use of sick leave (if any) and will expire no later than the end of the sixth month following the child's birth or date of adoption.

B. Eligibility for Leave

An HEE wishing to take unpaid leave for child care pursuant to this Section shall, as a prerequisite, file a letter of intent to use such leave, specifying its expected duration, not later than the end of the fifth (5th) month of pregnancy or within four (4) months of pending adoption date.

C. Right to Return from Leave

1. An HEE who has elected not to take additional leave shall return to work as soon as the period of actual physical disability has ended. The HEE will notify the Superintendent in writing, of the date of her expected return as far in advance as possible.

2. An HEE who uses an additional unpaid leave for child care shall return on the date specified in the notice of intent to use the unpaid leave.

D. Rights While on Leave

An HEE who is absent on unpaid child care leave shall have the same rights, and only those rights, while on leave and upon returning from leave as any other HEE who is absent on unpaid leave pursuant to Ohio Revised Code.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

E. Insurance Coverage While on Leave

An HEE on unpaid child care leave may continue all insurance coverage provided. Such coverage will be at his/her own expense unless otherwise required by statute. Payment for such coverage shall be made monthly by the HEE to the Treasurer.

JURY DUTY

An HEE shall be granted time off for jury duty actually served during work hours and shall suffer no loss of pay. If an HEE has served on jury duty in excess of four (4) hours in a given day, the member need not report to work. Similarly, if an HEE has worked four (4) hours of his/her shift prior to reporting to jury duty, the HEE need not return to work. The HEE may keep any payment received for jury duty. Documentation of jury duty actually served must be submitted to the appropriate supervisor.

LEAVE PURSUANT TO SUMMONS OR SUBPOENA

A. Right to Leave for a Summons or Subpoena

Any HEE who is summoned or subpoenaed for a job-related issue shall be granted leave with no loss of pay or other benefits for days missed by reasons of the summons or subpoena. A summons or subpoena issued because of a student's custody issue is considered to be job related. A HEE receiving a subpoena to appear as a witness for a non-job related issue shall be eligible for leave under this section.

B. Right to Leave for a Non-Job Related Issue

Personal leave must be utilized for a summons issued because of a non-job related issue. If the HEE has exhausted his/her personal leave, and is summoned for something that is not job related, leave pursuant to summons or subpoena may be used in order to comply with the summons.

C. Leave not Covered

An HEE is not eligible for leave under this Section if the HEE is a party to the legal proceeding.

D. Duty to Report

If the HEE responsibility under the summons or subpoena requires the HEE participation in excess of four (4) hours in a given day, the member need not report to work. Similarly, if the HEE has worked four (4) or more hours of his/her shift and the HEE requires leave due to a summons or subpoena, the HEE

need not return to work following completion of that responsibility. Documentation of the HEE's obligations under this Section must be submitted to the appropriate supervisor.

ASSAULT LEAVE

A. Right to Leave

An HEE who is absent due to physical disability directly resulting from an assault, which occurs in the course of Board employment, while on duty either during school hours or where required to be in attendance at a school-sponsored function, shall be eligible to receive Assault Leave.

B. Notice of Intent to Use Leave

1. Such leave shall be granted, for a period not to exceed one hundred eighty (180) workdays, upon the HEE delivering to their immediate supervisor a signed Employee Report of Injury Form.

2. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault (if known), the facts surrounding the assault and willingness of the HEE to cooperate with the Board if the Board chooses to pursue legal action against the assailant(s).

C. Rights While On Leave

1. An HEE on Assault Leave shall be maintained on full pay status during the period of his/her leave with the exceptions listed in D and E below.

2. Leave granted under this Section shall not be charged against Sick Leave earned or earnable under ORC Section 3319.141 or leave granted under other section in the benefit provision plan.

D. Length of Leave

Assault Leave may be used for the period of the disability up to a maximum of one hundred (180) workdays.

E. Restrictions

1. If medical attention is required, the HEE shall supply a certificate from a licensed physician stating the nature of the disability and its duration.

2. The HEE must file a Workers Compensation claim with the Business Office. The pay of a HEE on Assault Leave shall be reduced by the amount received

by him/her, if any, for Workers' Compensation as a benefit to cover loss of pay resulting from the injury. However, the HEE's pay shall not be reduced by benefits received from Workers' Compensation to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines and/or rehabilitation services.

3. If an HEE is unable to return to work after using fifty (50) days for assault leave, he/she shall provide the Board medical verification of the need for additional assault leave. The Board retains the right, at its own expense, to require the HEE to obtain the opinion of a second healthcare provider designated by the Board. If the second opinion is in conflict with the member's first medical verification, the Board may request, at the Board's expense, that the HEE see a mutually agreed upon healthcare provider to give a final and binding opinion regarding the need for continued assault leave.

4. Falsification of either the signed statement or a physician's certificate may be grounds for suspension or termination of employment under ORC Section 3319.16.

5. HEE shall not be charged assault leave when school is not in session or when the member is not required to report to work.

F. Verbal Assault Leave

1. An HEE not physically assaulted but who is emotionally distraught due to a threat of physical injury that is direct, specific and plausible will receive up to two (2) days off without loss of pay, as long as the HEE reports the threat to the police.

2. HEEs shall not be charged verbal assault leave when school is not in session or when the HEE is not required to report to work.

PROFESSIONAL LEAVE

A. Eligibility for Leave

An HEE may initiate a request or be assigned to attend professional conferences designed to improve the HEE's effectiveness in his/her assigned area(s).

B. Application for Leave

Application for professional leave shall be made by the HEE completing the form provided by the Board, and submitting it to his/her district supervisor.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

C. Restriction

In determining whether to approve requests, the value of the conference relative to the costs of attendance shall be considered along with the availability of funds within the Board's annual appropriation.

FAMILY AND MEDICAL LEAVE

A. To be eligible for FMLA Leave, the HEE must:

1. Have been working for the Board for at least twelve (12) months before the leave request (these do not need to be consecutive months); and

2. Have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period preceding the FMLA Leave.

3. Provide the Board with thirty (30) days advance notice when the need is foreseeable and such notice is practicable.

B. An HEE may take up to twenty-six (26) workweeks of leave during a single twelve (12) month period to care for a covered service member who is the spouse, son, daughter, parent, or next of kin of the HEE.

C. An eligible HEE may take up to twelve (12) workweeks of paid (if sick leave is available) or unpaid leave ("FMLA Leave") in any school year (August 1st through July 31st) for one (1) or more of the following circumstances:

1. The birth of an HEE's child and to care for the child up to age one (1);

2. The placement of a child with an HEE for adoption or foster care, up to a twelve (12) month period after the placement;

3. To care for the spouse, child, or parent of an HEE when that family member has a serious health condition;

4. The HEE's inability to perform the functions of the position because of the HEE's own serious health condition.

5. For qualifying military situations arising when an HEE's spouse, son, daughter or parent is on active duty or is called to active duty status.

D. A "serious health condition" is defined as one that involves either inpatient care or one where the period of incapacity: (1) is more than three consecutive calendar days and involves treatment by a health care provider, (2) is due to incapacity due to pregnancy or prenatal care, (3) is a period of incapacity or treatment for such

incapacity due to a chronic serious health condition, (4) is a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, or (5) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider. Conditions for which cosmetic treatment are administered are not "serious health conditions" unless complications develop.

E. Spouses employed by the Board are jointly entitled to a combined total of twelve (12) weeks of FMLA Leave if the FMLA Leave is requested for the birth or placement of a child or to care for an ill parent (but not parent-in-law). Spouses employed by the board are jointly entitled to a combined total of twenty-six (26) of FMLA leave if the leave is requested to care for a covered service member.

F. For purposes of this section, a qualifying military situation arises when an HEE's spouse, son, daughter, or parent is on active duty or called to active duty status (i.e., not on active duty in the Armed Forces) and includes, but is not limited to, the following situations:

1. Attendance at official military sponsored events
2. To provide or arrange for alternative child care or schooling
3. To make financial or legal arrangements to address the HEE address while on active duty
4. Counseling
5. Rest and recuperation, and
6. Post-employment activities.

For purposes of military caregiver leave, a covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury incurred in the line of active duty that renders a service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, therapy or otherwise in an out-patient status or on temporary disability retired list.

G. Sick leave taken shall be counted as FMLA Leave if the reasons for taking it qualify as FMLA reasons.

H. The Board shall maintain coverage under the group health plans and life insurance plans for the duration of the unpaid FMLA leave at the level and under the conditions that would have been provided if the employee had continued to work

and not taken leave. Payment of the employee's required contribution toward the premium (if any) is due the first day of the month. Failure to make payment within thirty (30) days will result in termination of coverage during the unpaid FMLA Leave. The HEE shall accrue seniority but shall not accrue any other employment benefits during the unpaid FMLA Leave.

I. The Board shall notify the HEE of FMLA eligibility within three business days of learning of the need for the FMLA leave.

J. For unpaid FMLA Leave the Board retains the right, at its own expense, to require the member to obtain the opinion of a second health care provider designated by the Board. If the second opinion is in conflict with the first, the Board may request, at the Board's expense, the HEE to see a mutually agreed upon health care provider to give a final and binding opinion regarding eligibility for unpaid FMLA leave. The HEE and Board must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. If the Board does not attempt in good faith to reach agreement, the Board will be bound by the first certification. If the HEE does not attempt in good faith to reach agreement, the HEE will be bound by the second certification.

K. Intermittent Leave and Reduced-Work Schedule

1. Intermittent leave means leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as for chemotherapy.

2. When medically necessary, an HEE may take intermittent FMLA Leave or a reduced-work schedule to care for a spouse/child/parent who has a serious health condition. The HEE shall make reasonable efforts to schedule treatment so as not to unduly disrupt the regular operations of the Board.

3. Where FMLA Leave is taken because of birth or placement for adoption or foster care, an HEE may take leave intermittently or on a reduced-work schedule only if the Board agrees.

L. Return to Work

1. At the end of unpaid FMLA Leave, the Board shall restore the HEE to the same or to an equivalent position with equal benefits, pay, and other terms and conditions of employment.

2. When an HEE is medically able to return to work after using unpaid FMLA Leave because of a serious personal health condition, he/she shall provide the Board with a statement from his/her health care provider that the employee is able to resume the job functions for his/her position.

3. Should an HEE not return to work at the end of the unpaid FMLA Leave or contractual leave that is adjacent to the FMLA leave for reasons other than the continuation, recurrence, or onset of the serious health condition that gave rise to the FMLA Leave or for circumstances beyond the HEE's control, the HEE shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA Leave period. As HEE shall be required to support his/her claim of inability to return to work because of the continuation, recurrence, or onset of the serious health condition. Certification from the HEE's health care provider shall be provided in a timely manner, and no later than thirty (30) calendar days after the claimed inability to return. If this certification is not provided in a timely manner, the Board may recover the health benefit premiums it paid during the period of unpaid FMLA Leave.

M. All terms which are not defined in this Article shall have the same meaning as those terms defined in the Family and Medical Leave Act of 1993, as amended January 16, 2009. If there are any inconsistencies between this Article of the Agreement and the Family and Medical Leave Act of 1993, the Family and Medical Leave Act of 1993 shall prevail.

MILITARY LEAVE

An HEE engaged in military service will receive leave and reinstatement rights in accordance with the requirements of applicable Federal and Ohio law.

MILEAGE REIMBURSEMENT

An HEE who is required by the Board to use his/her own automobile to perform his/her assigned duties shall be reimbursed for all such travel. Examples are: an HEE who is assigned to more than one (1) school building per day or attending mandatory training meetings that involve considerable distances. Rate of compensation is approved IRS rate.

PAYROLL PRACTICES

Paychecks will be biweekly on Friday, during the term of employment. HEE may elect to receive his/her wages in twenty-six (26) bi-weekly, substantially equal pays. In order to facilitate payroll procedures, pay will be one week in arrears. All HEE will be paid via

direct deposit into the account in the financial institution of the HEE choice and will receive their pay stub via email.

PERSONNEL FILES

A. Right to Review

An HEE shall have the right, upon request, to examine and obtain a copy of any information in his/her personnel file except for information classified by law as confidential.

B. Right to See Copy of Material in File

If an Administration communication or a communication received from parents and other nonprofessionals regarding an HEE is intended to become a part of the HEE's file, it shall be reviewed by HEE's boss and the HEE involved and such HEE shall be afforded the opportunity to file a written reply. After receiving the communication, the HEE shall sign it to acknowledge he/she has had the opportunity to review it. This signature shall not indicate agreement with the substance of the communication.

C. Right to Challenge Contents of File

1. An HEE will have the right to indicate which, if any, document(s) or other material(s) in his/her personnel file is obsolete or otherwise inappropriate for retention.

2. Such document(s) will then be reviewed by an appropriate member of the administrative staff.

3. In determining whether a document is "obsolete or otherwise inappropriate for retention," the standards set forth in ORC Section 1347.05 shall apply.

D. Maintenance of Files

Neither the Board nor any Administrator shall maintain confidential and separate files on personnel in the form of communications from parents or computerized information which the HEE has neither seen or had the right to challenge.

E. Public Request to View Personnel Files

In the event any person, other than the HEE's Supervisor or other Administrator or Board member, seeks to review the personnel file of an HEE, the HEE shall be notified of such request. Such notice shall include the name of the person making

the request, the date the request was made and, if scheduled, the date and time of the review, if applicable.

SEVERANCE PAY

A. An HEE shall receive severance pay upon quitting his/her employment in the District and retiring from active service providing he/she; (1) is approved for retirement benefits by the State Employees Retirement System (SERS), or (2) is at least fifty (50) years old and has worked at least ten (10) full years in the District, or (3) has fifteen (15) or more years' service credit with the SERS and at least ten (10) full years of employment in the District.

B. A qualifying HEE shall receive severance pay equal to forty percent (40%) of two hundred (200) days; i.e., a benefit of up to eighty (80) days of his/her accumulated and unused sick leave. If a qualifying HEE does not have sufficient sick leave to qualify for maximum severance resigns or retires after fifteen (15) or more years employment in the district, then the severance pay to which he/she is entitled shall be supplemented by one day's pay for each year of employment in the district, provided that the total severance pay shall not exceed the eighty (80) day cap.

C. The payment shall be based on average hours assigned for the last three (3) years of employment. Hours will be based on the last three (3) wage notices issued by June 30th of each year. Wages will be based on final wage rate at the time of retirement.

D. The payment will be made in one lump sum within ninety (90) calendar days of the last work day with the District. Alternatively, at the request of the HEE, payment may be delayed until the calendar year following retirement, providing the member takes full responsibility for taxes.

VACATION DAYS

A. HEE assigned to at least two hundred sixty (260) days of work per year (excluding paid holidays) will be granted paid vacations as follows:

- ~~11 days- less than six years~~
- 14 days- six years, less than nine years
- 17 days- nine years, less than fourteen years
- 22 days- fourteen years, less than twenty-five years
- 27 days-twenty-five years and over

~~11 days- less than nine years~~
~~16 days- nine years, less than fourteen years~~
~~21 days- fourteen years, less than twenty-five years~~
~~26 days – twenty-five years and over~~

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HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

For purposes of vacation accrual, the passage of each August 1 defines one year.

B. Vacation will be awarded on August 1 of each year for the year to be worked and may be taken upon accrual at times requested by the HEE and recommended and approved by his/her supervisor. Requests must be made at least three (3) days in advance, except: (1) this requirement can be waived by the administration and (2) a one-day or two-day vacation can be taken with one (1) workday's notice.

C. A maximum of ten (10) days of unused vacation will be carried forward to the next year.

D. When an HEE moves from a position that does not qualify for vacation to a vacation qualifying position, placement on the vacation schedule will be determined by the following formula:

(Total years in a nine month position) times (.75) example:

13 years as nine month employee moving to a twelve month position (13) x (.75) = 8.25 twelve month years, therefore, the SEE receives fourteen ~~eleven~~ (14~~1~~) prorated days of vacation and after one (1) year in the twelve month position, the SEE would be entitled to seventeen 17~~6~~ days of vacation.

(Total years in a ten and one-half month [220 days] position) times (.85) example:

13 years as a ten and one-half month (220 days) employee moving to a twelve-month position (13) x (.85) = 11.05 twelve-month years, therefore the SEE receives seventeen ~~sixteen~~ (17~~6~~) prorated days of vacation and after three (3) years in the twelve (12) month position, the SEE would be entitled to twenty-two~~one~~ (22~~1~~) days of vacation.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Wadsworth City Schools Evaluation Instrument
Administrators and Exempt Employees

EMPLOYEE _____ EVALUATOR _____

DEPT. _____ POSITION _____ DATE _____

Performance Traits	*Rating (Numerical Score)*	*Numerical Score (from previous column)*	*Comments*
1. PROFESSIONAL EXPERTISE Knowledge of job, qualifications	Accomplished (4)		
2. TEAMWORK: Teamwork, works well with others, cooperates with colleagues	Accomplished (4)		
3. PROFESSIONAL CHARACTER: Appearance, courtesy, attitude, public relations, communication	Accomplished (4)		
4. PERSONAL JOB ACCOMPLISHMENTS/INITIATIVE: Motivation, reliability, dependability, interest in work	Accomplished (4)		
5. LEADERSHIP: Sets example, provides direction, has vision	Accomplished (4)		

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Wadsworth City Schools Evaluation Instrument
Administrators and Exempt Employees

6. QUALITY OF WORK: Accuracy, neatness, thoroughness, standard of work	Accomplished (4)	
7. QUANTITY OF WORK: Volume, amount, speed, turn-around time, projects	Skilled (3)	
8. PROFESSIONAL GROWTH: Activities, programs, initiatives	Ineffective (1)	
9. ATTENDANCE: Punctual, absenteeism	Skilled (3)	
	RATING TOTAL 0	**OVERALL RATING:** Accomplished Accomplished 32-36 Skilled 23-31 Developing 14-22 Ineffective 9-13

Employee's Signature _____ Date _____

Evaluator's Signature _____ Date _____

Four Cities Compact Administrator Benefit Provision Manual Changes

Salary Ranges: increased 3.0%, 3.0% and 2.5%.

Salary/Hourly Rate Structure Analysis: removes “annual” from the salary range review process language and eliminates the list of districts we compare our salaries to; inserts language to look at comparable school districts in our area.

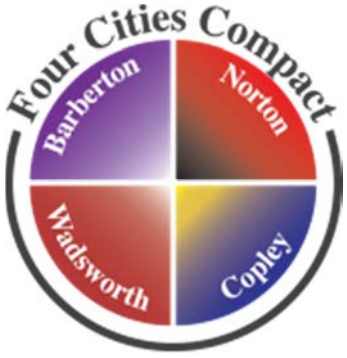
Insurance: Includes the following:

- employee premium share increases to 11% in the third year;
- Deductibles in-network go from $125 to $250 for a single; $250 to $500 for a family; non-network go from $500 to $1000 for a single; $1000 to $1600 for a family;
- Out of pocket expenses (including the deductible) in-network go from $500 to $1250 for single; $1000 to $2500 for a family; non-network go from $1200 to $3400 for a single; $2400 to $6800 for a family; and
- Wellness credit process adjustments (see attachment).

Mileage Reimbursement: ability to be reimbursed for travel within the school district.

Holidays: Adds Presidents’ Day and July 3 as days the “floating” holiday can be used on.

Professional Organization Membership: states the district will purchase one (1) professional organization membership for each administrator per year (up to $500).



ADMINISTRATOR BENEFIT PROVISIONS

~~AUGUST 2016~~

AUGUST 1, 2017-JULY 31, 2020

ADMINISTRATOR BENEFIT PROVISIONS

DECLARATION

SALARY RANGES AND WORK DAYS PER YEAR

ADMINISTRATORS SCHEDULES

ANNUITIES

DISCIPLINARY PROCEEDINGS

CELL PHONES

COMPENSATION SYSTEM (YEARLY)

EVALUATION OF ADMINISTRATORS

HOLIDAY PAY

FBI CHECK

INSURANCE

GENERAL PROVISIONS
PREFERRED PROVIDER ORGANIZATION (PPO)
TERM LIFE INSURANCE
ACCIDENTAL DEATH AND DISMEMBERMENT
PROFESSIONAL LIABILITY INSURANCE
DENTAL INSURANCE
PHYSICAL EXAMINATION

LEAVE PROVISIONS

SICK LEAVE
EXTENDED ILLNESS LEAVE
PERSONAL LEAVE
PAID ADOPTION LEAVE
JURY DUTY
LEAVE PURSUANT TO SUMMONS OR SUBPOENA
ASSAULT LEAVE
PROFESSIONAL LEAVE
UNPAID CHILD CARE LEAVE
OTHER UNPAID LEAVES
FAMILY AND MEDICAL LEAVE
BENEFITS WHILE ON LEAVE
MILITARY LEAVE

MILEAGE REIMBURSEMENT

PAYROLL PRACTICES

ADMINISTRATOR BENEFIT PROVISIONS

PERSONNEL FILES

RETIREMENT BENEFITS

SEVERANCE PAY

VACATION DAYS

ADMINISTRATOR BENEFIT PROVISIONS

DECLARATION

The following benefit provisions apply to all those persons employed by the Board of Education under the proper administrative certification and officially classified as an "Administrator." The following positions are classified as Administrators for the purpose of this Administrator Benefit Provision and will be referred to as "Administrators" from this point on:

Career Technical Compact Director

ADMINISTRATOR BENEFIT PROVISIONS

SALARY RANGES AND WORK DAYS PER YEAR

	~~2016-17~~		
Position	**Low**	**High**	**Days**
Compact Director	~~$96,852~~	~~$111,416~~	~~260~~

	2017-2018		2018-2019		2019-2020		
Position	**Low**	**High**	**Low**	**High**	**Low**	**High**	**Days**
Compact Director	$99,758	$114,758	$102,751	$118,201	$105,320	$121,156	260

ADMINISTRATOR BENEFIT PROVISIONS

ADMINISTRATORS SCHEDULES

The work year and minimum office hours for Administrators are as follows:

Position	Vacation Days*	Hours During School Year	Summer Hours
Career Technical Compact Director	24	7:30 a.m.-4:00 p.m.	7:30 a.m.-4:00 p.m.

*Eighty (80) hours of unused vacation can be carried over to the next school year. New balances for vacation begin August 1 of each year.

ADMINISTRATOR BENEFIT PROVISIONS

ANNUITIES

Administrators can request to participate in the annuities program provided such program is with any insurer licensed to do business in the State of Ohio. The cost of annuities will be reduced from the annual salary and the difference will be reported on earnings for tax purposes.

DISCIPLINARY PROCEEDINGS

Appropriate discipline may include oral or written reprimand, suspension with or without pay, reduction, demotion and/or termination.

CELL PHONES

Cell phone reimbursements are given to Administrators based upon the following:

$15/month for cell phone minute package; $35/month for data package; $600 total annually. An additional $100 will be paid for device reimbursement in every odd number year.

COMPENSATION SYSTEM (YEARLY)

Concept:

Each administrator and exempt employee has a base salary or hourly rate, the starting point of which is determined at his/her date of hire (see description below). Each year the Board of Education will determine a dollar amount available for raises to administrators and exempt employees. If the Board of Education determines money is available, the Superintendent will be responsible for determining how the money will be distributed to the employees. The Superintendent will determine a base percentage increase that will be given to all employees. In addition to the uniform base percentage increase, an additional uniform percentage will be available for employees who have met their performance goals and have the highest rating possible on their summative evaluation for the year (see description below). Within the parameters written above, the total compensation increase an employee receives in a given year cannot exceed the top of the salary range for his/her position in the year in question.

Hiring Salaries/Hourly Rate:

The determination of the appropriate starting salary or hourly rate for new hires will be made by the Superintendents' of the districts comprising the Four Cities Compact. Starting salaries or hourly rates should be at, or toward, the minimum of the assigned salary or hourly rate range. A starting salary or hourly rate which is higher than the minimum assigned salary or hourly rate range may be granted for such reasons as education and/or work experience directly applicable to the job which exceeds the minimum qualification requirements, a competitive market situation, a special or

specific talent, etc. Salary or hourly rate levels of current District employees should also be considered in determining new hire salaries or hourly rates.

Attainment of Performance Goals:

At the beginning of each school year, the employee will set a minimum of two (2) performance goals collaboratively with his/her direct supervisor. In years where the Four Cities Compact has allocated money for raises, employees who meet their performance goals and who have the highest rating possible on their summative evaluation for the year will receive the additional uniform percentage available.

Whether an employee has met his/her performance goals is determined by the direct supervisor, in consultation with the Superintendents, and involves a portfolio based system that provides supporting evidence of results/outcomes.

~~Example: A principal is evaluated using the Ohio Principal Evaluation System. His/Her performance goals relate to student achievement and professional growth. A principal achieving a summative evaluation score of Accomplished has met all performance goals and received the highest rating possible on the evaluation instrument.~~

Salary/Hourly Rate Structure Analysis:

In response to market trends, the salary/hourly rate structures should be reviewed ~~annually~~ and updated, as appropriate. A market analysis should be completed using comparable ~~the following~~ school districts in our area:

~~Barberton~~
~~Brunswick~~
~~Cloverleaf~~
~~Copley~~
~~Cuyahoga Falls~~
~~Green~~
~~Highland~~
~~Hudson~~
~~Medina~~
~~Nordonia~~
~~North Canton~~
~~Norton~~
~~Twinsburg~~

Rationale:

This system allows for performance-based financial incentives while creating an atmosphere where everyone can "win" if they have met their performance goals and have achieved at the highest level on their summative yearly evaluation. Performance goals and the evaluation instrument are known to the employee from the beginning, thus eliminating to a great degree the idea of a supervisor

being "arbitrary" with decisions that are made. All of this is done within the dollar amount allocated by the Superintendents' of the Four Cities Compact, in consultation with their Boards of Education.

EVALUATION OF ADMINISTRATORS

The Superintendent will institute and maintain a comprehensive program for the evaluation of administrative personnel. Administrative personnel include directors, principals, assistant principals, and any other administrative or supervisory personnel not included in an employee negotiating unit.

The purpose of an Administrator Evaluation will be to assess the performance of Administrators and to provide information upon which to base employment and personnel decisions. Evaluation should also assist Administrators to develop their professional abilities in order to better accomplish the effective management of the school system.

The evaluation criteria for each position will be in written form and will be made available to the Administrator (See Appendix A for administrators not following the OPES evaluation system). Evaluations will be made by the person to whom the Administrator is immediately responsible. The results of the evaluation will be put in writing and discussed with the Administrators by the person who makes the evaluation. An administrator whose contract is due to expire at the conclusion of the current school year shall have at least one (1) preliminary evaluation and one (1) final evaluation during such year. A written copy of the preliminary evaluation report shall be provided to the administrator at least sixty (60) days prior to any Board action on the renewal or non-renewal of the contract. A written copy of the final evaluation report shall be provided to the administrator at least five (5) days prior to any Board action on the renewal or non-renewal of the contract.

The Administrator being evaluated will have the right to attach a memorandum to the written evaluation. The results of the evaluation will be kept in personnel records maintained in the central office. Information gathered and written evaluative documents used in retention, promotion or termination of an Administrator will be accessible to the person concerned or his/her representative.

In order that there will be no conflict of interest in the supervision and evaluation of employees, at no time may any Administrator be solely responsible for the supervision and/or evaluation of an employee if the Administrator is directly related to that employee.

HOLIDAY PAY

Administrators that work 260 days are entitled to 10 paid holidays as follows:

1. New Year's Eve Day
2. Martin Luther King Day
3. Memorial Day

ADMINISTRATOR BENEFIT PROVISIONS

4. Fourth of July
5. Labor Day
6. Thanksgiving Day
7. Friday after Thanksgiving Day
8. Christmas Day
9. Good Friday (will be a paid holiday in years when school is not in session on that day)
10. Floating Holiday (one day to be used on either Christmas Eve, ~~or~~ New Year's Eve Day, Presidents' Day or July 3)

FBI CHECK

The Board shall pay for the cost of any FBI check necessitated by licensure renewal provided the Administrator completes the background check through central office.

INSURANCE

General Provisions

A. Right to Insurance Benefits

In addition to the salary and other payments, the compensation of Administrators shall include the insurance benefits provided herein. Administrators who are scheduled to work less than seventy-five percent (75%) of full-time shall not be eligible for insurance benefits.

B. Copy of Certificate of Insurance

Administrators will receive a certificate of insurance which shall provide the specific benefits provided.

C. Distribution of Explanation of Coverage(s)

1. As amendments and/or changes in insurance coverages or carriers are made, Administrators will receive a written description, prepared by the carrier, of such amendments and/or changes. This written description shall be provided within sixty (60) days of the amendment and/or changes.

2. An Administrator hired during the term of this agreement shall, at the time of the signing of his/her administrative contract, receive a written description of all insurance coverages in effect at that time.

D. Full-Time Administrator Defined

Regular, full-time Administrators include only those who regularly work more than seventy-five percent (75%) of an Administrator's workday and workweek.

E. Distribution of Insurance Cards

Each Administrator shall be issued a current insurance card.

PREFERRED PROVIDER ORGANIZATION (PPO)

ADMINISTRATOR BENEFIT PROVISIONS

A. Right to Coverage

1. Administrators may obtain coverage for himself/herself, and, if applicable, his/her dependent(s) in accordance with established eligibility requirements by applying for coverage and providing all information reasonably requested by the Treasurer to establish eligibility of the Administrator and his/her dependent(s).

2. The coverage shall meet or exceed the specifications listed below.

3. When the Board solicits bids for its insurance program, Administrators shall participate in reviewing bid specifications and bids.

B. Method of Payment/Insurance Premium Share

Administrators and the Board of Education shall pay a portion of the monthly premium. For the 2017-2018 and 2018-2019 school years, ~~T~~the Administrator will pay 10.6% and the Board will pay 89.4% of the plan costs. Beginning with the 2019-2020 school year (July 1, 2019), the Administrator will pay 11.0% and the Board will pay 89.0% of the plan costs.

C. Summary of Benefits

- **Wadsworth City Schools**

*Schedule of Coverage - **Effective ~~1/1/13~~***

~~Covered Benefits~~	~~Network~~	~~Non-Network~~
~~**Deductible (Single/Family)**~~	~~$125 / $250~~	~~$500 / $1,000~~
~~**Out-of-Pocket Limit (Single/Family)**~~	~~$500 / $1,000~~	~~$1,200 / $2,400~~
~~**Physician Home and Office Services (PCP/SCP)**~~	~~$20 COPAY~~	~~30%~~
~~Primary Care Physician (PCP)/~~	-	-
~~Specialty Care Physician (SCP)~~	-	-
~~Including Office Surgeries and allergy serum:~~	-	-
~~Allergy injections (PCP and SCP)~~	~~20%~~	~~30%~~
~~Allergy testing~~	~~20%~~	~~30%~~
~~MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies,~~	~~20%~~	~~30%~~
~~Non-maternity related Ultrasounds and pharmaceutical products~~	~~20%~~	~~30%~~
~~**Preventive Care Services**~~	-	-
~~Services include but are not limited to:~~	-	-
~~Routine Exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations[1], Annual diabetic, eye exam. Vision and hearing screenings~~	-	-
~~Physician Home and Office Visits (PCP/SCP)~~	~~NO CHARGE~~	~~30%~~
~~Other Outpatient Services @ Hospital/Alternative Care Facility~~	~~NO CHARGE~~	~~30%~~

ADMINISTRATOR BENEFIT PROVISIONS

Emergency and Urgent Care	-	-
Emergency Room Services	$100 COPAY	$100 COPAY
Facility/other covered services (copayment waived if admitted)	20%	30%
Urgent Care Center Services	$25 COPAY	30%
MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasoundsand pharmaceutical products	20%	30%
Inpatient and Outpatient Professional Services	-	-
Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anaesthesia and Newborn exams	20%	30%
Inpatient Facility Services *(Network/Non-Network combined limit)*	-	-
60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis)	20%	30%
108 Days for skilled nursing facility	20%	30%
Outpatient Surgery Hospital/Alternative Care Facility	-	-
Surgery and administration of general anesthesia	20%	30%
Other Outpatient Services *(Network & Non-Network limits combined limit)*	20%	30%
Non-Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services.	-	-
Home Care Services 30 visits (excludes IV Therapy)	-	-
Durable Medical Equipment and Orthotics	-	-
Ambulance Services	-	-
Outpatient Therapy Services	-	-
(Combined Network & Non-Network limits of 60 Visits)	-	-
Physician Home and Office Visits (PCP/SCP)	20%	30%
Other Outpatient Services @ Hospital/Alternative Care Facility	20%	30%
Behavioral Health:	-	-
Mental Illness and Substance Abuse[2]	-	-
Inpatient Facility Services	20%	30%
Inpatient Professional Services	20%	30%
Physician Home and Office Visits (PCP/SCP)	$20 COPAY	30%
Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Provessional	20%	30%
Human Organ and Tissue Transplants[3]	20%	30%
Acquisition and transplant procedures, harvest and Staorage	-	-
Prescription Drugs	-	-
Network Retail Pharmacies: (30 day supply)	$10 Generic/$20 Preferred Brand/$30 Non-Preferred Brand	Subject to reimbursement limits of in network services
Network Retail Pharmacies: (90 day supply)	$25 Generic/$50 Preferred Brand/$70 Non-Preferred Brand	Not Covered

ADMINISTRATOR BENEFIT PROVISIONS

~~**Mandatory generic drug unless Dispense as Written:**~~	~~-~~	~~-~~
~~**Lifetime Maximum**~~	~~Unlimited~~	~~Unlimited~~

Notes:

~~Flat dollar copayments are excluded from the out-of-pocket limits. Also Prescription Drug deductibles/copayments/coinsurance and Non-network~~

~~Deductible(s) apply only to covered medical services listed with a percentage (%) coinsurance. However, the deductible does not apply to Emergency Room Services where a percentage (%) coinsurance applies to other covered services.~~

~~Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.~~

~~Dependent Age Limits subject to PPACA and applicable Ohio regulations.~~

~~Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.~~

~~Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.~~

~~Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.~~

~~All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum as long as required by the Affordable Health Care Act.~~

WADSWORTH CITY SCHOOLS – BASE PLAN
BLUE ACCESS® (PPO)
EFFECTIVE 07/01/2017

Covered Benefits	Network	Non-Network
Deductible (Single/Family)	$250/$500	$1,000/$1,600
Out-of-Pocket Limit (Single/Family)	$1,250/$2,500	$3,400/$6,800
Physician Home and Office Services (PCP/SCP) **Primary Care Physician (PCP)/** **Specialty Care Physician (SCP)** Including Office Surgeries and allergy serum:	$20/$20	30%
o allergy injections (PCP and SCP)	20%	30%
o allergy testing	20%	30%
o MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and pharmaceutical products	20%	30%

ADMINISTRATOR BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
Preventive Care Services • Services included but not limited to: Routine medical exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Hearing screenings and Vision screenings which are limited to Screening tests (i.e. Snellen eye chart) and Ocular Photo screening.	No cost share	30%
Emergency and Urgent Care **Emergency Room Services** • **facility/other covered services** (copayment waived if admitted) **Urgent Care Center Services** • MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasounds and pharmaceutical products • Allergy injections • Allergy testing	$100 $25 20% 20% 20%	$100 30% 30% 30% 30%
Inpatient and Outpatient Professional Services Include but are not limited to: • Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams	20%	30%
Inpatient Facility Services (Network/Non-Network combined) Unlimited days except for: • 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis) • 180 days for skilled nursing facility	20%	30%
Outpatient Surgery Hospital/Alternative Care Facility • Surgery and administration of general anesthesia	20%	30%

ADMINISTRATOR BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
Other Outpatient Services including but not limited to: • Non-Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services. • Home Care Services 30 visits (excludes IV Therapy) (Network/Non-Network combined) • Durable Medical Equipment, Orthotics and Prosthetics • Physical Medicine Therapy Day Rehabilitation programs • Hospice Care • Ambulance Services	20% 20% 20%	30% 20% 20%
Outpatient Therapy Services (Combined Network & Non-Network limits) • Physician Home and Office Visits (PCP/SCP) • Other Outpatient Services @ Hospital/Alternative Care Facility Limits apply to: • Cardiac Rehabilitation Unlimited • Pulmonary Rehabilitation Unlimited • Physical Therapy: 60 visits • Occupational Therapy: 60 visits • Manipulation Therapy: 12 visits • Speech therapy: 20 visits • Teledoc (Live Health Online)	 $20/$20 20%	 30% 30%
Accidental Dental: Unlimited per accident (Network and Non-network combined)	Copayments/Coinsurance based on setting where covered services are received	30%
Behavioral Health: **Mental Illness and Substance Abuse[2]** • Inpatient Facility Services • Physician Home and Office Visits (PCP/SCP) • Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional	 20% $20 20%	 30% 20% 20%
Human Organ and Tissue Transplants[3] • Acquisition and transplant procedures, harvest and storage.	20%	30%

ADMINISTRATOR BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
Prescription Drugs **Network Tier structure equals 1/2/3** • **Network Retail Pharmacies:** (30-day supply) • **Home Delivery Service:** (90-day supply) Member may be responsible for additional cost when not selecting the available generic drug. Medicare Rx - Wrap	 $10 generic/$20 preferred brand/$30 Non-preferred generic & brand $25 generic/$50 preferred brand/$70 Non-preferred generic & brand Rx OOP Max: $6,525 Single/$13,050 Family	 50%, min $30[5] Not covered

Notes:

- All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services). Prescription drug cost shares have a separate out-of-pocket maximum.
- Deductible(s) apply to covered medical services listed with a percentage (%) coinsurance, including 0%. However, the deductible does not apply to Emergency Room Services where a copayment & (%) coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies. When the Office Visit cost share is a % coinsurance, deductible and coinsurance apply to allergy injections
- No cost share (NCS) means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- Certain diabetic and asthmatic supplies, except diabetic test strips, have no deductible/copayment/coinsurance up to the maximum allowable amount at network pharmacies.
- Benefit period = calendar year
- Mammograms (Diagnostic) are no copayment/coinsurance in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.
- Private Duty Nursing – limited to 82 visits/Calendar Year
- Vision limited services – additional vision services are covered when specifically coded as determination of refraction, routine ophthalmological examination including refraction for new and established patients, and a

visual functional screening for visual acuity. No additional ophthalmological services are covered as part of the medical coverage.

- Plan to exclude for elective abortions.

[2] We encourage you to review the Schedule of Benefits for limitations.
[3] Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.
[4] Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

Precertification:

Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

Pre-existing Exclusion Period: none

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

ADMINISTRATOR BENEFIT PROVISIONS

D. Wellness Rider

The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.

The program includes the following provisions:

(1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in four (4) key wellness categories:

- Non-smoker or participation in a smoking cessation program
- Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol
- Body Mass Index (BMI)
- Blood Pressure (BP)

(2) Effective January 1, 2018 all WESPA members and any new members hired subsequent to January 1, 2018 who voluntarily participated in the previous fall onsite biometric screening or physician directed preventive exam earn health credits applicable to the following calendar year. The value of health credits in the following calendar year will be issued exclusively based on the employee's participation in either the onsite biometric screening or physician directed preventive exam. Single enrollees shall earn a credit of $100 to be applied to a Health Reimbursement Account (HRA) on a calendar year basis. Family enrollees shall earn a health credit of $200 to be applied to a Health Reimbursement Account (HRA) on a calendar year basis. Employer contributions to the HRA will expire at the end of the calendar year for which theyt are earned if they are no used.

(3) Effective January 1, 2019, employees who voluntarily participated in the 2018 onsite biometric screening or physician directed preventive exam will have the opportunity to earn HRA credits. The value of HRA credits in the 2019 calendar year will be based on four key biometric components. Each component shall be equal to a credit value of $25 for single enrollees or $50 for family enrollees. In no event will the total value of credits exceed $100 for a single enrollee or $200 for a family enrollee. HRA credits are non-transferable and are only valid against allowable medical expenses incurred and applicable during the 2019 calendar year.

ADMINISTRATOR BENEFIT PROVISIONS

Beginning in 2019 and applicable for each subsequent calendar year, HRA credits shall be issued subject to the terms and conditions outlined herein, credits shall be provided on the following basis:

- Participation in the immediately preceding period's onsite biometrics initiative or physician directed preventive exam.

- Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth $25/single or $50/family.

- Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

- Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

- Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over both the prior year's Systolic and Diastolic blood pressure number provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

(4) For each year after 2018, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits for the following calendar year.

~~The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The district's objective is to encourage modifications of member health~~

~~status and enhance personal well-being and productivity, with a goal of preventing injury and illness.~~

~~The program includes the following provisions:~~

~~(1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in five (5) key wellness categories:~~

- ~~Non-smoker or participation in a smoking cessation program~~
- ~~Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol~~
- ~~Body Mass Index (BMI)~~
- ~~Blood Pressure (BP)~~
- ~~Waist Circumference/Body Composition Risk~~

(2) ~~New employees who voluntarily participated in the previous fall onsite biometric screening or physician directed preventive exam earn health credits applicable to the following calendar year. The value of health credits in the following calendar year will be issued exclusively based on the employee's participation in either the onsite biometric screening or physician directed preventive exam. Single enrollees shall earn a health credit of $125 against their calendar year deductible. Family~~ BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

- Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over the prior year's blood pressure provided that the employee participated in the prior year's onsite or physician directed examination process. Completion o~~enrollees shall earn a health credit of $250 against their deductible. Deductible credits are non-transferable and are only valid against claims incurred and applicable to the deductible during the following calendar year~~

- ~~Effective January 1, 2014, employees who voluntarily participated in the 2013 onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits. The value of health credits in the 2014 calendar year will be based on five key biometric components. Each component shall be equal to a credit value of $25 for single enrollees or $50 for family enrollees. In no event will the total value of~~

~~credits exceed $125 for a single enrollee or $250 for a family enrollee. Deductible credits are non-transferable and are only valid against claims incurred and applicable to the deductible during the 2014 calendar year.~~

~~Beginning in 2014 and applicable for each subsequent calendar year, credits shall be issued subject to the terms and conditions outlined herein, credits shall be provided on the following basis:~~

- ~~Participation in the immediately preceding period's (i.e., fall 2013 for 2014) onsite biometrics initiative or physician directed preventive exam shall be worth $25/single or $50/family.~~
- ~~Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth $25/single or $50/family.~~
- ~~Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.~~
- ~~Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's f any of the above three conditions shall be worth $25/single or $50/family.~~

(3) ~~For each year after 2014, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits for the following calendar year. The application of credits and operation of the program will remain as outlined for the 2014 calendar year.~~

Term Life Insurance

A. Right to Coverage

The Board shall purchase from a carrier licensed by the State of Ohio, group term life insurance in the amount of Fifty Thousand Dollars ($50,000) for each regular, full-time Administrator now or hereinafter employed.

ADMINISTRATOR BENEFIT PROVISIONS

B. Method of Payment

The full cost of this program and any increase thereof shall be paid by the Board.

C. Right to Purchase Additional Coverage

The Board shall allow an Administrator to purchase additional amounts of coverage through payroll deduction, provided the number electing to take advantage of this opportunity is adequate to meet the requirements of the insuring company. The Board may insist that the amount of such additional coverage shall be Fifty Thousand Dollars ($50,000) or One Hundred Thousand Dollars ($100,000), at the option of the Administrator. The right to purchase such additional coverage is subject to availability and to all requirements imposed by the insurance carrier.

Accidental Death and Dismemberment

A. Right to Coverage

Full-time Administrators can purchase Voluntary Accidental Death and Dismemberment (AD&D) insurance coverage. You may elect either $50,000 or $100,000 of Voluntary AD&D coverage for yourself. This coverage will end when employment terminates.

B. Method of Payment

The Board will deduct all or part of the premium through payroll deductions.

Professional Liability Insurance

Professional liability insurance shall be provided by the District.

Dental Insurance

A. Right to Coverage

The Board shall self-fund and/or purchase from a carrier licensed in the State of Ohio, dental insurance coverage which meets the specifications set forth in this section for each full-time Administrator, now or hereinafter employed, and his/her family. The Board shall maintain the current Usual and Customary Rate (UCR) percentile for services out of the PPO network.

B. Method of Payment of Coverage

The full cost of such insurance shall be paid by the Board.

ADMINISTRATOR BENEFIT PROVISIONS

C. Right to Change Coverage Status

Administrators may change the coverage status (Single or Family) effective the first (1st) of any month or during the open enrollment period during the month of June, subject to the rules and regulations of the carrier.

D. Specifications of Coverage

DELTA DENTAL®

Delta Dental of Michigan, Ohio, Indiana QUALITY ISO 9001 CERTIFICATION

Delta Dental PPO (Point-of-Service) Summary of Dental Plan Benefits For Group# 1151-5000, 5091 Wadsworth City Schools

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.*

Control Plan – Delta Dental of Ohio
Benefit Year – January 1 through December 31
Covered Services –

	PPO Dentist	Premier Dentist	Non-participating Dentist
	Plan Pays	Plan Pays	Plan Pays*
Diagnostic & Preventive			
Diagnostic and Preventive Services – exams, cleanings, fluoride, and space maintainers	100%	100%	100%
Sealants – to prevent decay of permanent teeth	100%	100%	100%
Brush Biopsy – to detect oral cancer	100%	100%	100%
Radiographs – X-rays	100%	100%	100%
Basic Services			

ADMINISTRATOR BENEFIT PROVISIONS

Emergency Palliative Treatment – to temporarily relieve pain	**80%**	**80%**	**80%**
Minor Restorative Services – fillings and crown repair	**80%**	**80%**	**80%**
Endodontic Services – root canals	**80%**	**80%**	**80%**
Periodontic Services – to treat gum disease	**80%**	**80%**	**80%**
Oral Surgery Services – extractions and dental surgery	**80%**	**80%**	**80%**
Other Basic Services – misc. services	**80%**	**80%**	**80%**
Major Services			
Major Restorative Services – crowns	**70%**	**70%**	**70%**
Relines and Repairs – to bridges, implants, and dentures	**70%**	**70%**	**70%**
Prosthodontic Services – bridges, implants, and dentures	**70%**	**70%**	**70%**
Orthodontic Services			
Orthodontic Services – braces	**60%**	**60%**	**60%**
Orthodontic Age Limit –	**No Age Limit**	**No Age Limit**	**No Age Limit**

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. The Nonparticipating Dentist Fee may be less than what your dentist charges and you are responsible for that difference.

- Oral exams (including evaluations by a specialist) are payable twice per calendar year.
- Prophylaxes (cleanings) are payable twice per calendar year. Periodontal maintenance procedures are not a Covered Service for people under age 16.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice per calendar year for people up to age 19.
- Space maintainers are payable once per area per lifetime for people up to age 16.
- Bitewing X-rays are payable twice per calendar year for people under age 19 and once per calendar year for people age 19 and older. Full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period. Vertical bitewing X-rays are payable once in any three-year period.
- Four periapical and two occlusal X-rays are payable per calendar year.
- Sealants are payable twice per tooth per lifetime for the occlusal surface of first and second permanent molars up to age 16. The surface must be free from decay and restorations.
- Crowns, inlays and onlays are Covered Services for people age 16 and older once in any five-year period. Recementation of crowns, inlays and onlays are payable once per lifetime for people age 16 and older. Prefabricated crowns are Covered Services on primary teeth.
- Composite resin (white) restorations are Covered Services on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Root canal treatment is payable once per tooth per lifetime. Retreatment of a previous root canal is payable once per tooth per lifetime.
- Certain oral surgery procedures including vestibuloplasty, frenulectomy, frenuloplasty, oroantral fistula closure, primary closure of sinus perforation and biopsy of hard tissue are Covered Services.
- Full and partial dentures are payable once in any five-year period. Tissue conditioning is payable twice in any 12- month period. Chairside reline and rebase of dentures are payable once in any calendar year. Lab reline and rebase of dentures are payable once in a three-year period. Adjustments of dentures are payable once in any calendar year.
- Recement of bridges is payable once per lifetime. Repair of bridges is payable once in any five-year period.
- Implants and implant related services are payable once per tooth in any five-year period.
- Emergency palliative treatment is a Covered Service twice in any calendar year. Consultations (by other than the treating dentist) are Covered Services once in any calendar year. Occlusal guards and occlusal adjustments are not Covered Services.

ADMINISTRATOR BENEFIT PROVISIONS

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

Maximum Payment – $3,000 per person total per Benefit Year on all services except orthodontics. $1,500 per person total per lifetime on orthodontic services.

Deductible – $25 Deductible per person total per Benefit Year limited to a maximum Deductible of $50 per family per Benefit Year. The Deductible does not apply to oral exams, preventive services, consultations, office visit for observation, X-rays, brush biopsy, sealants, and orthodontic services.

Any expenses incurred by an eligible person for covered services during the last three months of a benefit year and applied to the Deductible for that benefit year will also be applied to the Deductible for the following Benefit Year. The Deductible met under the previous carrier for the period January 1, 2014 through June 30, 2014 will be applied to the
2014 calendar year Deductible with Delta Dental. It is the Subscriber's responsibility to provide Delta Dental with adequate documentation of the Deductible met under the previous carrier.

Waiting Period – Employees who are eligible for dental benefits are covered as identified in your contract with the school district.

Eligible People – All eligible contracted employees of the school district who elect the dental plan. The Contractor and
Subscriber share the cost of this plan.

Also eligible at your option are your legal spouse and your dependent unmarried children to the end of the month in which they turn 26 if eligible to be claimed by you as a dependent under the U.S. Internal Revenue code during the current calendar year. You and your eligible dependents must enroll for a minimum of 12 months. If coverage is terminated after
12 months, you may not re-enroll prior to the open enrollment that occurs at least 12 months from the date of termination. Your dependents may only enroll if you are enrolled (except under COBRA) and must be enrolled in the same plan as you. Plan changes are only allowed during open enrollment periods, except that an election may be revoked or changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

If you and your spouse are both eligible under this Contract, you may be enrolled as both a Subscriber on your own application and as a dependent on your spouse's application. Your dependent children may be enrolled on both applications as well. Delta Dental will coordinate benefits.

Benefits will cease on the last day of the month in which the employee is terminated.

Physical Examination

The Board will pay balance not covered by an Administrator's Medical Health Insurance of an Administrator's physical examination if requested by the Board.

LEAVE PROVISIONS

ADMINISTRATOR BENEFIT PROVISIONS

SICK LEAVE

A. Accumulation

An Administrator shall be allowed to accumulate Sick Leave credit to the maximum of three hundred four (304) days. Any member who retires under STRS/SERS and returns to employment in the District shall accumulate sick leave as prescribed in this section of the Agreement, with the understanding there will be no carryover of sick leave from service that predates their STRS/SERS retirement. Administrators shall be eligible for all Leave Provisions listed in this section.

B. Annual Allowance

Administrators shall be granted sick leave on the following basis: one and onequarter (1 1/4) days for each completed month of service or fifteen (15) days for each completed year of service.

C. Notification of Accumulated Days

Administrators shall receive accurate notification of his/her accumulated Sick Leave with each pay.

D. Advance

An Administrator whose Sick Leave has been exhausted shall be credited with five (5) days of Sick Leave. These five (5) days or any portion thereof may be used at any time in case the Administrator is unable to work because of any of the prescribed reasons for the use of Sick Leave and the Administrator has not accumulated a sufficient amount of Sick Leave.

E. Use of Sick Leave

1. Sick Leave with pay may be used for the following reasons:

    a. For absence of the Administrator due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others.

    b. For absence of the Administrator due to illness, injury, or death in the immediate family of said Administrator.

    c. An Administrator may use accrued Sick Leave for pregnancy, as provided in the Ohio Revised Code. Absent medical verification of a need for a longer leave, the use of sick leave for pregnancy and/or childbirth will not exceed six (6) weeks from the date of delivery.

d. For care of a spouse with a newborn baby up to a maximum of five (5) days. If an Administrator requires more than five (5) days, he/she will provide written documentation to the Superintendent upon return to work.

e. A maximum of two (2) days related to the birth of a child of an immediate family member.

f. For death of an aunt or uncle up to a maximum of two (2) days. If an Administrator requires more than two (2) days, he/she may use personal leave.

2. Sick Leave with pay may not be used for:

a. Child care;

b. Grandchild care.

3. Administrators will not be charged sick leave on non-work days.

4. Administrators utilizing sick leave shall not be required to give the reason, except that they are in compliance with the proper use of sick leave listed in this section. Notwithstanding this provision, an Administrator may be required to provide reasons if there is an investigatory meeting because of suspected misuse, abuse, or unauthorized use of sick leave.

5. Any misuse, abuse, or unauthorized use of sick leave will result in disciplinary action up to and including termination.

F. Immediate Family Defined

The "immediate family" shall be defined as follows:

1. Spouse of the Administrator;

2. Children and grandchildren of the Administrator or his/her spouse;

3. Parents and stepparents of the Administrator or his/her spouse;

4. Brother(s) and sister(s) of the Administrator or his/her spouse;

5. Grandparents of the Administrator or his/her spouse;

6. Son-in-law and daughter-in-law of the Administrator or his/her spouse; and

7. In the event of death, "immediate family" also includes aunts and uncles.

8. Any person in loco of the above (e.g. anyone residing in the same home with the Administrator or any relative who clearly stands in the same relationship with the

Administrator as any of those so specified). An Administrator must provide a written description of the facts on the District absence report form supporting the in loco situation.

EXTENDED ILLNESS LEAVE

An Administrator unable to perform satisfactorily because of personal illness or an illness in the immediate family may be granted a leave of absence without pay for the remainder of the school year.

Application for such leave must be accompanied by a statement from the attending physician setting forth the nature of the illness or disability. In the instance of personal illness, the physician's statement must include a definite recommendation that the Administrator be relieved of duties. In the event of a leave as a result of illness of a member of the immediate family, the physician's statement must indicate the need for the Administrator's absence.

Application for reinstatement from such leave must be made in writing and, in the event of a requested return from a Personal Illness Leave, must be accompanied by a health care provider's certification for return to work.

PERSONAL LEAVE

A. Right to Leave

1. Administrators shall be eligible for three (3) unrestricted days per school year.

2. Administrators will not be charged personal leave on non-work days.

B. Notice of Intent to Use Leave

Notice of intent to use Personal Leave shall be provided by the Administrators completing and delivering to the Superintendent or designee, the prescribed form at least three (3) days in advance of the anticipated absence. If circumstances make advance notice impossible, the Administrator shall notify the Superintendent or designee of his/her intent to use Personal Leave as soon as practicable.

C. Purpose of Leave

It is the intent of this Section to provide Administrators with a means of dealing with personal matters that cannot be handled except during school hours.

D. Personal Leave must be taken in minimum increments of one-quarter (1/4) hour.

E. On occasion, special circumstances not covered by the provision above may arise and Administrators may wish to request personal leave. Such requests shall be made to the

Superintendent in writing, who may grant the personal leave on a paid or unpaid basis or may deny the request.

F. An Administrator who abuses personal leave will be subject to discipline, up to and including termination.

G. An Administrator will be reimbursed one-hundred fifty dollars ($150.00) for each unused personal leave day(s) by June 30 of each year. If the Administrator desires to have unused personal leave converted to sick leave in lieu of receiving one-hundred fifty dollars ($150.00) for each unused personal leave day, he/she must submit a letter to the Treasurer's office by June 15.

PAID ADOPTION LEAVE

A. Adoptions in the United States

An Administrator is eligible, upon adoption of a child in the United States, to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a 12-month period, during which period custody is received. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed twenty (20) days.

B. Adoptions Outside the United States

If a child outside of the United States is adopted, an Administrator will be able to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a 12-month period, during which period custody is received. Further, accumulated sick leave may be used for up to a total of ten (10) days for the adoption process, prior to receiving custody of the child. The scheduling of leave for the adoption process will be arranged between the Administrator and the Superintendent. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed thirty (30) days.

C. Administrators will not be charged adoption leave on non-work days.

JURY DUTY

ADMINISTRATOR BENEFIT PROVISIONS

A. An Administrator shall be granted time off for jury duty actually served during the workday and shall suffer no loss of pay or benefits. The Administrator may keep any payment received for jury duty. Documentation received from the court confirming jury duty actually served must be submitted with the absence form.

B. Time spent on jury leave will not be charged against any other leave provision.

LEAVE PURSUANT TO SUMMONS OR SUBPOENA

A. Right to Leave for a Summons or Subpoena

Any Administrator who is summoned or subpoenaed for a job-related issue shall be granted leave with no loss of pay or other benefits for days missed by reasons of the summons or subpoena. In the event a subpoena will be issued on behalf of the Board, the Administrator obtaining the subpoena must give at least five (5) calendar days notice prior to the hearing. A summons or subpoena issued because of a student's custody issue is considered to be job related. An Administrator receiving a subpoena to appear as a witness for a non-job related issue shall be eligible for leave under this section. A copy of the subpoena, once served, will be included with the leave form.

B. Right to Leave for a Non-Job Related Issue

Personal leave must be utilized for a summons issued because of a non-job related issue. If the Administrator has exhausted his/her personal leave, and is summoned for something that is not job-related, leave pursuant to summons or subpoena may be used in order to comply with the summons.

C. Leave Not Covered

An Administrator is not eligible for leave under this Section if the Administrator is a party to the legal proceeding.

ASSAULT LEAVE

A. Right to Leave

An Administrator who is absent due to physical disability directly resulting from an assault, which occurs in the course of Board employment, while on duty either during school hours or where required to be in attendance at a school-sponsored function, shall be eligible to receive Assault Leave.

B. Notice of Intent to Use Leave

1. Such leave shall be granted, for a period not to exceed one hundred eighty (180) workdays, upon the Administrator delivering to the Business Office a signed Employee Report of Injury Form.

2. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault (if known), the facts surrounding the assault and willingness of the Administrator to cooperate with the Board if the Board chooses to pursue legal action against the assailant(s).

C. Rights While On Leave

1. Except as noted under restrictions below, an Administrator on Assault Leave shall be maintained on full pay status during the period of his/her leave.

2. Leave granted under this Section shall not be charged against Sick Leave earned or earnable under ORC Section 3319.141 or leave granted under other Sections of this Article.

3. An Administrator will not be charged assault leave on non-work days.

D. Length of Leave

Assault Leave may be used for the period of the disability up to a maximum of one hundred eighty (180) workdays.

E. Restrictions

1. If medical attention is required, the Administrator shall supply a certificate from a licensed physician stating the nature of the disability and its duration.

2. The Administrator must file a Workers Compensation claim with the Business Office. The pay of a member on Assault Leave shall be reduced by the amount received by him/her, if any, for Workers' Compensation as a benefit to cover loss of pay resulting from the injury. However, the Administrator's pay shall not be reduced by benefits received from Workers' Compensation to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines and/or rehabilitation services.

3. If an Administrator is unable to return to work after using fifty (50) days for assault leave, he/she shall provide the Board medical verification of the need for additional assault leave. The Board retains the right, at its own expense, to require the Administrator to obtain the opinion of a second healthcare provider designated by the Board. If the second opinion is in conflict with the Administrator's first medical verification, the Board may request, at the Board's expense, that the Administrator see a mutually agreed upon healthcare provider to give a final and binding opinion regarding the need for continued assault leave.

4. Falsification of either the signed statement or a physician's certificate may be grounds for suspension or termination of employment under ORC Section 3319.16.

ADMINISTRATOR BENEFIT PROVISIONS

F. Verbal Assault Leave

An Administrator not physically assaulted but who is emotionally distraught due to a threat of physical injury that is direct, specific and plausible will receive up to two (2) days off without loss of pay, as long as the member reports the threat to the police.

PROFESSIONAL LEAVE

A. Professional Leave of Absence may be granted annually to Administrators for the purpose of attending workshops or other professional meetings each year.

B. The term "Professional Leave" is not to include days when an Administrator accompanies students to meetings, competitions, or other student activities.

C. The Board shall pay the portion of the pre-approved receipted expenses as stipulated on the Professional Leave Application form for fees, meals, lodging, and transportation, incurred by Administrators who attend workshops, seminars, conferences, or other professional improvement sessions which have the advance approval of the Superintendent or designee for the particular purpose of professional improvement to the school system and/or to the individual participating.

D. Such authorization for attendance will need prior approval by the Superintendent or designee. The Administrator shall receive his/her salary for those days he/she is absent from his/her assignment for such Professional Leave.

UNPAID CHILD CARE LEAVE

Following the conclusion of any pregnancy-related disability; or in the event any Administrator adopts a child and such child is less than one (1) year of age at the time of adoption; or, with respect to a father, following the birth of a child; the Administrator may apply for permission to take Parental Leave. Requests for permission to take Parental Leave must be made to the Superintendent at least twenty (20) days prior to the date on which the parental leave is to begin. Notification for leave in the case of adoption shall be given as soon as possible prior to receiving custody of the child. Parental Leave shall be granted upon request, provided that the following conditions are met:

A. Unpaid child care leave and the absence (if any) charged to sick leave shall not exceed six (6) months.

B. The Administrator must state specifically in writing at the time Parental Leave is requested, the length of such requested leave and the date on which the Administrator will be available to return to work.

C. Parental Leave will not exempt an Administrator from decisions regarding contract renewals relating to Administrator's appraisal and/or staff reduction under this Agreement. If Parental

Leave is granted, and upon return of the Administrator from Parental Leave, he/she will be assigned to his/her prior position, if available, or a position as nearly equal to that which had been previously occupied.

D. Insurance benefits and other fringe benefits under this Agreement shall not apply during the period of a parental leave.

E. In the event an Administrator does not return to work at the time indicated in his/her request for Parental Leave, said Administrator will forego any rights to reinstatement.

OTHER UNPAID LEAVES

The Board may, at its discretion, grant other leaves as are authorized by the Ohio Revised Code.

FAMILY AND MEDICAL LEAVE

Administrators may take up to twelve (12) workweeks of unpaid leave ("FMLA Leave") in any school year (August 1 through July 31) for one (1) or more of the following circumstances:

A. The birth of an Administrator's child and to care for the child up to age one (1);

B. The adoption or foster care of a child, up to twelve (12) months after placement;

C. To care for the spouse, child, or parent of an Administrator when that family member has a serious health condition;

D. The Administrator's inability to perform the functions of the position because of the member's own serious health condition.

To be eligible for FMLA Leave, the Administrator must have worked for Wadsworth City Schools for at least twelve (12) months met the FMLA's 1250-hours-worked requirements before the leave request.

BENEFITS WHILE ON LEAVE

With the exception of FMLA leave, no benefits that result in an expense to the Board will be provided to any Administrator while on a leave of absence without pay. When a group insurance policy permits, an Administrator on an unpaid leave of absence may continue to participate in such insurance benefits by advance payment of the cost of such benefits as determined by the insurance carriers or Plan Administrator but no more than one hundred two percent (102%) of the total cost of the benefit.

MILITARY LEAVE

ADMINISTRATOR BENEFIT PROVISIONS

An Administrator who is a member of a reserve component of the Armed Forces of the United States and/or the State of Ohio shall be granted leave of absence from his/her respective duties without loss of pay for such time as he/she is in the military service or field training or active duty for periods not to exceed one hundred seventy six (176) hours in any one (1) calendar year. Bargaining unit members called to active duty in the uniformed services for longer than a month in a calendar year are entitled to leave and pay as set forth in Ohio Revised Code Section 5923.05. The District and the Administrator shall continue to contribute to the State Teachers Retirement System (STRS) based on the amount of compensation actually paid to the Administrator during the military leave of absence, subject to any subsequent legislative enactment.
An Administrator shall be granted a leave without pay when he/she leaves the employment of the Board and within forty (40) days thereafter enters the Armed Forces of the United States. An Administrator shall be reemployed following such leave if application is made in writing within ninety (90) days of discharge, other than a dishonorable discharge, from active duty. Reemployment shall be under the same type of contract as was formerly held and shall be at the beginning of the next semester, provided application is made not less than thirty (30) days prior to the beginning of the next semester.

Sick leave is not accumulated during the period of military leave.

MILEAGE REIMBURSEMENT

The Board will reimburse Administrators for the use of his/her personal vehicle in connection with travel directly related to school business. Such reimbursement mileage will exclude daily travel to and from home ~~and within the school district for the regular work day~~. Required attendance at meetings and functions outside of the school district shall be considered reimbursable mileage. Such reimbursement shall be paid at the prevailing IRS rate upon monthly statements signed by the Superintendent and Treasurer.

PAYROLL PRACTICES

Administrators will receive their salary in twenty-six (26) biweekly substantially equal pays. All administrators will have their paychecks issued via direct deposit and will receive an email notice.

PERSONNEL FILES

Administrators shall have the right, upon request, to examine and obtain a copy of any information in his/her personnel file except for information classified by law as confidential.

RETIREMENT BENEFITS

Employer Pick Up Resolution

Wadsworth City Schools Administrative Employees shall be entitled to the “fringe benefit pick up” which means the Wadsworth City Board of Education will pay the 10% retirement contribution to STRS or SERS on behalf of the Administrative Employee, in accordance with Code Section 414(h)(2). The

amount of the fringe benefit pick up shall not be considered part of the employee's total annual salary for any purpose.

However, administrative employees with 10 or more years of service in the Wadsworth City School District may elect to receive pick up on the pick up. These picked-up employee contribution are in lieu of payments by the employee and shall be paid by the Board as a fringe benefit in addition to the contract salary otherwise payable to the employee. These contributions shall be treated as additional compensation and included in salary for retirement purposes.

The following employees are the Covered Administrative Employees:

Career Technical Compact Director

SEVERANCE PAY

A. Right to Severance Pay

An Administrator shall receive severance pay upon quitting his/her employment in the District and retiring providing he/she: (1) is approved for retirement benefits by the State Teachers Retirement System (STRS), or (2) is at least fifty (50) years old and has been employed at least ten (10) full years in the District, or (3) has fifteen (15) or more years service credit with the STRS and at least ten (10) full years of service in the District.

B. Calculation of Severance Pay

1. Severance pay shall be based on the rate of pay at the time of the Administrators last day of service.

2. Severance pay will be given for forty percent (40%) of the Administrator's accumulated sick leave at the time of resignation/retirement, up to forty percent (40%) of two hundred (200) days; i.e. a benefit of up to eighty (80) days.

3. If an Administrator does not have sufficient Sick Leave to qualify for maximum severance resigns or retires after fifteen (15) or more years' service in the District, then the severance pay to which he/she is entitled shall be supplemented by One Hundred Dollars ($100.00) for each year of service in the District, provided that the total severance pay shall not exceed the eighty (80) day cap.

C. Restrictions

Within the meaning of this policy, an individual may "retire" only once. Retirement from another district shall make an individual ineligible for this retirement benefit.

ADMINISTRATOR BENEFIT PROVISIONS

D. Any Administrator who retires under STRS and returns to employment in the District will not be eligible for severance pay.

Vacation Days

Eighty (80) hours of unused vacation can be carried over to the next school year. New balances for vacation begin August 1 of each year.

Professional Organization Membership

The Board will pay for each administrator up to five hundred dollars ($500.00) for one (1) professional organization membership each year.

ADMINISTRATOR BENEFIT PROVISIONS

Wadsworth City Schools Evaluation Instrument
Administrators and Exempt Employees

EMPLOYEE _____ EVALUATOR _____

DEPT. POSITION DATE

Performance Traits	*Rating (Numerical Score)*	*Numerical Score (from previous column)*	*Comments*
1. PROFESSIONAL EXPERTISE Knowledge of job, qualifications	Accomplished (4)		
2. TEAMWORK: Teamwork, works well with others, cooperates with colleagues	Accomplished (4)		
3. PROFESSIONAL CHARACTER: Appearance, courtesy, attitude, public relations, communication	Accomplished (4)		
4. PERSONAL JOB ACCOMPLISHMENTS/INITIATIVE: Motivation, reliability, dependability, interest in work	Accomplished (4)		
5. LEADERSHIP: Sets example, provides direction, has vision	Accomplished (4)		

ADMINISTRATOR BENEFIT PROVISIONS

Wadsworth City Schools Evaluation Instrument
Administrators and Exempt Employees

6. QUALITY OF WORK: Accuracy, neatness, thoroughness, standard of work	Accomplished (4)		
7. QUANTITY OF WORK: Volume, amount, speed, turn-around time, projects	Skilled (3)		
8. PROFESSIONAL GROWTH: Activities, programs, initiatives	Ineffective (1)		
9. ATTENDANCE: Punctual, absenteeism	Skilled (3)		
	RATING TOTAL	0	**OVERALL RATING:** Accomplished

Accomplished	32-36
Skilled	23-31
Developing	14-22
Ineffective	9-13

Employee's Signature _____ Date _____

Evaluator's Signature _____ Date _____

Four Cities Compact Salary Exempt Benefit Provision Manual Changes

Salary Ranges: increased 3%; 2.5%; 3%.

Salary/Hourly Rate Structure Analysis: removes “annual” from the salary range review process language and eliminates the list of districts we compare our salaries to; inserts language to look at comparable school districts in our area.

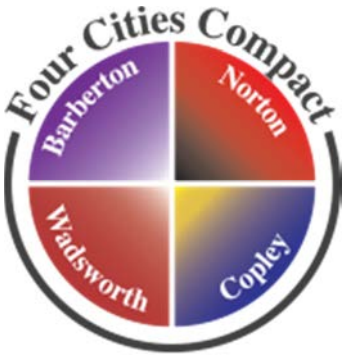
Insurance: Includes the following:

- Deductibles in-network go from $125 to $250 for a single; $250 to $500 for a family; non-network go from $500 to $1000 for a single; $1000 to $1600 for a family; and
- Out of pocket expenses (including the deductible) in-network go from $500 to $1250 for single; $1000 to $2500 for a family; non-network go from $1200 to $3400 for a single; $2400 to $6800 for a family;
- Cap on premium share (premium share continues to be 6% for family and 9% for single), as follows:
    - Year 1: Single: $70; Family: $100;
    - Year 2: Single: $70; Family: $110; and
    - Year 3: Single: $75; Family: $115.; and
- Wellness credit adjustments (see attachment).

Holidays: Adds Presidents’ Day and July 3 as days the “floating” holiday can be used on.

Vacation: Adjusts the vacation allowances as follows:

- 11 days- less than six years
- 14 days- six years, less than nine years
- 17 days- nine years, less than fourteen years
- 22 days- fourteen years, less than twenty-five years
- 27 days-twenty-five years and over.



SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

~~AUGUST 2016~~

August 1, 2017-July 31, 2020

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

DECLARATION

SALARY RANGE AND WORK SCHEDULE

CALAMITY DAYS

CELL PHONES

COMPENSATION SYSTEM (YEARLY)

DISCIPLINARY PROCEEDINGS

EVALUATION

HOLIDAY PAY

FBI CHECK

INSURANCE

- GENERAL PROVISIONS
- PREFERRED PROVIDER ORGANIZATION (PPO)
- TERM LIFE INSURANCE
- DENTAL INSURANCE

LEAVE PROVISIONS

- SICK LEAVE
- PERSONAL LEAVE
- UNPAID LEAVE
- PAID ADOPTION LEAVE
- UNPAID CHILD CARE LEAVE
- JURY DUTY
- LEAVE PURSUANT TO SUMMONS OR SUBPOENA
- ASSAULT LEAVE
- PROFESSIONAL LEAVE
- FAMILY AND MEDICAL LEAVE
- MILITARY LEAVE

MILEAGE REIMBURSEMENT

PAYROLL PRACTICES

PERSONNEL FILES

SEVERANCE PAY

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

VACATION DAYS

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

DECLARATION

The following benefit provisions apply to all those persons employed by the Board of Education and officially classified as a "Salary Exempt." The following positions are classified Salary Exempt for the purpose of this Salary Exempt Employee Benefit Provision and will be referred to as "SEE" from this point on:

Career Pathway Compact Counselor
Job Training Compact Counselor

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Salary Range and Work Schedule

	~~2016-17~~			
Position	Low	High	Days	Hrs./Day
Career Pathway Compact Counselor	~~$70,000~~	~~$85,000~~	204	8
Job Training Compact Counselor	~~$59,035~~	~~$74,018~~	194	8

	2017-2018		**2018-2019**		**2019-2020**			
Position	**Low**	**High**	**Low**	**High**	**Low**	**High**	**Days**	**Hrs./ Day**
Career Pathway Compact Counselor	$72,100	$87,550	$73,903	$89,740	$76,120	$92,430	204	8
Job Training Compact Counselor	$60,806	$76,239	$62,326	$78,145	$64,196	$80,489	194	8

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

CALAMITY DAYS

A. Unless notified otherwise by administration, SEEs who are contracted to work in excess of two hundred and thirty five (235) or more days are expected to report to work when the school(s) in which they are employed are closed owing to an epidemic or other public calamity.

B. SEEs who work in excess of two hundred and thirty five (235) days shall be paid for regular time lost if said epidemic or calamity prevents them from reporting, or causes them to be late.

C. SEEs who work in excess of two hundred and thirty five (235) days are required to make every reasonable effort to be present to assist in the routine tasks to be performed and in coping with the emergency.

CELL PHONES

Cell phone reimbursements are given to SEEs based upon the following:

$11/month for cell phone minute package; $30/month for data package; $492 total annually.

COMPENSATION SYSTEM (YEARLY)

Concept:

Each administrator and exempt employee has a base salary or hourly rate, the starting point of which is determined at his/her date of hire (see description below). Each year the Board of Education will determine a dollar amount available for raises to administrators and exempt employees. If the Board of Education determines money is available, the Superintendent will be responsible for determining how the money will be distributed to the employees. The Superintendent will determine a base percentage increase that will be given to all employees. In addition to the uniform base percentage increase, an additional uniform percentage will be available for employees who have met their performance goals and have the highest rating possible on their summative evaluation for the year (see description below). Within the parameters written above, the total compensation increase an employee receives in a given year cannot exceed the top of the salary range for his/her position in the year in question.

Hiring Salaries/Hourly Rate:

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

The determination of the appropriate starting salary or hourly rate for new hires will be made by the Superintendents' of the districts comprising the Four Cities Compact. Starting salaries or hourly rates should be at, or toward, the minimum of the assigned salary or hourly rate range. A starting salary or hourly rate which is higher than the minimum assigned salary or hourly rate range may be granted for such reasons as education and/or work experience directly applicable to the job which exceeds the minimum qualification requirements, a competitive market situation, a special or specific talent, etc. Salary or hourly rate levels of current District employees should also be considered in determining new hire salaries or hourly rates.

Attainment of Performance Goals:

At the beginning of each school year, the employee will set a minimum of two (2) performance goals collaboratively with his/her direct supervisor. In years where the Four Cities Compact has allocated money for raises, employees who meet their performance goals and who have the highest rating possible on their summative evaluation for the year will receive the additional uniform percentage available.

Whether an employee has met his/her performance goals is determined by the direct supervisor, in consultation with the Superintendents, and involves a portfolio based system that provides supporting evidence of results/outcomes.

~~Example: A principal is evaluated using the Ohio Principal Evaluation System. His/Her performance goals relate to student achievement and professional growth. A principal achieving a summative evaluation score of Accomplished has met all performance goals and received the highest rating possible on the evaluation instrument.~~

Salary/Hourly Rate Structure Analysis:

In response to market trends, the salary/hourly rate structures should be reviewed ~~annually~~ and updated, as appropriate. A market analysis should be completed using ~~the following~~ comparable school districts in our area.~~:~~

~~Barberton~~
~~Brunswick~~
~~Cloverleaf~~
~~Copley~~
~~Cuyahoga Falls~~
~~Green~~
~~Highland~~
~~Hudson~~
~~Medina~~

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

~~Nordonia~~
~~North Canton~~
~~Norton~~
~~Twinsburg~~

Rationale:

This system allows for performance-based financial incentives while creating an atmosphere where everyone can "win" if they have met their performance goals and have achieved at the highest level on their summative yearly evaluation. Performance goals and the evaluation instrument are known to the employee from the beginning, thus eliminating to a great degree the idea of a supervisor being "arbitrary" with decisions that are made. All of this is done within the dollar amount allocated by the Superintendents' of the Four Cities Compact, in consultation with their Boards of Education.

DISCIPLINARY PROCEEDINGS

Appropriate discipline may include oral or written reprimand, suspension with or without pay, reduction, demotion and/or termination.

EVALUATION

The Superintendent will institute and maintain a comprehensive program for the evaluation of SEEs. SEEs include positions listed on page one and any other SEE not included in an employee negotiating unit.

The purpose of a SEE Evaluation will be to assess the performance of SEE and to provide information upon which to base employment and personnel decisions. Evaluation should also assist SEEs to develop their professional abilities in order to better accomplish the effective management of the school system.

The evaluation criteria for each position will be in written form and will be made available to the SEE. Evaluations will be made by the person to whom the SEE is immediately responsible (See Appendix A). The results of the evaluation will be put in writing and discussed with the SEE by the person who makes the evaluation. A SEE whose contract is due to expire at the conclusion of the current school year shall have at least one (1) preliminary evaluation and one (1) final evaluation during such year. A written copy of the preliminary evaluation report shall be provided to the SEE at least sixty (60) days prior to any Board action on the renewal or non-renewal of the contract. A written copy of the final evaluation report shall be provided to the SEE at least five (5) days prior to any Board action on the renewal or non-renewal of the contract.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

The SEE being evaluated will have the right to attach a memorandum to the written evaluation. The results of the evaluation will be kept in personnel records maintained in the central office. Information gathered and written evaluative documents used in retention, promotion or termination of a SEE will be accessible to the person concerned or his representative.

In order that there will be no conflict of interest in the supervision and evaluation of employees, at no time may any SEE be solely responsible for the supervision and/or evaluation of an employee if the SEE is directly related to that employee.

HOLIDAY PAY

A. Holidays granted and paid are as follows: New Year's Day, Martin Luther King Day, Memorial Day, Fourth of July (for two hundred sixty (260) day SEE), Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day. Good Friday also shall be a paid holiday in years when school is not in session on that day. SEEs assigned to work two hundred sixty (260) days or more will receive a floating holiday to be used on either Christmas Eve, ~~or~~ New Year's Eve day~~s~~, Presidents' Day or July 3 at the SEEs option.

B. In order to qualify for holiday pay , a SEE must be either working his/her last scheduled work day prior to the holiday and his/her first scheduled work day after the holiday, or be properly excused. SEE's on unpaid leave shall not be eligible for holiday pay.

C. In the event a holiday falls on Saturday, Friday will be the paid holiday. If it falls on Sunday, then, Monday will be the paid holiday.

FBI CHECK

The Board shall pay for the cost of any FBI check provided the SEE initiates the background check through central office.

INSURANCE

General Provisions

A. Right to Insurance Benefits

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

In addition to the salary and other payments, the compensation of full-time SEEs shall include the insurance benefits provided herein. SEEs who are scheduled to work less than seventy-five percent (75%) of full-time shall not be eligible for insurance benefits.

B. Copy of Certificate of Insurance

1. SEEs will receive a certificate of insurance which shall provide the specific benefits provided.

C. Distribution of Explanation of Coverage(s)

1. As amendments and/or changes in insurance coverages or carriers are made, SEEs will receive a written description, prepared by the carrier, of such amendments and/or changes. This written description shall be provided within sixty (60) days of the amendment and/or changes.

2. A SEE hired during the term of this agreement shall, at the time of the signing of his/her contract, receive a written description of all insurance coverages in effect at that time.

D. Distribution of Insurance Cards

Each SEE shall be issued a current insurance card.

Preferred Provider Organization (PPO)

A. Method of Payment

SEE shall pay a portion of the monthly premium according to the following schedule:

~~2016-2017 School Year:~~

Single: 9%
Family: 6%

Cap on premium share, as follows:
Year 1: Single: $70; Family: $100;
Year 2: Single: $70; Family: $110; and
Year 3: Single: $75; Family: $115.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

B. Specifications

- **Wadsworth City Schools**

*Schedule of Coverage - **Effective 1/1/13***

Covered Benefits	Network	Non-Network
Deductible (Single/Family)	$125 / $250	$500 / $1,000
Out-of-Pocket Limit (Single/Family)	$500 / $1,000	$1,200 / $2,400
Physician Home and Office Services (PCP/SCP)	$20 COPAY	30%
Primary Care Physician (PCP)/	-	-
Specialty Care Physician (SCP)	-	-
Including Office Surgeries and allergy serum:	-	-
Allergy injections (PCP and SCP)	20%	30%
Allergy testing	20%	30%
MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies,	20%	30%
Non-maternity related Ultrasounds and pharmaceutical products	20%	30%
Preventive Care Services	-	-
Services include but are not limited to:	-	-
Routine Exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations[‡], Annual diabetic, eye exam. Vision and hearing screenings	-	-
Physician Home and Office Visits (PCP/SCP)	NO CHARGE	30%
Other Outpatient Services @ Hospital/Alternative Care Facility	NO CHARGE	30%
Emergency and Urgent Care	-	-
Emergency Room Services	$100 COPAY	$100 COPAY
Facility/other covered services (copayment waived if admitted)	20%	30%
Urgent Care Center Services	$25 COPAY	30%
MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasoundsand pharmaceutical products	20%	30%
Inpatient and Outpatient Professional Services	-	-
Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anaesthesia and Newborn exams	20%	30%
Inpatient Facility Services *(Network/Non-Network combined limit)*	-	-
60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis)	20%	30%
108 Days for skilled nursing facility	20%	30%
Outpatient Surgery Hospital/Alternative Care Facility	-	-
Surgery and administration of general anesthesia	20%	30%
Other Outpatient Services *(Network & Non-Network limits combined limit)*	20%	30%

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services.	-	-
Home Care Services 30 visits (excludes IV Therapy)	-	-
Durable Medical Equipment and Orthotics	-	-
Ambulance Services	-	-
Outpatient Therapy Services	-	-
(Combined Network & Non-Network limits of 60 Visits)	-	-
Physician Home and Office Visits (PCP/SCP)	20%	30%
Other Outpatient Services @ Hospital/Alternative Care Facility	20%	30%
Behavioral Health:	-	-
Mental Illness and Substance Abuse[2]	-	-
Inpatient Facility Services	20%	30%
Inpatient Professional Services	20%	30%
Physician Home and Office Visits (PCP/SCP)	$20 COPAY	30%
Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Provessional	20%	30%
Human Organ and Tissue Transplants[3]	20%	30%
Acquisition and transplant procedures, harvest and Staorage	-	-
Prescription Drugs	-	-
Network Retail Pharmacies: (30 day supply)	$10 Generic/$20 Preferred Brand/$30 Non-Preferred Brand	Subject to reimbursement limits of in network services
Network Retail Pharmacies: (90 day supply)	$25 Generic/$50 Preferred Brand/$70 Non-Preferred Brand	Not Covered
Mandatory generic drug unless Dispense as Written:	-	-
Lifetime Maximum	Unlimited	Unlimited

Notes:

Flat dollar copayments are excluded from the out-of-pocket limits. Also Prescription Drug deductibles/copayments/coinsurance and Non-network

Deductible(s) apply only to covered medical services listed with a percentage (%) coinsurance. However, the deductible does not apply to Emergency Room Services where a percentage (%) coinsurance applies to other covered services.

Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.

Dependent Age Limits subject to PPACA and applicable Ohio regulations.

Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

~~Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.~~

~~Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.~~

~~All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum as long as required by the Affordable Health Care Act.~~

WADSWORTH CITY SCHOOLS – BASE PLAN
BLUE ACCESS® (PPO)
EFFECTIVE 07/01/2017

Covered Benefits	Network	Non-Network
Deductible (Single/Family)	$250/$500	$1,000/$1,600
Out-of-Pocket Limit (Single/Family)	$1,250/$2,500	$3,400/$6,800
Physician Home and Office Services (PCP/SCP) **Primary Care Physician (PCP)/** **Specialty Care Physician (SCP)** Including Office Surgeries and allergy serum: • allergy injections (PCP and SCP) • allergy testing • MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and pharmaceutical products	$20/$20 20% 20% 20%	30% 30% 30% 30%
Preventive Care Services Services included but not limited to: Routine medical exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Hearing screenings and Vision screenings which are limited to Screening tests (i.e. Snellen eye chart) and Ocular Photo screening.	No cost share	30%

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
Emergency and Urgent Care		
Emergency Room Services	$100	$100
o **facility/other covered services** (copayment waived if admitted)		
Urgent Care Center Services	$25	30%
o MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasounds and pharmaceutical products	20%	30%
o Allergy injections	20%	30%
o Allergy testing	20%	30%
Inpatient and Outpatient Professional Services Include but are not limited to: o Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams	20%	30%
Inpatient Facility Services (Network/Non-Network combined) Unlimited days except for: o 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis) o 180 days for skilled nursing facility	20%	30%
Outpatient Surgery Hospital/Alternative Care Facility o Surgery and administration of general anesthesia	20%	30%
Other Outpatient Services including but not limited to: o Non-Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services. o Home Care Services 30 visits (excludes IV Therapy) (Network/Non-Network combined) o Durable Medical Equipment, Orthotics and Prosthetics o Physical Medicine Therapy Day Rehabilitation programs	20%	30%
o Hospice Care	20%	20%
o Ambulance Services	20%	20%

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
Outpatient Therapy Services (Combined Network & Non-Network limits) • Physician Home and Office Visits (PCP/SCP) • Other Outpatient Services @ Hospital/Alternative Care Facility Limits apply to: • Cardiac Rehabilitation Unlimited • Pulmonary Rehabilitation Unlimited • Physical Therapy: 60 visits • Occupational Therapy: 60 visits • Manipulation Therapy: 12 visits • Speech therapy: 20 visits • Teledoc (Live Health Online)	 $20/$20 20%	 30% 30%
Accidental Dental: Unlimited per accident (Network and Non-network combined)	Copayments/Coinsurance based on setting where covered services are received	30%
Behavioral Health: **Mental Illness and Substance Abuse[2]** • Inpatient Facility Services • Physician Home and Office Visits (PCP/SCP) • Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional	 20% $20 20%	 30% 20% 20%
Human Organ and Tissue Transplants[3] • Acquisition and transplant procedures, harvest and storage.	20%	30%
Prescription Drugs **Network Tier structure equals 1/2/3** • **Network Retail Pharmacies:** (30-day supply) • **Home Delivery Service:** (90-day supply) Member may be responsible for additional cost when not selecting the available generic drug. Medicare Rx - Wrap	 $10 generic/$20 preferred brand/$30 Non-preferred generic & brand $25 generic/$50 preferred brand/$70 Non-preferred generic & brand Rx OOP Max: $6,525 Single/$13,050 Family	 50%, min $30[5] Not covered

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Notes:

- All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services). Prescription drug cost shares have a separate out-of-pocket maximum.
- Deductible(s) apply to covered medical services listed with a percentage (%) coinsurance, including 0%. However, the deductible does not apply to Emergency Room Services where a copayment & (%) coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies. When the Office Visit cost share is a % coinsurance, deductible and coinsurance apply to allergy injections
- No cost share (NCS) means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means
  no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- Certain diabetic and asthmatic supplies, except diabetic test strips, have no deductible/copayment/coinsurance up to the maximum allowable amount at network pharmacies.
- Benefit period = calendar year
- Mammograms (Diagnostic) are no copayment/coinsurance in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.
- Private Duty Nursing – limited to 82 visits/Calendar Year
- Vision limited services – additional vision services are covered when specifically coded as determination of refraction, routine ophthalmological examination including refraction for new and established patients, and a visual functional screening for visual acuity. No additional ophthalmological services are covered as part of the medical coverage.
- Plan to exclude for elective abortions.

[2] We encourage you to review the Schedule of Benefits for limitations.

[3] Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.

[4] Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Precertification:

Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

Pre-existing Exclusion Period: none

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

C. Wellness Rider

~~The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The district's objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.~~

~~The program includes the following provisions:~~

~~(1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in five (5) key wellness categories:~~

- ~~Non-smoker or participation in a smoking cessation program~~
- ~~Low density Li protein (LDL)/High density Li protein (HDL) and Total Cholesterol~~
- ~~Body Mass Index (BMI)~~
- ~~Blood Pressure (BP)~~
- ~~Waist Circumference/Body Composition Risk~~

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

(2) ~~New employees who voluntarily participated in the previous fall onsite biometric screening or physician directed preventive exam earn health credits applicable to the following calendar year. The value of health credits in the following calendar year will be issued exclusively based on the employee's participation in either the onsite biometric screening or physician directed preventive exam. Single enrollees shall earn a health credit of $125 against their calendar year deductible. Family enrollees shall earn a health credit of $250 against their deductible. Deductible credits are non-transferable and are only valid against claims incurred and applicable to the deductible during the following calendar year~~

~~(3) Effective January 1, 2014, employees who voluntarily participated in the 2013 onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits. The value of health credits in the 2014 calendar year will be based on five key biometric components. Each component shall be equal to a credit value of $25 for single enrollees or $50 for family enrollees. In no event will the total value of credits exceed $125 for a single enrollee or $250 for a family enrollee. Deductible credits are non-transferable and are only valid against claims incurred and applicable to the deductible during the 2014 calendar year.~~

~~Beginning in 2014 and applicable for each subsequent calendar year, credits shall be issued subject to the terms and conditions outlined herein, credits shall be provided on the following basis:~~

- ~~Participation in the immediately preceding period's (i.e., fall 2013 for 2014) onsite biometrics initiative or physician directed preventive exam shall be worth $25/single or $50/family.~~
- ~~Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth $25/single or $50/family.~~
- ~~Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed~~

~~examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.~~

- ~~Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.~~
- ~~Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over the prior year's blood pressure provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.~~

~~(4) For each year after 2014, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits for the following calendar year. The application of credits and operation of the program will remain as outlined for the 2014 calendar year.~~

C. Wellness Rider

The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.

The program includes the following provisions:

(1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite

biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in four (4) key wellness categories:

- Non-smoker or participation in a smoking cessation program
- Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol
- Body Mass Index (BMI)
- Blood Pressure (BP)

(2) Effective January 1, 2018 all WESPA members and any new members hired subsequent to January 1, 2018 who voluntarily participated in the previous fall onsite biometric screening or physician directed preventive exam earn health credits applicable to the following calendar year. The value of health credits in the following calendar year will be issued exclusively based on the employee's participation in either the onsite biometric screening or physician directed preventive exam. Single enrollees shall earn a credit of $100 to be applied to a Health Reimbursement Account (HRA) on a calendar year basis. Family enrollees shall earn a health credit of $200 to be applied to a Health Reimbursement Account (HRA) on a calendar year basis. Employer contributions to the HRA will expire at the end of the calendar year for which theyt are earned if they are no used.

(3) Effective January 1, 2019, employees who voluntarily participated in the 2018 onsite biometric screening or physician directed preventive exam will have the opportunity to earn HRA credits. The value of HRA credits in the 2019 calendar year will be based on four key biometric components. Each component shall be equal to a credit value of $25 for single enrollees or $50 for family enrollees. In no event will the total value of credits exceed $100 for a single enrollee or $200 for a family enrollee. HRA credits are non-transferable and are only valid against allowable medical expenses incurred and applicable during the 2019 calendar year.

Beginning in 2019 and applicable for each subsequent calendar year, HRA credits shall be issued subject to the terms and conditions outlined herein, credits shall be provided on the following basis:

- Participation in the immediately preceding period's onsite biometrics initiative or physician directed preventive exam.

- Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth $25/single or $50/family.

- Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

- Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

- Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over both the prior year's Systolic and Diastolic blood pressure number provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

(4) For each year after 2018, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits for the following calendar year.

Term Life Insurance

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

A. Right to Coverage

The Board shall purchase from a carrier licensed by the State of Ohio, group term life insurance in the amount of $50,000 for each regular, full-time SEE now or hereinafter employed.

B. Method of Payment

The full cost of this program and any increase thereof shall be paid by the Board.

C. Right to Purchase Additional Coverage

The Board shall allow an eligible SEE to purchase additional amounts of coverage through payroll deduction, provided the number electing to take advantage of this opportunity is adequate to meet the requirements of the insuring company. The Board may insist that the amount of such additional coverage shall be $50,000 or One Hundred Thousand Dollars $100,000, at the option of the SEE. The right to purchase such additional coverage is subject to availability and to all requirements imposed by the insurance carrier.

Dental Insurance

A. Right to Coverage
The Board shall self-fund and/or purchase from a carrier licensed in the State of Ohio, dental insurance coverage for each full-time SEE now or hereinafter employed, and his/her family.

B. Method of Payment of Coverage
The full cost of such insurance shall be paid by the Board.

C. Right to Change Coverage Status
A SEE may change coverage during the districts open enrollment period or when the employee has a "change in life event" as defined by the insurance carrier.



SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Delta Dental PPO (Point-of-Service) Summary of Dental Plan Benefits For Group# 1151-5000, 5091 Wadsworth City Schools

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.*

Control Plan – Delta Dental of Ohio
Benefit Year – January 1 through December 31
Covered Services –

	PPO Dentist	Premier Dentist	Non-participating Dentist
	Plan Pays	Plan Pays	Plan Pays*
Diagnostic & Preventive			
Diagnostic and Preventive Services – exams, cleanings, fluoride, and space maintainers	100%	100%	100%
Sealants – to prevent decay of permanent teeth	100%	100%	100%
Brush Biopsy – to detect oral cancer	100%	100%	100%
Radiographs – X-rays	100%	100%	100%
Basic Services			
Emergency Palliative Treatment – to temporarily relieve pain	80%	80%	80%
Minor Restorative Services – fillings and crown repair	80%	80%	80%
Endodontic Services – root canals	80%	80%	80%
Periodontic Services – to treat gum disease	80%	80%	80%
Oral Surgery Services – extractions and dental surgery	80%	80%	80%
Other Basic Services – misc. services	80%	80%	80%
Major Services			
Major Restorative Services – crowns	70%	70%	70%
Relines and Repairs – to bridges, implants, and dentures	70%	70%	70%

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Prosthodontic Services – bridges, implants, and dentures	**70%**	**70%**	**70%**
Orthodontic Services			
Orthodontic Services – braces	**60%**	**60%**	**60%**
Orthodontic Age Limit –	**No Age Limit**	**No Age Limit**	**No Age Limit**

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. The Nonparticipating Dentist Fee may be less than what your dentist charges and you are responsible for that difference.

- Oral exams (including evaluations by a specialist) are payable twice per calendar year.
- Prophylaxes (cleanings) are payable twice per calendar year. Periodontal maintenance procedures are not a Covered Service for people under age 16.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice per calendar year for people up to age 19.
- Space maintainers are payable once per area per lifetime for people up to age 16.
- Bitewing X-rays are payable twice per calendar year for people under age 19 and once per calendar year for people age 19 and older. Full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period. Vertical bitewing X-rays are payable once in any three-year period.
- Four periapical and two occlusal X-rays are payable per calendar year.
- Sealants are payable twice per tooth per lifetime for the occlusal surface of first and second permanent molars up to age 16. The surface must be free from decay and restorations.
- Crowns, inlays and onlays are Covered Services for people age 16 and older once in any five-year period. Recementation of crowns, inlays and onlays are payable once per lifetime for people age 16 and older. Prefabricated crowns are Covered Services on primary teeth.
- Composite resin (white) restorations are Covered Services on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Root canal treatment is payable once per tooth per lifetime. Retreatment of a previous root canal is payable once per tooth per lifetime.
- Certain oral surgery procedures including vestibuloplasty, frenulectomy, frenuloplasty, oroantral fistula closure, primary closure of sinus perforation and biopsy of hard tissue are Covered Services.
- Full and partial dentures are payable once in any five-year period. Tissue conditioning is payable twice in any 12- month period. Chairside reline and rebase of dentures are payable once in any calendar year. Lab reline and rebase of dentures are payable once in a three-year period. Adjustments of dentures are payable once in any calendar year.
- Recement of bridges is payable once per lifetime. Repair of bridges is payable once in any five-year period.
- Implants and implant related services are payable once per tooth in any five-year period.
- Emergency palliative treatment is a Covered Service twice in any calendar year. Consultations (by other than the treating dentist) are Covered Services once in any calendar year. Occlusal guards and occlusal adjustments are not Covered Services.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

Maximum Payment – $3,000 per person total per Benefit Year on all services except orthodontics. $1,500 per person total per lifetime on orthodontic services.

Deductible – $25 Deductible per person total per Benefit Year limited to a maximum Deductible of $50 per family per Benefit Year. The Deductible does not apply to oral exams, preventive services, consultations, office visit for observation, X-rays, brush biopsy, sealants, and orthodontic services.

Any expenses incurred by an eligible person for covered services during the last three months of a benefit year and applied to the Deductible for that benefit year will also be applied to the Deductible for the following Benefit Year.
The Deductible met under the previous carrier for the period January 1, 2014 through June 30, 2014 will be applied to the
2014 calendar year Deductible with Delta Dental. It is the Subscriber's responsibility to provide Delta Dental with adequate documentation of the Deductible met under the previous carrier.

Waiting Period – Employees who are eligible for dental benefits are covered as identified in your contract with the school district.

Eligible People – All eligible contracted employees of the school district who elect the dental plan. The Contractor and
Subscriber share the cost of this plan.

Also eligible at your option are your legal spouse and your dependent unmarried children to the end of the month in which they turn 26 if eligible to be claimed by you as a dependent under the U.S. Internal Revenue code during the current calendar year. You and your eligible dependents must enroll for a minimum of 12 months. If coverage is terminated after
12 months, you may not re-enroll prior to the open enrollment that occurs at least 12 months from the date of termination. Your dependents may only enroll if you are enrolled (except under COBRA) and must be enrolled in the same plan as you. Plan changes are only allowed during open enrollment periods, except that an election may be revoked or changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

If you and your spouse are both eligible under this Contract, you may be enrolled as both a Subscriber on your own application and as a dependent on your spouse's application. Your dependent children may be enrolled on both applications as well. Delta Dental will coordinate benefits.

Benefits will cease on the last day of the month in which the employee is terminated.

LEAVE PROVISIONS

SICK LEAVE

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

A. SEEs shall accrue sick leave as established by the Ohio Revised Code. Sick leave shall be charged as it is used in minimum increments of one-quarter (1/4) hours, with a maximum accumulation of two hundred eighty-four (284) days. The State mandated accumulation of sick leave is also established by the Ohio Revised Code. A SEE shall receive notification of his/her accumulated sick leave with each pay. A SEE who has not yet accumulated sufficient sick leave or who has exhausted sick leave and personal leave shall be credited up to five (5) days of sick leave.

B. SEEs may use sick leave, upon approval of the responsible administrative officer of the employee, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and to illness, injury or death in the SEE immediate family. Sick leave may also be used as follows: (1) for pregnancy as provided in the Ohio Revised Code. Absent medical verification of a need for a longer leave, the use of sick leave for pregnancy and/or child birth will not exceed six (6) weeks from date of delivery; (2) for care of a spouse with a newborn baby up to a maximum of five (5) days. If a SEE requires more than five days, he/she will provide written documentation to the Superintendent; and (3) for the death of an aunt or uncle up to a maximum of two days. Babysitting for the SEE's children or grandchildren is an inappropriate use of sick leave. When the administration suspects an abuse in the use of sick leave, the administration has the right to require an affidavit from a physician to verify the use of sick leave. Any misuse, abuse, or unauthorized use of sick leave will result in disciplinary action up to and including termination.

C. Any SEE whose job requires the operation of machinery or motor vehicle and who is on prescription medication that might impact the SEEs ability to perform those functions must immediately inform his/her supervisor and provide a physician's statement verifying the member's fitness to operate such machinery or motor vehicle.

D. The local definition of "immediate family" is:

Spouse of SEE
Children or grandchildren of SEE or of his/her spouse
Parents and stepparents of SEE and SEE's spouse
Brothers and sisters of SEE and SEE's spouse
Grandparents of SEE and SEE's spouse
Son-in-law and daughter-in-law of SEE or of his/her spouse
In the event of death, "immediate family" also includes aunts and uncles.

Any person *in loco* of the above (e.g., anyone residing in the same home with the SEE or any relative who clearly stands in the same relationship with the SEE as

any of those so specified). A SEE must provide a written description of the facts on the District absence report form supporting the *in loco* situation.

E. SEEs shall not be charged sick leave when school is not in session or when the SEE is not required to report to work.

PERSONAL LEAVE

A. Right to Leave

1. SEE shall be eligible for three (3) unrestricted days per school year.

2. SEE will not be charged personal leave on non-work days.

B. Notice of Intent to Use Leave

Notice of intent to use Personal Leave shall be provided by completing and delivering to the person the SEE directly reports to the prescribed form at least three (3) days in advance of the anticipated absence. If circumstances make advance notice impossible, the SEE shall notify the person they report to with his/her intent to use Personal Leave as soon as practicable.

C. Purpose of Leave

It is the intent of this Section to provide SEEs with a means of dealing with personal matters that cannot be handled except during school hours.

D. Personal Leave must be taken in minimum increments of one-quarter (1/4) hour.

E. On occasion, special circumstances not covered by the provision above may arise and SEEs may wish to request personal leave. Such requests shall be made in writing to the person the SEE reports to who may grant the personal leave on a paid or unpaid basis or may deny the request.

F. A SEE who abuses personal leave will be subject to discipline, up to and including termination.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

G. A SEE will also be reimbursed one hundred fifty dollars ($150.00) for each unused personal leave day(s) by June 30 of each year. If a SEE desires to have unused personal leave converted to sick leave in lieu of receiving one-hundred fifty dollars ($150.00) for each unused personal leave day, he/she must submit a letter to the Treasurer's office by June 15.

UNPAID LEAVE

A. Unpaid Leave – Short Term

Unpaid leave of up to ten (10) days at one time may be granted, in writing, by the Superintendent or his designee upon prior written request to the Superintendent or his designee by the SEE. In emergency cases, verbal requests and approval shall be reported, in writing, by the supervisor or administrator granting the request.

B. Unpaid Leave – Long Term

Upon the written request of a SEE, the Board may grant Unpaid Leaves up to two (2) years in length.

PAID ADOPTION LEAVE

A. Adoptions in the United States

A SEE is eligible, upon adoption of a child in the United States, to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed twenty (20) days.

B. Adoptions Outside the United States

If a child outside of the United States is adopted, a SEE will be able to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. Further, accumulated sick leave may be used for up to a total of ten (10) days for the adoption process, prior to receiving custody of the child. The scheduling of leave for the adoption process will be arranged between the SEE and the Superintendent. If both adoptive parents are Board employees, either or both may

use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed thirty (30) days.

C. SEEs will not be charged adoption leave on non-work days.

UNPAID CHILD CARE LEAVE

A. Length of Leave

A SEE shall be granted unpaid child care leave to care for a newborn or an adopted child who is not yet school age. Unpaid child care leave and the absence (if any) charged to sick leave shall not exceed six (6) months. Unpaid child care leave shall start at the end of the use of sick leave (if any) and will expire no later than the end of the sixth month following the child's birth or date of adoption.

B. Eligibility for Leave

A SEE wishing to take unpaid leave for child care pursuant to this Section shall, as a prerequisite, file a letter of intent to use such leave, specifying its expected duration, not later than the end of the fifth (5th) month of pregnancy or within four (4) months of pending adoption date.

C. Right to Return from Leave

1. A SEE who has elected not to take additional leave shall return to work as soon as the period of actual physical disability has ended. The SEE will notify the Superintendent in writing, of the date of her expected return as far in advance as possible.

2. A SEE who uses an additional unpaid leave for child care shall return on the date specified in the notice of intent to use the unpaid leave.

D. Rights While on Leave

A SEE who is absent on unpaid child care leave shall have the same rights, and only those rights, while on leave and upon returning from leave as any other SEE who is absent on unpaid leave pursuant to Ohio Revised Code.

E. Insurance Coverage While on Leave

A SEE on unpaid child care leave may continue all insurance coverage provided by this Agreement. Such coverage will be at his/her own expense unless

otherwise required by statute. Payment for such coverage shall be made monthly by the SEE to the Treasurer.

JURY DUTY

A SEE shall be granted time off for jury duty actually served during work hours and shall suffer no loss of pay. If a SEE has served on jury duty in excess of four (4) hours in a given day, the member need not report to work. Similarly, if a SEE has worked four (4) hours of his/her shift prior to reporting to jury duty, the need not return to work. The SEE may keep any payment received for jury duty. Documentation of jury duty actually served must be submitted to the appropriate supervisor.

LEAVE PURSUANT TO SUMMONS OR SUBPOENA

A. Right to Leave for a Summons or Subpoena

Any SEE who is summoned or subpoenaed for job-related issue shall be granted leave with no loss of pay or other benefits for days missed by reasons of the summons or subpoena. A summons or subpoena issued because of a student's custody issue is considered to be job related. A member receiving a subpoena to appear as a witness for a non-job related issue shall be eligible for leave under this section.

B. Right to Leave for a Non-Job Related Issue

Personal leave must be utilized for a summons issued because of a non-job related issue. If the SEE has exhausted his/her personal leave, and is summoned for something that is not job related, leave pursuant to summons or subpoena may be used in order to comply with summons.

C. Leave not Covered

A SEE is not eligible for leave under this Section if the SEE is a party to the legal proceeding.

D. Duty to Report

If the SEE responsibility under the summons or subpoena requires the SEE participation in excess of four (4) hours in a given day, the member need not report to work. Similarly, if the SEE has worked four (4) or more hours of his/her shift and the SEE requires leave due to a summons or subpoena, the SEE need not return to

work following completion of that responsibility. Documentation of the SEE obligations under this Section must be submitted to the appropriate supervisor.

ASSAULT LEAVE

A. Right to Leave

A SEE who is absent due to physical disability directly resulting from an assault, which occurs in the course of Board employment, while on duty either during school hours or where required to be in attendance at a school-sponsored function, shall be eligible to receive Assault Leave.

B. Notice of Intent to Use Leave

1. Such leave shall be granted, for a period not to exceed one hundred eighty (180) workdays, upon the SEE delivering to their immediate supervisor a signed Employee Report of Injury Form.

2. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault (if known), the facts surrounding the assault and willingness of the SEE to cooperate with the Board if the Board chooses to pursue legal action against the assailant(s).

C. Rights While On Leave

1. A SEE on Assault Leave shall be maintained on full pay status during the period of his/her leave with the exceptions listed in Article D and E below.

2. Leave granted under this Section shall not be charged against Sick Leave earned or earnable under ORC Section 3319.141 or leave granted under other Sections in this benefit provision plan.

D. Length of Leave

Assault Leave may be used for the period of the disability up to a maximum of one hundred (180) workdays.

E. Restrictions

1. If medical attention is required, the SEE shall supply a certificate from a licensed physician stating the nature of the disability and its duration.

2. The SEE must file a Workers Compensation claim with the Business Office. The pay of a SEE on Assault Leave shall be reduced by the amount received by him/her, if any, for Workers' Compensation as a benefit to cover loss of pay resulting from the injury. However, the SEE pay shall not be reduced by benefits received from Workers' Compensation to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines and/or rehabilitation services.

3. If a SEE is unable to return to work after using fifty (50) days for assault leave, he/she shall provide the Board medical verification of the need for additional assault leave. The Board retains the right, at its own expense, to require the SEE to obtain the opinion of a second healthcare provider designated by the Board. If the second opinion is in conflict with the member's first medical verification, the Board may request, at the Board's expense, that the SEE see a mutually agreed upon healthcare provider to give a final and binding opinion regarding the need for continued assault leave.

4. Falsification of either the signed statement or a physician's certificate may be grounds for suspension or termination of employment under ORC Section 3319.16.

5. SEEs shall not be charged assault leave when school is not in session or when the member is not required to report to work.

F. Verbal Assault Leave

1. A SEE not physically assaulted but who is emotionally distraught due to a threat of physical injury that is direct, specific and plausible will receive up to two (2) days off without loss of pay, as long as the SEE reports the threat to the police.

2. SEEs shall not be charged verbal assault leave when school is not in session or when the SEE is not required to report to work.

PROFESSIONAL LEAVE

A. Eligibility for Leave

A SEE may initiate a request or be assigned to attend professional conferences designed to improve the SEE's effectiveness in his/her assigned area(s).

B. Application for Leave

Application for professional leave shall be made by the SEE completing the form provided by the Board, and submitting it to his/her district supervisor.

C. Restriction

1. In determining whether to approve requests, the value of the conference relative to the costs of attendance shall be considered along with the availability of funds within the Board's annual appropriation.

2. The number of SEEs attending any particular conference may be limited, and priority generally will be given to a SEE who has not, previously, been assigned to attend conferences.

FAMILY AND MEDICAL LEAVE

A. To be eligible for FMLA Leave, the SEE must:

1. Have been working for the Board for at least twelve (12) months before the leave request (these do not need to be consecutive months); and

2. Have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period preceding the FMLA Leave.

3. Provide the Board with thirty (30) days advance notice when the need is foreseeable and such notice is practicable.

B. A SEE may take up to twenty-six (26) workweeks of leave during a single twelve (12) month period to care for a covered service member who is the spouse, son, daughter, parent, or next of kin of the SEE.

C. An eligible SEE may take up to twelve (12) workweeks of paid (if sick leave is available) or unpaid leave ("FMLA Leave") in any school year (August 1st through July 31st) for one (1) or more of the following circumstances:

1. The birth of a SEE's child and to care for the child up to age one (1);

2. The placement of a child with a SEE for adoption or foster care, up to a twelve (12) month period after the placement;

3. To care for the spouse, child, or parent of a SEE when that family member has a serious health condition;

4. The SEE's inability to perform the functions of the position because of the SEE's own serious health condition.

5. For qualifying military situations arising when a SEE's spouse, son, daughter or parent is on active duty or is called to active duty status.

D. A "serious health condition" is defined as one that involves either inpatient care or one where the period of incapacity: (1) is more than three consecutive calendar days and involves treatment by a health care provider, (2) is due to incapacity due to pregnancy or prenatal care, (3) is a period of incapacity or treatment for such incapacity due to a chronic serious health condition, (4) is a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, or (5) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider. Conditions for which cosmetic treatment are administered are not "serious health conditions" unless complications develop.

E. Spouses employed by the Board are jointly entitled to a combined total of twelve (12) weeks of FMLA Leave if the FMLA Leave is requested for the birth or placement of a child or to care for an ill parent (but not parent-in-law). Spouses employed by the board are jointly entitled to a combined total of twenty-six (26) of FMLA leave if the leave is requested to care for a covered service member.

F. For purposes of this section, a qualifying military situation arises when a SEE spouse, son, daughter, or parent is on active duty or called to active duty status (i.e., not on active duty in the Armed Forces) and includes, but is not limited to, the following situations:

1. Attendance at official military sponsored events

2. To provide or arrange for alternative child care or schooling

3. To make financial or legal arrangements to address the SEE address while on active duty

4. Counseling

5. Rest and recuperation, and

6. Post-employment activities.

For purposes of military caregiver leave, a covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury incurred in the line of active duty that renders a service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, therapy or otherwise in an out-patient status or on temporary disability retired list.

G. Sick leave taken shall be counted as FMLA Leave if the reasons for taking it qualify as FMLA reasons.

H. The Board shall maintain coverage under the group health plans and life insurance plans for the duration of the unpaid FMLA leave at the level and under the conditions that would have been provided if the employee had continued to work and not taken leave. Payment of the employee's required contribution toward the premium (if any) is due the first day of the month. Failure to make payment within thirty (30) days will result in termination of coverage during the unpaid FMLA Leave. The SEE shall accrue seniority but shall not accrue any other employment benefits during the unpaid FMLA Leave.

I. The Board shall notify the SEE of FMLA eligibility within three business days of learning of the need for the FMLA leave.

J. For unpaid FMLA Leave the Board retains the right, at its own expense, to require the member to obtain the opinion of a second health care provider designated by the Board. If the second opinion is in conflict with the first, the Board may request, at the Board's expense, the SEE to see a mutually agreed upon health care provider to give a final and binding opinion regarding eligibility for unpaid FMLA leave. The SEE and Board must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. If the Board does not attempt in good faith to reach agreement, the Board will be bound by the first certification. If the SEE does not attempt in good faith to reach agreement, the SEE will be bound by the second certification.

K. Intermittent Leave and Reduced-Work Schedule

1. Intermittent leave means leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as for chemotherapy.

2. When medically necessary, a SEE may take intermittent FMLA Leave or a reduced-work schedule to care for a spouse/child/parent who has a serious health condition. The SEE shall make reasonable efforts to schedule treatment so as not to unduly disrupt the regular operations of the Board.

3. Where FMLA Leave is taken because of birth or placement for adoption or foster care, a SEE may take leave intermittently or on a reduced-work schedule only if the Board agrees.

L. Return to Work

1. At the end of unpaid FMLA Leave, the Board shall restore the SEE to the same or to an equivalent position with equal benefits, pay, and other terms and conditions of employment.

2. When a SEE is medically able to return to work after using unpaid FMLA Leave because of a serious personal health condition, he/she shall provide the Board with a statement from his/her health care provider that the employee is able to resume the job functions for his/her position.

3. Should a SEE not return to work at the end of the unpaid FMLA Leave or contractual leave that is adjacent to the FMLA leave for reasons other than the continuation, recurrence, or onset of the serious health condition that gave rise to the FMLA Leave or for circumstances beyond the SEE control, the SEE shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA Leave period. A SEE shall be required to support his/her claim of inability to return to work because of the continuation, recurrence, or onset of the serious health condition. Certification from the SEE health care provider shall be provided in a timely manner, and no later than thirty (30) calendar days after the claimed inability to return. If this certification is not provided in a timely manner, the Board may recover the health benefit premiums it paid during the period of unpaid FMLA Leave.

M. All terms which are not defined in this Article shall have the same meaning as those terms defined in the Family and Medical Leave Act of 1993, as amended January 16, 2009. If there are any inconsistencies between this Article of the Agreement and the Family and Medical Leave Act of 1993, the Family and Medical Leave Act of 1993 shall prevail.

MILITARY LEAVE

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

A SEE engaged in military service will receive leave and reinstatement rights in accordance with the requirements of applicable Federal and Ohio law.

MILEAGE REIMBURSEMENT

A SEE who is assigned to more than one (1) school per day and is required by the Board to use his/her own automobile to perform his/her assigned duties shall be reimbursed for all such travel. SEEs will also be reimbursed for travel when required to attend mandatory training meetings that involve considerable distance. Rate of compensation is approved IRS rate.

PAYROLL PRACTICES

Paychecks will be biweekly on Friday, during the term of employment. SEEs are required to receive his/her wages in twenty-six (26) bi-weekly, substantially equal pays. In order to facilitate payroll procedures, pay will be one week in arrears. All SEEs are required to receive their paychecks via direct deposit and their pay stub via email.

PERSONNEL FILES

A. Right to Review

A SEE shall have the right, upon request, to examine and obtain a copy of any information in his/her personnel file except for information classified by law as confidential.

B. Right to See Copy of Material in File

If an Administration communication or a communication received from parents and other nonprofessionals regarding a SEE is intended to become a part of the SEE's file, it shall be reviewed by SEE's boss and the SEE involved and such SEE shall be afforded the opportunity to file a written reply. After receiving the communication, the SEE shall sign it to acknowledge he/she has had the opportunity to review it. This signature shall not indicate agreement with the substance of the communication.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

C. Right to Challenge Contents of File

1. A SEE will have the right to indicate which, if any, document(s) or other material(s) in his/her personnel file is obsolete or otherwise inappropriate for retention.

2. Such document(s) will then be reviewed by an appropriate member of the administrative staff.

3. In determining whether a document is "obsolete or otherwise inappropriate for retention," the standards set forth in ORC Section 1347.05 shall apply.

D. Maintenance of Files

Neither the Board nor any Administrator shall maintain confidential and separate files on personnel in the form of communications from parents or computerized information which the SEE has neither seen or had the right to challenge.

E. Public Request to View Personnel Files

In the event any person, other than Administration or a Board member, seeks to review the personnel file of a SEE, the SEE shall be notified of such request. Such notice shall include the name of the person making the request, the date the request was made and, if scheduled, the date and time of the review, if applicable.

SEVERANCE PAY

A. A SEE shall receive severance pay upon quitting his/her employment in the District and/or retiring from active service providing he/she; (1) is approved for retirement benefits by the State Employees Retirement System (SERS), or (2) is at least fifty (50) years old and has worked at least ten (10) full years in the District, or (3) has fifteen (15) or more years service credit with the SERS and at least ten (10) full years of employment in the District.

B. A qualifying SEE shall receive severance pay equal to forty percent (40%) of two hundred (200) days; i.e., a benefit of up to eighty (80) days of his/her accumulated and unused sick leave. If a qualifying SEE does not have sufficient sick leave to qualify for maximum severance resigns or retires after fifteen (15) or more years employment in the district, then the severance pay to which he/she is entitled shall

be supplemented by one day's pay for each year of employment in the district, provided that the total severance pay shall not exceed the eighty (80) day cap.

C. The payment shall be based on average hours assigned for the last three (3) years of employment. Hours will be based on the last three (3) wage notices issued by June 30 of each year. Wages will be based on final wage rate at the time of retirement.

D. The payment will be made in one lump sum within ninety (90) calendar days of the last work day with the District.

Vacation Days

A. SEEs assigned to at least two hundred sixty (260) days of work per year (excluding paid holidays) will be granted paid vacations as follows:

~~11 days- less than nine years~~
~~16 days- nine years, less than fourteen years~~
~~21 days- fourteen years, less than twentyfive years~~
~~26 days- twentyfive years and over~~

11 days- less than six years

14 days- six years, less than nine years

17 days- nine years, less than fourteen years

22 days- fourteen years, less than twenty-five years

27 days-twenty-five years and over.

For purposes of vacation accrual, the passage of each August 1 defines one year.

B. Vacation will be awarded on August 1 of each year for the year to be worked and may be taken upon accrual at times requested by the SEE and recommended and approved by his/her supervisor. Requests must be made at least three (3) days in advance, except: (1) this requirement can be waived by the administration and (2) a one-day or two-day vacation can be taken with one (1) workday's notice.

C. A maximum of ten (10) days of unused vacation will be carried forward to the next year.

D. When a SEE moves from a position that does not qualify for vacation to a vacation qualifying position, placement on the vacation schedule will be determined by the following formula:

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

(Total years in a nine month position) times (.75) example:

13 years as ninemonth employee moving to a twelvemonth position (13) x (.75) = 8.25 twelvemonth years, therefore, the SEE receives fourteen ~~eleven~~ (14~~1~~) prorated days of vacation and after one (1) year in the twelve month position, the SEE would be entitled to seventeen (17) ~~16~~ days of vacation.

(Total years in a ten and one-half month [220 days] position) times (.85) example:

13 years as a ten and one-half month (220 days) employee moving to a twelve-month position (13) x (.85) = 11.05 twelve-month years, therefore the SEE receives seventeen (17) ~~sixteen (16)~~ prorated days of vacation and after three (3) years in the twelve (12) month position, the SEE would be entitled to twenty-two ~~one~~ (22~~1~~)-days of vacation.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Wadsworth City Schools Evaluation Instrument
Administrators and Exempt Employees

EMPLOYEE _____ EVALUATOR _____

DEPT. _____ POSITION _____ DATE _____

Performance Traits	*Rating (Numerical Score)*	*Numerical Score (from previous column)*	*Comments*
1. PROFESSIONAL EXPERTISE Knowledge of job, qualifications	Accomplished (4)		
2. TEAMWORK: Teamwork, works well with others, cooperates with colleagues	Accomplished (4)		
3. PROFESSIONAL CHARACTER: Appearance, courtesy, attitude, public relations, communication	Accomplished (4)		
4. PERSONAL JOB ACCOMPLISHMENTS/INITIATIVE: Motivation, reliability, dependability, interest in work	Accomplished (4)		
5. LEADERSHIP: Sets example, provides direction, has vision	Accomplished (4)		

8/27/2015

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Wadsworth City Schools Evaluation Instrument
Administrators and Exempt Employees

6. QUALITY OF WORK: Accuracy, neatness, thoroughness, standard of work	Accomplished (4)		
7. QUANTITY OF WORK: Volume, amount, speed, turn-around time, projects	Skilled (3)		
8. PROFESSIONAL GROWTH: Activities, programs, initiatives	Ineffective (1)		
9. ATTENDANCE: Punctual, absenteeism	Skilled (3)		
	RATING TOTAL	0	**OVERALL RATING:** Accomplished Accomplished 32-36 Skilled 23-31 Developing 14-22 Ineffective 9-13

Employee's Signature Date

Evaluator's Signature _____ Date _____

Four Cities Compact Hourly Exempt Benefit Provision Manual Changes

Salary Ranges: increased 3%; 2.5%; 3%.

Degree Status: increase from $0.40 to $0.45 per hour for employees with a two (2) or four (4) year degree applicable to their responsibilities (with the exception of licensed practical nurses who require a degree for the position).

Salary/Hourly Rate Structure Analysis: removes “annual” from the salary range review process language and eliminates the list of districts we compare our salaries to; inserts language to look at comparable school districts in our area.

Holidays: Adds Presidents’ Day and July 3 as days the “floating” holiday can be used on.

Insurance: Includes the following:

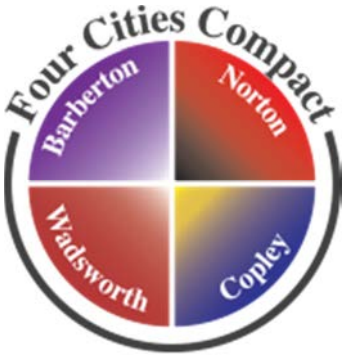
- Deductibles in-network go from $125 to $250 for a single; $250 to $500 for a family; non-network go from $500 to $1000 for a single; $1000 to $1600 for a family; and
- Out of pocket expenses (including the deductible) in-network go from $500 to $1250 for single; $1000 to $2500 for a family; non-network go from $1200 to $3400 for a single; $2400 to $6800 for a family;
- Cap on premium share (premium share continues to be 6% for family and 9% for single), as follows:
    - Year 1: Single: $70; Family: $100;
    - Year 2: Single: $70; Family: $110; and
    - Year 3: Single: $75; Family: $115.; and
- Wellness credit adjustments (see attachment).

Vacation: Adjusts the vacation allowances as follows:

- 11 days- less than six years
- 14 days- six years, less than nine years
- 17 days- nine years, less than fourteen years
- 22 days- fourteen years, less than twenty-five years
- 27 days-twenty-five years and over.

Declarations Page: Includes the following:

- Eliminates Switchboard/AESOP;
- Renames secretary as administrative assistant; and
- Renames Administrative Assistant to the Superintendent as Assistant to the Superintendent and Communications Specialist.



HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

~~**AUGUST 2016**~~

August 1, 2017-July 31, 2020

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

DECLARATION

WAGE RANGE & SCHEDULE

CALAMITY DAYS

COMPENSATION SYSTEM (YEARLY)

DISCIPLINARY PROCEEDINGS

EVALUATION

FBI CHECK

FLEX TIME

HOLIDAY PAY

INSURANCE

- GENERAL PROVISIONS
- PREFERRED PROVIDER ORGANIZATION (PPO)
- TERM LIFE INSURANCE
- DENTAL INSURANCE

LEAVE PROVISIONS

- SICK LEAVE
- PERSONAL LEAVE
- UNPAID LEAVE
- PAID ADOPTION LEAVE
- UNPAID CHILD CARE LEAVE
- JURY DUTY
- LEAVE PURSUANT TO SUMMONS OR SUBPOENA
- ASSAULT LEAVE
- PROFESSIONAL LEAVE
- FAMILY AND MEDICAL LEAVE
- MILITARY LEAVE

MILEAGE REIMBURSEMENT

PAYROLL PRACTICES

PERSONNEL FILES

SEVERANCE PAY

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

VACATION DAYS

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

DECLARATION

The following benefit provisions apply to all those persons employed by the Board of Education and officially classified as an Hourly Exempt Employee, "HEE". The following position is classified as HEE for the purpose of this Benefit Provision:

Administrative Assistant ~~Secretary~~ to Career Technical Director

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

WAGE RANGE & SCHEDULE

	~~2016-17~~			
Position	Low	High	Days	Hr/day
~~Secretary~~ to Director of Compact	~~$20.36~~	~~$25.87~~	~~220~~	~~8~~
*Hourly Employees with a 2- or 4-year degree applicable to their responsibilities will receive an additional ~~$.40~~ per hour.				

Position	**2017-2018**		**2018-2019**		**2019-2020**		**Days**	**Hrs./ Day**
	Low	**High**	**Low**	**High**	**Low**	**High**		
Admin. Asst. to Compact Director	$20.97	$26.65	$21.49	$27.32	$22.13	$28.14	**Varies	4.5

*Hourly Employees with a 2- or 4-year degree applicable to their responsibilities will receive an additional $.45 per hour.

**11 days prior to the first student day and 5 days beyond the last student day. Student day is determined by the compact school district whose school year begins first and ends last.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

CALAMITY DAYS

A. Unless notified otherwise by supervisory personnel or administration, HEE who are contracted to work in excess of two hundred and thirty five (235) or more days are expected to report to work when the school(s) in which they are employed are closed owing to an epidemic or other public calamity. HEE required to work on these days shall be paid one (1) calamity day in addition to their regular pay for each hour actually worked for up to five (5) calamity days. Any calamity day beyond the first five (5) will be paid at straight time.

B. HEE who work in excess of two hundred and thirty five (235) days shall be paid for regular time lost if said epidemic or calamity prevents them from reporting, or causes them to be late.

C. HEE who work in excess of two hundred and thirty five (235) days are required to make every reasonable effort to be present to assist in the routine tasks to be performed and in coping with the emergency.

COMPENSATION SYSTEM (YEARLY)

Concept:

Each administrator and exempt employee has a base salary or hourly rate, the starting point of which is determined at his/her date of hire (see description below). Each year the Board of Education will determine a dollar amount available for raises to administrators and exempt employees. If the Board of Education determines money is available, the Superintendent will be responsible for determining how the money will be distributed to the employees. The Superintendent will determine a base percentage increase that will be given to all employees. In addition to the uniform base percentage increase, an additional uniform percentage will be available for employees who have met their performance goals and have the highest rating possible on their summative evaluation for the year (see description below). Within the parameters written above, the total compensation increase an employee receives in a given year cannot exceed the top of the salary range for his/her position in the year in question.

Hiring Salaries/Hourly Rate:

The determination of the appropriate starting salary or hourly rate for new hires will be made by the Superintendents' of the districts comprising the Four Cities Compact. Starting salaries or hourly rates should be at, or toward, the minimum of the assigned salary or hourly rate range. A starting salary or hourly rate which is higher than the minimum assigned salary or hourly rate range may be granted for such reasons as

education and/or work experience directly applicable to the job which exceeds the minimum qualification requirements, a competitive market situation, a special or specific talent, etc. Salary or hourly rate levels of current District employees should also be considered in determining new hire salaries or hourly rates.

Attainment of Performance Goals:

At the beginning of each school year, the employee will set a minimum of two (2) performance goals collaboratively with his/her direct supervisor. In years where the Four Cities Compact has allocated money for raises, employees who meet their performance goals and who have the highest rating possible on their summative evaluation for the year will receive the additional uniform percentage available.

Whether an employee has met his/her performance goals is determined by the direct supervisor, in consultation with the Superintendents, and involves a portfolio based system that provides supporting evidence of results/outcomes.

~~Example: A principal is evaluated using the Ohio Principal Evaluation System. His/Her performance goals relate to student achievement and professional growth. A principal achieving a summative evaluation score of Accomplished has met all performance goals and received the highest rating possible on the evaluation instrument.~~

Salary/Hourly Rate Structure Analysis:

In response to market trends, the salary/hourly rate structures should be reviewed ~~annually~~ and updated, as appropriate. A market analysis should be completed using ~~the following~~ comparable school districts in our area.~~:~~

~~Barberton~~
~~Brunswick~~
~~Cloverleaf~~
~~Copley~~
~~Cuyahoga Falls~~
~~Green~~
~~Highland~~
~~Hudson~~
~~Medina~~
~~Nordonia~~
~~North Canton~~
~~Norton~~
~~Twinsburg~~

Rationale:

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

This system allows for performance-based financial incentives while creating an atmosphere where everyone can "win" if they have met their performance goals and have achieved at the highest level on their summative yearly evaluation. Performance goals and the evaluation instrument are known to the employee from the beginning, thus eliminating to a great degree the idea of a supervisor being "arbitrary" with decisions that are made. All of this is done within the dollar amount allocated by the Superintendents' of the Four Cities Compact, in consultation with their Boards of Education.

DISCIPLINARY PROCEEDINGS

Appropriate discipline may include oral or written reprimand, suspension with or without pay, reduction, demotion and/or termination.

EVALUATION

A. All HEE will be formally evaluated at least once each year by May 15 for HEE with less than two hundred sixty (260) day contracts, and June 15 for HEE with two hundred sixty (260) day contracts (See Appendix A for a copy of the evaluation instrument).

B. The purpose of such an evaluation is to promote better understanding of the consistent requirements of each position and expectations of the Administration of the HEE's productivity and the specific performance objective or targets to be achieved in a period covered by the evaluation and to point out and to attempt to mutually correct any deficiencies the HEE may have in his/her job performance. Expectations will be communicated to the HEE sufficiently in advance of the evaluation to provide an opportunity to meet expectations. Copies of the written evaluation will be given to the HEE evaluated and a copy will be filed in the HEE's personnel file.

C. The evaluator shall give the HEE a signed copy of the evaluation at least two (2) workdays prior to the post-evaluation conference. The HEE shall have an opportunity to discuss the evaluation with the evaluator. Where appropriate, suggestions for improvement will be made to the HEE. No HEE shall be adversely evaluated without just cause.

D. The HEE shall sign the evaluation form, which signifies only that the HEE has seen and discussed the evaluation; the HEE's signature does not signify agreement with the evaluation. The HEE will have ten (10) workdays after the above conference to notify the evaluator that he/she will file a written response to the evaluation with the Superintendent or designee. The response will be attached to and made part of the evaluation.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

E. An HEE will be evaluated on his/her work performance by his/her immediate supervisor/administrator.

FBI CHECK

The Board shall pay for the cost of any FBI check provided the HEE-initiated the background check through central office.

FLEX TIME

Flex time should be used within the pay period it is accrued. If this is not possible, then every effort should be made to use it in the next pay period. The maximum flex time that can be accrued at any one time is twelve (12) hours.

HOLIDAY PAY

A. Any HEE who is required to work on the day observed as a holiday shall receive time and one half (1 1/2) for all hours worked in addition to pay for the holiday.

B. Holidays granted and paid are as follows: New Year's Day, Martin Luther King Day, Memorial Day, Fourth of July (for two hundred sixty (260) day HEE), Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day. Good Friday also shall be a paid holiday in years when school is not in session on that day. HEE assigned to work two hundred sixty (260) days or more will receive a floating holiday to be used on either Christmas Eve, ~~or~~ New Year's Eve day~~s~~, Presidents' Day or July 3 at the HEE's option.

C. In order to qualify for holiday pay, an HEE must be either working his/her last scheduled work day prior to the holiday and his/her first scheduled work day after the holiday, or be properly excused. Members on unpaid leave shall not be eligible for holiday pay.

D. In the event a holiday falls on Saturday, Friday will be the paid holiday. If it falls on Sunday, then, Monday will be the paid holiday.

INSURANCE

General Provisions

A. Right to Insurance Benefits

In addition to the salary and other payments, the compensation of full-time HEE shall include the insurance benefits provided herein. HEE who are scheduled to

work less than seventy-five percent (75%) of full-time shall not be eligible for insurance benefits.

B. Distribution of Insurance Cards

Each HEE shall be issued a current insurance card.

Preferred Provider Organization (PPO)

A. Method of Payment
HEE shall pay a portion of the monthly premium according to the following schedule:

~~2016-2017 School Year:~~

Single: 9%
Family: 6%

Cap on premium share, as follows:
Year 1: Single: $70; Family: $100;
Year 2: Single: $70; Family: $110; and
Year 3: Single: $75; Family: $115.

B. Specifications

~~**Wadsworth City Schools**~~

~~*Schedule of Coverage -* ***Effective 1/1/13***~~

~~**Covered Benefits**~~	~~**Network**~~	~~**Non-Network**~~
~~**Deductible (Single/Family)**~~	~~$125 / $250~~	~~$500 / $1,000~~
~~**Out-of-Pocket Limit (Single/Family)**~~	~~$500 / $1,000~~	~~$1,200 / $2,400~~
~~**Physician Home and Office Services (PCP/SCP)**~~	~~$20 COPAY~~	~~30%~~
~~Primary Care Physician (PCP)/~~	~~-~~	~~-~~
~~Specialty Care Physician (SCP)~~	~~-~~	~~-~~
~~Including Office Surgeries and allergy serum:~~	~~-~~	~~-~~
~~Allergy injections (PCP and SCP)~~	~~20%~~	~~30%~~
~~Allergy testing~~	~~20%~~	~~30%~~
~~MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies,~~	~~20%~~	~~30%~~

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Non-maternity related Ultrasounds and pharmaceutical products	20%	30%
Preventive Care Services	-	-
Services include but are not limited to:	-	-
Routine Exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations[1], Annual diabetic, eye exam. Vision and hearing screenings	-	-
Physician Home and Office Visits (PCP/SCP)	NO CHARGE	30%
Other Outpatient Services @ Hospital/Alternative Care Facility	NO CHARGE	30%
Emergency and Urgent Care	-	-
Emergency Room Services	$100 COPAY	$100 COPAY
Facility/other covered services (copayment waived if admitted)	20%	30%
Urgent Care Center Services	$25 COPAY	30%
MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasoundsand pharmaceutical products	20%	30%
Inpatient and Outpatient Professional Services	-	-
Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anaesthesia and Newborn exams	20%	30%
Inpatient Facility Services *(Network/Non-Network combined limit)*	-	-
60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis)	20%	30%
108 Days for skilled nursing facility	20%	30%
Outpatient Surgery Hospital/Alternative Care Facility	-	-
Surgery and administration of general anesthesia	20%	30%
Other Outpatient Services *(Network & Non-Network limits combined limit)*	20%	30%
Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services.	-	-
Home Care Services 30 visits (excludes IV Therapy)	-	-
Durable Medical Equipment and Orthotics	-	-
Ambulance Services	-	-
Outpatient Therapy Services	-	-
(Combined Network & Non-Network limits of 60 Visits)	-	-
Physician Home and Office Visits (PCP/SCP)	20%	30%
Other Outpatient Services @ Hospital/Alternative Care Facility	20%	30%
Behavioral Health:	-	-
Mental Illness and Substance Abuse[2]	-	-
Inpatient Facility Services	20%	30%
Inpatient Professional Services	20%	30%
Physician Home and Office Visits (PCP/SCP)	$20 COPAY	30%
Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Provessional	20%	30%
Human Organ and Tissue Transplants[3]	20%	30%

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Acquisition and transplant procedures, harvest and Staorage	-	-
Prescription Drugs	-	-
Network Retail Pharmacies: (30 day supply)	$10 Generic/$20 Preferred Brand/$30 Non-Preferred Brand	Subject to reimbursement limits of in network services
Network Retail Pharmacies: (90 day supply)	$25 Generic/$50 Preferred Brand/$70 Non-Preferred Brand	Not Covered
Mandatory generic drug unless Dispense as Written:	-	-
Lifetime Maximum	Unlimited	Unlimited

Notes:

Flat dollar copayments are excluded from the out-of-pocket limits. Also Prescription Drug deductibles/copayments/coinsurance and Non-network

Deductible(s) apply only to covered medical services listed with a percentage (%) coinsurance. However, the deductible does not apply to Emergency Room Services where a percentage (%) coinsurance applies to other covered services.

Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.

Dependent Age Limits subject to PPACA and applicable Ohio regulations.

Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.

Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.

Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.

All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum as long as required by the Affordable Health Care Act.

WADSWORTH CITY SCHOOLS – BASE PLAN
BLUE ACCESS® (PPO)
EFFECTIVE 07/01/2017

Covered Benefits	Network	Non-Network
Deductible (Single/Family)	$250/$500	$1,000/$1,600
Out-of-Pocket Limit (Single/Family)	$1,250/$2,500	$3,400/$6,800

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
Physician Home and Office Services (PCP/SCP) **Primary Care Physician (PCP)/** **Specialty Care Physician (SCP)** Including Office Surgeries and allergy serum: • allergy injections (PCP and SCP) • allergy testing • MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and pharmaceutical products	$20/$20 20% 20% 20%	30% 30% 30% 30%
Preventive Care Services Services included but not limited to: Routine medical exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Hearing screenings and Vision screenings which are limited to Screening tests (i.e. Snellen eye chart) and Ocular Photo screening.	No cost share	30%
Emergency and Urgent Care **Emergency Room Services** • **facility/other covered services** (copayment waived if admitted) **Urgent Care Center Services** • MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasounds and pharmaceutical products • Allergy injections • Allergy testing	$100 $25 20% 20% 20%	$100 30% 30% 30%
Inpatient and Outpatient Professional Services Include but are not limited to: • Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations,Surgery and administration of general anesthesia and Newborn exams	20%	30%
Inpatient Facility Services (Network/Non-Network combined) Unlimited days except for: • 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis) • 180 days for skilled nursing facility	20%	30%

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
Outpatient Surgery Hospital/Alternative Care Facility o Surgery and administration of general anesthesia	20%	30%
Other Outpatient Services including but not limited to: o Non-Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services. o Home Care Services 30 visits (excludes IV Therapy) (Network/Non-Network combined) o Durable Medical Equipment, Orthotics and Prosthetics o Physical Medicine Therapy Day Rehabilitation programs o Hospice Care o Ambulance Services	20% 20% 20%	30% 20% 20%
Outpatient Therapy Services (Combined Network & Non-Network limits) o Physician Home and Office Visits (PCP/SCP) o Other Outpatient Services @ Hospital/Alternative Care Facility Limits apply to: o Cardiac Rehabilitation Unlimited o Pulmonary Rehabilitation Unlimited o Physical Therapy: 60 visits o Occupational Therapy: 60 visits o Manipulation Therapy: 12 visits o Speech therapy: 20 visits o Teledoc (Live Health Online)	 $20/$20 20%	 30% 30%
Accidental Dental: Unlimited per accident (Network and Non-network combined)	Copayments/Coinsurance based on setting where covered services are received	30%
Behavioral Health: **Mental Illness and Substance Abuse[2]** o Inpatient Facility Services o Physician Home and Office Visits (PCP/SCP) o Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional	 20% $20 20%	 30% 20% 20%
Human Organ and Tissue Transplants[3] o Acquisition and transplant procedures, harvest and storage.	20%	30%

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
Prescription Drugs **Network Tier structure equals 1/2/3**		
○ **Network Retail Pharmacies:** (30-day supply)	$10 generic/$20 preferred brand/$30 Non-preferred generic & brand	50%, min $30[5]
○ **Home Delivery Service:** (90-day supply)	$25 generic/$50 preferred brand/$70 Non-preferred generic & brand	Not covered
Member may be responsible for additional cost when not selecting the available generic drug.	Rx OOP Max: $6,525 Single/$13,050 Family	
Medicare Rx - Wrap		

Notes:

- All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services). Prescription drug cost shares have a separate out-of-pocket maximum.
- Deductible(s) apply to covered medical services listed with a percentage (%) coinsurance, including 0%. However, the deductible does not apply to Emergency Room Services where a copayment & (%) coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies.
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies. When the Office Visit cost share is a % coinsurance, deductible and coinsurance apply to allergy injections.
- No cost share (NCS) means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- Certain diabetic and asthmatic supplies, except diabetic test strips, have no deductible/copayment/ coinsurance up to the maximum allowable amount at network pharmacies.
- Benefit period = calendar year
- Mammograms (Diagnostic) are no copayment/coinsurance in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.
- Private Duty Nursing – limited to 82 visits/Calendar Year
- Vision limited services – additional vision services are covered when specifically coded as determination of refraction, routine ophthalmological examination including refraction for new and established patients, and a visual functional screening for visual acuity. No additional ophthalmological services are covered as part of the medical coverage.
- Plan to exclude for elective abortions.

[2] We encourage you to review the Schedule of Benefits for limitations.
[3] Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.
[4] Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

Precertification:

Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

Pre-existing Exclusion Period: none

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

C. Wellness Rider

~~The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The district's objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.~~

~~The program includes the following provisions:~~

~~(1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in five (5) key wellness categories:~~

- ~~Non-smoker or participation in a smoking cessation program~~
- ~~Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol~~
- ~~Body Mass Index (BMI)~~
- ~~Blood Pressure (BP)~~
- ~~Waist Circumference/Body Composition Risk~~

~~(2) New employees who voluntarily participated in the previous fall onsite biometric screening or physician directed preventive exam earn health credits applicable to the following calendar year. The value of health credits in the following calendar year will be issued exclusively based on the employee's participation in either the onsite biometric screening or physician directed preventive exam. Single enrollees shall earn a health credit of $125 against their calendar year deductible. Family enrollees shall earn a health credit of $250 against their deductible. Deductible credits are non-transferable and are only valid against claims incurred and applicable to the deductible during the following calendar year.~~

~~(3) Effective January 1, 2014, employees who voluntarily participated in the 2013 onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits. The value of health credits in the 2014 calendar year will be based on five key biometric components. Each component shall be equal to a credit value of $25 for single enrollees or $50 for family enrollees. In no event will the total value of credits exceed $125 for a single enrollee or $250 for a family enrollee. Deductible credits are non-transferable and are only valid against claims incurred and applicable to the deductible during the 2014 calendar year.~~

~~Beginning in 2014 and applicable for each subsequent calendar year, credits shall be issued subject to the terms and conditions outlined herein, credits shall be provided on the following basis:~~

- ~~Participation in the immediately preceding period's (i.e., fall 2013 for 2014) onsite biometrics initiative or physician directed preventive exam shall be worth $25/single or $50/family.~~
- ~~Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth $25/single or $50/family.~~
- ~~Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.~~
- ~~Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.~~
- ~~Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in~~

~~a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over the prior year's blood pressure provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.~~

~~(4) For each year after 2014, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits for the following calendar year. The application of credits and operation of the program will remain as outlined for the 2014 calendar year.~~

C. Wellness Rider

The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.

The program includes the following provisions:

(1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in four (4) key wellness categories:

- Non-smoker or participation in a smoking cessation program
- Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol
- Body Mass Index (BMI)
- Blood Pressure (BP)

(2) Effective January 1, 2018 all WESPA members and any new members hired subsequent to January 1, 2018 who voluntarily participated in the previous fall onsite biometric screening or physician directed preventive exam earn

health credits applicable to the following calendar year. The value of health credits in the following calendar year will be issued exclusively based on the employee's participation in either the onsite biometric screening or physician directed preventive exam. Single enrollees shall earn a credit of $100 to be applied to a Health Reimbursement Account (HRA) on a calendar year basis. Family enrollees shall earn a health credit of $200 to be applied to a Health Reimbursement Account (HRA) on a calendar year basis. Employer contributions to the HRA will expire at the end of the calendar year for which theyt are earned if they are no used.

(3) Effective January 1, 2019, employees who voluntarily participated in the 2018 onsite biometric screening or physician directed preventive exam will have the opportunity to earn HRA credits. The value of HRA credits in the 2019 calendar year will be based on four key biometric components. Each component shall be equal to a credit value of $25 for single enrollees or $50 for family enrollees. In no event will the total value of credits exceed $100 for a single enrollee or $200 for a family enrollee. HRA credits are non-transferable and are only valid against allowable medical expenses incurred and applicable during the 2019 calendar year.

Beginning in 2019 and applicable for each subsequent calendar year, HRA credits shall be issued subject to the terms and conditions outlined herein, credits shall be provided on the following basis:

- Participation in the immediately preceding period's onsite biometrics initiative or physician directed preventive exam.

- Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth $25/single or $50/family.

- Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

- Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a

related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

- Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over both the prior year's Systolic and Diastolic blood pressure number provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

(4) For each year after 2018, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits for the following calendar year.

Term Life Insurance

A. Right to Coverage

The Board shall purchase from a carrier licensed by the State of Ohio, group term life insurance in the amount of $50,000 for each regular, full-time HEE now or hereinafter employed.

B. Method of Payment

The full cost of this program and any increase thereof shall be paid by the Board.

C. Right to Purchase Additional Coverage

The Board shall allow an eligible HEE to purchase additional amounts of coverage through payroll deduction, provided the number electing to take advantage of this opportunity is adequate to meet the requirements of the insuring company. The Board may insist that the amount of such additional coverage shall be $50,000 or One Hundred Thousand Dollars $100,000, at the option of the HEE. The right to purchase such additional coverage is subject to availability and to all requirements imposed by the insurance carrier.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Dental Insurance

A. Right to Coverage

The Board shall self-fund and/or purchase from a carrier licensed in the State of Ohio, dental insurance coverage for each full-time HEE now or hereinafter employed, and his/her family.

B. Method of Payment of Coverage

The full cost of such insurance shall be paid by the Board.

C. Right to Change Coverage Status

An HEE may change coverage during the districts open enrollment period or when the employee has a "change in life event" as defined by the insurance carrier.

DELTA DENTAL®

Delta Dental of Michigan, Ohio, Indiana QUALITY ISO 9001 CERTIFICATION

Delta Dental PPO (Point-of-Service) Summary of Dental Plan Benefits For Group# 1151-5000, 5091 Wadswort h City Schools

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.*
Control Plan – Delta Dental of Ohio
Benefit Year – January 1 through December 31
Covered Services –

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

	PPO Dentist	Premier Dentist	Non-participating Dentist
	Plan Pays	Plan Pays	Plan Pays*
Diagnostic & Preventive			
Diagnostic and Preventive Services – exams, cleanings, fluoride, and space maintainers	100%	100%	100%
Sealants – to prevent decay of permanent teeth	100%	100%	100%
Brush Biopsy – to detect oral cancer	100%	100%	100%
Radiographs – X-rays	100%	100%	100%
Basic Services			
Emergency Palliative Treatment – to temporarily relieve pain	80%	80%	80%
Minor Restorative Services – fillings and crown repair	80%	80%	80%
Endodontic Services – root canals	80%	80%	80%
Periodontic Services – to treat gum disease	80%	80%	80%
Oral Surgery Services – extractions and dental surgery	80%	80%	80%
Other Basic Services – misc. services	80%	80%	80%
Major Services			
Major Restorative Services – crowns	70%	70%	70%
Relines and Repairs – to bridges, implants, and dentures	70%	70%	70%
Prosthodontic Services – bridges, implants, and dentures	70%	70%	70%
Orthodontic Services			
Orthodontic Services – braces	60%	60%	60%
Orthodontic Age Limit –	No Age Limit	No Age Limit	No Age Limit

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. The Nonparticipating Dentist Fee may be less than what your dentist charges and you are responsible for that difference.

- Oral exams (including evaluations by a specialist) are payable twice per calendar year.
- Prophylaxes (cleanings) are payable twice per calendar year. Periodontal maintenance procedures are not a Covered
  Service for people under age 16.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice per calendar year for people up to age 19.
- Space maintainers are payable once per area per lifetime for people up to age 16.
- Bitewing X-rays are payable twice per calendar year for people under age 19 and once per calendar year for people age
  19 and older. Full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period. Vertical bitewing X-rays are payable once in any three-year period.
- Four periapical and two occlusal X-rays are payable per calendar year.
- Sealants are payable twice per tooth per lifetime for the occlusal surface of first and second permanent molars up to age
  16. The surface must be free from decay and restorations.
- Crowns, inlays and onlays are Covered Services for people age 16 and older once in any five-year period.
  Recementation of crowns, inlays and onlays are payable once per lifetime for people age 16 and older. Prefabricated crowns are Covered Services on primary teeth.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

- Composite resin (white) restorations are Covered Services on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Root canal treatment is payable once per tooth per lifetime. Retreatment of a previous root canal is payable once per tooth per lifetime.
- Certain oral surgery procedures including vestibuloplasty, frenulectomy, frenuloplasty, oroantral fistula closure, primary closure of sinus perforation and biopsy of hard tissue are Covered Services.
- Full and partial dentures are payable once in any five-year period. Tissue conditioning is payable twice in any 12- month period. Chairside reline and rebase of dentures are payable once in any calendar year. Lab reline and rebase of dentures are payable once in a three-year period. Adjustments of dentures are payable once in any calendar year.
- Recement of bridges is payable once per lifetime. Repair of bridges is payable once in any five-year period.
- Implants and implant related services are payable once per tooth in any five-year period.
- Emergency palliative treatment is a Covered Service twice in any calendar year. Consultations (by other than the treating dentist) are Covered Services once in any calendar year. Occlusal guards and occlusal adjustments are not Covered Services.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

Maximum Payment – $3,000 per person total per Benefit Year on all services except orthodontics. $1,500 per person total per lifetime on orthodontic services.

Deductible – $25 Deductible per person total per Benefit Year limited to a maximum Deductible of $50 per family per Benefit Year. The Deductible does not apply to oral exams, preventive services, consultations, office visit for observation, X-rays, brush biopsy, sealants, and orthodontic services.

Any expenses incurred by an eligible person for covered services during the last three months of a benefit year and applied to the Deductible for that benefit year will also be applied to the Deductible for the following Benefit Year.
The Deductible met under the previous carrier for the period January 1, 2014 through June 30, 2014 will be applied to the
2014 calendar year Deductible with Delta Dental. It is the Subscriber's responsibility to provide Delta Dental with adequate documentation of the Deductible met under the previous carrier.

Waiting Period – Employees who are eligible for dental benefits are covered as identified in your contract with the school district.

Eligible People – All eligible contracted employees of the school district who elect the dental plan. The Contractor and
Subscriber share the cost of this plan.

Also eligible at your option are your legal spouse and your dependent unmarried children to the end of the month in which they turn 26 if eligible to be claimed by you as a dependent under the U.S. Internal Revenue code during the current calendar year. You and your eligible dependents must enroll for a minimum of 12 months. If coverage is terminated after
12 months, you may not re-enroll prior to the open enrollment that occurs at least 12 months from the date of termination. Your dependents may only enroll if you are enrolled (except under COBRA) and

must be enrolled in the same plan as you. Plan changes are only allowed during open enrollment periods, except that an election may be revoked or changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

If you and your spouse are both eligible under this Contract, you may be enrolled as both a Subscriber on your own application and as a dependent on your spouse's application. Your dependent children may be enrolled on both applications as well. Delta Dental will coordinate benefits.

Benefits will cease on the last day of the month in which the employee is terminated.

LEAVE PROVISIONS

SICK LEAVE

A. HEE shall accrue sick leave as established by the Ohio Revised Code. Sick leave shall be charged as it is used in minimum increments of one-quarter (1/4) hours, with a maximum accumulation of two hundred eighty-four (284) days. The State mandated accumulation of Sick Leave is also established by the Ohio Revised Code. An HEE shall receive notification of his/her accumulated sick leave with each pay. An HEE who has not yet accumulated sufficient sick leave or who has exhausted sick leave and personal leave shall be credited up to five (5) days of sick leave.

B. HEE may use sick leave, upon approval of the responsible administrative officer of the employee, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and to illness, injury or death in the HEE immediate family. Sick leave may also be used as follows: (1) for pregnancy as provided in the Ohio Revised Code. Absent medical verification of a need for a longer leave, the use of sick leave for pregnancy and/or child birth will not exceed six (6) weeks from date of delivery; (2) for care of a spouse with a newborn baby up to a maximum of five (5) days. If an HEE requires more than five days, he/she will provide written documentation to the Superintendent; and (3) for the death of an aunt or uncle up to a maximum of two days. Babysitting for the HEE children or grandchildren is an inappropriate use of sick leave. When the administration suspects an abuse in the use of sick leave, the administration has the right to require an affidavit from a physician to verify the use of sick leave. Any misuse, abuse, or unauthorized use of sick leave will result in disciplinary action up to and including termination.

C. Any HEE whose job requires the operation of machinery or motor vehicle and who is on prescription medication that might impact the HEE ability to perform those functions must immediately inform his/her supervisor and provide a physician's statement verifying the member's fitness to operate such machinery or motor vehicle.

D. The local definition of "immediate family" is:

Spouse of HEE
Children or grandchildren of HEE or of his/her spouse
Parents and stepparents of HEE and HEE's spouse
Brothers and sisters of HEE and HEE's spouse Grandparents of HEE and HEE's spouse
Son-in-law and daughter-in-law of HEE or of his/her spouse
In the event of death, "immediate family" also includes aunts and uncles.

Any person *in loco* of the above (e.g., anyone residing in the same home with the HEE or any relative who clearly stands in the same relationship with the HEE as any of those so specified). An HEE must provide a written description of the facts on the District absence report form supporting the *in loco* situation.

E. HEE shall not be charged sick leave when school is not in session or when the HEE is not required to report to work.

PERSONAL LEAVE

A. Right to Leave

1. HEE shall be eligible for three (3) unrestricted days per school year.
2. HEE will not be charged personal leave on non-work days.

B. Notice of Intent to Use Leave

Notice of intent to use Personal Leave shall be provided by completing and delivering to the person the HEE directly reports to the prescribed form at least three (3) days in advance of the anticipated absence. If circumstances make advance notice impossible, the HEE shall notify the person they report to with his/her intent to use Personal Leave as soon as practicable.

C. Purpose of Leave

It is the intent of this Section to provide HEE with a means of dealing with personal matters that cannot be handled except during school hours.

D. Personal Leave must be taken in minimum increments of one-quarter (1/4) hour.

E. On occasion, special circumstances not covered by the provision above may arise and HEE may wish to request personal leave. Such requests shall be made in writing to the person the HEE reports to who may grant the personal leave on a paid or unpaid basis or may deny the request.

F. An HEE who abuses personal leave will be subject to discipline, up to and including termination.

G. Any unused personal leave hours at the end of the contract year (June 30) will be paid at the HEE's per diem rate. If the HEE desires to have unused personal leave converted to sick leave in lieu of receiving his/her per diem rate reimbursement for unused personal leave hours, he/she must submit a letter to the Treasurer's office by June 15.

UNPAID LEAVE

A. Unpaid Leave – Short Term

Unpaid leave of up to ten (10) days at one time may be granted, in writing, by the Superintendent or his designee upon prior written request to the Superintendent or his designee by the HEE. In emergency cases, verbal requests and approval shall be reported, in writing, by the supervisor or administrator granting the request.

B. Unpaid Leave – Long Term

Upon the written request of an HEE, the Board may grant Unpaid Leaves up to two (2) years in length.

PAID ADOPTION LEAVE

A. Adoptions in the United States

An HEE is eligible, upon adoption of a child in the United States, to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed twenty (20) days.

B. Adoptions Outside the United States

If a child outside of the United States is adopted, an HEE will be able to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. Further, accumulated sick leave may be used for up to a total of ten (10) days for the adoption process, prior to receiving custody of the child. The scheduling of leave for the adoption process will be arranged between the HEE and the Superintendent. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed thirty (30) days.

C. HEE will not be charged adoption leave on non-work days.

UNPAID CHILD CARE LEAVE

A. Length of Leave

An HEE shall be granted unpaid child care leave to care for a newborn or an adopted child who is not yet school age. Unpaid child care leave and the absence (if any) charged to sick leave shall not exceed six (6) months. Unpaid child care leave shall start at the end of the use of sick leave (if any) and will expire no later than the end of the sixth month following the child's birth or date of adoption.

B. Eligibility for Leave

An HEE wishing to take unpaid leave for child care pursuant to this Section shall, as a prerequisite, file a letter of intent to use such leave, specifying its expected duration, not later than the end of the fifth (5th) month of pregnancy or within four (4) months of pending adoption date.

C. Right to Return from Leave

1. An HEE who has elected not to take additional leave shall return to work as soon as the period of actual physical disability has ended. The HEE will notify the Superintendent in writing, of the date of her expected return as far in advance as possible.

2. An HEE who uses an additional unpaid leave for child care shall return on the date specified in the notice of intent to use the unpaid leave.

D. Rights While on Leave

An HEE who is absent on unpaid child care leave shall have the same rights, and only those rights, while on leave and upon returning from leave as any other HEE who is absent on unpaid leave pursuant to Ohio Revised Code.

E. Insurance Coverage While on Leave

An HEE on unpaid child care leave may continue all insurance coverage provided. Such coverage will be at his/her own expense unless otherwise required by statute. Payment for such coverage shall be made monthly by the HEE to the Treasurer.

JURY DUTY

An HEE shall be granted time off for jury duty actually served during work hours and shall suffer no loss of pay. If an HEE has served on jury duty in excess of four (4) hours in a given day, the member need not report to work. Similarly, if an HEE has worked four (4) hours of his/her shift prior to reporting to jury duty, the HEE need not return to work. The HEE may keep any payment received for jury duty. Documentation of jury duty actually served must be submitted to the appropriate supervisor.

LEAVE PURSUANT TO SUMMONS OR SUBPOENA

A. Right to Leave for a Summons or Subpoena

Any HEE who is summoned or subpoenaed for a job-related issue shall be granted leave with no loss of pay or other benefits for days missed by reasons of the summons or subpoena. A summons or subpoena issued because of a student's custody issue is considered to be job related. A HEE receiving a subpoena to appear as a witness for a non-job related issue shall be eligible for leave under this section.

B. Right to Leave for a Non-Job Related Issue

Personal leave must be utilized for a summons issued because of a non-job related issue. If the HEE has exhausted his/her personal leave, and is summoned for something that is not job related, leave pursuant to summons or subpoena may be used in order to comply with the summons.

C. Leave not Covered

An HEE is not eligible for leave under this Section if the HEE is a party to the legal proceeding.

D. Duty to Report

If the HEE responsibility under the summons or subpoena requires the HEE participation in excess of four (4) hours in a given day, the member need not report to work. Similarly, if the HEE has worked four (4) or more hours of his/her shift and the HEE requires leave due to a summons or subpoena, the HEE

need not return to work following completion of that responsibility. Documentation of the HEE's obligations under this Section must be submitted to the appropriate supervisor.

ASSAULT LEAVE

A. Right to Leave

An HEE who is absent due to physical disability directly resulting from an assault, which occurs in the course of Board employment, while on duty either during school hours or where required to be in attendance at a school-sponsored function, shall be eligible to receive Assault Leave.

B. Notice of Intent to Use Leave

1. Such leave shall be granted, for a period not to exceed one hundred eighty (180) workdays, upon the HEE delivering to their immediate supervisor a signed Employee Report of Injury Form.

2. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault (if known), the facts surrounding the assault and willingness of the HEE to cooperate with the Board if the Board chooses to pursue legal action against the assailant(s).

C. Rights While On Leave

1. An HEE on Assault Leave shall be maintained on full pay status during the period of his/her leave with the exceptions listed in D and E below.

2. Leave granted under this Section shall not be charged against Sick Leave earned or earnable under ORC Section 3319.141 or leave granted under other section in the benefit provision plan.

D. Length of Leave

Assault Leave may be used for the period of the disability up to a maximum of one hundred (180) workdays.

E. Restrictions

1. If medical attention is required, the HEE shall supply a certificate from a licensed physician stating the nature of the disability and its duration.

2. The HEE must file a Workers Compensation claim with the Business Office. The pay of a HEE on Assault Leave shall be reduced by the amount received

by him/her, if any, for Workers' Compensation as a benefit to cover loss of pay resulting from the injury. However, the HEE's pay shall not be reduced by benefits received from Workers' Compensation to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines and/or rehabilitation services.

3. If an HEE is unable to return to work after using fifty (50) days for assault leave, he/she shall provide the Board medical verification of the need for additional assault leave. The Board retains the right, at its own expense, to require the HEE to obtain the opinion of a second healthcare provider designated by the Board. If the second opinion is in conflict with the member's first medical verification, the Board may request, at the Board's expense, that the HEE see a mutually agreed upon healthcare provider to give a final and binding opinion regarding the need for continued assault leave.

4. Falsification of either the signed statement or a physician's certificate may be grounds for suspension or termination of employment under ORC Section 3319.16.

5. HEE shall not be charged assault leave when school is not in session or when the member is not required to report to work.

F. Verbal Assault Leave

1. An HEE not physically assaulted but who is emotionally distraught due to a threat of physical injury that is direct, specific and plausible will receive up to two (2) days off without loss of pay, as long as the HEE reports the threat to the police.

2. HEEs shall not be charged verbal assault leave when school is not in session or when the HEE is not required to report to work.

PROFESSIONAL LEAVE

A. Eligibility for Leave

An HEE may initiate a request or be assigned to attend professional conferences designed to improve the HEE's effectiveness in his/her assigned area(s).

B. Application for Leave

Application for professional leave shall be made by the HEE completing the form provided by the Board, and submitting it to his/her district supervisor.

C. Restriction

In determining whether to approve requests, the value of the conference relative to the costs of attendance shall be considered along with the availability of funds within the Board's annual appropriation.

FAMILY AND MEDICAL LEAVE

A. To be eligible for FMLA Leave, the HEE must:

1. Have been working for the Board for at least twelve (12) months before the leave request (these do not need to be consecutive months); and

2. Have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period preceding the FMLA Leave.

3. Provide the Board with thirty (30) days advance notice when the need is foreseeable and such notice is practicable.

B. An HEE may take up to twenty-six (26) workweeks of leave during a single twelve (12) month period to care for a covered service member who is the spouse, son, daughter, parent, or next of kin of the HEE.

C. An eligible HEE may take up to twelve (12) workweeks of paid (if sick leave is available) or unpaid leave ("FMLA Leave") in any school year (August 1st through July 31st) for one (1) or more of the following circumstances:

1. The birth of an HEE's child and to care for the child up to age one (1);

2. The placement of a child with an HEE for adoption or foster care, up to a twelve (12) month period after the placement;

3. To care for the spouse, child, or parent of an HEE when that family member has a serious health condition;

4. The HEE's inability to perform the functions of the position because of the HEE's own serious health condition.

5. For qualifying military situations arising when an HEE's spouse, son, daughter or parent is on active duty or is called to active duty status.

D. A "serious health condition" is defined as one that involves either inpatient care or one where the period of incapacity: (1) is more than three consecutive calendar days and involves treatment by a health care provider, (2) is due to incapacity due to pregnancy or prenatal care, (3) is a period of incapacity or treatment for such

incapacity due to a chronic serious health condition, (4) is a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, or (5) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider. Conditions for which cosmetic treatment are administered are not "serious health conditions" unless complications develop.

E. Spouses employed by the Board are jointly entitled to a combined total of twelve (12) weeks of FMLA Leave if the FMLA Leave is requested for the birth or placement of a child or to care for an ill parent (but not parent-in-law). Spouses employed by the board are jointly entitled to a combined total of twenty-six (26) of FMLA leave if the leave is requested to care for a covered service member.

F. For purposes of this section, a qualifying military situation arises when an HEE's spouse, son, daughter, or parent is on active duty or called to active duty status (i.e., not on active duty in the Armed Forces) and includes, but is not limited to, the following situations:

1. Attendance at official military sponsored events
2. To provide or arrange for alternative child care or schooling
3. To make financial or legal arrangements to address the HEE address while on active duty
4. Counseling
5. Rest and recuperation, and
6. Post-employment activities.

For purposes of military caregiver leave, a covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury incurred in the line of active duty that renders a service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, therapy or otherwise in an out-patient status or on temporary disability retired list.

G. Sick leave taken shall be counted as FMLA Leave if the reasons for taking it qualify as FMLA reasons.

H. The Board shall maintain coverage under the group health plans and life insurance plans for the duration of the unpaid FMLA leave at the level and under the conditions that would have been provided if the employee had continued to work

and not taken leave. Payment of the employee's required contribution toward the premium (if any) is due the first day of the month. Failure to make payment within thirty (30) days will result in termination of coverage during the unpaid FMLA Leave. The HEE shall accrue seniority but shall not accrue any other employment benefits during the unpaid FMLA Leave.

I. The Board shall notify the HEE of FMLA eligibility within three business days of learning of the need for the FMLA leave.

J. For unpaid FMLA Leave the Board retains the right, at its own expense, to require the member to obtain the opinion of a second health care provider designated by the Board. If the second opinion is in conflict with the first, the Board may request, at the Board's expense, the HEE to see a mutually agreed upon health care provider to give a final and binding opinion regarding eligibility for unpaid FMLA leave. The HEE and Board must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. If the Board does not attempt in good faith to reach agreement, the Board will be bound by the first certification. If the HEE does not attempt in good faith to reach agreement, the HEE will be bound by the second certification.

K. Intermittent Leave and Reduced-Work Schedule

1. Intermittent leave means leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as for chemotherapy.

2. When medically necessary, an HEE may take intermittent FMLA Leave or a reduced-work schedule to care for a spouse/child/parent who has a serious health condition. The HEE shall make reasonable efforts to schedule treatment so as not to unduly disrupt the regular operations of the Board.

3. Where FMLA Leave is taken because of birth or placement for adoption or foster care, an HEE may take leave intermittently or on a reduced-work schedule only if the Board agrees.

L. Return to Work

1. At the end of unpaid FMLA Leave, the Board shall restore the HEE to the same or to an equivalent position with equal benefits, pay, and other terms and conditions of employment.

2. When an HEE is medically able to return to work after using unpaid FMLA Leave because of a serious personal health condition, he/she shall provide the Board with a statement from his/her health care provider that the employee is able to resume the job functions for his/her position.

3. Should an HEE not return to work at the end of the unpaid FMLA Leave or contractual leave that is adjacent to the FMLA leave for reasons other than the continuation, recurrence, or onset of the serious health condition that gave rise to the FMLA Leave or for circumstances beyond the HEE's control, the HEE shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA Leave period. As HEE shall be required to support his/her claim of inability to return to work because of the continuation, recurrence, or onset of the serious health condition. Certification from the HEE's health care provider shall be provided in a timely manner, and no later than thirty (30) calendar days after the claimed inability to return. If this certification is not provided in a timely manner, the Board may recover the health benefit premiums it paid during the period of unpaid FMLA Leave.

M. All terms which are not defined in this Article shall have the same meaning as those terms defined in the Family and Medical Leave Act of 1993, as amended January 16, 2009. If there are any inconsistencies between this Article of the Agreement and the Family and Medical Leave Act of 1993, the Family and Medical Leave Act of 1993 shall prevail.

MILITARY LEAVE

An HEE engaged in military service will receive leave and reinstatement rights in accordance with the requirements of applicable Federal and Ohio law.

MILEAGE REIMBURSEMENT

An HEE who is required by the Board to use his/her own automobile to perform his/her assigned duties shall be reimbursed for all such travel. Examples are: an HEE who is assigned to more than one (1) school building per day or attending mandatory training meetings that involve considerable distances. Rate of compensation is approved IRS rate.

PAYROLL PRACTICES

Paychecks will be biweekly on Friday, during the term of employment. HEE may elect to receive his/her wages in twenty-six (26) bi-weekly, substantially equal pays. In order to facilitate payroll procedures, pay will be one week in arrears. All HEE will be paid via

direct deposit into the account in the financial institution of the HEE choice and will receive their pay stub via email.

PERSONNEL FILES

A. Right to Review

An HEE shall have the right, upon request, to examine and obtain a copy of any information in his/her personnel file except for information classified by law as confidential.

B. Right to See Copy of Material in File

If an Administration communication or a communication received from parents and other nonprofessionals regarding an HEE is intended to become a part of the HEE's file, it shall be reviewed by HEE's boss and the HEE involved and such HEE shall be afforded the opportunity to file a written reply. After receiving the communication, the HEE shall sign it to acknowledge he/she has had the opportunity to review it. This signature shall not indicate agreement with the substance of the communication.

C. Right to Challenge Contents of File

1. An HEE will have the right to indicate which, if any, document(s) or other material(s) in his/her personnel file is obsolete or otherwise inappropriate for retention.

2. Such document(s) will then be reviewed by an appropriate member of the administrative staff.

3. In determining whether a document is "obsolete or otherwise inappropriate for retention," the standards set forth in ORC Section 1347.05 shall apply.

D. Maintenance of Files

Neither the Board nor any Administrator shall maintain confidential and separate files on personnel in the form of communications from parents or computerized information which the HEE has neither seen or had the right to challenge.

E. Public Request to View Personnel Files

In the event any person, other than the HEE's Supervisor or other Administrator or Board member, seeks to review the personnel file of an HEE, the HEE shall be notified of such request. Such notice shall include the name of the person making

the request, the date the request was made and, if scheduled, the date and time of the review, if applicable.

SEVERANCE PAY

A. An HEE shall receive severance pay upon quitting his/her employment in the District and retiring from active service providing he/she; (1) is approved for retirement benefits by the State Employees Retirement System (SERS), or (2) is at least fifty (50) years old and has worked at least ten (10) full years in the District, or (3) has fifteen (15) or more years' service credit with the SERS and at least ten (10) full years of employment in the District.

B. A qualifying HEE shall receive severance pay equal to forty percent (40%) of two hundred (200) days; i.e., a benefit of up to eighty (80) days of his/her accumulated and unused sick leave. If a qualifying HEE does not have sufficient sick leave to qualify for maximum severance resigns or retires after fifteen (15) or more years employment in the district, then the severance pay to which he/she is entitled shall be supplemented by one day's pay for each year of employment in the district, provided that the total severance pay shall not exceed the eighty (80) day cap.

C. The payment shall be based on average hours assigned for the last three (3) years of employment. Hours will be based on the last three (3) wage notices issued by June 30th of each year. Wages will be based on final wage rate at the time of retirement.

D. The payment will be made in one lump sum within ninety (90) calendar days of the last work day with the District. Alternatively, at the request of the HEE, payment may be delayed until the calendar year following retirement, providing the member takes full responsibility for taxes.

VACATION DAYS

A. HEE assigned to at least two hundred sixty (260) days of work per year (excluding paid holidays) will be granted paid vacations as follows:

~~11 days- less than nine years~~
~~16 days- nine years, less than fourteen years~~
~~21 days- fourteen years, less than twenty-five years~~
~~26 days- twenty-five years and over~~

11 days- less than six years

14 days- six years, less than nine years

17 days- nine years, less than fourteen years

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

22 days- fourteen years, less than twenty-five years

27 days-twenty-five years and over

For purposes of vacation accrual, the passage of each August 1 defines one year.

B. Vacation will be awarded on August 1 of each year for the year to be worked and may be taken upon accrual at times requested by the HEE and recommended and approved by his/her supervisor. Requests must be made at least three (3) days in advance, except: (1) this requirement can be waived by the administration and (2) a one-day or two-day vacation can be taken with one (1) workday's notice.

C. A maximum of ten (10) days of unused vacation will be carried forward to the next year.

D. When an HEE moves from a position that does not qualify for vacation to a vacation qualifying position, placement on the vacation schedule will be determined by the following formula:

(Total years in a nine month position) times (.75) example:

13 years as ninemonth employee moving to a twelvemonth position (13) x (.75) = 8.25 twelvemonth years, therefore, the SEE receives fourteen ~~eleven~~ (14~~1~~) prorated days of vacation and after one (1) year in the twelve month position, the SEE would be entitled to seventeen (17~~6~~) days of vacation.

(Total years in a ten and one-half month [220 days] position) times (.85) example:

13 years as a ten and one-half month (220 days) employee moving to a twelve-month position (13) x (.85) = 11.05 twelve-month years, therefore the SEE receives seventeen (17) ~~sixteen (16)~~ prorated days of vacation and after three (3) years in the twelve (12) month position, the SEE would be entitled to twenty-two~~one~~ (22~~1~~) days of vacation.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Wadsworth City Schools Evaluation Instrument
Administrators and Exempt Employees

EMPLOYEE _____ EVALUATOR _____

DEPT. _____ POSITION _____ DATE _____

Performance Traits	*Rating (Numerical Score)*	*Numerical Score (from previous column)*	*Comments*
1. PROFESSIONAL EXPERTISE Knowledge of job, qualifications	Accomplished (4)		
2. TEAMWORK: Teamwork, works well with others, cooperates with colleagues	Accomplished (4)		
3. PROFESSIONAL CHARACTER: Appearance, courtesy, attitude, public relations, communication	Accomplished (4)		
4. PERSONAL JOB ACCOMPLISHMENTS/INITIATIVE: Motivation, reliability, dependability, interest in work	Accomplished (4)		
5. LEADERSHIP: Sets example, provides direction, has vision	Accomplished (4)		

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Wadsworth City Schools Evaluation Instrument
Administrators and Exempt Employees

6. QUALITY OF WORK: Accuracy, neatness, thoroughness, standard of work	Accomplished (4)	
7. QUANTITY OF WORK: Volume, amount, speed, turn-around time, projects	Skilled (3)	
8. PROFESSIONAL GROWTH: Activities, programs, initiatives	Ineffective (1)	
9. ATTENDANCE: Punctual, absenteeism	Skilled (3)	
	RATING TOTAL 0	**OVERALL RATING:** Accomplished Accomplished 32-36 Skilled 23-31 Developing 14-22 Ineffective 9-13

Employee's Signature _____ Date _____

Evaluator's Signature _____ Date _____

REPLACEMENT POLICY- ESSA

HOMELESS STUDENTS

Definitions

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that impact homeless students or those who may be a member of any of the Protected Classes (Policy 2260).

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include children and youth who meet any of the following criteria:

A. share the housing of other persons due to loss of housing, economic hardship, or similar reason

B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations

C. live in emergency or transitional shelters

D. are abandoned in hospitals

E. have a primary night time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or

F. live in a car, park, public space, abandoned building, substandard housing[1], bus or train station, or similar setting

[1] According to nonregulatory guidance from the U.S. Department of Education (ED), standards for adequate housing may vary by locality. Please see ED guidance for factors to consider when determining whether a child or youth is living in "substandard housing."

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-F above are also considered homeless.

Services to Homeless Children and Youth

The District will provide services to homeless students that are comparable to other students in the District, including:

A. transportation services;

B. public preschool programs and other educational programs and services for which the homeless student meets eligibility criteria including:

1. programs for children with disabilities;

2. programs for English Learners (ELs) (i.e., students with Limited English Proficiency (LEP);

3. programs in career and technical education;

4. programs for gifted and talented students;

5. school nutrition programs; and

6. before - and after-school programs.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths. For more information on the role of the Liaison, refer to AG 5111.01.

School Stability

Maintaining a stable school environment is crucial to a homeless student's success in school. To ensure stability, the District must make school placement determinations based on the "best interest" of the homeless child or youth based on student-centered factors. The District must:

A. continue the student's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; and for the remainder of the academic year even if the child or youth becomes permanently housed during an academic year; or

B. enroll the student in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

When determining a child or youth's best interest, the District must assume that keeping the homeless student in the school of origin is in that student's best interest, except when doing so is contrary to the request of the student's parent or guardian, or the student if he or she is an unaccompanied youth. The school of origin is the school the student attended or enrolled in when permanently housed, including a public preschool. The school of origin also includes the designated receiving school at the next level for feeder school patterns, when the student completes the final grade level at the school of origin.

When determining the student's best interest, the District must also consider student-centered factors, including the impact of mobility on achievement, education, health, and safety of homeless students and give priority to the request of the student's parent or guardian, or youth (if an unaccompanied youth). The District also considers the school placement of siblings when making this determination.

If the District finds that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian, or unaccompanied youth, the District must provide the individual with a written explanation and reason for the determination in a manner and form understandable to the parent, guardian or unaccompanied youth. This written explanation will include appeal rights and be provided in a timely manner.

Immediate Enrollment

The District has an obligation to remove barriers to the enrollment and retention of homeless students. A school chosen on the basis of a best interest determination must immediately enroll the homeless student, even if the student does not have the documentation typically necessary for enrollment, such as immunization and other required health records, proof of residency, proof of guardianship, birth certificate or previous academic records. The homeless student must also be enrolled immediately regardless of whether the student missed application or enrollment deadlines during the period of homelessness or has outstanding fines or fees.

The enrolling school must immediately contact the school last attended by the homeless student to obtain relevant academic or other records. If the student needs immunization or other health records, the enrolling school must immediately refer the parent, guardian or unaccompanied youth to the local liaison, who will help obtain the immunizations, screenings or other required health records. Records usually maintained by the school must be kept so that they are available in a timely fashion if the child enters a new school or district. These records include immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs. Procedures for inter-State records transfer between schools should be taken into account in order to facilitate immediate enrollment.

In addition, the District will also make sure that, once identified for services, the homeless student is attending classes and not facing barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs (if available).

Transportation

The District provides homeless students with transportation services that are comparable to those available to non-homeless students. The District also provides or arranges for transportation to and from the school of origin at the parent or guardian's request, or the liaison's request in the case of an unaccompanied youth. Transportation is arranged promptly to allow for immediate enrollment and will not create barriers to a homeless student's attendance, retention, and success.

A. If the homeless student continues to live in the District, where the school of origin is located, transportation will be provided or arranged for the student's transportation to or from the school of origin.

B. If the homeless student moves to an area served by another district, though continuing his/her education at the school of origin (which is in the District), the District and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs will be shared equally.

C. When the student obtains permanent housing, transportation shall be provided to and from the school of origin until the end of the school year.

The District determines the mode of transportation in consultation with the parent or guardian and based on the best interest of the student.

In accordance with Federal law, the above transportation requirements still apply during the resolution of any dispute. The District will work with the State to resolve transportation disputes with other districts. If the disputing district is in another State, the District will turn to the State for assistance as Federal guidance says that both States should try to arrange an agreement for the districts.

Dispute Resolution

Homeless families and youths have the right to challenge placement and enrollment decisions. If a dispute arises between a school and a parent, guardian or unaccompanied youth regarding eligibility, school selection, or enrollment of a homeless student, the District must follow its dispute resolution procedures, consistent with the State's procedures. If such a dispute occurs, the District will immediately enroll the homeless student in the school in which enrollment is sought pending final resolution of the dispute, including all appeals. The student will receive all services for which they are eligible until all disputes and appeals are resolved.

Pursuant to State, District and Board of Education policies, the District will provide the parent, guardian or unaccompanied youth with a written explanation of all decisions regarding school selection and enrollment made by the school, District, or State, along with a written explanation of appeal rights.

The District's notice and written explanation about the reason for its decision will include, at a minimum, an explanation of how the school reached its decision regarding eligibility, school selection, or enrollment, including 1) a description of the proposed or refused action by the school, 2) an explanation of why the action is proposed or refused, 3) a description of other options the school considered and why those options were rejected, 4) a description of any other relevant factors to the school's decision and information related to the eligibility or best interest determination such as the facts, witnesses, and evidence relied upon and their sources, and 5) an appropriate timeline to ensure deadlines are not missed. The District must also include contact information for the Liaison and the State Coordinator, and a brief description of their roles. The District will also refer the parent, guardian or unaccompanied youth to the Liaison, who will carry out the dispute resolution process.

The District ensures that all decisions and notices are drafted in a language and format appropriate for low-literacy, limited vision readers, and individuals with disabilities. For children and youth and/or parents or guardians who are English learners or whose dominate language is not English, the District will provide translation and interpretation services in connection with all phases of the dispute resolution process pursuant to federal laws. The District will also provide electronic notices via email if the parent, guardian or unaccompanied youth has access to email followed by a written notice provided in person or sent by mail.

Homeless Children in Preschool

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs, including Head Start programs, administered by the District. Additionally, the homeless child must remain in the public preschool of origin, unless a determination is made that it is not in the child's best interest. When making such a decision on the student's best interest, the District takes into account the same factors as it does for any student, regardless of age. It also considers pre-school age specific factors, such as 1) the child's attachment to preschool teachers and staff; 2) the impact of school climate on the child, including school safety; the quality and availability of services to meet the child's needs, including health, developmental, and social-emotional needs; and 3) travel time to and from school.

The District must also provide transportation services to the school of origin for a homeless child attending preschool. It is the District's responsibility to provide the child with transportation to the school of origin even if the homeless preschooler who is enrolled in a public preschool in the District moves to another district that does not provide widely available or universal preschool.

Public Notice

In addition to notifying the parent or guardian of the homeless student or the unaccompanied youth of the applicable rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school. In addition, the District shall post public notice of the McKinney-Vento rights in places that homeless populations frequent, such as shelters, soup kitchens, and libraries in a manner and form understandable to the parents and guardians and unaccompanied youths.

Records

The local liaison will assist the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students shall be maintained, subject to the protections of the Family Educational Rights and Privacy Act (FERPA) and Policy 8330, and in such a manner so that they are available in a timely fashion and can be transferred promptly to the appropriate parties, as required. Pursuant to the McKinney-Vento Act, information regarding a homeless student's living situation is not considered directory information and must be provided the same protections as other non-directory personally identifiable information (PII) contained in student education records under FERPA. The District shall incorporate practices to protect student privacy as described in AG 5111.01, AG 8330, and in accordance with the provisions of the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA).

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Note:

Education for Homeless Children and Youth Programs, Non-Regulatory Guidance, U.S. Department of Education (ED), Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act, at A-3 (July 27, 2016).

42 U.S.C. 11431 et seq. (McKinney - Vento Homeless Act)

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NEW POLICY - ESSA

CHILDREN AND YOUTH IN FOSTER CARE

The Board of Education recognizes the importance of educational stability for children and youth in foster care. Further, the Board recognizes these children and youth as a vulnerable subgroup of students in need of safeguards and supports in order to facilitate a successful transition through elementary and secondary education and into college and/or careers. To that end, the District will collaborate with the Ohio Department of Education (ODE), other schools and school districts, and the appropriate custodial agencies (child welfare agencies and/or local Title IV-E courts) to provide educational stability for children and youth in foster care.

Definitions

Children who meet the Federal definition of "in foster care", including those children who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, students in foster care will not be stigmatized or segregated on the basis of their status. The District shall establish safeguards that protect foster care students from discrimination on the basis of their foster care status or other of the recognized Protected Classes (Policy 2260). The District shall regularly review and revise its policies, including school discipline policies that may impact students in foster care.

Consistent with the Fostering Connections Act, “foster care” means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the custodial agency has placement and care responsibility. This includes, but is not limited to, placements in:

A. foster family homes;

B. foster homes of relatives;

C. group homes;

D. emergency shelters;

E. residential facilities;

F. child care institutions; and

G. preadoptive homes.

A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made. (45 C.F.R. 1355.20 (a)).

School Stability

The District shall remove barriers to the enrollment and retention of children and youth in foster care in schools in the District. Foster care students shall be enrolled immediately, even if they do not have the necessary enrollment documentation such as immunization and health records, proof of residency or guardianship, birth certificate, school records, and other documentation, in order to prevent educational discontinuity. Within twenty-four (24) hours of a student's enrollment in school, the District shall contact the school last attended by the student and request that it send all appropriate records and documentation concerning the student.

The District shall meet the Title I requirements for educational stability for children and youth in foster care, including those awaiting foster care placement. The District shall identify which students are in foster care and shall collaborate with State and tribal custodial agencies to provide educational stability for these children and youth. District staff will work closely with custodial agency personnel to develop and implement processes and procedures that include these enrollment safeguards:

A. a child/youth in foster care shall remain in his/her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest;

B. if it is not in the child's best interest to stay in his/her school of origin, the child shall be immediately enrolled in the determined new school even if the child is unable to produce records normally required for enrollment; and

C. the new (enrolling) school shall immediately contact the school of origin to obtain relevant academic and other records, including the student's Individualized Education Program (IEP) if applicable. (ESEA Section 1111(g)(1)(E)(i)-(iii)).

School of Origin

The school of origin is the school in which a student is enrolled at the time of placement in foster care. If a student's foster care placement changes, the school of origin would then be considered the school in which the child is enrolled at the time of the placement change. A student in foster care shall remain in his/her school of origin, if it is determined to be in the student's best interest, for the duration of the student's placement in foster care.

When a student exits foster care, the District will continue to prioritize the student's educational stability in determining placement, supports, and services deemed to be in the child's best interests.

[ ] ~~A student who has exited foster care shall be permitted remain in the school of origin until the end of the school year.~~

~~[ ] A student who has exited foster care shall be permitted to remain in the school of origin until the end of the **( )** semester **( )** quarter.~~

~~[ ] A student who has exited foster care shall not be permitted to remain in the school of origin, unless there are extenuating circumstances and documentation to demonstrate that the child should remain in the school of origin through the end of the **( )** school year **( )** semester **( )** quarter.~~

Best Interest Determination

In making the best interest determination, the District will follow the guidelines established by ODE and the State or tribal custodial agencies. The District shall utilize the prescribed process in conjunction with local custodial agencies in making best interest determinations, and shall make such determination within five (5) school days of the child's placement in foster care or change in child's living arrangement. Once a determination is made the District shall provide the decision in writing to all relevant parties, in collaboration with the appropriate custodial agency. When making decisions regarding educational placement of students with disabilities under IDEA and Section 504, the District shall provide all required special educational and related services and supports provided in the least restrictive placement where the child's unique needs, as described in the student's IEP or Section 504 plan, can be met.

Dispute Resolution

If there is a dispute regarding whether the educational placement of a child in foster care is in the best interest of that child, the dispute resolution process established by the Ohio Department of Education (ODE) shall be used.

The District's representatives shall collaborate fully in this process, considering relevant information regarding academic programming and related service needs of the child, and advocating for what the District believes is in the best interest of the child.

To the extent feasible and appropriate, the child will remain in his/her school of origin while disputes are being resolved in order to minimize disruption and reduce the possible number of moves between schools. (ESEA Section 1111(g)(1)(E)(i)).

Since the custodial agency holds ultimate legal responsibility for making the best interest determination for the foster child in their care, if the dispute cannot be resolved the dispute, the custodial agency will make the final determination. Such final determination will be made within five (5) school days of the child's placement in foster care or change in the child's living arrangement.

All notifications and reports regarding foster care placement, changes in school enrollment, transportation services, and changes in the child's living arrangements shall be provided to the affected parties, in writing, in accordance with the forms, procedures, and requirements of the ODE and the State or tribal custodial agencies.

Local Point of Contact

The Superintendent shall designate and make public a local point of contact who will perform the duties as assigned by the Superintendent. The point of contact shall serve as a liaison to coordinate with child protection agencies, lead the development of a process for making the best determination for a student, facilitate the transfer of records, and oversee the enrollment and regular school attendance of students in foster care.

Records

The District shall provide privacy protections for children and families and shall facilitate appropriate data-sharing pertaining to children in foster care between custodial and educational agencies, in accordance with the Family Educational Rights and Privacy Act (FERPA) and Policy 8330 – Student Records.

Services to Children and Youth in Foster Care

Foster care children and their families shall be provided equal access to the educational services for which they are eligible comparable to other students in the District including:

A. educational services for which the student in foster care meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;

B. preschool programs;

C. programs in career and technical education;

E. programs for gifted and talented students;

E. school nutrition programs; and

F. before - and after-school programs.

Transportation Services

The District shall provide that transportation services for children in foster care consistent with the procedures developed by the District in collaboration with the State or local custodial agency. These requirements apply whether or not the LEA already provides transportation for children who are not in foster care.

In order for a student in foster care to remain in his/her school of origin, when in his/her best interest, transportation services shall be provided, arranged, and funded for the duration of the child's placement in foster care. The District's transportation services will provide that:

A. Children in foster care needing transportation to their schools of origin will promptly receive that transportation in a cost effective manner and in accordance with Section 475(4)(A) of the Social Security Act; and

B. If there are additional costs incurred in providing transportation to the school of origin, the District shall provide such transportation if 1) the local custodial agency agrees to reimburse the District for the cost of such transportation; 2) the District agrees to pay for the cost; or 3) the District and the local custodial agency agree to share the cost. (ESEA 1112(c)(5)(B)).

The District will collaborate with the SEA, other LEAs, and custodial agencies to pursue possible funding sources and arrangements to deal with transportation costs.

Coordination of Service

Since foster care placements may occur across district, county, or State boundary lines, coordination among multiple agencies may be necessary. The District will work with appropriate State and local agencies to address such placement and transportation issues that arise. The District shall provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of children and youth in foster care.

45 C.F.R. 1355.20

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INTER-DISTRICT OPEN ENROLLMENT

The Wadsworth City Board of Education shall permit any student from a contiguous school district to apply for enrollment in the Wadsworth City School District free of any tuition obligation. Interdistrict transfer applications may be approved provided that all requirements as outlined in the administrative guidelines are met.

A. the applicant must follow the procedures for admission to the Wadsworth City School District.

B. The District capacity limits by grade level, school building, and program as determined by Wadsworth City Board of Education will be a deciding factor in admitting an interdistrict transfer student.

C. Resident students of the Wadsworth City School District receive preference over students from contiguous districts applying for enrollment.

D. Resident students of the Wadsworth City School District who attended school in a contiguous school district under an interdistrict transfer and are forced to return or choose to return to the Wadsworth City School District receive preference over students from continuous districts applying for enrollment.

E. Students previously enrolled from contiguous districts as a result of this policy receive preference over first-time applicants from contiguous districts.

F. Students enrolled as a result of this policy are approved for one (1) school year only and must reapply annually and are subject to all provisions of this policy.

G. All regulations, rules, and procedures of the Ohio High School Athletic Association, especially those pertaining to recruitment and eligibility, must be followed. ~~Effective fall 2001, students are ineligible for athletics for one (1) year when they transfer from one school district to another without changing residency. Transfers within the school district are not affected.~~

H. There are no academic, athletic, artistic, or extracurricular skills required.

I. There are no limitations on admitting handicapped students, unless services required in an IEP are not available in the District.

J. Students enrolled in, or who could be enrolled in, consortium programs in nonresident districts, such as special education programs, are not subject to this policy.

K. There shall be 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 the contiguous district for ten (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.

L. Procedures to ensure maintenance of an appropriate racial balance in the Wadsworth City School District will be followed.

M. If a parent of a resident student moves to a contiguous district during the school year, the student enrolled in the first district may apply for open enrollment status with local district timeliness waived.

N. The Wadsworth City School District Board of Education reserves the right to revoke the admission of any and all students from contiguous school districts enrolled under this policy until the Friday of the first full week in September.

O. The Wadsworth City Board of Education reserves the right to revoke the admission of any student from contiguous districts who violate any provisions of this policy.

R.C. 3313.98

NEW POLICY - TECHNOLOGY UPDATE

CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN

The Continuity of Organizational Operations Plan (COOP) provides the District with the capability of conducting its essential operations under all threats and conditions with or without warning. Having a plan to recover from any type of disaster regardless of the severity and consequences of the emergency is critical to recovery of operations and can minimize the impact on the District's teaching and learning, personnel, facilities, technology, transportation, food service, and other functional resources.

Scope of the Continuity Plan

The primary objective of the COOP is to restore the District's critical operational functions and the learning environment as quickly as possible after a crisis or threat event has occurred. A COOP contains critical and sensitive information that is confidential and exempt from public disclosure.

Planning for the continuity of operations of a school system in the aftermath of a disaster is a complex task. The current changing threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, and terrorist attacks and threats, have increased the need for viable continuity capabilities and plans that enable the District to resume and continue the essential functions in an all-hazards environment across a full spectrum of emergencies. Such conditions have increased the importance of having continuity plans in place that provide stability of essential functions across the various levels of public government and private enterprises.

The planning and development of continuity of an organizational operations plan, as well as the ongoing review and revision of such a plan, is important for the overall District ~~**( )** and also for each school **( )** and department in the District~~.

The District-wide plan describes how the District will respond as a total organization to a given emergency and describes the centralized resources and how they will be organized to implement command and control necessary to function during the life cycle of the event. Individual school and departmental plans contain the details related to the continuity plan for those specific sites and functional areas to prepare for an event, communicate throughout the duration of an event, assess the impact of an event on essential functions in the unit, respond to the event, and detail what will be done to recover from the event.

Preparation for, response to, and recovery from a disaster affecting administrative, educational, and support functions of the District's operations requires the cooperative efforts of external organizations, in partnership with the functional areas supporting the business of the District. This includes local government agencies, law enforcement, emergency management, medical services, and vendors necessary to District operations. The COOP outlines and coordinates all efforts by the District in cooperation with other local and State agencies and businesses to restore the essential functions of the District to the larger local community post-disaster.

The Superintendent shall recommend the COOP for Board of Education review and approval; however, the COOP shall be considered a confidential document not subject to release under State public records laws and accordingly no copies shall be provided for public review during the adoption process.

The Superintendent shall conduct:

( ) ~~an annual~~

(X) periodic

review of the COOP.

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NEW POLICY - TECHNOLOGY UPDATE

INFORMATION SECURITY

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This information may be in hard copy or digital format, and may be stored in the District or offsite with a third party provider.

Data/information collected by the District shall be classified as Confidential, Controlled, or Published. Data/information will be considered Controlled until identified otherwise.

Protecting District Information Resources (as defined in Bylaw 0100) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board of Education members, staff members/employees, students, parents, contractors/vendors, and visitors who use District Technology Resources (as defined in Bylaw 0100) and Information Resources.

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the information is protected and preserved. Board members, administrators, and all District staff members, as well as contractors, vendors, and their employees, granted access to data/information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (Form 7540.04F1) shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District Technology Resources on which it is stored.

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to him/her or how they apply to him/her, the individual should contact the District's Technology Director or Information Technology Department/Office.

The Superintendent shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

Further, the Superintendent is authorized to develop procedures that would be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally-identifiable information occurs.

The Superintendent shall require the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be responsible for the security protocols.

Third-party contractors/vendors who require access to Confidential Data/Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of Information Resources, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and retain by the District at risk. Employees who violate this policy and/or the administrative guidelines promulgated consistent with this policy may have disciplinary consequences imposed, up to and including termination of employment, and/or referral to law enforcement. Students who violate this Policy and/or AGs will be subject to disciplinary action, up to and including expulsion, and/or referral to law enforcement. Contractors/vendors who violate this Policy and/or AGs may face termination of their business relationships with and/or legal action by the District. Parents and visitors who violate this Policy and/or AGs may be denied access to the District's Technology Resources.

The Superintendent shall conduct

( ) ~~an annual~~

(X) a periodic

assessment of risk related to the access to and security of the data/information collected and retained by the District.

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REVISED POLICY - ESSA

LETTERS OF REFERENCE

The Board of Education recognizes that an employee or former employee's request to an administrator for a letter of reference is an opportunity to share information about the staff member's performance with a prospective employer or other interested party. A current or former employee shall have no expectation that a letter of reference will be written upon request. The decision to comply with such a request shall be solely at the discretion of the administrator.

If an administrator opts, however, to prepare a reference letter, the Board expects that administrator to provide specific and truthful comments concerning the employee or former employee's actual performance that can be substantiated by the administrator's personal knowledge and/or the individual's personnel file.

In accordance with law, an administrator who, in the scope of his/her employment, provides a letter of reference or employment reference may be entitled to a qualified privilege for statements included in that reference letter, provided such statements were made in good faith, without malice, and in accordance with this policy.

All District employees, including but not limited to an administrator who prepares a letter of reference or provides an employment reference pursuant to this policy, are prohibited from assisting a District employee, contractor or agent in obtaining a new job if s/he knows or has reasonable cause to believe that such District employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of State or Federal law. "Assisting" does not include the routine transmission of administrative and personnel files. The only exceptions permitted are those authorized by the Every Student Succeeds Act, such as where the matter has been investigated by law enforcement and the matter was officially closed due to lack of probable cause or where the individual was acquitted or otherwise exonerated of the alleged misconduct.

~~The Superintendent shall develop the administrative guidelines necessary to implement this policy.~~

Section 8546 of the Every Student Succeeds Act (ESSA)

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REPLACEMENT GUIDELINE - ESSA

HOMELESS STUDENTS
(Role of the Local Liaison)

Duties

The Local Liaison for Homeless Children and Youth (Liaison) serves as a primary contact between homeless families and school staff, District personnel, shelter workers, and other service providers. The Liaison is responsible for safeguarding the rights of children and youth experiencing homelessness who attend school in this District. The Liaison must be notified immediately upon the enrollment or assignment of a homeless child/youth. The Liaison will coordinate District operations and services so that:

A. homeless children/youth are identified by school personnel through outreach and coordination activities with other entities and agencies and the Liaison shall pay special attention to identifying, locating and enrolling homeless children/youth who are not currently attending school;

B. homeless children/youth are enrolled in, and have a full and equal opportunity to succeed in schools of that District;

C. homeless youth receive credit for full or partial schoolwork;

D. homeless families and children/youth have access to and receive all educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs), early intervention services, including IDEA Part C (birth-age three (3), and any District preschool programs;

E. homeless families and children/youth receive referrals to health care services, dental services, mental health services, substance abuse services, housing services, and other appropriate services;

F. parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in their children's education;

G. public notice of the educational rights of homeless children/youth is disseminated at locations frequented by parents or guardians of such children, and unaccompanied youth, such as schools, shelters, soup kitchens, and public libraries in a manner and form understandable to the parents and guardians and unaccompanied youth;

H. enrollment/assignment disputes are mediated/handled in accordance with the McKinney-Vento Act and any other governing applicable laws, regulations, rules or policies, including but not limited to Board policies, District guidelines, applicable laws, and the State Consolidated Plan;

I. the parents or guardians of any homeless child and any unaccompanied homeless minor are fully informed of all transportation services, including transportation to the school of origin, and are assisted in accessing transportation to the school that is appropriately selected;

J. school personnel receive professional development and other support; and

K. unaccompanied youths are enrolled in school, have opportunities to meet the same challenging State academic standards as the State establishes for other children and youths, are informed of their status as independent students under Section 480 of the Higher Education Act (HEA), and their right to receive verification of this status from the Liaison.

As part of the Liaison's duties, the Liaison will coordinate and collaborate with the State Coordinator for Homeless Children, other community, District and social service agencies, and school personnel responsible for providing education and other services to homeless children and youth and their families. This includes coordinating and collaborating with 1) other school districts on inter-district issues, such as transportation or the transfer of school records; and 2) the necessary entities and individuals when collecting and providing the State Coordinator with reliable, valid, and comprehensive required data.

Such coordination should be designed to: 1) facilitate homeless children/youth having access and reasonable proximity to available education and related support services; and 2) raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.

Early Childhood Homeless

Homeless preschool age children have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youth. To the extent that the District offers a public education to preschool children, including District Head Start programs, the District must meet Federal requirements for homeless preschool children.

The Liaison will identify homeless children who are five years old or younger (i.e., preschool-age) by working closely with shelters in the area. Additionally, the Liaison will work with Federally qualified health centers and social service agencies, such as agencies that administer the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), Temporary Assistance for Needy Families (TANF), and other public benefits. The Liaison will also collaborate with early childhood education providers and programs to identify preschool-age children, and work with school personnel who may ask whether the family has any preschool-age children when enrolling homeless children and youth in school. The Liaison will also work with the District's early intervention and special education programs to assist with the "child find" process required by IDEA, Parts B and C.

In addition, the Liaison will assist with enrolling homeless pre-school age children in preschool. According to Federal guidance, the Liaison will remind preschool program staff of the importance of preschool services for homeless children and how waiting lists can create barriers for homeless families who wish to enroll their children. The Liaison will also identify preschool programs that keep slots open specifically for homeless children.

Liaison's Role Following a Natural Disaster or Catastrophic Event

Due to a natural disaster or other catastrophic event, many families may lose their homes and the Liaison will conduct outreach and identification following these events. When such a disaster occurs, the Liaison will be proactive by preparing schools to enroll large numbers of displaced students and arranging for additional staff to help with the identification and enrollment process. Liaisons will also notify agencies working with such families of how schools will enroll and serve eligible students. Liaisons will publicize the rights and services of homeless students directly to the effected families and those who are helping those families. The Liaison shall provide or distribute brochures on the rights of such students and families where displaced people assemble.

Record Collection of Homeless Students

Upon enrollment of a child or youth experiencing homelessness, the Liaison will coordinate with appropriate administrative staff to assure that the school last attended by the child/youth is immediately contacted to provide relevant academic or other relevant records. If upon enrollment the student does not have any immunization required for enrollment by State law or any other medical records, the Liaison will assist the family or student in obtaining the immunizations, screenings, or other necessary medical records.

Transportation for Homeless Students

The Liaison will work with the District's Director of Transportation and other District administrators and staff to provide transportation for the homeless student, including a homeless child attending preschool, in accordance with applicable laws, regulations, and the Board's Transportation Policy 8600 and AG 8600 and Homeless Students Policy 5111.01.

Dispute Resolution

Homeless families and youths have the right to challenge placement and enrollment decisions. The District will provide the parent, guardian or unaccompanied youth with a written explanation of decisions related to the school selection or enrollment made by the school, District or State involved, along with a written explanation of appeal rights.

The District will refer the unaccompanied youth, parent, or guardian to the Liaison who will expeditiously carry out the dispute resolution process. The Liaison shall assist the child and family prepare the appeal and make the school's resources, such as copying, mailing, or obtaining records, available to the parent, guardian, or unaccompanied youth. Parents, guardians, and unaccompanied youth shall be informed that they can provide written or oral documentation to support their views. Written documentation initiated at the building level or by the Liaison should be complete, as brief as possible, simply stated, and provided in a language the parent, guardian, or unaccompanied youth can understand.

When a dispute arises over eligibility, school selection or enrollment, the homeless student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals. The homeless student will be provided with all services for which he or she is eligible while the dispute is being resolved.

<u>The Liaison, FERPA and Personally-Identifiable Information (PII)</u>

Failure to protect personal information, including personally identifiable information (PII), can result in an inappropriate release of information that endangers students, their caregivers, and possibly school personnel and a violation of the Federal Family Educational Rights and Privacy Act (FERPA). The Liaison works with other school personnel to secure the PII contained in student databases and records. Further, conversations about homeless students must be held in private locations to prevent information from being overheard. Many homeless students are survivors of domestic violence or other safety issues that must be addressed in student records and information release procedures. It is paramount that this personal information be protected to secure the safety of students, their caregivers and school personnel.

Training on Eligibility for Other Federal Programs

In order to facilitate coordination with other Federal programs serving homeless children and youths, a State Coordinator is responsible to provide training on the definitions of terms related to homelessness and eligibility requirements for Federal programs that serve homeless individuals. Such Federal programs include the Continuum of Care and Emergency Solutions Grant programs administered by the U.S. Department of Housing and Urban Development (HUD). The Liaison who has received this training may submit an affirmation that students meet the HUD definition of homelessness so that these students may qualify for the HUD homeless assistance programs if additional eligibility requirements are met.

Notice of Duties

As part of his/her assigned duties, the Liaison for Homeless Children and Youth will inform school personnel, services providers and advocates working with homeless families about his/her duties.

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NEW GUIDELINE - ESSA

CHILDREN AND YOUTH IN FOSTER CARE

Requirements of Title I of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA) emphasize the need to provide educational stability for children and youth in foster care, with a particular emphasis on collaboration between State Education Agencies (SEAs), local education agencies (LEAs), and custodial agencies (child welfare agencies and/or Title IV-E courts). These provisions stress the importance of limiting educational disruption by keeping children in foster care in their schools of origin unless it is determined to be in their best interest to change schools. If a change of schools is determined to be in their best interest, children in foster care shall be enrolled in their new schools without delay.

In implementing these provisions, the District, together with the SEA, other LEAs, and custodial agencies, shall comply with applicable laws, such as Title VI of the Civil Rights Act of 1964 (Title VI), the Individuals with Disabilities Education Act (IDEA), and Section 504 of the Rehabilitation Act of 1973 (Section 504).

School of Origin

The school of origin is the school in which a child is enrolled at the time of placement in foster care. If a student's foster care placement changes, the school of origin is then considered to be the school in which the student is enrolled at the time of the placement change. School of origin determinations shall be consistent with the educational stability requirements under the Fostering Connections Act and shall prevail throughout the time the child remains in foster care. The District, together with the SEA, other LEAs, and custodial agencies, shall consider the educational stability benefits for students during times of transition out of foster care. Allowing a student to remain in the school of origin until the end of the school year or until another point in the school year such as the end of the quarter or semester, may be considered in accordance with Board of Education policy.

Best Interest Determination

A number of factors relating to a child's best interest must be considered in making school placement determinations. These factors shall include:

A. the child's participation in specialized instruction (e.g., gifted programming, career technical education program, College Credit Plus, Advanced Placement classes;

B. the child's ability to earn full academic credit, the ability to proceed to the next grade, or the ability to graduate on time;

C. school climate, peer support, supportive adults, and involvement in extracurricular activities;

D. availability and quality of the services in the school to meet the child's educational and socioemotional needs);

E. the length of commute and its impact on the child, based on the child's developmental status and functioning;

F. whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school or origin; and ;

G. whether the child is an English Learner (EL) and is receiving language services and, if so, the availability of those required services in a school other than the school or origin, consistent with Title VI and Equal Education Opportunity Act (EEOA).;

H. next steps to maintain educational stability.

These facts may also include:

A. preference of the child;

B. preferences of the child's parent(s) or education decision maker(s) as defined by State law, if applicable;

C. the child's attachment to the school, including meaningful relationships with staff and peers;

D. placement of the child's sibling(s);

E. anticipated length of out-of-home placement; and/or

F. history of school transfers and the impact on the child.

Transportation costs should not be considered when determining a child's best interest.

The State Education Agency (SEA), District, and custodial agencies shall collaborate in making best interest determinations when a child is placed in a foster care placement outside the attendance area of the child's school of origin. The parties shall strive to gather meaningful input from relevant parties, such as the child (depending on age), foster parents, biological parents when appropriate, education decision maker(s), and other relatives to determine whether the child should remain in the school of origin or enroll in the school or district in the attendance area of the foster care placement. Educational decision maker(s) should be knowledgeable about the child and be able to provide input concerning significant relationships; academic progress; and social and emotional well-being. If the child has an IEP or a Section 504 plan or is an EL student, then relevant school staff will need to participate in the best interest decision process and provide information about all required special education and related services and supports.

Best interest determinations should be made as quickly as possible in order to maintain educational stability. The custodial agency and District should make such determination within five (5) school days of the child's placement in foster care or change in the child's living arrangement. To the extent feasible and appropriate, the student in foster care shall remain in his/her school of origin while the determination is being made.

District Point of Contact

The District's local point of contact (POC) is responsible for safeguarding the rights of children and youth in foster care who attend school in this District. The POC must be notified immediately upon the enrollment or assignment of a foster care child/youth. The POC shall serve as a liaison to coordinate with child protection agencies, lead the development of a process for making the best determination for a student, facilitate the transfer of records, and oversee the enrollment and regular school attendance of students in foster care.

The District's POC's responsibilities will include, but are not limited to:

A. coordinating the implementation of Title I requirements with the corresponding custodial agency POC;

B. leading the development of a process for making best interest determinations;

C. documenting and overseeing the implementation of best interest determinations;

D. facilitating the immediate enrollment of children/youth in foster care and securing the transfer of students' records;

E. facilitating data sharing with appropriate custodial agencies, consistent with FERPA, District policies, and other privacy protocols;

F. developing and coordinating local transportation procedures and services;

G. managing best interest determinations and transportation cost disputes;

H. overseeing that children in foster care are enrolled in and regularly attending school;

I. providing professional development and training to school staff on the Title I provisions and educational needs of students in foster care.

J. providing pertinent information to staff concerning students in foster care to help staff in gaining a better understanding of a child's unique needs so that they can better assist the child in reaching his/her full academic potential; and

K. verifying that appropriate data is collected and reported regarding children in foster care as required by the U.S. Department of Education and the Ohio Department of Education for use in making necessary program adjustments and improving educational outcomes for children in foster care.

The District's POC should also collaborate with custodial and other relevant agencies to verify that all school staff members are provided with information concerning the need to be sensitive to the complex needs of children in foster care; informed about the impact of trauma on children's abilities to learn; and equipped to provide the necessary interventions and strategies to help children in foster care succeed in the educational environment.

Credit Transfer and Graduation Requirements

The District will verify that children in foster care receive appropriate credit for full or partial coursework satisfactorily completed prior to their enrollment in the District. In order to determine whether a child should receive any credit, the District will consult with appropriate staff at the last school attended by the child concerning the child's coursework, and informally or formally evaluate the child's current mastery of courses partially completed. The District will also consider the following strategies to assist a child with earning and recovering the necessary credits towards graduation:

A. awarding partial or full credit for work completed;

B. offering credit recovery courses;

C. working to keep the child in his/her school of origin;

D. providing support to enable the child to attend school consistently and progress academically;

E. offering independent study programs, including learning labs, online learning, and computerized models in addition to regular classes;

F. offering information about after-school networks;

G. collaborating with District personnel and custodial agencies to create or improve diversion programs or alternative education programs; and

H. using various types of support and interventions to verify whether the student is experiencing problems with issues related to mobility and homelessness or whether there are other needs that should be addressed in order for the student to progress academically.

Transportation

Transportation services may be necessary to maintain children in foster care in the school of placement (school of origin or otherwise) that is determined to be in their best interest. The District will collaborate with the State and/or local custodial agency or agencies in providing, arranging, and funding such transportation services. A transportation plan shall be developed within five (5) school days of the date of the best interest determination. The District and custodial agency will provide reliable interim transportation while permanent transportation is being finalized. The District POC will coordinate, oversee, and document the transportation provisions, which may include:

A. use of pre-existing bus routes or stops close to the new foster care placement (that may cross district boundaries), such as bus routes for magnet schools, non-public or charter schools, and transportation for homeless students as required by the McKinney-Vento Act;

B. re-routing of existing bus routes within the district and/or outside of the district as identified in A. above;

C. use of a school bus stop near the existing transportation system for the school of origin (or placement) for drop-off and pick-up;

D. use of existing public transportation options, if the child is of an appropriate age and has or is able to acquire the skills to utilize such options safely;

E. use of foster parents or other family member(s) who may be willing and able to transport the child to/from school; or

F. use of transportation service covered by other programs, for which the child is eligible.

The District is responsible for transportation services for the foster care student for the duration of the time the child is in foster care. When a student exits foster care, the District will continue to prioritize the student's educational stability in determining placement, supports, and services deemed to be in the child's best interests. Continuing transportation services through the end of the school year or until another point in the school year such as the end of the quarter or semester, when remaining in the school of origin, may be a part of the best interest determination.

Additional costs incurred in providing transportation to the school or origin should reflect the difference between what the District would otherwise spend to transport a student to his/her assigned school and the cost of transporting the foster care student to the school of origin. If the District does not calculate average cost of transportation per student, it will determine additional costs to be those costs above what the state reimburses the District for student transportation. The District will collaborate with the SEA, other LEAs, and custodial agencies to pursue possible funding sources and arrangements to deal with transportation costs.

Student Data and Privacy

The District will collaborate with the SEA, other LEAs, and custodial agencies to communicate and share data in order to improve educational outcomes for children in foster care. All communications and data sharing, however, shall comply with all statutory requirements to protect student privacy, including FERPA, District policies (Policy 8330 and AG 8330), and other privacy requirements under Federal, State, or local laws.

Failure to protect personal information can result in an inappropriate release of information that endangers students, their caregivers, and possibly school personnel. Therefore, the POC shall work with other school personnel to secure the PII (personally identifiable information) contained in student databases and records. Conversations about students in foster care shall be held in private locations to prevent information from being overheard. Information regarding domestic violence of other safety issues must be addressed in student records and information release procedures.

Under normal circumstances, the District should receive written notification from the custodial agency within one (1) day of child's placement in foster care or a change in his/her living arrangement. The District will update the child's information in the District's student databases and records within twenty-four (24) hours of receiving such notification. The child's information will be updated even if the child remains in his/her school of origin.

Upon enrollment of a child or youth in foster care, the POC will coordinate with appropriate administrative staff to assure that the school last attended by the child/youth is immediately contacted (within twenty-four (24) hours) to provide relevant academic or other relevant records. If upon enrollment the student does not have any immunization required for enrollment by State law or any other medical records, the POC will assist the family or student in obtaining the immunizations or necessary medical records. The POC will also contact the Director of Transportation to assure transportation of the homeless student is provided in accordance with the Board's Transportation policy and transportation procedures agreed upon by the District.

Dispute Resolution

Any disputes regarding the enrollment, assignment, or transportation service of a foster care student will be referred to the POC for expeditious resolution. When a dispute arises over school placement, the child or youth shall, to the extent feasible and appropriate, remain enrolled in the school of origin, pending resolution of the dispute, and shall be provided with all services, including adequate and appropriate transportation, for which they are eligible while the dispute is being resolved. The custodial agency of record is considered the final decision maker in making best interest determination if there is disagreement regarding school placement for a child in foster care. Such final determination will be made within five (5) school days of the child's placement in foster care or change in the child's living arrangement.

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NEW GUIDELINE - TECHNOLOGY UPDATE

CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN

Continuity planning is based on the assumption that the District will not necessarily receive warning of an impending emergency. As a result, a risk assessment is essential to continuity planning and is conducted to identify potential areas of risk and vulnerability and to put plans in place to mitigate by eliminating or reducing the potential impact of an event. Continuity management consists of the organizational decisions, processes, and tools that are put in place in advance to handle the aftermath of a disaster that impacts the District.

A crisis or emergency might affect the District only, or be part of a local, regional, or national event. This guideline provides structure to the continuity management strategy, but the overall plan should be much more comprehensive and include the following elements:

Plan Outline

A. Delineation of those functions that are essential for the District to perform critical operational, management, and administrative functions and that enable staff to provide access to curricular materials and other online resources for their students.

B. Assumptions and constraints from the planning process.

C. Communications plan both internal to District and with external agencies and constituents.

D. Decision process and authority for activation.

E. Staff roster.

F. Procedures to enable readiness – risk assessment, location of all critical documents, data and infrastructure resources.

G. Development and implementation of procedures and plans to mitigate risks.

H. Provisions for personnel training and accountability.

I. Reliable processes to acquire additional resources to sustain operations for thirty (30) days.

J. Plan Contents

1. Include purpose, objectives, applicability and scope and authorities and references.

2. Describe the concept of operations and contain:

   a. key staff: incident management team, assessment teams;

   b. mission essential functions: communications, vital records, technology hardware/network connectivity/data, facilities/relocation sites;

   c. direction and control;

   d. alert and notification;

   e. procedures for documentation of impact for recovery of cost.

3. List personnel responsibilities and procedures, team assignments.

4. Outline phases (activation, alternate operations, reconstitution & termination).

5. Provide detailed information on each of the essential elements.

6. Implementation mechanisms, depending upon the magnitude of the incident.

Plan Execution

Activation (zero (0) - twenty-four (24) hours)

A. Alert and notification procedures, call trees.

B. Initial actions.

C. Evacuation, shelter, lockdown procedures.

D. Activation procedures – during duty hours and during non-duty hours.

E. Deployment and department procedures for damage assessment - time-phased operations.

F. Transition to alternate operational sites and systems.

G. Site support responsibilities.

Alternate Operations Sites (twenty-four (24) hours to Termination – up to thirty (30) days)

A. Execution of mission essential functions.

B. Establishment of communications.

C. Contingency staff responsibilities.

D. Augmentation of staff.

E. Provision of guidance to essential and non-essential personnel.

F. Development of plans and schedules for reconstitution and termination (and return to normal operations).

G. Offsite recovery mechanisms for essential operational functions and District mission.

Reconstitution and Termination (Cessation of Disaster Recovery Alternative Site/Return to Normal Operations)

A. Overview.

B. Procedures.

C. After action review and remedial action plans.

Management and maintenance of the District's Continuity of Organizational Operations Plan (COOP) is a comprehensive task that depends on a multi-disciplinary team. The District's Continuity Management Team should be composed of upper-level managers in the District administration that represent all key functional areas and representatives from key departmental and school site faculty and staff. ~~These areas may include but not be limited to the following departments/divisions:~~

- ~~( )~~ ~~Operations and Systems~~
- ~~( )~~ ~~Safety and Security~~
- ~~( )~~ ~~Technology~~
- ~~( )~~ ~~Maintenance/Construction~~
- ~~( )~~ ~~Risk Management~~
- ~~( )~~ ~~Legal Affairs~~
- ~~( )~~ ~~Public Relations~~
- ~~( )~~ ~~Personnel/Human Resources~~
- ~~( )~~ ~~Finance/Payroll~~
- ~~( )~~ ~~Purchasing~~
- ~~( )~~ ~~Transportation~~

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( ) ~~Food Service~~

( ) ~~School Administration~~

( ) ~~Teaching and Learning~~

( ) ~~Student Services~~

( ) ~~_____ [other]~~

( ) ~~_____ [other]~~

( ) ~~_____ [other]~~

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NEW GUIDELINE - TECHNOLOGY UPDATE

INFORMATION SECURITY RESPONSIBILITIES

The District collects and maintains large amounts of data/information that must be protected and preserved.

To strengthen security of District Technology Resources (see definition Bylaw 0100) and Information Resources (see definition Bylaw 0100), the District has developed a series of information security policies available through the District's website. ~~For the full text of these policies, please see _____ **[link]**.~~

For user convenience, a brief summary of the key requirements of these policies follows. ~~Please address any questions to the District's Information Technology Office at _____ **[specify e-mail address]** or call _____ **[specify phone number]**.~~

All computer users are required to certify annually that (1) they have read the information security policies identified in this document, and (2) they understand and agree to abide by the information security policies applicable to them. Appropriate training will be provided to all users. ~~**( )** In addition, all users with access to the District's protected health information or personally identifiable information (e.g., social security numbers, credit/debit card information, etc.) are required to affirm that they will not store this information on mobile/portable storage devices without (1) obtaining prior authorization from the Superintendent, and (2) encrypting the data.~~

Expectations for All Technology Users

This document summarizes the Board of Education's information security policies. Users of the District Technology Resources must read these summaries, and both understand and fulfill their responsibilities under the applicable policies.

A. In many cases, operating system and application updates, along with malware protection, are all that stand between a computer and a system compromise or infection. The District Technology Resources are regularly updated and provided malware protection.

[ ] ~~Users are responsible for verifying their computers are configured to receive automated patches, and ensuring the automated updates run so that security vulnerabilities are patched in a timely manner.~~

[ ] ~~Users must also verify their malware protection is properly installed, updated, and is running the latest virus definitions.~~

[ ] ~~Users' school or department IT support staff is available to assist with these responsibilities.~~

~~**[NOTE: END OF OPTION LANGUAGE; THE THIRD OPTION SHOULD BE SELECTED IF THE FIRST AND/OR SECOND OPTIONS ARE SELECTED.]**~~

If District users access District Technology Resources using personal communication devices, they must verify proper security measures are active on their devices.

B. No software is 100% effective in preventing compromises or infections, and not all websites are safe. Users must be alert when using the Internet, especially on systems storing or processing protected and confidential data/information. One way to reduce the risk of compromise is to limit the user's non-work related Internet activity.

C. **[DRAFTING NOTE: SELECTION OPTION #1 OR OPTION #2]**

[X] [OPTION #1]

Unless authorized and using a device that is capable of encrypting the data/information, users are prohibited from storing District Confidential Data/Information on the user's computing devices.

[END OF OPTION #1]

[ ] [OPTION #2]

~~Because confidential data/information exists in many forms (e.g., written, spoken, electronically recorded, printed, etc.) users are responsible for properly securing this data/information at all times. This may take the form of physical security (e.g., locked cabinets, locked doors, locked building) or through digital security (e.g., passwords, biometric authentication, encryption). All users with access to the District's Confidential Data/Information are:~~

( ) ~~prohibited from storing this data/information on any mobile computing device (e.g., laptop, tablet) or portable storage device (e.g., flash drive) that is not encrypted;~~

( ) ~~required to activate their devices' available security feature(s) that prevent direct access to the data/information on the device without first verifying the identity of the user via a secure method (e.g., passcodes, biometrics, user id/password). This applies to both personal and District provided devices when District Confidential Data/Information may be stored on that device (e.g., e-mail, student records, etc.). Users are prohibited from storing District Confidential Data/Information on any device that does not meet this basic level of security;~~

( ) ~~prohibited from storing Confidential Data/Information on any mobile /portable storage device (e.g., USB flash cards, CD-ROMs, etc.)~~

( ) ~~prohibited from storing Confidential Data/Information on any mobile /portable storage device (e.g., USB flash cards, CD-ROMs, etc.) that is not encrypted;~~

( ) ~~prohibited from storing Confidential Data/Information on any mobile /portable storage device (e.g., USB flash cards, CD-ROMs, etc.) that is not encrypted or password protected;~~

( ) ~~allowed to store Confidential Data/Information on the District provided cloud storage (e.g., Microsoft OneDrive). Use of other public cloud storage options for Confidential Data/Information is prohibited.~~

[END OF OPTION #2]

D. District Confidential Data/Information includes many different types of data/information, such as social security numbers, personal health information, student records, and bank and credit card information, or other personally-identifiable information.

E. District Confidential Data/Information must never be shared through instant messaging or peer-to-peer (P2P) file-sharing software or devices. P2P software must never be installed on machines or devices that store, process, or access confidential data/information. District users are required to obey copyright laws and to adhere to the acceptable use policy (Policy 7540.03 and Policy 7540.04).

F. District Confidential Data/Information must be accessed only through one (1) of the following methods: (1) user authentication with the correct password; (2) multi-factor authentication, such as a smart card in combination with a password; or (3) biometric identification approved by the District's Information Technology Office. **[OPTIONS]** ~~**( )** Some networked storage options supplied by the District are not suitable for the storage of District Confidential Data/Information because they do not conform to these access requirements. **( )** Likewise, third party consumer cloud computing or software as a service offerings such as Dropbox, Google Docs, iCloud, and other similar offerings are not acceptable for the storage of District Confidential Data/Information unless the District has a current contract with these providers that includes data/information security.~~ **[END OF OPTIONS]** If a user is not sure if a storage location is secure, the user should contact the District's Technology Office.

G. Machines and devices that store District Confidential Data/Information, or that are used to access mission critical systems (e.g., SIS, ERP, Payroll), must be used only in areas with restricted or controlled access and must be locked whenever they are left unattended. ~~Machines and devices containing District Confidential Data/Information or used to access mission critical systems and resources must be set to require re-authentication after not more than _____ (____) minutes of inactivity. **( )** It is recognized that requiring re-authentication for teachers every _____ minutes may be disruptive to teaching. Therefore, it is the teacher's responsibility to appropriately protect Confidential Data/Information in the classroom by ensuring students, parents, volunteers, visitors, or others without authorization to view/access the data/information do not view/access it when the Confidential Data/Information is in use.~~

H. District Confidential Data/Information maintained on computers or other electronic devices should be destroyed or disposed of only in accordance with Board policy and State law. Any school or department intending to surplus computing devices and or printer/copy machines or any other device that stores information must first destroy the electronic information by wiping the data from the hard drive(s), flash storage, or having this done by authorized District personnel and keeping the devices physically secure until transfer to District Surplus.

I. Users must maintain strong passwords for every District system and application they access that stores/processes District data/information. Users must change all passwords used for District systems in accordance with the District's password requirements.

J. Per the Board's e-mail policy, users must always use their official District-supplied e-mail address for official business. Auto-forwarding of District e-mail accounts is prohibited ~~( ), unless approved by the Superintendent~~. Manual forwarding of individual e-mail messages is permitted.

K. Users must immediately report lost or stolen mobile/portable devices (e.g., laptops, smartphones) or security breaches (e.g., computer viruses, hacking attempts) to the District's Information Technology Office and/or the District Security Office. If a user suspects District Confidential Data/Information or mission critical systems and resources are at risk, the user must make this point clear when submitting a report. Also, if a user suspects District Confidential Data/Information is at risk, the user should avoid taking any actions such as manually scanning the computer with antivirus software. Information Technology and/or Security employees will assess what needs to be done.

L. Users must be mindful of the risks associated with District Confidential Data/Information when storing, processing, or accessing data/information. If a user is not sure how to comply fully with Board policies or procedures or if the user is not sure how to conduct a process securely, the user should ask for assistance from the site or department IT support contact or the District's Information Technology Office. Users are expected to know their sites' information technology contact so that they can contact him/her when there is a need.

Expectations for Administrative Personnel

In addition to the preceding, administrative personnel must also understand and fulfill the following responsibilities. Appropriate training will be provided.

A. Each District site or department that is responsible for maintaining its Technology Resources and Information Resources must have a designated information technology contact, plus a designated backup information technology contact. The District's Information Technology Office monitors the duties, responsibilities, and training of information technology contacts. Each site or department administrator that maintains its own information technology must verify that its IT support personnel have been trained to maintain the unit's IT resources in compliance with all of the District's information security policies and procedures.

B. Each District site that stores District Confidential Data/Information or that operates mission critical systems must work with the District's Information Technology Office to perform regular vulnerability scans.

C. Each District site or department administrator that maintains its own information technology is responsible for reporting immediately to the District's Information Technology Office or Security Office any time there is reason to suspect that the security of District Confidential Data/Information or of a mission critical system (e.g., Human Resources, Finance, Student Information Services, Payroll, e-mail, etc.) has been compromised or is at risk.

Expectations for Technology Support Personnel

In addition to all of the above, technology personnel, regardless of the site to which they are assigned, must also understand and fulfill the following responsibilities. Appropriate training will be provided.

A. IT personnel must read, understand and comply with the Board's policies and procedures that govern the use, operation and protection of IT systems and resources. The information technology security standards described in the information security policy are minimum standards required for the protection of District systems, including those that store/process District Confidential Data/Information or that are considered mission critical. Site and department IT resources for which an IT support employee is responsible must be managed in compliance with these policies and procedures. If technology personnel have questions or need assistance, it is the employee's responsibility to contact his/her Principal and/or the District's Information Technology Office.

( ) ~~Technology personnel managing mission critical systems and District Technology Resources (e.g., Human Resources, Finance, Student Information Services, Payroll, e-mail, etc.) or systems that store/process District Confidential Data/Information must have formal information security training. Information security training is available from the District's Information Technology Office.~~

B. IT personnel are responsible for enforcing District password requirements for the systems and applications the IT personnel manage. System and application administrators must configure all District-owned and managed IT devices/systems to implement the password requirements to the degree technically feasible, in compliance with the District's password standards.

C. If a user is unsure how to transfer District Confidential Data/Information, the user should contact the site/department technology contact for assistance. If the site/department technology contact is unsure of the proper method to transfer the Confidential Data/Information, the request should be referred to the District's Information Technology Office.

D. IT personnel must report system and application vulnerabilities to the Principal and/or the District's Information Technology Office.

E. The District Information Technology Office will perform regular vulnerability scans of District Technology Resources.

F. If technology personnel suspect that the security of any data/information or of a mission critical system (e.g., Human Resources, Finance, Student Information Services, Payroll, e-mail, etc.) has been compromised or is at risk, it is their responsibility to report that immediately to the District's Information Technology Office and/or Security Office. No action should be taken that might inhibit investigation of an incident or make unavailable information that might assist the investigation.

G. Technology personnel are required to follow incident handling instructions as specified in the incident management policy and/or as directed by the District's Information Technology Office or Security Office in response to potentially unauthorized access of protected information.

Key Information Security Policies and Administrative Procedures

Below are brief descriptions of the District's policies and procedures related to information security. The full text of each policy or procedure can be found on the District's website or by clicking the highlighted link.

Policies

A. Policy 7540 – Technology – Authorizes the development of a District Technology Plan to facilitate effective use of District Technology Resources that support student learning and/or District business operations.

B. Policy 7540.02 – Web Content, Services and Apps – Addresses the requirements for creation of District-authorized websites, services and apps by employees and students.

C. Policy 7540.03 – Student Technology Acceptable Use and Safety - Describes student use of District Technology Resources, expectations of privacy, District technology protection measures, areas for student training, and assigned school e-mail accounts.

D. Policy 7540.04 – Staff Technology Acceptable Use and Safety - Describes staff use of District Technology Resources.

E. Policy 7540.05 – District-Issued Staff E-mail Account and Policy 7540.06 – District-Issued Student E-mail Account - Establishes a framework for proper use of District issued e-mail accounts as an official business or educational tool for staff and students.

F. Policy 8305 – Information Security – The Board authorizes the Superintendent to develop internal controls necessary to provide for the proper collection, classification, retention, access, and security of data/information to include procedures in the event of an unauthorized release of information and training for staff.

Administrative Guidelines

A. AG 8305A – Information Security Responsibilities and Policy 8305 - Information Security - Review of what every computer user, administrator, and technology support employee should know in order to ensure the security of District information.

B. AG 7540B– Technology Director – and Policy 7540 – Technology - Describes the responsibilities for the position of Technology Director.

C. AG 7540C – Technology Governance Committee – Presents the requirements for establishing a District Technology Governance Committee that will create standards and procedures for proper management and protection of District technology resources.

D. AG 7540A – Staff and Student Training Regarding the Internet - Describes areas to be included in training of staff and student in proper use of the Internet.

E. AG 8305 – Collection, Classification, Retention, Access and Security of District Data/Information – Provides a framework that District employees can use to classify data/information for the purpose of determining the data/information's need for protection.

F. AG 8305B - Information Security Incident Management – Presents requirements for managing and reporting information security incidents.

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NEW GUIDELINE - TECHNOLOGY UPDATE

INFORMATION SECURITY INCIDENT MANAGEMENT

This administrative guideline governs the reporting and management of security incidents involving the District's Information of security incidents involving the District's Information Resources (as defined in Bylaw 0100).

Every Board of Education member, staff member/employee, student, parent, contractor/vendor, and visitor to school property who accesses District-owned or managed information through computing systems or devices ("users") must report information security incidents (as defined below) promptly per the procedures described herein.

When an information security incident involves District Confidential Data/Information (as defined below) or mission critical devices (as defined below), the Superintendent/Technology Director/District's Information Technology Office may, in coordination with the District's Security Office, direct the incident response and investigation. The Technology Director is authorized, in conjunction with the Superintendent, to take any action necessary to mitigate the risk posed by the information security incident.

An employee who puts District Confidential Data/Information at risk as a result of his/her failure to adhere to relevant policies/administrative guidelines/the law may be subject to disciplinary consequences, up to and including termination of employment and/or referral to law enforcement. Students who fail to adhere to applicable policies/administrative guidelines/the law will be referred to school and/or District administration for review and determination of the consequences of their actions, including referral to law enforcement. Contractors and vendors who fail to adhere to applicable policies/administrative guidelines/the law may face termination of their business relationships with and/or legal action by the District. Parents and visitors who fail to adhere to applicable policies/administrative guidelines/the law may be denied access to District Technology and Information Resources and/or referral to law enforcement. Violations can in some cases also carry the risk of civil or criminal penalties.

__The Superintendent or his/her designee_____ is responsible for establishing and maintaining an up-to-date information security management plan.

[NOTE: SELECT OPTION #1 or OPTION #2]

[X] [OPTION #1]

The school site administrator (e.g., the Principal) or the District-wide department administrator, along with the Tech Specialist [or equivalent], are responsible for reporting information security incidents at their site.

[END OF OPTION #1]

[ ] [OPTION #2]

~~The plan shall identify the primary and secondary information security contact for each school and Central Office/District-wide department (e.g., Human Resources, Treasurer/payroll, Business Services, Student/Pupil Services). Any unique requirements concerning a specific building or department must be delineated in a subsection of the plan that is particular to the given building or department.~~

[END OF OPTION #2]

Definitions

A. **Incident Management Plan**

The IT Department, in conjunction with Department/Division/Building Leaders, must develop and maintain a plan that contains procedures on how to handle information security incidents, including contact information for site/unit personnel with responsibility for responding to the incident, plans to contain an incident, and procedures on how to restore information.

B. **Information Security Incident**

Includes any incident that is known or has the potential to negatively impact the confidentiality, integrity, or availability of District information/data. This can range from the loss of a laptop, tablet or other mobile/portable storage device, the virus infection of an end-user workstation, or a breach of a District system by a hacker.

C. **Mission Critical Resource**

Includes any resource that is critical to the mission and operation of the District and any device that is running a mission critical service or stores District Confidential Data/Information. Mission critical services must be available. Mission critical resources for information security purposes include, for example, information/data assets, software, hardware, and facilities related to Human Resources, Finance, Student Information Services, Payroll, e-mail).

D. **District Confidential Data/Information**

Includes all data, in its original and duplicate form, that contains:

1. "personal identifying information", as defined by State and Federal laws;

   This includes employer tax ID numbers, drivers' license numbers, passport numbers, SSNs, State identification card numbers, credit/debit card numbers, banking account numbers, PIN codes, digital signatures, biometric data, fingerprints, passwords, and any other numbers or information that can be used to access a person's financial resources.

2. "protected health information" as defined by the HIPAA;

3. student "education records", as defined by the Family Educational Rights and Privacy Act (FERPA) and State law (R.C. 3319.321);

4. information that is deemed to be confidential in accordance with the Ohio Public Records Act.

( ) "~~card holder data", as defined by the Payment Card Industry (PCI) Data Security Standard (DSS).~~

Adherence to the procedures outlined below will streamline the handling of information security incidents and minimize the timeframe during which District Confidential Data/Information and mission critical resources are left in a vulnerable state.

Incident Reporting

Given the risks associated with information security incidents, as well as implications for the District related to compliance with Federal and State regulatory requirements, it is essential that school site administrators and District department administrators be aware of information security issues and their responsibilities for reporting and mitigating information security risks.

School site administrators and District department administrators who manage business units that maintain and manage their site's information resources must designate employees as primary and back-up information security contacts, provide the District's Information Technology Director with the names and contact information of these individuals, update this information whenever it changes, and verify that these contacts are trained by the District's Technology Office to perform their duties.

Each information security contact shall serve as an intermediary between his/her respective District site or office and the District's Information Technology Office and must assist the site or office s/he serves in implementing information security policies and information security initiatives including training of site staff and in responding to data breach incidents, all in close coordination with the District's Information Technology Office.

Every technology user, including Board members, staff members/employees, students, parents, contractors/vendors, and visitors to campus, who has access to Board-owned or managed information resources and who suspects that there may have been an information security incident (ranging from a lost or stolen laptop, tablet or other mobile/portable storage device, the virus infection of an end-user work station, or a major intrusion by a hacker) must promptly report the incident to his/her Principal or director/manager and/or the information security contact for that unit/site.

The information security contact's roles and responsibilities include, but are not limited to:

A. serving as a single point of contact for the District's Information Technology Office regarding security efforts and information security incidents that affect District sites;

B. aiding the District's Information Technology Office in improving information security in the District by coordinating with them on security matters;

C. working with the District's Information Technology Office on incident management and response as well as assist the District's Information Technology Office, as needed, in certain activities including coordinating the following with the District's Technology Office:

1. ensuring proper identification and classification of mission critical devices and Technology Resources storing District Confidential Data/Information within their school site or business unit/department;

2. advising and training their site's administration, faculty, and staff on the implementation of appropriate security controls for Technology Resources (as defined in Bylaw 0100) and Information Resources;

3. meeting periodically with the District's Information Technology Office to move forward District security initiatives for their respective sites;

4. maintaining an up-to-date list of staff/users with access to District Confidential Data/Information and Controlled Data/Information in their working group and promptly notify District's Information Technology Office of any personnel changes, including transfers within the District;

5. providing basic security advice for all assigned systems and users within their site;

6. ensuring timely compliance with security awareness requirements, including appropriate refresher training and training of new employees;

   In consultation with the Principal, the contact will oversee the site's compliance with applicable State and Federal laws as well as Board policies regarding District Confidential Data/Information.

7. ensuring that any detected vulnerabilities are remediated in a timely manner;

8. advising their site regarding the implementation of appropriate security controls consistent with the District's information security policy;

9. collecting incident response information;

   The contact must provide a timely notification of the District's Information Technology Office regarding any information security incidents for their respective site consistent with the incident management procedure. In addition, the contact must provide a timely and comprehensive response to information security incidents in coordination with the District's Information Technology Office.

10. coordinating with the District's information security strategic initiatives.

Each information security incident will be classified accordingly to the following "levels":

Incident Level	**Examples**	**Investigation Type**
Level 1	Violation of Board policies and administrative guidelines that relate to technology and information security.	Basic investigation of an incident.
	A virus or malware detection.	Remediation advice for an incident is provided.
		Device isolation, if necessary.
Level 2	Unauthorized computer/network access, misuse, or user permission issue. Computer/system theft, damage or loss. Malicious Denial of Service Attack or other attempt to interrupt normal operations.	Investigation of the incident. Notification will be provided if applicable pursuant to AG 8305C.

Level 3	Hacking or system breach to core / mission critical systems. Unauthorized release of District Confidential Data/Information.	Investigation of a likely or confirmed breach of a system processing/storing District Confidential Data/Information or a mission critical system. Investigation of information technology relevant issues performed in support of criminal or civil cases, as well as District internal investigations. Notification will be provided if applicable pursuant to AG 8305C.

In the event of a possible Level 2 or 3 information security incident, the user or administrator of the potentially compromised system or device should work with the site's information security contact to preserve all evidence, including leaving the possibly compromised machine powered up and online, and refraining from accessing the system or machine in any way. The information security contact will then report the incident to the District's Information Technology Office and/or Security Office. The District's Information Technology Office and the Security Office will advise how best to proceed for purposes of preserving evidence and constructing an audit trail for the investigation of the incident. As appropriate, the District's Security Office will coordinate with public safety and law enforcement officials.

The Superintendent will coordinate all external communications with the media or the public related to any information security incident.

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NEW GUIDELINE - TECHNOLOGY UPDATE

NOTIFICATION INFORMATION SECURITY INCIDENT

As required by AG 8305B, if a user, who has access to District Confidential Data/Information and/or to any mission-critical system, suspects that there may have been an information security incident, the user must promptly report the incident to a District administrator who shall immediately notify the Superintendent and the District's Information Technology Office and/or Security Office.

If an information security incident occurs that involves the release of District Confidential Data/Information, the District will take action in accordance with State and Federal law to address the situation, including, when appropriate and/or legally required, notifying affected individuals that their personally-identifiable information was improperly accessed and/or released. Any required notices will be provided in a timely manner.

Pursuant to State law, the District shall disclose any security breach of computerized personal information data ("breach of the security of the system"), following its discovery or notification of the breach of the security of the system, to any Ohio resident whose personal information (as defined below) was, or reasonably is believed to have been, accessed and acquired by an unauthorized person if the access and acquisition by the unauthorized person causes or reasonably is believed will cause a material risk of identity theft or other fraud to the resident.

For purposes of this policy, "breach of the security of the system" means unauthorized access to and acquisition of computerized data that compromises the security or confidentiality of personal information owned or licensed by the Board of Education and that causes, reasonably is believed to have caused, or reasonably is believed will cause a material risk of identity theft or other fraud to the person or property of an Ohio resident.

"System" means any collection or group of related records that are kept in an organized manner, that are maintained by the District, and from which personal information is retrieved by the name of the individual or by some identifying number, symbol, or other identifier assigned to the individual.

"Personal information" means an individual's name, consisting of the individual's first name or first initial and last name, in combination with and linked to any one (1) or more of the following data elements, when the data elements are not encrypted, redacted, or altered by any method or technology in such a manner that the data elements are unreadable: (a) social security number; (b) driver's license number or State identification card number; or (c) account number or credit or debit card number, in combination with and linked to any required security code, access code, or password that would permit access to an individual's financial account.

The notice to individuals required by State law shall be made as expeditiously as practicable and without unreasonable delay, taking into account the time necessary to allow the District to determine the scope of the breach of security, to identify individuals affected by the breach, and to restore the reasonable integrity of the data system that was breached, but no later than forty-five (45) days after the discovery or notification of a breach, unless subject to an authorized delay.

If a Federal, State, or local law enforcement agency determines that disclosure or notification to individuals required under this guideline would impede a criminal investigation, or jeopardize homeland or national security, the notice shall be delayed until the law enforcement agency determines the disclosure or notification will not compromise the investigation or jeopardize homeland or national security.

[ ] ~~Notice to the affected individuals is not required if, after an appropriate investigation and consultation with relevant Federal, State, or local law enforcement agencies, the District reasonably determines that the breach has not and will not likely result in identity theft or any other financial harm or fraud to the individuals whose personal information has been accessed. Such a determination must be documented in writing and maintained for at least _____ **[e.g., five (5)]** years.~~

The District will make the State-mandated disclosure or notification by one (1) of the following methods:

A. written notice

B. electronic notice, if the District's primary method of communication with the resident is by electronic means

C. telephone notice

The District may provide substitute notice in lieu of direct notice if (a) the District does not have sufficient contact information to provide notice in one (1) of the manners described above, (b) the cost of providing disclosure or notice would exceed $250,000, or (c) the affected class of residents exceed 500,000 persons. Such substitute notice shall include all of the following:

A. electronic mail notice if the District has an e-mail address for the resident

B. a conspicuous posting of the disclosure or notice on the District's website

C. notification to major media outlets (including print and broadcast) to the extent the cumulative total of the readership, viewing audience, or listening audience of all of the outlets so notified equal seventy-five percent (75%) of the State's population

If the District discovers circumstances that require State-mandated disclosure pursuant to this guideline to more than 1,000 residents involved in a single occurrence of a breach of the security of the system, the District shall notify, without unreasonable delay, all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution, and content of the disclosure given by the District to affected Ohio residents.

In the event of a breach of security of a system maintained by a third-party agent, such third-party agent shall notify the District of the breach of security as expeditiously as practicable, but no later than ten (10) _____ **[e.g., ten (10)]** days following the determination of the breach of security or reason to believe the breach occurred. Upon receiving notice from a third-party agent, the District shall provide the notices required above. A third-party agent shall provide the District with all information that the District needs to comply with its notice requirements.

An agent, pursuant to a contract entered into by the District prior to the date of the breach of the security of the system occurred, may provide notice as required on behalf of the District, so long as the contract does not conflict with any provision of R.C. 1347.12.

R.C. 1347.12, 1349.191, 1349.192
FERPA

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GRADUATION REQUIREMENTS

In order to acknowledge each student's successful completion of the instructional program, appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. In addition to earning course credits, each student must earn the required number of points, unless exempted, on the tests required by the State Board of Education to graduate.

For the Class of 2018 and beyond, a diploma shall be awarded to students meeting the curriculum credit requirements and who achieve one of the following three options: a cumulative passing score with the required number of points in each area on end of course exams, earn the required points on the WorkKeys assessment and an approved industry-recognized credential, or earn a remediation-free score in English language arts and mathematics on the ACT or SAT, subject to limitations on assessments as outlined below.

The requirements for graduation from high school include meeting the requirements found in Ohio Revised Code and earning twenty-one (21) units of credit in grades nine through twelve as follows:

Subject	Units Required
English Language Arts	4 units
Health	½ unit
Physical Education	½ unit
Mathematics (must include 1 unit algebra II or equivalent of algebra II)	4 units

Subject	Units Required
Science (must include 1 unit physical sciences, 1 unit of life sciences, and 1 unit advanced study in one or more of: chemistry, physics, other physical science, advanced biology or other life science, physical geology or other earth or space science.)	3 units
Social Studies(must include 1/2 unit of American history 1/2 unit of American government and ½ unit of Economics)	3 units
Technology	½ unit
Electives (must include one (1) or any combination of foreign language, fine arts, business, career-technical education, or English language arts, mathematics, science, or social studies courses not otherwise required; one (1) unit of Elective must be a Fine Art. Students following career-technical pathway are exempted from Fine Arts requirement.)	5 ½ units

All students must receive instruction in economics and financial literacy during Grades 9 – 12. Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during Grades 9-12, unless the student is exempted from such training due to disability or by written request of the parent.

Students who achieve an industry credential or license that requires an examination shall not be required to take additional technical assessments. If the student does not participate in licensure or license examination, the student shall take the applicable technical assessments. Students must attain specified scores on assessments as required to demonstrate workforce readiness on a nationally recognized job skills assessment in order to obtain a diploma.

Certain students are not required to take the college and career readiness assessments administered to all eleventh (11th) grade students:

A. students who demonstrate they are remediation-free on the English, math and reading nationally-recognized assessments prior to the administration of the college and career readiness assessments;

B. students with significant cognitive disabilities who take an alternative assessment and students with intellectual disabilities outlined in state guidance, and

C. Limited English proficient students enrolled in United States schools for less than two years for whom no appropriate accommodations is available.

Students may take the assessment even if they are not required to do so.

The Board shall affix the State of Ohio Seal of Biliteracy to the diplomas of students who achieve all the requirements in an eligible language as established by the Ohio Department of Education. A student may be required to pay a fee to demonstrate proficiency in a language, which may include the cost of a standardized test.

Physical Education Waiver

Students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons as defined in the Student Handbook handbook, while enrolled in grades 9 through 12, and as documented by the Principal or his/her designee may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least sixty (60) hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements.

Credit may be earned by:

A. completing coursework;

B. testing out of or demonstrating mastery of course content; or

C. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Credit may be earned at an accredited postsecondary institution.

Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward the graduation requirements if it was both:

A. taught by a person who possesses a license/certificate issued under State law that is valid for teaching high school;

B. designated by the Board as meeting the high school curriculum requirements.

For students graduating in the class of 2018 and beyond:

The District will comply with State Board of Education requirements for graduation. Students shall earn required credits for graduation in the appropriate subject areas, and achieve one of three pathways:

A. earning a State Board of Education approved, industry-recognized credential or group of credentials and a workforce readiness score on the Workkeys assessment; or

B. earning a cumulative score on end of course exams equal to State Board requirements for the year of graduation; or

C. earning remediation-free scores in English language arts and math on a nationally recognized college admission exam.

Other Requirements

Complete ten (10) hours of approved community service during the senior year.

An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of his/her IEP; attains the applicable scores on the tests required by the State Board of Education to graduate; and meets any additional criteria the State Board may establish.

policy

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal ~~, or~~ those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP**,. or students who have successfully completed all graduation requirements except for the attainment of the necessary points required for the graduation pathway that requires the State of Ohio end of course exams.**

For students who have completed all graduation requirements except for the attainment of the necessary points required for the graduation pathway that requires the State of Ohio end of course exams, students must have also participated in the test preparation programs offered at Wadsworth High School and have taken the end of course exam(s) every time they were eligible to take them during their junior and senior years. Students who meet this criteria and participate in commencement exercises will not receive their high school diploma; rather, they will receive a certificate of attendance.

~~.~~ No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

The Board also shall grant a diploma of adult education to all District residents over the age of twenty-one (21) who meet the requirements established by the State Board of Education.

The Superintendent shall establish whatever administrative guidelines are necessary to comply with State rules and regulations.

R.C. 3313.60, 3313.6021, 3313.603, 3313.61, 3313.611, 3313.6111, 3313.614
R.C. 3313.615, 3313.618, 3313.647, 3313.903, 3323.08
R.C. 3301.07, 0710, 0711
A.C. 3301-41-01, 3301-13-01 to 07

policy

Revised 2/8/10
Revised 7/12/10
Revised 10/14/13
Revised 2/10/14
Revised 5/11/15
Revised 4/10/17

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LEWIS LAND PROFESSIONALS
INC.
Civil Engineering & Land Surveying

May 5, 2017

Mr. Joe Magnacca
Director of Facilities
Wadsworth City Schools
524 Broad Street
Wadsworth, OH 44281

Re: Professional Engineering Services
Overlook Elementary School Pavement Expansion – Twenty (20) Parking Spaces

Dear Mr. Magnacca:

Thank you for the opportunity to provide you with the following proposal for professional engineering services.

The additional twenty (20) parking spaces are estimated to cost approximately $15,000 to $20,000 to construct.

Item 1 Reconstruction & Resurfacing Plans and Specifications:
We will provide engineering plans for the pavement expansion along the east side of the drive entrance to add twenty (20) additional parking spaces at Overlook Elementary School. An as-built location survey will be prepared to establish the pavement location and elevations and other existing improvements. The expansion areas are on the attached plan. We will include construction details and specifications for the demolition, grading, and pavement. Bid quantities will be shown on the plans and included in the bid form.

Item 2 Bid Phase and Construction Administration:
We will provided construction administration services to solicit up to three (3) contractors to bid the project to be constructed this summer. Construction administration services include an engineer's cost estimate, bid meeting attendance, response to RFI's, construction inspection and punch list report.

Total fee for Items 1 and 2 shall be: **$4,800.00**

Note: If both parking expansion projects (6 spaces and 20 spaces) are combined into one project the total fee shall be $6,600.

8691 Wadsworth Road Suite 100 Wadsworth, Ohio 44281
(330) 335-8232 Fax (330) 335-0242

Additional services can be provided at the following standard rate schedule:

Standard Rate Schedule (Rates are subject to change).	
Professional Engineer	$98.00 per hour
Professional Surveyor	$98.00 per hour
Survey Tech	$70.00 per hour
Engineer Tech	$70.00 per hour
Survey Field Crew (3 man)	$195.00 per hour
Survey Field Crew (2 man)	$150.00 per hour
Survey Field Crew (1 man)	$110.00 per hour
Administrative	$50.00 per hour
Expert Witness	$150.00 per hour

Permits: Lewis Land Professionals, Inc. will provide application forms for permits for signature and submission by the Owner. The Owner shall pay permit fees.

Documents: Lewis Land Professionals, Inc. will provide all necessary documents, plans, and drawings on paper, vellum, or Mylar at the owner's request. Lewis Land Professionals, Inc. is the sole owner of the electronic files created to produce the necessary documents, plans and drawings and is not required to provide copies in electronic format. Lewis Land Professionals, Inc. reserves the right to retain electronic files.

Reimbursable Expenses: Owner shall reimburse Lewis Land Professionals, Inc. for the following costs, but not limited to, all blueprints, copies, printing, deliveries, mail services, equipment charges, and fees from outside services. Reimbursable fees will be the actual cost plus 20 percent.

Project Site Photographs
By this agreement, the owner hereby assigns Lewis Land Professionals, Inc. the irrevocable and unrestricted right to use, display, and/or publish the images taken of the subject project site. All photos taken are for Lewis Land Professionals, Inc. use only and will not be sold for profit.

Jurisdictional Wetlands and Streams, Environmental Hazardous Conditions, Fish and Wildlife Presence, Archeological or Historical Significances: Lewis Land Professionals, Inc. makes no determination as to the existence or presence of Jurisdictional Wetlands and Streams, Environmental Hazardous Conditions, Fish and Wildlife presence, Archeological or Historical Significances within, on, or near the subject property. It is the Owner's responsibility to employ qualified consultants including but not limited to: wetland consultants, environmental consultant, biological scientists, and archeologists to investigate and determine if any permits are required prior to any earth or vegetation disturbing activities or other impacts related to the subject property.

Modification or Termination of Project: This agreement may be modified only by written addendum, mutually agreed to and signed by an authorized representative of the owner and Lewis Land Professionals, Inc.

Either party to this agreement may terminate this agreement with cause at any time upon (30) thirty days written notice to the other. Lewis Land Professionals, Inc. will provide the owner with documentation of completed work then in progress, including reproducible copies and written materials. The owner will pay Lewis Land Professionals, Inc. for all fees and expenses within (30) thirty days of documentation for all work completed at the time of notice.

Ingress, Egress and Location: Owner hereby assigns to Lewis Land Professionals, Inc all necessary rights of ingress and egress with respect to the property for the performance of Lewis Land Professionals, Inc.'s work contemplated by this Contract. Should Lewis Land Professionals, Inc be denied free access to location for any reason reasonably within the Owner's control, any time lost by Lewis Land Professionals, Inc as a result of such denial shall be paid at the applicable rate.

Removed per discussion w/ D. Lewis on 5/16 1:56pm

~~**Indemnification:** Owner shall release Lewis Land Professionals, Inc from any liability for, and shall protect, defend and indemnify Lewis Land Professionals, Inc, its officers, directors, employees and joint Owners from and against all claims, demands, and causes of action of every kind and character, without limit and without regard to the cause or causes thereof or the negligence of any party or parties, arising in connection herewith in favor of Owner's employees, or Owner's subcontractors or their employees or Owner's invitees on account of bodily injury, death or damage to property. Owner's indemnity under this paragraph shall be without regard to and without any right to contribution from any insurance maintained by Lewis Land Professionals, Inc.~~

Consequential Damages: Neither party shall be liable to the other for special, indirect or consequential damages resulting from or arising out of this contract, including, without limitation, loss of profit or business interruptions, including home office overhead, however same may be caused.

No Waiver Except in Writing: None of the requirements of this Contract shall be considered as waived by either party unless the same is done in writing, and then only by the person executing this Contract, or other duly authorized agent or representative of the party.

Force Majeure: Except for the duty to make payments hereunder when due in the indemnification provisions under this Contract, neither Lewis Land Professionals, Inc nor Owner shall be responsible to the other for any delay, damage or failure caused by or occasioned by a force majeure event. As used in this Contract, "force majeure event" includes: acts of God, action of the elements, war-like action, insurrection, revolution or civil strife, civil war or hostile action, strikes, acts of public enemies, federal or state laws, rules and regulations of any governmental authority having jurisdiction in the property or any other group, or any other causes (except financial) beyond the control of either party. Neither Lewis Land Professionals, Inc nor Owner shall be required against its will to adjust any labor or similar disputes except in accordance with applicable law. In the event that either party hereto is rendered unable, fully or in part, by any of these causes to carry out its obligation under this Contract, it is agreed that such parties shall give notice and details of force majeure in writing to the other party as promptly as possible after its occurrence. In such cases, the obligations of the parties giving notice shall be suspended during the continuance of any ability so caused.

Governing Law: These terms and conditions shall be construed, governed, enforced and litigated, in the relations between the parties determined in accordance with the laws of the state of Ohio.

Assignments: Neither party may assign this Contract without the prior written consent of the other, and prompt notice of such intent to assign shall be given to the other party. In the event of such assignment, the assigning party shall remain liable to the other party as a guarantor of the performance of the assignee of the terms of the Contract.

Timeliness: Lewis Land Professionals, Inc endeavors to perform its duties hereunder in a timely and efficient manner. Lewis Land Professionals, Inc, however, makes no representation, either express or implied, with respect to the length of time of its performance.

Payment of Services: Progress billings shall be submitted as the work progresses and shall be payable within (30) thirty days of the date of the invoice. Payments beyond (30) thirty days may include a (1.5%) per month (18% per annum) late charge. Failure to make payment when due may be cause for suspension of services or, ultimately, termination, unless and until Lewis Land Professionals, Inc. has been paid in full all amounts due for services, expenses and other related charges. Lewis Land Professionals, Inc. shall be entitled to attorney's fees and other costs incurred by us in collecting delinquent accounts. Failure to make payment as provided herein could result in Lewis Land Professionals, Inc. sending the contract to a third party collection company, and/or filing a lien on the real property which is the subject of this Contract. By executing this Contract for Services, the owner waives any limitation on the period in which Lewis Land Professionals, Inc. may file notice of intention to hold a lien against the owner's property to secure payment of our fees.

Disputed Invoices: Owner shall pay all invoices within 30 days after receipt. If Owner disputes an invoice or any part thereof, Owner shall, within 15 days after receipt of the invoice, notify Lewis Land Professionals, Inc of the item disputed, specifying the reason. Payment of the disputed item may be withheld until settlement of the dispute, but timely payments shall be made on any undisputed portion. Any sums, including amount ultimately paid with respect to a disputed invoice, not paid within the above-specified limits may bear interest at the rate 1.5% per month (18% per annum). If Owner does not pay undisputed items within the above stated time, Lewis Land Professionals, Inc may terminate this contract.

Retainer: We require a retainer prior to the commencement of work. The retainer will be credited to the total fee for the work performed. **Retainer amount** **$0.00**

Acceptance and Notice to Proceed: Lewis Land Professionals, Inc. is prepared to proceed with the above-described professional services, **upon receipt of your authorization acceptance of this proposal, and the execution of (1) one signed complete copy to this office**. The parties hereto further agree that delivery of this document may be accomplished by: original hardcopy delivered and mailed; electronic facsimile reproduction (FAX); and or emailed copy, and if FAX or email delivery is utilized, the FAX or email copy shall constitute an original. Should any questions arise concerning the above proposal, please feel free to contact us. Please sign and date the acceptance and return it with the retainer. If executed acceptance and notice to proceed is not received within 30 days of the date of preparation, this proposal shall be null and void.

Acceptance by:

Joseph Magnacca 5/14/17

Owner (Sign) Date

Joseph Magnacca

Owner (Print)

Lewis Land Professionals, Inc.

Jason S. Brenner 05/05/17

Jason S. Brenner, Vice President Date

LEWIS LAND PROFESSIONALS
INC.
Civil Engineering & Land Surveying

May 5, 2017

Mr. Joe Magnacca
Director of Facilities
Wadsworth City Schools
524 Broad Street
Wadsworth, OH 44281

Re: Professional Engineering Services
Overlook Elementary School Pavement Expansion – Six (6) Parking Spaces

Dear Mr. Magnacca:

Thank you for the opportunity to provide you with the following proposal for professional engineering services.

The additional six (6) parking spaces are estimated to cost approximately $6,000 to $7,000 to construct.

Item 1 Reconstruction & Resurfacing Plans and Specifications:
We will provide engineering plans for the pavement expansion behind the building to add six (6) additional parking spaces at Overlook Elementary School. An as-built location survey will be prepared to establish the pavement location and elevations and other existing improvements. The expansion areas are on the attached plan. We will include construction details and specifications for the demolition, grading, and pavement. Bid quantities will be shown on the plans and included in the bid form.

Item 2 Bid Phase and Construction Administration:
We will provided construction administration services to solicit up to three (3) contractors to bid the project to be constructed this summer. Construction administration services include an engineer's cost estimate, bid meeting attendance, response to RFI's, construction inspection and punch list report.

Total fee for Items 1 and 2 shall be: **$3,800.00**

Note: If both parking expansion projects (6 spaces and 20 spaces) are combined into one project the total fee shall be $6,600.

8691 Wadsworth Road Suite 100 Wadsworth, Ohio 44281
(330) 335-8232 Fax (330) 335-0242

Additional services can be provided at the following standard rate schedule:

Standard Rate Schedule (Rates are subject to change).	
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Removed per discussion with D. Lewis on 5/16/17 @ 1:56pm

~~**Indemnification:** Owner shall release Lewis Land Professionals, Inc from any liability for, and shall protect, defend and indemnify Lewis Land Professionals, Inc, its officers, directors, employees and joint Owners from and against all claims, demands, and causes of action of every kind and character, without limit and without regard to the cause or causes thereof or the negligence of any party or parties, arising in connection herewith in favor of Owner's employees, or Owner's subcontractors or their employees or Owner's invitees on account of bodily injury, death or damage to property. Owner's indemnity under this paragraph shall be without regard to and without any right to contribution from any insurance maintained by Lewis Land Professionals, Inc.~~

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Acceptance by:

Joseph Magnacca 5/16/17

Owner (Sign) Date

Joseph Magnacca

Owner (Print)

Lewis Land Professionals, Inc.

Jason S. Brenner 05/05/17

Jason S. Brenner, Vice President Date

Rev. 1/2014

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
4080 ROSELEA PLACE ~ COLUMBUS, OHIO 43214

TOURNAMENT SITE AGREEMENT

THIS AGREEMENT made and entered into this 11th day of May, 2017 by and between the Ohio High School Athletic Association (hereinafter "OHSAA"), located at 4080 Roselea Place, Columbus, OH 43214 and Wadsworth City Schools located at 524 Broad St., Wadsworth, OH 44281 (hereinafter "DISTRICT"[1]). In consideration of the terms and conditions and mutual promises herein, the parties mutually consent, represent and agree to carry out all undertakings necessary to comply with the terms hereinafter set forth.

1. **LICENSE**
   a. DISTRICT agrees to license the premises known as Art Wright Stadium, located at 280 Grandview Ave., Wadsworth, OH (hereinafter the "Facilities").
   b. This license includes, but is not limited to the competition area, public areas, spectator stands, locker ~~room(s), parking~~ areas and press areas for the purpose of presenting the OHSAA SECTIONAL, DISTRICT, REGIONAL, STATE (circle one) Tournament in the sport of Girls Lacrosse.
   c. ~~The dates~~ for this tournament are listed below.

May 15, 2017	

2. **PREMISES**
   a. DISTRICT hereby gives and grants unto the OHSAA the right to exclusive occupancy and use of the facilities and those areas of the facilities as may be reasonably necessary for ingress and egress for personnel and equipment, as well as those areas outside the facilities and adjacent thereto as required for the OHSAA's parking and unloading of vehicles.
   b. DISTRICT shall make available to the OHSAA the aforementioned facilities for the number of days of competition indicated in Item 1, as well as the preceding day for event preparations. The OHSAA, its employees, agents and / or representatives shall have the privilege of entering upon said facilities at all reasonable times prior to the contemplated use for the purpose of preparing said facilities for its intended use.

3. **CONSIDERATION**
   a. OHSAA agrees to pay DISTRICT in accordance with the *Fee Schedule* set forth in the attached *Addendum* as and for the licensing fee which includes and provides for the exclusive use of the DISTRICT's aforementioned facilities including, but not limited to, the competition field, spectator stands, locker rooms, parking areas and press areas, as well as the services provided, including but not limited to, ticket takers, ticket sellers, ushers, security, emergency services, custodial services, announcers, scoreboard operators, etc. for operating the event. OHSAA shall provide for all contest officials including the officiating crew, officials' observers and such other personnel as deemed necessary and appropriate by the OHSAA.
   b. OHSAA shall pay DISTRICT an Administrative Fee in accordance with the attached *Addendum* not to exceed two hundred dollars ($200) per sports season to assist the DISTRICT in defraying costs in the treasurer's office for administering payroll and providing workers compensation insurance for the event workers. Through entering into this agreement, the DISTRICT understands the requirements present in Ohio Revised Code 3313.24 apply to this fee paid to the DISTRICT.

[1] District may refer to school district, nonpublic school or other entity with which the OHSAA is contracting for access to a facility.

c. DISTRICT shall designate a "site manager" who shall be the DISTRICT's liaison between DISTRICT and the OHSAA and who shall oversee all services personnel including, but not limited to, scoreboard operators, announcers, ushers, ticket sellers, ticket takers, security, EMS, and such other personnel as may be required in order to operate the tournament at DISTRICT's site in accordance with the standards established by the OHSAA. The DISTRICT shall provide the name of the "site manager" to the OHSAA prior to the execution of this agreement. The OHSAA, in its sole discretion, may elect to ratify that selection or may request the DISTRICT make another selection. Should the OHSAA choose to designate its own personnel other than the "site manager" (e.g. media coordinator or statistician) it will be at the expense of the OHSAA.

d. The DISTRICT's site manager shall be responsible for coordinating with the OHSAA's designated representative with respect to all aspects of the events that are scheduled to take place at DISTRICT's site. Furthermore, DISTRICT shall be responsible in ensuring the designated site manager adhere to and enforce all tournament regulations as promulgated by the OHSAA for the events that are the subject matter of this AGREEMENT.

e. The DISTRICT shall conduct the tournament competition in accordance with all applicable provisions of the OHSAA Constitution, Bylaws, General Sports Regulations, Specific Sports Regulations, Tournament Regulations and policies and procedures adopted by the OHSAA Board of Directors, Commissioner or Commissioner's designee.

4. **TICKETS**

a. **Printing:** Unless otherwise agreed to between the parties, OHSAA shall be responsible for providing DISTRICT with printed tickets for the seating requirements of the events that are the subject matter of this AGREEMENT.

b. **Sales:** With the exception of the pre-sale ticket policies with respect to the participating schools in the subject matter events, all ticket sales shall be under DISTRICT's control. DISTRICT shall at all times maintain control and direction of the ticket office, ticket personnel and ticket sales revenue until final settlement with OHSAA. All tickets must be sold in accordance with the ticket prices established by the OHSAA Board of Directors and any deviations must be approved by the OHSAA Commissioner.

c. **Revenue:** All ticket revenues shall be held in custody of the DISTRICT and deposited and held in a restricted, agency fund separate and distinct from the DISTRICT'S other funds, until final settlement with the OHSAA. DISTRICT agrees to collect all monies from the sale of all tickets sold in connection with the events that are the subject matter of this AGREEMENT and shall maintain regular books and records pertaining to each performance of the events including a true and accurate account of all monies collected. It is agreed that ticket revenues held in custody of the DISTRICT in this manner shall not constitute public money as the term is defined in Ohio Revised Code 117.01.

d. **Settlement:** At the conclusion of the events, a final settlement showing the number of tickets sold, gross amounts of money received, total amount deducted for any taxes, total number of complimentary tickets issued pursuant to OHSAA policies and procedures and passes accepted and any other charges which may be deducted from gross revenue pursuant to the Agreement shall be delivered by DISTRICT to OHSAA. All tickets remaining unsold at the close of the ticket office sales for the events shall be presented to OHSAA for inspection, and the final settlement of the ticket sales shall be based on the number of tickets remaining and available for inspection at the close of all sales.

f. **Inspection:** OHSAA, by representative designated in writing in advance, shall have the right to inspect ticket racks and the ticket office(s) and shall have the right to inspect other records with respect to admission receipts, including unsold tickets and stubs of tickets sold. The OHSAA will be permitted admitted to the ticket office at all reasonable times when accompanied by the DISTRICT'S duly designated representative.

g. **Reports:** The DISTRICT shall complete the financial reports of the activities conducted under this agreement in the form and manner prescribed by the OHSAA. All monies that are due OHSAA will be paid by DISTRICT's check within thirty days following the completion of the events, unless a longer term is agreed to by the parties.

5. **SUITABILITY**

DISTRICT shall certify that the aforementioned facilities are in good working condition and provide a safe environment for the OHSAA participants, staff, and fans.

6. **INSURANCE**

a. The OHSAA shall secure a policy of liability from a reputable insurance company authorized to do business in Ohio, for personal injury and property damage claims and shall have limits of not less than $1,000,000. Furthermore, each party to this agreement shall be responsible for their own acts of negligence under the policies.

b. OHSAA must secure primary comprehensive general public liability insurance coverage for the duration of the event (including any practice dates) with combined single limits of $1,000,000 per occurrence and $5,000,000 general aggregate for bodily injury, personal or advertising injury, and property damage. If the DISTRICT requires additional insured status, OHSAA will provide that coverage as well. OHSAA must provide DISTRICT with a certificate of insurance showing the required coverage not less than 60 days in advance of the event.

c. The parties hereto mutually waive all right of recovery against each other for any loss or damage to the extent that the payment therefore is made under fire or extended coverage insurance or similar insurance on any and all property, whether real or personal, at the aforementioned facilities.

d. The DISTRICT is responsible for the payment of workers compensation premiums in accordance with Ohio laws and regulations for all event workers hired by the DISTRICT to conduct the activities of the event.

7. **FOOD, BEVERAGES, AND NOVELTIES**

a. Concessions: The rights to all concessions are reserved by DISTRICT, except as may be specifically provided by separate agreement by the parties, and all revenue received from all such concessions shall be retained by DISTRICT.

b. Alcoholic Beverages: DISTRICT agrees not to sell or serve any alcoholic beverages (including "nonalcoholic" beer) on the premises during the event.

c. Tobacco Products: DISTRICT agrees not to sell or dispense any tobacco products for public or private consumption on the premises during the event.

d. Signage: DISTRICT agrees to cover any alcohol or tobacco-related signage during the aforementioned tournament.

e. Merchandise / Novelties: DISTRICT agrees to allow OHSAA to sell merchandise / novelties inside and outside the premises and retain all revenues from such sales. Merchandise / novelty sales locations must meet the approval of DISTRICT. DISTRICT waives all vendor fees and royalties related to the sale of souvenir merchandise for the benefit of the OHSAA and its merchandiser(s). DISTRICT agrees to pay any such fees not waived.

In the event DISTRICT wishes to sell "spirit gear" in support of DISTRICT's school/school teams, DISTRICT must obtain written approval from the OHSAA prior to selling any such gear at/during the subject events. For purposes of this agreement, "spirit gear" is defined as school specific merchandise and novelties which were sold to the public during the regular season events of the DISTRICT.

8. **SPONSORSHIP, ADVERTISING AND PROMOTION**
   a. DISTRICT acknowledges the OHSAA does, from time to time, partner with corporate and event sponsors. Included in these corporate and event sponsorship packages are the rights to advertise and market said corporate and event sponsors in and about the event facilities. The OHSAA shall be permitted to display its corporate and event sponsors' banners and other acceptable forms of advertising/marketing in and about the facilities.

   b. OHSAA acknowledges that during the term of this Agreement, DISTRICT may involve local sponsors, which may include the provision of advertising space at and about the facilities. Notwithstanding this acknowledgement of DISTRICT'S rights, nothing about this acknowledgment or Agreement shall confer upon DISTRICT the right to sell event-specific sponsorships (advertising or marketing exposure) without first obtaining the written permission from the OHSAA's Assistant Commissioner for Corporate Sponsorships and Marketing relative to any such activities.

9. **MEDIA**
   a. DISTRICT agrees to waive any and all television, radio, video, film, photography and internet rights and / or access fees normally charged for events held at DISTRICT's facilities, and grants free and full access to media rights holders as needed. DISTRICT will pay any such fees not waived.

   b. DISTRICT will not charge the OHSAA or its media rights holders a fee in connection with the use of its power, lighting or parking facilities. DISTRICT will pay any such fees not waived.

   c. Notwithstanding the foregoing provisions, DISTRICT shall not be responsible to facilities or access that do/does not already exist at DISTRICT's facility.

10. **CANCELLATION**
   a. DISTRICT shall retain the right to cancel or interrupt the event or portion thereof when in the sole judgment of DISTRICT or authorized representative to evacuate the premises for such reasons of public safety. Should it become necessary, in the judgment of the DISTRICT or authorized representative, to evacuate the premises for reasons of public safety, the OHSAA will retain possession of the premises for sufficient time to complete the tournament, providing such time does not interfere with another previously scheduled use of the premises. Any and all additional charges the DISTRICT would incur as a result of these delays in concluding the subject events shall be mutually agreed upon by the parties hereto prior to the resumption of the event following the postponement thereof. The amount of time remaining in postponed or delayed contest shall be the primary consideration in assessing any additional fees.

11. **STAFFING, COSTS, AND OTHER EXPENSES RELATED TO EVENT**
   a. DISTRICT shall provide tournament personnel including, but not limited to, site manager, ticket sellers, ticket takers, program sellers, security, ushers, parking personnel, announcers, scorekeepers and sworn law enforcement. In consultation with local law enforcement jurisdictions, DISTRICT retains the right to determine the appropriate number of security personnel and staff to properly serve and protect the public and may classify local law enforcement personnel as independent contractors of the DISTRICT. All such persons shall be supervised and controlled by DISTRICT as employees of the DISTRICT.

   b. The OHSAA shall provide all contest officials as independent contractors of both the DISTRICT and the OHSAA.

   c. DISTRICT shall pay tournament personnel in accordance with all applicable Federal, state and local laws and regulations and shall hold OHSAA harmless from any omissions in employee classification, including , but not limited to the payment of fines, interest and penalties.

12. **PARKING**
    a. Parking for the event shall be provided at no cost to fans in lots designated for such purpose by DISTRICT. Such parking will be made available in lots on the premises. However, if DISTRICT has charged a parking fee during DISTRICT's regular season contest, DISTRICT may continue to charge the parking fee charged during the regular season not to exceed Three Dollars and 00/100 ($3.00) per vehicle. If parking is charged by the DISTRICT, the DISTRICT may retain the revenues received from that parking fee, unless the parties elect to modify this provision by separate agreement.
    b. DISTRICT shall provide free parking accommodations for OHSAA personnel and guests.

13. **FORCE MEJEURE**
    If DISTRICT is unable to give possession of the premises on the specified dates by reason of "Force Majeure," DISTRICT shall not be subject to liability for failure to give possession. For the purposes of this agreement, the term "Force Majeure" shall mean fire, earthquake, flood, acts of God, strikes, work stoppages or other labor disturbances, riots or civil commotions, litigation, war or other act of any foreign nation, power of government, of governmental agency, of authority or any other cause, like or unlike any cause above mentioned which is beyond the control or authority of DISTRICT.

14. **NO WAIVER**
    No provision of this agreement shall be deemed to have been waived by either party, unless such waiver is in writing and signed by both the DISTRICT and the OHSAA. This agreement contains the entire agreement between the parties, and any executory agreement hereafter made shall be ineffective to change, modify, discharge, or effect an abandonment of it in whole or in part, unless such executory agreement is in writing and signed by the party against whom enforcement of the change, modification, discharge, or abandonment is sought.

15. **GOVERNING LAW**
    This agreement shall be governed and construed under the laws of the State of Ohio.

16. **NOTICES**
    Unless otherwise provided in writing, all notices, consent or approval shall be provided in writing to the following addresses:

    OHSAA
    Attention: Assistant Commissioner Steve Neil
    4080 Roselea Place
    Columbus, OH 43214

17. **CAPTIONS**
    The captions at the beginning of each paragraph are inserted as a matter of convenience and for reference and in no way define, limit, or describe the scope of neither this Agreement, nor the intent or contention of any provisions contained herein.

18. **ENTIRE AGREEMENT**
    This Agreement includes all the terms and conditions agreed by the parties and shall be valid or binding upon the parties hereto. In the event the terms of this Agreement conflict with any past practices or verbal agreements, the terms of this Agreement shall supersede. This agreement may not be modified in any manner except by written agreement signed by all parties hereto.

Rev. 1/2014

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

By _____
Its Commissioner

Date _____

By _____
Its District Athletic Board Secretary
(for Sectional and District Events only)

Date

DISTRICT

By _____
Its Superintendent / Chief Executive Officer

Date _____

By _____
Its Treasurer / Chief Financial Officer

Date _____

Site Manager

_____
Contact Telephone

_____

School
&
Windfall Industries'
150 D Quadral Drive
Wadsworth Ohio 44281
Job Coaching
Agreement

This Agreement is between the Wadsworth City School District Board of Education, and Windfall Industries, 150-D Quadral Dr. Wadsworth, Ohio 44281.

CONDITIONS

School Districts are public organizations operated for the purpose of providing services to students. From time to time schools need to purchase services or products not available to or in addition to those obtained for its' own employees.

Windfall Industries is available and qualified to perform such services as described more fully below.

Windfall Industries desires to provide such services and the School desires to obtain such services.

In consideration of mutual promises hereinafter contained, The School and Windfall Industries agree to the following terms and conditions:

I. TERM: Contract period shall be for the period commencing July 1, 2017, and ending June 30, 2018.

II COMPENSATION:

A. The School agrees to compensate Windfall Industries $35.00 per hour for our Job Coaching Staff.

B. Windfall Industries will invoice monthly for services provided between first and last calendar day of the previous month. All invoices are payable at net 30 days.

III. WINDFALL OBLIGATIONS

A. Provide habilitation trained staff that is trained to DODD regulations to work directly with students.

B. Provide the School with the documentation needed i.e. evaluations, work skills check list.

C. Submit billing to the School based on the number of hours served.

IV. SCHOOL OBLIGATIONS:

A. Provide schedule for Job Coaching needs.

B. Provide behavior plans/programs (IEP's, etc.) for students who have them.
C. Provide a liaison who can offer additional phone support when needed as well as historical information, training/life plans so that we can work in concert with the rest of the student's training.
D. Provide transportation for students to and from work sites.

V. MISCELLANEOUS PROVISIONS:

A. **REPORTS AND RECORDS:** Windfall Industries' reports and records relating to this Agreement shall be made available to the School upon demand for the purpose of making audits, examinations, excerpts and transcripts. Windfall Industries shall maintain all records resulting from this Agreement for a period of three (3) calendar years after the School makes final payment hereunder and all other pending matters are closed.
B. **CONFIDENTIALITY:** Windfall Industries agrees that the use or disclosure, by any party, of any information concerning participating staff for any purpose not directly related to the administration of the School or Windfall Industries with respect to these purchased services is prohibited, unless release of information is requested and approved by participant/guardian.
C. **NON-DISCRIMINATION:** Windfall Industries shall not discriminate in any manner in its performance under this contract by reason of age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical or mental disability, political affiliation, race, religion, sexual orientation, socio-economic status, spiritual beliefs, veteran status and other characteristics of uniqueness.
~~D. **INDEMNIFICATION:** The parties hereby agree to mutually release each other from any loss, cost, damage, expense or liability in connection with each party's respective performances in the Agreement and caused, in whole or in part, by each party's own acts or omissions, negligent or otherwise, except to the extent such loss, cost, damage, expense or liability arises from the acts or omissions, negligent or otherwise of the other.~~

Removed per conversation w/ Mr. Brown on June 7, 2017.
BB 6/7/17

E. **NO JOINT VENTURE OR PARTNERSHIP:** Anything contained in the Agreement shall be construed to be or create a joint venture or a partnership between the School and Windfall Industries. The relationship of Windfall Industries to the School under this Agreement is that of independent contractor.
F. **ASSIGNMENT:** Neither party shall assign its rights or delegate its duties hereunder without the prior written consent of the other party. Subject to such consent, this Agreement shall be binding upon and for the benefit of the parties hereto and their successors.

G. **LAW OF OHIO:** This Agreement shall be construed and enforced in accordance with the laws of the State of Ohio.

H. **EMPLOYMENT STATUS:** Students enrolled in the training program will not become employees of Windfall Industries.

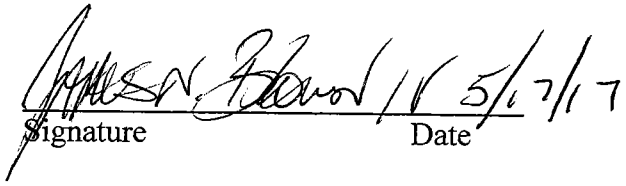
I. **ENTIRE AGREEMENT, MODIFICATIONS AND SEVERABILITY:** This written Agreement represents the entire Agreement between the parties and supersedes all previous agreements, written and oral, between the parties. This Agreement shall not be modified except in writing and signed by both parties. In the event that a provision of this Agreement is determined to be invalid by a court of competent jurisdiction, such determination shall not affect the validity of other provisions of the Agreement.

J. **CONTRACT TERMINATION:** The foregoing contract may be terminated by either party, with or without cause, with 30 days written notice of termination to the other party. Notice shall be given by certified U. S. Mail with return requested. The School may terminate this contract effective immediately upon written notice of termination of cause (i.e. violation of this agreement by Windfall Industries, or any act by Windfall Industries exposing the School to liability to others for personal injury and/or property damage, or any criminal acts or dishonesty by Windfall Industries).

K. **GENERAL PROVISIONS:** The parties certify that they have read this contract in its entirety, understand the terms and enter into it freely and voluntarily.

L. **CHANGES:** Any changes in services offered will open agreement up for pricing negotiation.

Windfall Industries



Signature Date

James N. Brown IV
Executive Director

School

Signature Date

Title

Windfall Industries

School & Windfall Industries' 150 D Quadral Drive Wadsworth Ohio 44281 M.A.P.S.T.A.R.T. Agreement

This Agreement is between the Wadsworth City School District Board of Education, and Windfall Industries, 150D Quadral Dr. Wadsworth, Ohio 44281.

CONDITIONS

School Districts are public organizations operated for the purpose of providing services to students. From time to time schools need to purchase services or products not available to or in addition to those obtained for its' own employees.

Windfall Industries is available and qualified to perform such services as described more fully below.

Windfall Industries desires to provide such services and the School desires to obtain such services.

In consideration of mutual promises hereinafter contained, The School and Windfall Industries agree to the following terms and conditions:

I. TERM: Contract period shall be for the period commencing July 1, 2017, and ending June 30, 2018.

II COMPENSATION:

A. The School agrees to compensate Windfall Industries $9.60 per consumer hour for our training.
B. Windfall Industries will invoice monthly for services provided between first and last calendar day of the previous month. All invoices are payable at net 30 days.

III. WINDFALL OBLIGATIONS

A. Provide training staff and sites.
B. Provide habilitation trained staff that is trained to DODD regulations to work directly with students.
C. Provide a safe integrated work environment where non-disabled staff will be required to have a B.C.I. background check.
D. Provide the School with the documentation needed i.e. evaluations, work skills check list.
E. Will provide, at the request of the School, a job/task list that students will be performing while participating in the training program.
F. Submit billing to the School based on the number of hours served.

G. To maintain a best effort to ensure there is work for students for the duration of the program. In the case that work is not available, Windfall Industries will provide work skills training i.e. safety skills, social skills and job seeking skills.
H. Windfall Industries will maintain premises liability insurance.
I. Windfall Industries will be responsible to ensure compliance with Department of Labor standards.
J. Windfall Industries will be responsible for Workers Compensation for consumers while they are participating in the training program.

IV. SCHOOL OBLIGATIONS:

A. Designate Students who are eligible to participate in the services.
    1. Students must be 16 years of age or older.
    2. Students must be able to have his or her needs met within the limitations of the work site.
    3. Students must be of functioning ability to work in an environment that has a staff ratio of one staff to 10 students. Additional staff can be provided by Windfall Industries at an additional cost, in order to give others the opportunity to work at our sites.
    4. The School must provide to Windfall Industries each student's documented disability that would affect their ability to become competitively employed, diagnosed by Physician, Psychologist or Psychiatrist.
B. Provide behavior plans/programs for students who have them.
C. Provide a liaison who can offer additional phone support when needed as well as historical information, training/life plans so that we can work in concert with the rest of the student's training.
D. Provide transportation for students or pay a fee for transportation of students to and from Windfall Industries' work sites.

V. MISCELLANEOUS PROVISIONS:

A. **REPORTS AND RECORDS:** Windfall Industries' reports and records relating to this Agreement shall be made available to the School upon demand for the purpose of making audits, examinations, excerpts and transcripts. Windfall Industries shall maintain all records resulting from this Agreement for a period of three (3) calendar years after the School makes final payment hereunder and all other pending matters are closed.
B. **CONFIDENTIALITY:** Windfall Industries agrees that the use or disclosure, by any party, of any information concerning participating staff for any purpose not directly related to the administration of the School or Windfall Industries with respect to these purchased services is prohibited.
C. **NON-DISCRIMINATION:** Windfall Industries shall not discriminate in any manner in its performance under this contract by reason of age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical or mental disability, political affiliation, race, religion, sexual orientation, socio-economic status, spiritual beliefs, veteran status and other characteristics of uniqueness.

Removed per consent of Mr. Bos on June 7, 2017 BB 6/7/17

~~D. **INDEMNIFICATION:** The parties hereby agree to mutually release each other from any loss, cost, damage, expense or liability in connection with each party's respective performances in the Agreement and caused, in whole or in part, by each party's own acts or omissions, negligent or otherwise, except to the extent such loss, cost, damage, expense or liability arises from the acts or omissions, negligent or otherwise of the other.~~

E. **NO JOINT VENTURE OR PARTNERSHIP:** Anything contained in the Agreement shall not be construed to be or create a joint venture or a partnership between the School and Windfall Industries. The relationship of Windfall Industries to the School under this Agreement is that of independent contractor.

F. **ASSIGNMENT:** Neither party shall assign its rights or delegate its duties hereunder without the prior written consent of the other party. Subject to such consent, this Agreement shall be binding upon and for the benefit of the parties hereto and their successors.

G. **LAW OF OHIO:** This Agreement shall be construed and enforced in accordance with the laws of the State of Ohio.

H. **EMPLOYMENT STATUS:** Students enrolled in the training program will become employees of Windfall Industries and will be compensated for work commensurately (based on productivity.)

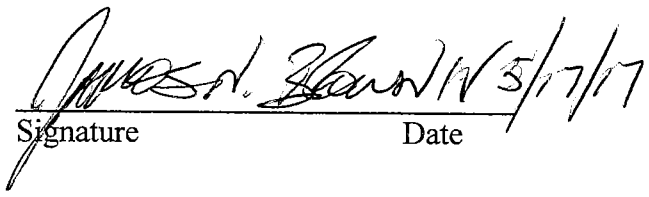
I. **ENTIRE AGREEMENT, MODIFICATIONS AND SEVERABILITY:** This written Agreement represents the entire Agreement between the parties and supersedes all previous agreements, written and oral, between the parties. This Agreement shall not be modified except in writing and signed by both parties. In the event that a provision of this Agreement is determined to be invalid by a court of competent jurisdiction, such determination shall not affect the validity of other provisions of the Agreement.

J. **CONTRACT TERMINATION:** The foregoing contract may be terminated by either party, with or without cause, with 30 days written notice of termination to the other party. Notice shall be given by certified U. S. Mail with return requested. The School may terminate this contract effective immediately upon written notice of termination of cause (i.e. violation of this agreement by Windfall Industries, or any act by Windfall Industries exposing the School to liability to others for personal injury and/or property damage, or any criminal acts or dishonesty by Windfall Industries).

K. **GENERAL PROVISIONS:** The parties certify that they have read this contract in its entirety, understand the terms and enter into it freely and voluntarily.

L. **CHANGES:** Any changes in services offered will open agreement up for pricing negotiation.

Windfall Industries



Signature Date

James N. Brown IV
Executive Director

School

Signature Date

Title

College Now
Greater Cleveland
Developing Tomorrow's Talent Today

Memorandum of Understanding Between
College Now Greater Cleveland
and
The Wadsworth City School District Board of Education

I. Background

The mission of College Now Greater Cleveland (College Now) is to increase college attainment through college and career access advising, financial aid counseling, and scholarship and retention services. For 50 years, our goal has been to help students pursue educational opportunities that empower them to embark on rewarding careers and strengthen our community.

II. Purpose and Scope

The purpose of this Memorandum of Understanding (MOU) is to clearly define the roles and responsibilities of each party as it relates to: (1) an Advising Plan for advising The Wadsworth City School District Board of Education students and their parents; (2) a plan for data exchange; (3) a plan to make The Wadsworth City School District Board of Education personnel aware of College Now services; (4) a plan to provide space and resources for the on-site College Now advisor; (5) a plan to recommend The Wadsworth City School District Board of Education seniors for scholarships from College Now, provided that funding is available; and (6) a plan to evaluate the COLLEGE NOW advisor and services provided.

This MOU is intended to provide a written acknowledgement of collaboration between the organizations.

III. Definitions

For the purposes of this MOU,

- "The Wadsworth City School District Board of Education" student shall refer to a student who is in The Wadsworth City School District Board of Education, unless The Wadsworth City School District Board of Education informs COLLEGE NOW otherwise.
- "RECOMMENDED STUDENT" shall refer to a senior student who has met the COLLEGE NOW application deadlines for the scholarship application, Free Application for Federal Student Aid (FAFSA), graduation and minimum cumulative grade point average and ACT/SAT testing requirements, and who has turned in required paperwork to the COLLEGE NOW advisor by the deadline.
- "ADVISING SERVICES" are any services selected on the attached Menu of Advising Services that the The Wadsworth City School District Board of Education contracts with COLLEGE NOW to provide as part of the Advising Plan.
- A "DAY OF SERVICE" equals 7 hours.
- A "HALF DAY OF SERVICE" equals 3.5 hours.
- "DATA" includes any student information such as demographic information, cumulative grade point averages, ACT/SAT scores, and expected year of graduation.

IV. College Now Responsibilities under this MOU

1. COLLEGE NOW Advisor will be available to speak with staff on issues of the college going process.
2. COLLEGE NOW will provide a trained college access Advisor for the amount of time requested by The Wadsworth City School District Board of Education in no less than half day increments. Evening presentations count as half days.
3. COLLEGE NOW Advisor will provide advising, financial aid, and scholarship services as indicated on the attached Menu of Advising Services.
4. COLLEGE NOW will provide its Advisor with a cell phone, laptop computer and printer.
5. COLLEGE NOW will send a semi-annual evaluation to the designated The Wadsworth City School District Board of Education school counselor asking for feedback about COLLEGE NOW services. The feedback from these evaluations is used for customer service, training, professional development, and performance evaluation purposes.
6. COLLEGE NOW Advisor will recommend seniors for COLLEGE NOW scholarships, when funding is available.
7. As part of the data exchange, COLLEGE NOW will submit names of The Wadsworth City School District Board of Education students who were served by the COLLEGE NOW Advisor to the National Student Clearinghouse in order to obtain post-secondary persistence and graduation information. College Now is FERPA complaint. (See attached)
8. COLLEGE NOW will provide a year-end summary of services provided, students served, and recommended students (if applicable) to The Wadsworth City School District Board of Education.

V. School Responsibilities under this MOU

1. **The Wadsworth City School District Board of Education will, during or before the first week of school, provide an electronic student data roster of seniors consisting of student name, address, date of birth, grade level and GPA. The student data template can be emailed to Jmckissick@collegenowgc.org. (Please see attached FERPA explanation).**
2. The Wadsworth City School District Board of Education will provide working space and internet access.
3. The Wadsworth City School District Board of Education will provide access to a copy machine to be used only in the servicing of students' needs.
4. The Wadsworth City School District Board of Education will publicize COLLEGE NOW services at the school and make all reasonable attempts to ensure access to students.

VI. Personnel Background Check

All COLLEGE NOW Advisors have undergone drug and background screenings.

VII. Reporting Responsibilities

COLLEGE NOW agrees to report to The Wadsworth City School District Board of Education authorities any suspected child abuse or neglect as these terms are defined under Ohio Revised Code 2151.03 that jeopardizes the physical and/or emotional well-being of a student.

VIII. INDEMNIFICATION AND HOLD HARMLESS

COLLEGE NOW agrees to indemnify, defend, and hold harmless The Wadsworth City School District Board of Education, all of its members, officers, employees, and agents from and against any and all liability (whether real or asserted) claims, demands expenses, costs (including legal fees), and causes of action of any nature whatsoever for personal and bodily injury or death of persons or damage or destruction of property which may result from and arise out of the negligence or intentional misconduct of COLLEGE

NOW, its employees, officers, agents, subcontractors, or interns screened, selected and/or trained by Contractor, in the performance of this Agreement. In addition to the defense provided by COLLEGE NOW and its insurance provider, the District reserves the right to use counsel of its own choosing, at its own expense, with regard to any such claim for which indemnification and defense is sought. This indemnification obligation shall survive the term of this Agreement.

IX. Independent Contractor

COLLEGE NOW and The Wadsworth City School District Board of Education acknowledge and agree that COLLEGE NOW is an independent contractor and has no authority to bind The Wadsworth City School District Board of Education or otherwise act as a representative of The Wadsworth City School District Board of Education. COLLEGE NOW shall retain the right to exercise full control and supervision over its employees, compensation and discharge, and agrees to be solely responsible for all matters relating to its employees, including, but not limited to, compliance with social security, withholding, workers' compensation, and all other regulations governing such employment matters.

X. Confidentiality/Ownership

COLLEGE NOW agrees that all financial, statistical, proprietary, or student information provided by The Wadsworth City School District Board of Education or any information that COLLEGE NOW may acquire, directly or indirectly which relates to The Wadsworth City School District Board of Education will be kept confidential and not used by or released to any third party or parties without the prior written consent of The Wadsworth City School District Board of Education. COLLEGE NOW further agrees that any written material (e.g., report, study, etc.) developed for The Wadsworth City School District Board of Education and all rights, title and interest therein shall belong exclusively to The Wadsworth City School District Board of Education. The Wadsworth City School District Board of Education shall be entitled to obtain copyright or any similar such protection for any deliverables furnished by COLLEGE NOW hereunder and that any such material is considered a "work-for-hire."

XI. MOU Modification and Termination

It is mutually understood and agreed by and between the parties that:

- This agreement may be modified by mutual agreement of COLLEGE NOW and The Wadsworth City School District Board of Education This agreement will be revisited each spring in preparation for the upcoming academic year.

XII. COLLEGE NOW and The Wadsworth City School District Board of Education Contacts:

College Now Greater Cleveland	**School**
Lee Friedman	Principal:
Chief Executive Officer	
216-241-5587	
lfriedman@collegenowgc.org	Billing:
Tax ID Number 34-6580096	
Linda Ross	School Counselor:
Director of Advising Services and Programs	
216-635-0444	
lross@collegenowgc.org	
Jeff McKissick	IT Contact:
Chief Information Officer	
216-241-5587	
jmckissick@collegenowgc.org	

XIII. Term and Payment

This agreement takes effect on **August ____, 2017** and ends on **June ____, 2018**.

Preferred starting date as arranged with The Wadsworth City School District Board of Education staff: _____

Please Check One:

Submitting Complete Roster:	**OR**	**Not Submitting Complete Roster**
Daily Rate is $450.00		Daily Rate is $465.00
Please indicate that a student data roster will be submitted: ☐		Please indicate that a student data roster will not be submitted: ☐

The Wadsworth City School District Board of Education requests _____ days * of COLLEGE NOW services. * **(Minimum 15 days)**
Total Contract amount: $_____.

COLLEGE NOW invoices in October for the total amount due. Checks should be made payable to College Now Greater Cleveland, Inc. and mailed to COLLEGE NOW at 50 Public Square, Suite 1800, Cleveland, OH 44113.

XIV. Effective Date and Signatures

This MOU shall be in effect upon the signatures of the organizations' authorized officials. Agreement is indicated by signatures and date below:

Lee Friedman	CEO		
OLLEGE NOW Authorizing	Official Title	The Wadsworth City School District BOE	Date

	March 3, 2017		
Signature	Date	Signature	Date

COLLEGE NOW AND FERPA

We are very pleased to provide advising services at your school this year. We value our relationship and the opportunity to serve your families. We are grateful for the confidence you place in us.

Part of the College Now advisor's job is to track in a web-based student database all the services provided to a school. As you may imagine, this is a large part of the job and can require a fair amount of time. It is necessary however, for several reasons:

- College Now is a non-profit organization and we rely on grant and donor funding for a large part of our budget and the ability to offer our services at a subsidized rate. As a result, we need to report to our funders aggregate (not student-level) data about our advising work.
- College Now continually works to improve services, achieve outcomes, and maximize effort at the lowest cost.
- College Now subscribes to the National Student Clearinghouse (NSC) so that we may obtain persistence and graduation rates for the students we work with. In order to receive accurate data from NSC, we must have accurate student data. We are **FERPA** Compliant. For a detailed description of FERPA guidelines, see page 2 of this document.
- The ability to reduce data entry time, increases our ability to serve more students and families.
- At the end of the year, College Now will provide a report to you about our advising work in your school. We want that report to provide a complete picture of all the work we have done with your students and could provide a more comprehensive college and career readiness analysis.

Per our MOU we are requesting an electronic student data set that conforms to the template attached. You can email the student data template to College Now's Director of IT, Jeff McKissick jmckissick@collegenowgc.org. If you have any questions, please contact Jeff or me at 216-241-5587.

Thank you.

WHAT IS FERPA?

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the Cleveland Heights HS level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. **However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):**
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - **Appropriate parties in connection with financial aid to a student;**
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

College Now
Greater Cleveland
Developing Tomorrow's Talent Today

The Wadsworth City School District Board of Education

MENU OF IN-SCHOOL ADVISING SERVICES

ATTACHMENT TO MEMORANDUM OF UNDERSTANDING

Please check off services requested and return with Memorandum of Understanding

- ☐ College and Career Planning
- ☐ Career & college exploration-finding the "best fit"
- ☐ ACT/SAT registration, including fee waivers when applicable
- ☐ Introduction to the ACT
- ☐ College application assistance, including fee waivers when applicable
- ☐ Essay writing assistance
- ☐ Scholarship searches
- ☐ Financial aid application assistance, including FAFSA, CSS Profile, others
- ☐ Special circumstance assistance
- ☐ Verification assistance
- ☐ Financial aid award letter comparison
- ☐ Application for College Now scholarships, provided funding is available

Special Programs included with in-school advising services:

- ☐ Senior Parent Night
- ☐ Junior Parent Night
- ☐ College Night
- ☐ Financial Aid Night
- ☐ Transition to College Program

Additional Programs offered at extra cost:

- ☐ College Visit Planning
- ☐ ACT Preparation Course: $3,000/eight 2-hour sessions

Commercial Insurance Proposal

Wadsworth City Schools

Joe Magnacca
524 Broad Street
Wadsworth, OH 44281

Presented by:

Craig A. Hassinger, President
Shelley White, Assistant Vice President
Jill Lucey, Account Manager

SeibertKeck Insurance Agency
2950 W. Market Street • Akron, OH 44333

June 8, 2017

THIS INSURANCE DOCUMENT IS FURNISHED TO YOU AS A MATTER OF INFORMATION FOR YOUR CONVENIENCE. IT ONLY SUMMARIZES THE LISTED PROPOSED POLICY(IES) AND IS NOT INTENDED TO REFLECT ALL THE TERMS AND CONDITIONS OR EXCLUSIONS OF SUCH PROPOSED POLICY(IES). MOREOVER, THE INFORMATION CONTAINED IN THIS DOCUMENT REFLECTS PROPOSED COVERAGE AS OF THE EFFECTIVE DATE(S) OF THE PROPOSED POLICY(IES) AND DOES NOT INCLUDE SUBSEQUENT CHANGES. THIS DOCUMENT IS NOT AN INSURANCE POLICY AND DOES NOT AMEND, ALTER OR EXTEND THE COVERAGE AFFORDED BY THE LISTED PROPOSED POLICY(IES). THE INSURANCE AFFORDED BY THE LISTED PROPOSED POLICY(IES) IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH PROPOSED POLICY(IES).

SeibertKeck

Premium Summary

Premiums

Line of Business	16-17 Expiring Premium	17-18 Renewal Premium
Property	$109,338	$110,048
Liability Coverage	$26,745	$31,740
Business Auto	$40,021	$41,342
Inland Marine	$6,658	$6,125
Crime	$582	$582
Umbrella	$15,740	$15,542
Total Premium:	**$199,084**	**$205,379**

Changes Made to 2017 Term

- Increased Blanket Building and Contents limit from $246,736,908 to $273,776,640
- Increased Paved Surfaces and Turf from $2,500,000 to $3,000,000
- Decreased Scheduled Equipment limit from $258,677 to $217,240
- Increased limit for Musical Instruments on the Inland Marine Floater from $739,261 to $756,255
- Changed Premium Basis on General Liability:
  - Pre-School, Elementary and Middle School Students – from 3,197 to 3,189
  - Senior High Students - from 1,592 to 1,692
  - Faculty from 274 to 283
  - Total number of Students from 4,789 to 4,881
  - Gross Sales for Stadium from $78,984 to $64,577
- Amend number of employees for Employee Benefits Liability from 321 to 327
- Amend payroll for Employers Liability from $24,571,660 to $28,354,300
- Updated Driver Schedule per updated schedule from insured

Suggestions

Cyber Indications subject to Application:

Attack & Extortion $250,000 limit with a $10,000 deductible - $1,372

Network Security $250,000 limit with a $10,000 deductible - $794

Data Compromise $500,000 limit with a $5,000 deductible - $2,664

Attack & Extortion $500,000 limit with a $10,000 deductible - $2,186

Network Security $500,000 limit with a $10,000 deductible - $1,066

Data Compromise $1,000,000 limit with a $10,000 deductible - $3,072

Attack & Extortion $1,000,000 limit with a $10,000 deductible - $2,573

Network Security $1,000,000 limit with a $10,000 deductible - $1,172

Attack and Extortion provides first-party coverage for expenses resulting from a computer attack or extortion threat, including data and system restoration, data re-creation, loss of business income/business interruption, public relations services, and cyber extortion.

Network Security Liability provides third-party liability and defense for losses resulting from a breach of sensitive or confidential business information of others. Coverage also extends to the unintentional forwarding of malware to others.

Terrorism Coverage:

Property - $8,814
General Liability - $362
Inland Marine - $157
Umbrella - $466

Service Team

Name	Title	Business No. Cell Phone	Email
Craig Hassinger	President	**B**:(330) 865-6237 **C**:(330) 697-4277	chassinger@seibertkeck.com
Shelley White	Assistant Vice President	**B**:(330) 865-6582 **C**:(330) 858-8500	swhite@seibertkeck.com
Jill Lucey	Account Manager	**B**:(330) 867-1049 **C**:(330) 329-1463	jlucey@seibertkeck.com
Dori Bowers, CISR	Claim Manager	**B**:(330) 865-6591	dbowers@seibertkeck.com
Branch Phone Number: (330) 867-3140 Branch Fax Number: (330) 865-6826 24 Hour Claim Emergency: (330) 294-1343			

Location Schedule

Loc #	Bldg #	Address
000	000	BLANKET
001	001	151 Main St• Wadsworth, OH 44281 – Central Intermediate School
001	002	151 Main St • Wadsworth, OH 44281 – Central Intermediate School
002	001	200 Takacs St • Wadsworth, OH 44281 – Franklin Elementary School
002	002	200 Takacs St • Wadsworth, OH 44281 - Franklin Elementary School
003	001	324 College St • Wadsworth, OH 44281 – Rohrer & Barton Maintenance Garage
004	001	357 Sunset Blvd • Wadsworth, OH 44281 – Bus Garage
004	002	357 Sunset Blvd • Wadsworth, OH 44281 – Bus Garage
005	001	280 North Lyman St • Wadsworth, OH 44281 – Lincoln Elementary School
005	002	280 North Lyman St • Wadsworth, OH 44281 – Lincoln Elementary School
006	001	524 Broad St • Wadsworth, OH 44281- Parsons Administration Building
006	002	524 Broad St • Wadsworth, OH 44281 – Parsons Administration Building
007	001	625 Broad St • Wadsworth, OH 44281 – Wadsworth High School
007	002	625 Broad St • Wadsworth, OH 44281 – Wadsworth High School
007	003	625 Broad St • Wadsworth, OH 44281 – Wadsworth High School
008	001	625 Orchard St. • Wadsworth, OH 44281 – Valley View Elementary School
008	002	625 Orchard St. • Wadsworth, OH 44281 – Valley View Elementary School
008	003	625 Orchard St. • Wadsworth, OH 44281 – Valley View Elementary School
009	001	110 Humbolt Ave • Wadsworth, OH 44281 – Sacred Heart School
010	001	280 Grandview Ave • Wadsworth, OH 44281 – Art Wright Stadium
010	002	280 Grandview Ave • Wadsworth, OH 44281 – Art Wright Stadium
010	003	280 Grandview Ave. • Wadsworth, OH 44281 – Art Wright Stadium
010	004	280 Grandview Ave • Wadsworth, OH 44281 – Art Wright Stadium
010	005	280 Grandview Ave • Wadsworth, OH 44281 – Art Wright Stadium
010	006	280 Grandview Ave • Wadsworth, OH 44281 – Art Wright Stadium
011	001	150 Silvercreek Rd • Wadsworth, OH 44281 – Wadsworth Middle School
011	002	150 Silvercreek Rd • Wadsworth, OH 44281 – Wadsworth Middle School
012	001	325 Sunset Blvd • Wadsworth, OH 44281 – Isham Memorial Elementary School
012	002	325 Sunset Blvd • Wadsworth, OH 44281 – Isham Memorial Elementary School
013	001	650 Broad St. • Wadsworth, OH 44281 – Overlook Elementary School
013	002	650 Broad St. • Wadsworth, OH 44281 – Overlook Elementary School

Property

Insurance Company: Netherlands Insurance Co.
Policy Period: 7/1/2017 to 7/1/2018

Coverage Detail

Subject Cause of Loss			Amount Coinsurance	Valuation	Deductible
Loc: 0	**Bldg: 0**	**Blanket Coverages**			
Blanket Building & Contents			$273,776,640	Agreed Amount Replacement Cost	$10,000
Special (Including theft)			100%		
Business Income			$500,000	Agreed Amount Replacement Cost	24 Hours
Extra Expense			$1,000,000	Agreed Amount Replacement Cost	0 Hours
Property of Others or Personal Effects			$200,000	Replacement Cost	$500
Property off Premises			$200,000	Replacement Cost	$500
Flood			$1,000,000	Flood	$100,000
Earthquake			$10,000,000	Quake	5%
Loc: 1	**Bldg: 1**	**151 Main Street, Wadsworth, OH - Central Intermediate School**			
Building			$28,863,914	Agreed Amount Replacement Cost	$10,000
Business Personal Property			$1,400,545	Agreed Amount Replacement Cost	$10,000
Business Income without Extra Expense			Included	Agreed Amount	24 Hours
Property In The Open			$140,093	Replacement Cost	$10,000
Loc: 2	**Bldg: 1**	**200 Takacs Street, Wadsworth, OH - Franklin Elementary School**			
Building			$8,311,439	Agreed Amount Replacement Cost	$10,000
Business Personal Property			$534,200	Agreed Amount Replacement Cost	$10,000
Property In The Open			$129,609	Replacement Cost	$10,000
Business Income with Extra Expense			Included	Agreed Amount	24 Hours

Loc: 3	**Bldg: 1**	**324 College Street, Wadsworth, OH - Rohrer & Barton Maintenance Garage**		
Building		$924,488	Agreed Amount Replacement Cost	$10,000
Business Personal Property		$335,145	Agreed Amount Replacement Cost	$10,000
Business Income with Extra Expense		Included	Agreed Amount	24 Hours
Loc: 4	**Bldg: 1**	**357 Sunset Blvd, Wadsworth, OH - Bus Garage**		
Building		$2,498,275	Agreed Amount Replacement Cost	$10,000
Business Personal Property		$146,799	Agreed Amount Replacement Cost	$10,000
Property In The Open		$133,237	Replacement Cost	$10,000
Business Income with Extra Expense		Included	Agreed Amount	24 Hours
Tanks		$5,850	Agreed Amount Replacement Cost	$10,000
Loc: 5	**Bldg: 1**	**280 North Lyman Street, Wadsworth, OH - Lincoln Elementary School**		
Building		$8,311,439	Agreed Amount Replacement Cost	$10,000
Business Personal Property		$576,374	Agreed Amount Replacement Cost	$10,000
Property In The Open		$318,341	Replacement Cost	$10,000
Business Income with Extra Expense		Included	Agreed Amount Replacement Cost	24 Hours
Loc: 6	**Bldg: 1**	**524 Broad Street, Wadsworth, OH - Parsons Administration Building**		
Building		$5,280,108	Agreed Amount Replacement Cost	$10,000
Business Personal Property		$526,024	Agreed Amount Replacement Cost	$10,000
Property In The Open		$37,139	Replacement Cost	$10,000
Business Income with Extra Expense		Included	Agreed Amount Replacement Cost	24 Hours
Loc: 7	**Bldg: 1**	**625 Broad Street, Wadsworth, OH - Wadsworth High School**		
Building		$130,408,203	Agreed Amount Replacement Cost	$10,000
Business Personal Property		$7,551,307	Agreed Amount Replacement Cost	$10,000
Property In The Open		$358,413	Replacement Cost	$10,000
Sign		$20,000	Agreed Amount Replacement Cost	$10,000

Business Income with Extra Expense		Included	Agreed Amount	24 Hours
Loc: 7	**Bldg: 2**	**625 Broad Street, Wadsworth, OH - Wadsworth High School**		
Building Gas Meter		$13,634	Agreed Amount Replacement Cost	$10,000
Loc: 8	**Bldg: 1**	**625 Orchard St., Wadsworth, OH - Valley View Elementary School**		
Building		$12,060,468	Agreed Amount Replacement Cost	$10,000
Business Personal Property		$611,474	Agreed Amount Replacement Cost	$10,000
Business Income with Extra Expense		Included	Agreed Amount	
Property In The Open		$3,141	Agreed Amount Replacement Cost	$10,000
Loc: 8	**Bldg: 2**	**625 Orchard St., Wadsworth, OH - Valley View Elementary School**		
Building Gas Meter		$5,454	Agreed Amount Replacement Cost	$10,000
Loc: 9	**Bldg: 1**	**110 Humbolt Avenue, Wadsworth, OH - Sacred Heart School**		
Business Personal Property		$132,806	Agreed Amount Replacement Cost	$10,000
Business Income with Extra Expense		Included	Agreed Amount	
Loc: 10	**Bldg: 1**	**280 Grandview Ave., Wadsworth, OH - Art Wright Stadium**		
Building		$5,228,468	Agreed Amount Replacement Cost	$10,000
Business Personal Property		$22,699	Agreed Amount Replacement Cost	$10,000
Business Income with Extra Expense		Included	Agreed Amount	
Property In The Open		$1,544,952	Agreed Amount Replacement Cost	$10,000
Loc: 11	**Bldg: 1**	**150 Silvercreek Road, Wadsworth, OH - Middle School**		
Building		$30,036,982	Agreed Amount Replacement Cost	$10,000
Business Personal Property		$1,542,037	Agreed Amount Replacement Cost	$10,000
Business Income with Extra Expense		Included	Agreed Amount	
Property In The Open		$433,183	Agreed Amount Replacement Cost	$10,000

Loc: 12	Bldg: 1	325 Sunset Blvd., Wadsworth, OH - Isham Memorial Elementary School			
Building			$12,060,468	Agreed Amount Replacement Cost	$10,000
Business Personal Property			$597,355	Agreed Amount Replacement Cost	$10,000
Business Income with Extra Expense			Included	Agreed Amount	
Property In The Open			$22,705	Agreed Amount Replacement Cost	$10,000
Loc: 13	**Bldg: 1**	**650 Broad St., Wadsworth, OH - New Overlook Elementary School**			
Building			$12,060,468	Agreed Amount Replacement Cost	$10,000
Business Personal Property			$575,249	Agreed Amount Replacement Cost	$10,000
Business Income with Extra Expense			Included	Agreed Value	
Property In The Open			$40,005	Agreed Amount Replacement Cost	$10,000

Additional Coverages

Description	Limit	Deductible
Data Compromise - Response	$250,000	$2,500
Data Compromise - Defense	$250,000	$2,500
Equipment Breakdown	Included	$10,000
Paved Surfaces and Turf	$2,500,000	$500
Pollutant Cleanup or Removal	$100,000	$500
Property in Transit	$200,000	$500
Utility Service - Direct Damage Excluding Overhead Lines	$100,000	$500
Ultra Plus Endorsement	Included	$500
Backup of Sewers or Drains	$250,000	$500
Outdoor Property	$100,000	$2,500

Policy Level Coverages

- Electronic Data Included in Business Personal Property Limit
- Covered Property includes Foundations
- Classroom Chemical Spills Limit is $10,000 Each Occurrence / $50,000 Aggregate
- Valuable Papers and Records (other than electronic data) Limit is $100,000
- Accounts Receivable Limit is $100,000
- Glass Showcases Limit is $10,000
- Laptop and Portable Computers Limit is $10,000
- Ordinance or Law is 10% of the Building Limit subject to $500,000 Maximum
- Debris Removal Limit $250,000
- Pollutant Clean Up and Removal Limit $250,000
- Loss of Refrigeration Limit $100,000

Data Compromise Coverage – Additional Details

Liability Limit - $250,000 including Defense subject to a $2,500 deductible “each” lawsuit

Response Expenses Limit - $250,000 ($5,000 Sub-Limit for Legal and Forensic Expenses) subject to a $2,500 deductible “anyone” personal data compromise

Data Compromise Response Expense provides first-party coverage for expenses resulting from a personal data breach, including notification costs, forensic costs, crisis management with public relations services, and credit monitoring. In addition, coverage extends to regulatory and payment card industry (PCI) fines and penalties (where insurable by law) when levied due to privacy regulations.

Data Compromise Defense and Liability provides third-party liability and defense for losses resulting from a personal data breach.

Ohio Casualty School Ultra Plus Endorsement

With Supplement to School Extension Ultra Plus Endorsement

Coverage Extensions	Limit
Special Crime Provisions	Included
Broadened Premises	1,250 Feet
Real Property of Others Required by Contract	$10,000
Electronic Data	$25,000
Foundations	Included
Debris Removal	$250,000
Fire Department Service Charge	$25,000
Pollutant Clean Up and Removal	$250,000
Classroom Chemical Spills	$10,000 Each Occurrence/$50,000 Maximum
Inventory Costs	$50,000
Changes or Extremes in Temperature or Humidity	$15,000
Newly Acquired or Constructed Property – Buildings	$1,000,000 180 days
Newly Acquired or Constructed Property – Personal Property	$1,000,000 180 days
Personal Effects and Property of Others	$200,000
Valuable Papers and Records (Other Than Electronic Data)	$100,000
Property Off-Premises (Including while in Transit)	$50,000
Outdoor Property	$1,000,000
Accounts Receivable	$100,000
Arson Reward	$25,000
Extra Expense	$1,000,000
Fine Arts	$25,000
Fire Protective Devices	Included in Building Limit
Glass Showcases	$10,000
Loss of Refrigeration	$100,000

Laptop/Portable Computer	$10,000
Computer Equipment	$200,000
Lock Replacement	$1,000
Money and Securities – Inside the Premises	$10,000
Money and Securities – Outside the Premises	$10,000
Off-Premises Services Interruption	$100,000
Business Income	$100,000
Paved Surfaces	$2,500,000
Underground Fiber Optic Cable	Included in the Building Limit
Signs (Attached)	Included in the Building Limit
Special Deductible Provisions	Included
Replacement Cost – Leased Personal Property	Included
Ordinance or Law	10% of the Building Limit subject to $500,000 maximum

Equipment Floater

Insurance Company: Netherlands Insurance Co.
Policy Period: 7/1/2017 to 7/1/2018

Coverage Detail

General Coverage Information
Coverage applies on a blanket basis. Total Scheduled Equipment amount of coverage is: $217,240 Coinsurance: 90% Coverage is written on an *All Risk* Basis. Please refer to the policy for terms, conditions and exclusions which may limit your coverage. Coverage is written on a Replacement Cost Basis subject to a Flat deductible of $500.

Unscheduled Equipment

Description	Amount of Ins	Coins %
Rented Equipment	$2,000	90%
Musical Instruments	$756,255	90%
Miscellaneous Property	$10,000	90%

Additional Information

Insured Rents Port-A-Pots For Various Events, ie Track Meets etc.
Coverage for $150,000 for Dwellings Under Construction with $500 deductible
Floater automatically provides: $50,000 Band Uniforms $50,000 Fine Arts $50,000 Cameras $50,000 Projection Equipment $20,000 for Signs. $50,000 Athletic Equipment

Scheduled Equipment

Item #	Description	ID/Serial #	Amount of Ins.
2	1999 John Deere 4100 Tractor w/ front end loader & 72" deck	LV4100H114963	$12,968
4	2003 Caterpillar GC25 Forklift	4EM91941	$8,160
5	2008 Ventrac Turf utility unit with attachments	4321TD	$25,000
6	Toyota Forklift	63064	$6,000
7	2011 Scagg Zero Turn Mower		$18,000
8	Water Reel T200CS	440442	$12,000
9	Club Car Golf Cart		$2,000
10	Hustler 929935 Super Z with Bac-Vac Kit & flex Fords	11090925	$14,166
11	Hustler 930396 Trimstarr with Velke Ride on Stand	12081091	$4,692
12	2009 John Deere 620i Gator w/ snowblades	MOHXOPA068109	$13,300
13	2009 John Deere 620i Gator w/ snowblades	MOHXOPA070692	$13,300
15	Redexim 7416 Veriti-drain Deep Ti		$22,500
16	Bannerman B-BP-4 Ballpark Groomer		$3,197
17	Turfco Mete-R-Matic Material Top Dresser		$7,995
18	Mahindra Mower/Tractor	4025GL	$19,748
19	Hustler 931733 Zero Turn Mower	15031857	$19,800
20	Riding Striper	7000	$11,800
21	PS335M Vicon Fertilizer Spreader	VN2160502315	$2,614
	Total of Scheduled Equipment		**$217,240**

Crime / Fidelity

Insurance Company: Netherlands Insurance Co.
Policy Period: 7/1/2017 to 7/1/2018

Coverage Detail

Subject	Amount	Deductible
Employee Theft	$500,000	$10,000
Computer Fraud	$250,000	$10,000

Computer fraud covers money, securities and other property. It involves the use of any computer to fraudulently transfer covered property from your premises or a banking premises to somewhere else outside of your premises or a bank's.

Coverage applies when someone hacks into your computer and bypasses your firewall in order to tell your computer to send money to the thief's personal bank account (not your banking premises).

General Liability

Insurance Company: Netherlands Insurance Co.
Policy Period: 7/1/2017 to 7/1/2018

Coverage Detail

Limits of Liability	Description
$1,000,000	Per Occurrence
$2,000,000	Annual Aggregate - Other than Products
$2,000,000	Annual Aggregate - Products & Completed Operations
$1,000,000	Personal & Advertising Injury Limit
$300,000	Damage to Rented Premises
$15,000	Medical Expenses - Any One Person
• Commercial General Liability - Occurrence	

Additional Coverages

Coverage	Occurrence	Aggregate	Deductible
School Leaders Errors & Omissions - Non-Monetary Relief Defense	$1,000,000 $100,000	$1,000,000	$2,500
Law Enforcement Legal Liability - Non-Monetary Relief Defense - Retro Date 04-19-04	$1,000,000 $100,000	$1,000,000	$5,000
Sexual Misconduct - Innocent Party Defense	$1,000,000 $300,000	$1,000,000	$2,500
Violent Event Response	$500,000		
Limited Fiduciary Liability Extension for School 403(b) Plans	$1,000,000		$2,500
Independent Contractors Endorsement: Various Wadsworth Police Officers While Employed For Security Purposes			
Exclusion - Student Medical Payments Coverage			
Worldwide General Endorsement			
General Liability Expanded Endorsement			

Blanket Additional Interests

Blanket Additional Insured - As Required By Written Contract, Agreement Or Permit

General Liability Classifications

Loc#	Classification	Premium Basis	
0	Elementary Students	3,189	Students
0	Senior High Students	1,692	Students
0	Schools-Faculty Liability for Corporal Punishment of Pupils	283	Facility
0	Sexual Misconduct & Molestation Liability	4,881	Students
0	Innocent Party Defense Coverage	4,881	Students
0	School Leaders Errors & Omissions	4,881	Students
0	Stadiums - Operated by the insured	$64,577	Gross Sales - Per $1,000/Sales
14	1/2 acre Vacant Land; S. Lyman St., Wadsworth, OH	1	Other
15	1 Acre Vacant Land; Parcel 040-20D-03-308. Wadsworth, OH	1	Other

Ohio Casualty Commercial General Liability Extension Endorsement

Coverage Extensions	Limit
Additional Insured – By Contract Agreement or Permit (Other than Vendors)	When named insured agrees in writing by contract, agreement, or permit
Additional Insured – Vendors	When named insured agrees in writing by contract or agreement with respect to bodily injury or property damage arising out of named insured's products
Broad Form Named Insured	Covers all legally incorporated entities of which insured owns more than a 50% interest during policy period
Knowledge of Occurrence, Offense, Claim or Suit	Applies when specific types of insureds (e.g. partners, executive officers, etc) have knowledge of them
Liberalization Clause	Benefit from more liberal endorsement provision when it becomes effective in a state rather than upon policy renewal
Bodily Injury Redefined	Includes mental anguish, mental injury, shock, fright (nonphysical injury), or death that results from physical injury, sickness, or disease
Premises – Rented	$300,000 or the limit shown in the declarations, whichever is greater
Medical Expense	$15,000
Property Damage – Customers' Goods	Included while goods are on premises to be worked on or used in the manufacturing process
Property Damage – Borrowed Equipment	Included while not in use at the job site, insured's premises, or while in transit
Property Damage – Elevators	Removes property damage exclusion if damage results from the use of elevators
Non-owned Aircraft	Included if no other insurance is available to insured
Non-owned Watercraft	Less than 51 feet long
Damage by Fire, Lightning, Explosion, Smoke or Leakage	Included in premises rented from automatic fire protection systems subject to the greater of $300,000 limit or the limit shown in the declarations
Medical Payments	Increased to the greater of $15,000 or the amount shown in the declarations. Extends the reporting period to three years
Supplementary Payments	$2,500 and loss of earnings up to $300 per day

Employee Benefits Liability

Insurance Company: Netherlands Insurance Co.
Policy Period: 7/1/2017 to 7/1/2018

Coverage Detail

Limits of Liability	Description
$1,000,000	Per Employee
$3,000,000	Aggregate
$1,000	Deductible Per Claim

- Retroactive Date: 11/1/1995
- Number of Employees Covered by Employee Benefits Plans: 327
- Claims Made

Employers Liability

Insurance Company: Netherlands Insurance Co.
Policy Period: 7/1/2017 to 7/1/2018

Coverage Detail

Limits	Description
$1,000,000	Employers Liability - Bodily Injury By Accident - Each Accident Limit
$1,000,000	Employers Liability - Bodily Injury By Disease - Policy Limit
$1,000,000	Employers Liability - Bodily Injury By Disease - Each Employee Limit
$28,354,300	Payroll

Commercial Auto

Insurance Company: Netherlands Insurance Co.
Policy Period: 7/1/2017 to 7/1/2018

Coverage Detail

Limits	Description
$1,000,000	Liability Combined Single Limit (Owned, Hired & Non-Owned Autos)
$5,000	Medical Payments-Each Person (All Owned Autos)
$1,000,000	Uninsured Motorist-Bodily Injury-Ea. Accident (All Owned Autos)
$1,000,000	Underinsured Motorist-Bodily Injury-Ea. Accident (All Owned Autos)

Additional Coverages & Endorsements

- Comprehensive Physical Damage applies to All Owned Autos and Hired Autos
- Collision Physical Damage applies to All Owned Autos and Hired Autos

- Hired Car Physical Damage Coverage is written on a Primary Basis
- Hired Car Physical Damage Limit: $125,000 ($75,000 Primay & $50,000 Excess in Enhancement)
- Hired Car Physical Damage - Comprehensive Deductible: $500
- Hired Car Physical Damage - Collision Deductible: $500
- Maximum Comprehensive Deductible Per Event - $28,000

- Replacement Cost Buses 10 Years Old or Less
- Fellow Employee Coverage
- Lease/Loan Gap
- Rental Limit $75 Day/30 Days, 24-Hour Waiting Period
- Automatic Additional Insured by Written Contract, Agreement or Permit
- Employees/Volunteers as Insureds
- School Bus Auto Extension Endorsement
- Towing & Labor Costs: $50 Private Passenger Units & Trucks 10,000 GVW And Under,
  $150 Trucks 10,001 To 20,000 GVW

Vehicles

Vehicle	Liab	Med Pay/ PIP	UM/UIM	Comprehensive Deductible	Collision Deductible
1999 Blue Bird School Bus 1BAAKCSA1XF088290 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2001 SAF-T-LINE Bus 1T88R4B2911098745 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
1999 Blue Bird School Bus 1BAAKCSA3XF088291 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
1996 Blue Bird School Bus 1BAAKCSA0TF066467 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2002 Blue Bird School Bus 1BABKC0A52F204350 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2001 Thomas School Bus 1T88R4B2011098746 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
1998 Blue Bird School Bus 1BAAKCSA9WF077598 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2000 Blue Bird School Bus 1BAAKCPA6YF090918 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2000 Blue Bird School Bus 1BAAKCPA8YR090919 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2002 Blue Bird Bus 1BABKC0A72F204351 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
1999 Chevy Suburban 3GNGC26R9XG189834 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
1998 Chevy Suburban 3GNGC26R1WG128587 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
1998 Chevy Suburban 3GNGC26R9WG137019 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
1999 Chevy Suburban 1GNGC26R8XJ416560 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
1997 Chevy Dump 1GVJC34R2VF011578 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
1994 Chevy Pickup 1GCFK24K2RZ231020 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2004 Blue Bird School Bus 1BABKCKA54F218863 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2004 Blue Bird School Bus 1BABKCKA74F218864 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2004 Blue Bird School Bus 1BABKCKA64F218869 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2004 Blue Bird School Bus 1BABKCKA94F218865 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2005 Blue Bird School Bus 1BABKCKA15F226248	•	MP	BOTH	$2,000	$2,000

Vehicle	Liab	Med Pay/ PIP	UM/UIM	Comprehensive Deductible	Collision Deductible
Wadsworth, OH					
2005 Blue Bird School Bus 1BABKCKAX5F226247 Wadsowrth, OH	•	MP	BOTH	$2,000	$2,000
2005 Chevrolet Silverado 1GCHK24U45E173455 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2007 Thomas School Bus 1T88R4C2871286955 (#32) Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2007 Thomas School Bus 1T88R4C2671286954 (#33) Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2001 GMC 7H4 1GDJ7H1C01J503090 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2006 Ford E-250 1FTNE24LXGHB03086 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2006 Chevy Malibu LT 1G1ZT51F66F197270 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2008 Chevy Express 1GCGG25C381126397 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2003 Chev Astro 1GNEL19X83B116274 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2009 Blue Bird School Bus 1BABKCKA29F260785 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2009 Blue Bird School Bus 1BABKCKA49F260786 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2008 Blue Bird School Bus 1BABKCKA48F251746 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2008 Blue Bird School Bus 1BABKCKA68F251747 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2010 Blue Bird School Bus 1BABKCPA5AF267808 Wadsworth #38, OH	•	MP	BOTH	$2,000	$2,000
2010 Blue Bird School Bus 1BABKCPA7AF267809 Wadsworth #39, OH	•	MP	BOTH	$2,000	$2,000
2009 Chevy Suburban 1GNGC46K19R164718 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2009 Ford F-550 1FDAF57R39EB05180 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2010 Chevy Express 1GNZGPG3A1123636 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2011 Blue Bird School Bus 1BABKCPAXBF280684 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2011 Chevy Malibu 1G1ZD3EU0BF249881 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2011 Chevy Malibu 1G1ZD5E10BF242547 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000

Vehicle	Liab	Med Pay/ PIP	UM/UIM	Comprehensive Deductible	Collision Deductible
1995 International Utility 1ZFUF1625SB005810 Wadsworth, OH	•			$2,000	$2,000
1999 Big Tex 4K8NX1421W1C32996 Wadsworth, OH	•			$2,000	$2,000
2002 Southwest Enclosed 48BTE16203B0311227 Wadsworth, OH	•			$2,000	$2,000
2005 Utility Band 5JXCT242X5S187695 Wadsworth, OH	•			$2,000	$2,000
2014 Utility 56JTE2421EA135171 Wadsworth, OH	•			$2,000	$2,000
2016 Sure-Trac Trailer 5JW2U2024G1145809 Wadsworth, OH	•			$2,000	$2,000
2014 Blue Bird T3FE3800S 1BABLCPA0EF301415 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2014 Blue Bird T3FE3800S 1BABLCPA2EF301416 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2014 Ford E-150 1FMNE1BW6EDA11742 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2014 Chevy Silverado 1GC0KVCG8EF164083 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2015 Ford Transit 1FMZK1ZM2FKB00557 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2015 Ford Transit 1FMZK1ZM4FKB00558 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2016 Thomas School Bus 1T88X9D28G1096171 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2016 Thomas School Bus 1T88X9D2XG1096172 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2017 Thomas School Bus 1T88X9D2XH1110332 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2017 Thomas School Bus 1T88X9D21H1110333 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2016 Ford Transit 1FMZK1CM2GKB41264 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2016 GMC Sierra 1GT02REG2GZ371221 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2016 GMC Sierra 1GT02REG2GZ197831 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2018 Blue Bird Bus 1BAKGCPA7JF336841 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2016 GMC Pickup 1GT02REG7GZ387494 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000
2018 Blue Bird Bus 1BAKGCPA7JF336842	•	MP	BOTH	$2,000	$2,000

Vehicle	Liab	Med Pay/ PIP	UM/UIM	Comprehensive Deductible	Collision Deductible
Wadsworth, OH					
2013 Chevy Silverado 1GC3KZCG7DF188796 Wadsworth, OH	•	MP	BOTH	$2,000	$2,000

Driver List

Driver Name	State	Special Conditions
Karen Cool	OH	
Denise Genis	OH	
Cheryl Belka	OH	
Gail Adley	OH	
John Burton	OH	
John Gramuglia	OH	
Matt Hulme	OH	
Larry Kaufman	OH	
Gregory Pickard	OH	
Kip Shipley	OH	
Lori Trogdon	OH	
Christina Halicki	OH	
Kristina Nichol	OH	
Steve Kennell	OH	
Cathy Williams	OH	
Andy Hill	OH	
Sandy Hall	OH	
Doug Beeman	OH	
Christine Chase	OH	
Joseph Magnacca	OH	
Kristin Prough	OH	
Shannon Schrock	OH	
Laura Giermann	OH	
Ryan Whited	OH	
Molly Ryan	OH	
Brad Musgrave	OH	
Eric Jackson	OH	
James Filippi	OH	
Lisa Barker	OH	
Milka Vukelich	OH	
Lori C Gauder	OH	

Cathy A Smith	OH	
Kenneth R Rohrer	OH	
Tracy A Hensal	OH	
Deborah L Britton	OH	
Desire P Bradford	OH	
Judith A Bennett	OH	
Bruce Mandate	OH	
Chris Kallai	OH	
Jamie Hoar	OH	
Pam Hammel	OH	
Karen Alkyer	OH	
Pam Handshue	OH	
Sonia O'Dell	OH	
Carlos Simarro	OH	
Andrea Palidar	OH	
Debra Miller	OH	
Douglas Edwards	OH	
Erin Simpson	OH	
Laura Maslyk	OH	
Nance Watts	OH	
Rich Berlin	OH	
Joanne Gahan	OH	
Roger Havens	OH	
Steve Brady	OH	
Steve Moore	OH	
Roger Wright	OH	
Brian Rice	OH	
Tom Oplinger	OH	
Margaret Demczyk	OH	
Pat Townsend	OH	
Alex Zelovic	OH	
Mike Crow	OH	
Becki Buda	OH	
Lisa Duncan	OH	
Stacey Cornett	OH	
Chandra Derrig	OH	
LeAnn Miller	OH	
Kristin Robinson	OH	
Linda Sell	OH	
Lisa Selogy	OH	
Beth Snyder	OH	
Debbie White	OH	

Pete Alexander	OH	
Sherrie Allwod	OH	
Andrew Augustynovich	OH	
Grace Baughman	OH	
Chris Beery	OH	
Chris Canter	OH	
Renee Harris	OH	
Susan Howard	OH	
Renee Long	OH	
Matt McConnell	OH	
Gregory McElroy	OH	
Allison Pallija	OH	
Lori Purda	OH	
Robert Roth	OH	
Dennis Schrock	OH	
Gary S Larch	OH	
Michelle Evans	OH	
Mike Hostetler	OH	
Phil Luthman	OH	
Nyoaka Ash	OH	
Christine Ball	OH	
Katy Baumgartner	OH	
Kristin Beddow	OH	
Grant Fairhurst	OH	
Kelly Gnap	OH	
Brian Harren	OH	
Eric Heffinger	OH	
Donna Kubiak	OH	
James Memmer	OH	
Mike Schmeltzer	OH	
Mathew Shiarla	OH	
Kathleen Smith	OH	
Mark Snyder	OH	
Shawn Van Dyke	OH	
Clyde Waggonner	OH	
Mark Wapenaar	OH	
Carol White	OH	
Heather Wiley	OH	
Mike Wolfinger	OH	

Commercial Umbrella

Insurance Company: Indiana Insurance Company
Policy Period: 7/1/2017 to 7/1/2018

Coverage Detail

Limits	Description
$10,000,000	Per Occurrence Limit
$10,000,000	General Aggregate Limit
$10,000,000	Products & Completed Operations Aggregate Limit
$0	Retained Limit

Underlying Coverages

Policy Type	Carrier / Policy #	Effective Expiration	Limits
Automobile Liability	Netherlands Ins Company	7/1/2017	
Combined Single Limit	BA9767932	7/1/2018	$1,000,000
General Liability Occurrence Form	Netherlands Ins Company	7/1/2017	
Each Occurrence	CBP8302652	7/1/2018	$1,000,000
General Aggregate			$2,000,000
Product/Completed Operation			$2,000,000
Aggregate			$1,000,000
Personal & Advertising Injury			
	Netherlands Ins Company	7/1/2017	
Employers Liability	CBP8302652	7/1/2018	$1,000,000
Each Accident			$1,000,000
Disease-Policy Limit			$1,000,000
Disease-Each Employee			
	Netherlands Ins Company	7/1/2017	
Employee Benefit Liability	CBP8302652	7/1/2018	$1,000,000
Each Employee			$3,000,000
Aggregate Limit			

Umbrella Underlying Schedule

Insurance Company: Liberty Mutual Insurance Company
Policy Period: 07/01/17 to 07/01/18

Underlying Schedule

Named Insured: Wadsworth City School District

Carrier: Liberty Mutual Insurance Company
Policy Number: CBP8302652
Policy Term: 07/01/17 to 07/01/18

Coverage Type	Limit
Sexual Misconduct and Molestation Liability	$1,000,000
Aggregate	$1,000,000
Law Enforcement Professional Liability	$1,000,000
Aggregate	$1,000,000
School Leaders Errors and Omissions Liability	$1,000,000
Aggregate	$1,000,000

Additional Information:
Law Endorsement Professional - Retro Date: 4/19/04
School Leaders Errors and Omissions - No Retro Date

Additional Coverages and Conditions:

Additional Coverages and Conditions
• Umbrella Form • Occurrence Form • First Dollar Defense Included • Terrorism Rejected • No Uninsured/Underinsured Motorists Coverage

Wadsworth City Schools

July 1st, 2017 to July 1st 2018 Renewal Premiums
Liberty Mutual Insurance Company

Coverage	Annualized Expiring 2016/17	Renewal 2017/18		Comments
Package	$143,323	$148,495	4%	▪ Property values have increased by $27,039,732 (+11%)
Property				▪ Increased Paved Surfaces from $2.5m to $3m
Flood/Earthquake				
Equipment Brkdwn				
Data Compromise				
General Liability				▪ Student count up by 100 / Faculty by 9
Employee Benefits				
Sexual Misconduct				
Law Enforcement				
School Leaders E&O				
Ohio Stop Gap				▪ Payroll increased by $3,782,640 (+15%)
Violent Response				
Crime				
Equipment Floater				▪ Decreased Schedule Equipment Limit (-16%) / Increased Muscial Instruments Limit (+23%)
Automobile	$40,021	$41,342	3%	
Umbrella ($10M Limit)	$15,740	$15,542	-1%	
Sub Total	$199,084	$205,379	3%	▪ Premium increase is due to increase in exposures as noted above.
Terrorism	Rejected	$9,799		▪ Terrorism Coverage can be Rejected as done in the past years.
Total	$199,084	$215,178		

Liberty Mutual has continued to aggressively price your school risk. This is due to pro-active loss control and good claims experience. Over recent years, SeibertKeck has increased coverage / limits with little or no premium increase to the school district.

On average Liberty Mutual is seeking and getting a 3% *"rate"* increase this year for their school program. Underwriting approved a 1.2% *"rate"* increase for Wadsworth City Schools. Your Property rates have consistently come down over the past 3 years which is majority of the premium. We approached other schools markets and they were not able to compete to your pricing structure.

Optional Cyber Liability:	$2,166	Additional Premium to include Full Coverage vs Data Compromise @ $250,000 Limit subject to $2.5k Ded Data Compromise and $10k Ded Attack/Extortion/Network Security
	$4,731	Premium Indication* to include Full Coverage vs Data Compromise @ $500,000 Limit subject to $5k Ded Data Compromise and $10k Ded Attack/Extortion/Network Security
	$5,577	Premium Indication* to include Full Coverage vs Data Compromise @ $1M Limit subject to $10k Ded Data Compromise and $10k Ded Attack/Extortion/Network Security

* Indication is subject to favorable 12 Question Supplemental

SeibertKeck

Cyber Liability Coverage

All industries can fall victim to a cybercrime. Even if you have strong security and privacy controls, you are not immune to cyber extortion, theft or damage of data by external or internal (rouge) employees. Once a data breach or privacy incident occurs, immediate expertise is needed to navigate the complex landscape and to mitigate financial losses. The cost of a breach could potentially put a company out of business.

It is the company's obligation to protect the personal health and the financial information of its customers and employees. In addition, most of the valuable assets of a company now involve some form of network and data connection or storage, customer lists, books, records, receipts, tax documents, intellectual property and trade secrets. And most communication now occurs via e-mail on a network.

Cyber criminals are targeting businesses large and small. In the time it takes to breaks into a major company like Citigroup, Sony etc (recent incidents), a hacker could steal data from dozens of smaller businesses and not get detected. There are many types of security threats that make it difficult for companies to protect themselves.

The number of data breaches, as well as the costs of complying with customer notification requirements and restoring compromised systems, continues to increase steadily. Additionally, you don't have to be the target of a hacker. Old fashioned events such as loss of physical property (disposing of paper in the trash can contain personal information) may result in identity theft.

Cyber Liability is protection for loss that arises out of unauthorized use of, or unauthorized access to, electronic data or software within your network or business. It provides coverage for liability claims for spreading a virus or malicious code, computer theft, extortion, or any unintentional act, mistake, error, or omission made by your employees while performing their job.

Cyber Liability not only provides comprehensive protection, but also helps in managing risk. It will cover costs associated with expenses to notify affected parties, business income and extra expense, extortion payments and most importantly public relations/crisis management expenses.

Several reasons why you should consider this coverage:

- ✓ Exposure – the best network security may not stop a malicious insider who has access to computer and paper files.
- ✓ Human Error – mistakes happen.
- ✓ Easy Access – lock and key are no longer enough. Information is readily and easily accessible through networks, laptops, PDA's, cell phones etc.
- ✓ Regulation – from HIPAA to GLBA, from the Fair Credit Reporting Act to the new Identity Theft Enforcement and Restitution Act, the influx or regulation leads to new insurance needs.

TRAVELERS

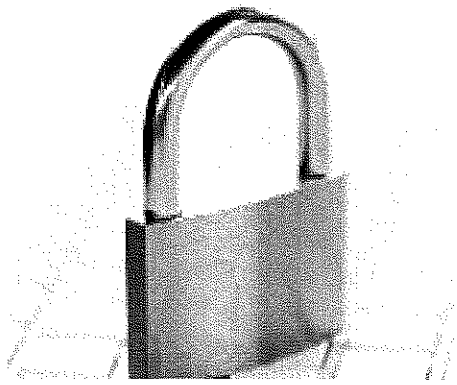
CyberRisk

TOP 5 REASONS YOUR BUSINESS NEEDS CYBERRISK COVERAGE

1 The **top 3 causes** of a data breach are malicious/criminal attack, human error and system glitches.[1]

2 **65%** of all targeted cyber attacks strike **small** and **medium** sized businesses.[2]

3 **All industries are vulnerable** to a data breach or cyber attack, including education, financial services, nonprofits, professional services, manufacturing, hospitality and retail sectors.



4 The **average cost of a data breach has risen to $7.01 million**[3] and includes costs related to business disruption, revenue loss, equipment damages, legal fees, public relations expenses and forensic analysis, as well as notification costs that are legally mandated in 47 states.

5 When your business experiences a data breach, the costs associated with that breach average **$221 per compromised record**.[4] Unless you secure a dedicated cyber policy, your business is not likely to have adequate insurance coverage.

Travelers CyberRisk coverage is offered as a stand-alone policy or as a cohesive part of our *Wrap+*®, *Executive Choice+*® and *SelectOne+*® management liability suites of coverages. CyberRisk provides a combination of coverage options to help protect your organization from emerging cyber threats and now includes access to the Travelers' *eRisk Hub*® – an information portal of risk management tools.

[1-4] Ponemon Institute 2016 Cost of Data Breach Study

[2] Symantec™ Internet Security Threat Report 2016

[3] Ponemon Institute 2016 Cost of Data Breach Study, for surveyed companies that experienced a breach which required the company to notify victims under state law.

Available through the *Wrap+*®, *SelectOne+*® and *Executive Choice+*® suite of products.

travelersbond.com

Travelers Casualty and Surety Company of America and its property casualty affiliates. One Tower Square, Hartford, CT 06183

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TRAVELERS

CyberRisk

HOW OUR COVERAGE RESPONDS FOR PRIVATE, NONPROFIT AND PUBLIC COMPANIES

Liability Insuring Agreements		
Insuring Agreement	Claim Scenario	Coverage Response
Network and Information Security Liability	A hacker obtains sensitive personal information from the insured's computer system. As a result, a number of customers bring a claim against the insured for allowing access to their personal information.	Damages and defense costs for covered lawsuits
Communications and Media Liability	A lawsuit is brought against the insured by another entity alleging that their online content and organizational branding have been plagiarized and their trademarks infringed upon.	Damages and defense costs for covered lawsuits
Regulatory Defense Expenses	A charity with offices nationwide suffers a major data breach involving thousands of donors. As a result, attorneys general in multiple states bring regulatory action against the insured.	Costs for responding to regulatory claims stemming from the data breach, including any resulting fines or penalties

First-party Insuring Agreements		
Insuring Agreement	Claim Scenario	Coverage Response
Crisis Management Event Expenses	The insured's chief customer service officer has his laptop stolen. The laptop contains more than 100,000 donor records, including their personal contact information.	Costs for hiring a public relations firm to restore donor confidence or mitigate negative publicity generated from the incident
Security Breach Remediation and Notification Expense	A skilled cyber criminal hacks into the insured's internal processing system. Names, addresses and credit information for more than 50,000 of the insured's members are captured from the system.	Costs for retaining legal counsel to assist with the breach response, including forensics, notice requirements and expenses; providing credit monitoring and a call center for impacted individuals; and obtaining an ID fraud policy for affected victims
Computer Program and Electronic Data Restoration Expenses	A computer virus corrupts the insured's system software and data.	Costs for repair and restoration of the insured's computer programs and electronic data
Computer Fraud	An organized crime ring gains unauthorized access to the insured's accounts payable in their computer system and alters the bank routing information on outgoing payments. The result — $1 million transferred to the crime ring's account.	Direct loss of the insured's money, securities or other property
Funds Transfer Fraud	An insured receives an email that appeared to be from its bank, but was not. The insured's employee opens the email, which activates embedded malware that reads key strokes from their computer. The perpetrator uses this means to obtain banking and password information and initiate a fraudulent electronic wire transfer from the insured's bank account.	The insured's funds that were fraudulently transferred from its bank account
E-Commerce Extortion	The insured receives a series of notes that threaten to hack into its customer database and disclose all of the contact information to the general public.	Expenses to manage the incident and monies or securities paid to the extortioner
Business Interruption and Additional Expense	An organization's server is infected by a severe virus and as a result, their internal computer network is not available for an extended period.	The net proceeds that would have been earned (or net losses that would have been avoided) resulting from the computer system disruption

Travelers CyberRisk coverage is offered as a stand-alone policy or as a cohesive part of the Wrap+® and Executive Choice+℠ management liability suite of coverages. CyberRisk provides a combination of coverage options to help protect organizations from emerging cyber threats and now includes access to the Travelers eRisk Hub® powered by NetDiligence® — an information portal of risk management tools.

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PUPIL TRANSPORTATION AGREEMENT
2017/2018

THIS AGREEMENT made and entered into at Hinckley, Ohio effective for the **2017/2018** school year, by and between the, **Wadsworth City Schools**, and **Suburban School Transportation Company, Inc. (SSTC)**, 26 River Road, Hinckley, Ohio. For and in consideration of the mutual covenants and agreement herein contained, and for valuable consideration the parties agree to the following:

1. SSTC will transport students at the written request of the **Wadsworth City Schools** for any student requiring transportation in vehicles which meet all applicable safety and transportation laws and standards. All students are provided door-to-door services specified by the district.

2. SSTC will provide all routing of said students, including contact of the parent/guardian regarding pick up and drop off times and locations. Students may be transported with other students with possible cost reductions. Routing sheets will be kept on file with SSTC dispatching office.

3. SSTC will provide vehicles to be used for transportation of said students. Vehicles will meet the standards of State and Federal law. All vehicles will be equipped with a mobile phone, emergency safety triangles, flares, electrical fuses, Blood Borne Pathogen Kit, fire extinguishers, first aid kit, blanket and a snow brush.

4. SSTC vehicles may be equipped with a global positioning system, which shows a vehicle's location, direction of travel and speed at any given moment.

5. SSTC will pay all expenses in connection with the operation and maintenance of vehicles used in the transportation. A vehicle inspection form shall be completed daily by the drivers. A staff mechanic services the SSTC fleet for preventive maintenance and emergency repairs. All daily inspection forms and service logs are on file in SSTC dispatching office. Should a student cause any damage to a vehicle; the parent/guardian will be financially responsible for said damages.

6. SSTC will provide qualified drivers to operate safely and within legal limits in said vehicles used in the transportation in accordance with all applicable State and Federal laws and will verify that all drivers have met Ohio Pupil Transportation Operation and Safety Rules and Standards, including but not limited to certification and license requirements.

7. SSTC will purchase and maintain during the term of the agreement no less than $1,000,000 liability insurance for all company owned vehicles, including a $5,000,000 umbrella. All non-owned vehicles will carry $300,000 (state requirement) liability insurance and a 1,000,000-liability non-owned coverage policy purchased by Suburban School Transportation.

8. The rate quoted to the district will be for round trip, unless otherwise specified. The district will be charged the daily rate for each day the particular school is scheduled to be opened, regardless if the student or students attend or not, or should the school be cancelled due to inclement weather or emergency. Should **Wadsworth City Schools** close due to inclement weather, but the school the student is attending is open, SSTC will use its own discretion. Safety is SSTC's top priority. If SSTC believes it is unsafe to transport due to inclement weather, the parent/guardian will be contacted. When possible, a two-day notice is required if the student will be out for an extended amount of time due to illness or suspension. Also a two-day notice is required if the student has transferred out of district or expelled from school and transportation service is no longer required.

9. **Wadsworth City Schools** will be responsible for obtaining the student(s) medical forms and attach it with the students request form. SSTC will maintain medical history reports in its dispatch office once received from the district.

10. All employees are issued SSTC identification badges to be worn and visible at all times.

11. All vehicles to be used to transport eligible students who are confined to a wheelchair or other mobile positioning devices or who require life support equipment shall be equipped with a lift or ramp. The lift shall be connected within the vehicle body when not extended. The lift shall lift a maximum of 700 lbs. Wheelchairs are to be secured by a four-point tie down system.

12. Attendants or monitors will be provided to the district if requested at an additional charge. Any required ride-alone students will incur an additional cost for such transportation.

13. SSTC may find it necessary to review various alternative accommodations to ensure the safety of the students during transportation. SSTC will always reserve the right to postpone transportation in the event a student becomes combative /violent and threatens or interferes with the safety and well-being of the public welfare, other passengers or themselves. The attending school and parent /guardian will be notified at this time to discuss transportation options. Such alternative accommodations will be discussed with and agreed upon by the district prior to implementation by SSTC.

14. In the event SSTC is requested to use a vehicle with special accommodations in order to ensure the safety of student transportation an additional charge will be applied for such service.

15. All vehicles are denoted to have "School Transportation" signs.

16. For the safety of all students transported by SSTC we will not transport any students across picket lines when a strike is in progress.

17. SSTC will provide **Wadsworth City Schools** with a form to use for adding, changing or deleting students. All student changes/requests must be submitted electronically or faxed on the provided SSTC form. No student transportation will begin unless the required form is submitted. SSTC requests at least 24 hours' notice when placing new student transportation to allow adequate time for placement, requests received after 3:00 pm will not be guaranteed for the next business day (from August 15th thru September 15th please allow 3 days for student placement). After any three (3) requests for a student's time or location change during a billing cycle, an additional $10 service charge per alteration may be applied.

18. SSTC will be responsible for allowing 3 minutes for pickup at the student's home, if after the allotted time SSTC leaves and continues the route and is then later notified that SSTC must again return to the students' home, an additional charge will be granted. After school is dismissed at the end of the regularly scheduled day SSTC will wait at the scheduled school until all eligible students have been picked up. If an eligible student does not show up at the designated pickup location the driver will contact the office and the office will contact the school. If SSTC is forced to wait for a student more than five (5) minutes after dismissal time (or other agreed upon pickup time) SSTC will agree to wait fifteen (15) additional minutes for the student. SSTC will be permitted to bill the district for the additional time. When an attempt to drop off an eligible student at home is unsuccessful, SSTC will proceed to complete the regularly scheduled route. The driver will notify the office of the first attempt. After the route is completed, SSTC will

attempt again to drop off the student. If the second attempt is unsuccessful, SSTC will be permitted to charge the district, in fifteen (15) minute increments at the daily unit cost for each student for each fifteen (15) minute period, for all time thereafter until the student is dropped off at home or an emergency drop off location.

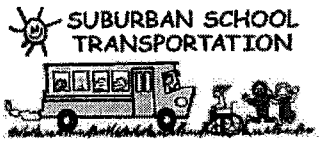
19. Payment for ordinary services rendered shall be made monthly. Payment needs to be received by SSTC within 30 days of invoice or late fees may apply.

In consideration of this agreement Suburban School Transportation Company Inc, herein provided, that **Wadsworth City Schools** and Suburban School Transportation will mutually agree on compensation on a case-by-case basis.
This contract will cover the period of **July 1, 2017 through June 30, 2018.**

This contract is made for the benefit of each party heretofore named, and all parties hereby acknowledge receipt of a full and complete copy of this agreement and declare that no promises, representation or agreement, other than those herein contained have been made or were relied upon.

IN WITNESS WHEREOF, the parties hereto set their hands this day and year.

Wadsworth City Schools	**Suburban School Transportation**
By: _____	**By:** _____
Date: _____	**Date:** 06/07/2017



dkoch@sstn.com

School District _____

Student Service Contact Information _____
Address: _____
City: _____
State: _____ Zip Code: _____
Phone: _____ Ext.: _____
Fax Number: _____
Cell Number: _____
E Mail: _____

Transportation Contact Information _____
Address: _____
City: _____
State: _____ Zip Code: _____
Phone: _____Ext: _____
Fax Number: _____
Cell Number: _____
E Mail: _____

Invoicing should be sent to this person for approval

Contact Person: _____
Phone Number: _____ Ext: _____
Fax Number: _____
E Mail: _____

Person completing this form_____2017

SUBURBAN SCHOOL TRANSPORTATION

Student Request Form

P 440-580-2400 F 440.580.2401
dkoch@sstn.com

District

Requesting District:		Date
Responsible District (if different from above):		
Contact:		Phone:
Email		Fax:

Student

Quote Only	New	Change	Cancel	Summer
Start Date	End Date		One Way: **AM** **PM**	Round Trip
Student Name				DOB
Address			Phone	
City			State	Zip
Parent(s)/Guardian			Phone	
Additional Contact			Phone	
Age	Grade	Height	Weight	
Approved Alternate Drop				

School/Program

School / Program	Start Time	Dismissal Time
Address	Phone	
City	State	Zip
Contact	Days Attending	
2nd School / Program	Start Time	Dismissal Time
Address	Phone	
City	State	ZIP
Contact	Days Attending	

Provisions

Is this Student Eligible to ride with other students Yes _____ No_____

There may be an additional cost for a ride-alone student.

Lift Van	**Modified Van**	**Nurse**	**Monitor**
Car Seat	**Booster**	**Harness**	**Seat Belt Lock**

Additional Instructions	Office Use only

All information must be completed for transportation. Any changes, missing or incorrect information, the quote may be subject to change.

Signature of person approving this form_____

2017

SUBURBAN SCHOOL TRANSPORTATION

1289 Pearl Road
Brunswick, Ohio 44212

Phone: 440.580.2400
Fax: 440.580.2411

dkoch@sstn.com

2017/2018

Wadsworth City Schools

RE: Inclement Weather Release

Suburban School Transportation at any time may be forced to make special judgment decisions due to inclement weather or other safety factors. As in the past we have had to depart from base much earlier than scheduled in order to return our students home safely.

On the rare occasions that early dismissal is required due to weather conditions or a safety issue, we are asking for your approval in advance for the dismissal of your students to help expedite our transportation decisions. As always, we will contact the parents /guardians.

Please sign the bottom of this letter in order to have your students released for the inclement weather / safety decision. Suburban will forward all letters to the schools for proper notification. Please contact me if you have any question or concerns in this matter.

Thank you,

Debi

Wadsworth City Schools gives consent to Suburban School Transportation for the early release of our students in the event that would cause safety concern during transportation.

Contact Person_____

Contact Emergency Number_____

SUBURBAN SCHOOL TRANSPORTATION



Employment Compliance Requirement

- Equal Employment Opportunity
- Minimum age of 21
- Valid driver's license
- Driver record check quarterly BMV reports
- Satisfactory BCI & I and FBI (completed on premises)
- T-8V physical
- Satisfactory drug screen
- Random drug screening
- Pre-service training certificates of completion
- Submit evidence of training to regional pre-service instructor
- Performance evaluation and reviews
- New hire mandatory three hour orientation training
- Annual four hour in-service training
- Monthly Defensive Driving Class
- Seizure & EPI Pen certified
- First Aid trained
- Restraint training
- Vehicle lift training
- Safe Student loading and unloading
- Emergency Procedure Training
- Railroad Crossing Training
- Persons with Disabilities Training
- Infection Control Procedures
- Monthly safety meeting

Additional Company Enhancements

- On call 24 hour answering service
- Two service locations
- ASE Certified mechanics on premises
- GPS tracking systems 24/7 on company owned vehicles
- Communication access to all drivers
- Transportation of "Special Need Students" since 1989

1289 Pearl Road
Brunswick, Oh 44212

SUBURBAN SCHOOL TRANSPORTATION

dkoch@sstn.com

Phone: 440-580-2400
Fax: 440-580-2411

Wadsworth City School

RE: 2017/2018 Vendor Contract

Contract Line #8

- When the district finds a need to cancel a student or put a student on hold for a period of time, they should send Suburban an email requesting a cancel / hold date. At that point billing will be put on hold or discontinued. The hold / end date will also reflect on the invoicing.

- After 4 consecutive attempts to pick up a student or if we get 4 consecutive call offs, we will contact the district (email) to inform them. We will continue to attempt pick up until we receive direction from the district.

- Billing will continue for calls offs and attempts.

1289 Pearl Road, Ohio
Brunswick, Oh 44212

SUBURBAN SCHOOL TRANSPORTATION



Phone: 440-580-2400
Fax: 440-580-2411
dkoch@sstn.com

13:31

To: Debbie Miller @ Wadsworth City Schools

Per your request, following is the rate to transport: 1 Student

Pick Up Location: 237 Meadow Creek Wadsworth 44281

Drop Off Location: Kidslink 899 Frost Rd. Streetsboro 44241

Days: M-F

Time: 9:-2:30

OW/RT: R/T

Special Needs: Monitor / Safety Vest

Quote Rate: $139.00 per day to ride with others
Monitor Rate $109. With a $10.00 discount

Quotes are valid for 5 days upon receipt of this quote. Information pertaining to student not included in request; or omitted special needs required for transportation; may invalidate quoted amount.

If the above quote is correct and acceptable please fill out the Suburban School Transportation Form with all the students' information and fax back, along with this signed form.

We accept this quote for student above and if possible we would like to start transportation on the following

Date: Start on_____ and end on_____

Signature _____ Date _____

Title_____

TRAVELING CLASSROOMS TOUR CONTRACT

PO Box 9568. Canton, Ohio 44711 (Phone: 330-284-1362 Fax: 330-454-3617)
Email: travelingclassrooms@gmail.com Website: travelingclassrooms

DATE: June 9, 2017

TOUR SPONSOR: Wadsworth City School District Board of Education

EMERGENCY PHONE: N/A

DISTRICT CONTACT PERSON: Eric Jackson, Principal

REPRESENTING: Wadsworth Middle School 8th Grade

BUSINESS PHONE: 330-335-1410

EMAIL ADDRESS: ejackson@wadsworthschools.org

GROUP ADDRESS: 150 Silver Creek Rd. Wadsworth, Ohio

TOUR DESTINATION: Washington DC-Gettysburg

TOUR DATES: March 14-16, 2018

TOUR TRANSPORTATION: 7 Barons Bus Lines 56 Passenger Motorcoaches

TOUR LODGING: Hilton or Sheraton Hotels (Students Quad/Chaperones Double)

MEALS: 2 Hotel Buffet BREAKFASTS
3 LUNCHES
3 DINNERS (Including Medieval Times)

PAID ADMISSIONS: Custom Wadsworth Hoodie pp
Gettysburg Visitor Center
* Film, Cyclorama, Museum
* Battlefield Tour (GB Guides)
Nations Photo PP
Private Hotel Security
$1000.00 Donation for scholarship students

SPECIAL SCHEDULING AREAS: Arlington Wreath Laying Ceremony (Traveling Classrooms will purchase wreath)

TOTAL PRICE PER STUDENT: $ 385.00 per student

$100.00 *Non-Refundable Deposit Due: November 21-22, 2017 (at school)
$285.00 * Balance Payment Due: February 6-7, 2018 (at school)* See Refund Policy
*** Complimented Chaperones: 1 per every 10-12 paid students
*** Complete Rooming List Due 4 Weeks Prior To Departure

*** TOUR CANCELLATION POLICY: If deposits are not received by a Traveling Classrooms on or before the deposit date the tour can be cancelled by the tour sponsor or Traveling Classrooms. If tour sponsor cancels tour after deposits are received, Traveling Classrooms maintains the right to keep all tour deposits. If Traveling Classrooms cancels the tour the group will receive a full refund including all deposits or group may reschedule to another date. The tour sponsor will make that decision. Refund Balance Policy: 22+ days prior to tour departure full balance, less than 22 days $50. Traveling Classrooms will not be held financially liable for cancellations due to acts of war, terrorism or other reasons beyond it's control. Traveling Classrooms will reschedule the tour via tour vouchers for all participants. No refunds will be issued for those unable to attend the rescheduled tour.

TOUR DEPARTURE LOCATION: Wadsworth Middle School DATE: March 14, 2018 TIME: 6:30am

TOUR RETURN LOCATION: Wadsworth Middle School DATE: March 16, 2018 TIME: 9:00pm

PRE-TOUR MEETING LOCATION: Wadsworth Middle School DATE: October 10, 2017 TIME: 6:30pm

TOUR SPONSOR ACCEPTANCE SIGNATURE:_____ DATE:_____

TRAVELING CLASSROOMS SALES REP. SIGNATURE:_____ DATE:_____

TRAVELING CLASSROOMS OFFICE ACCEPTANCE SIGNATURE:_____ DATE:_____

Thank you from ...***Traveling Classrooms !***

Wadsworth City School District & Habitat for Humanity of Medina County

HOUSE BUILD partnership AGREEMENT

This agreement is being entered into on the 13th day of June, 2017, by and between Habitat for Humanity of Medina County and the Wadsworth City School District Board of Education, and will become effective upon its adoption by the Board of Education.

WHEREAS:

The Wadsworth City School District would not elect to build a student built home during the 2017-2018 school year without a buyer.

WHEREAS:

The Wadsworth City School District is interested in providing a home building educational experience for carpentry students during the 2017-2018 school year without placing taxpayer money at risk.

WHEREAS:

Habitat for Humanity of Medina County would like to partner with the Wadsworth City School District to build a home.

THEREFORE, in consideration of the mutual promises and agreements set forth herein, the Wadsworth City School District Board of Education and Habitat for Humanity of Medina County agree to the following:

1. Habitat for Humanity of Medina County will finance a home in which students will actively participate in certain building activities during the 2017-2018 school year.

2. The home plan will be prepared and approved by Habitat for Humanity of Medina County for submission to the Wadsworth City School District.

3. Alterations to the plan, if necessary, will be agreed upon by the Director of the Four Cities Compact and the Habitat for Humanity of Medina County Board president prior to plan changes.

4. Jan Bennett, Construction Supervisor for Habitat for Humanity of Medina County, will be the contractor for the project and responsible for subcontract services.

5. Habitat for Humanity of Medina County will be responsible for scheduling subcontractors.

6. The Wadsworth City School District will donate the labor for construction to Habitat for Humanity of Medina County in accordance with the enclosed "Statement of Understanding and Responsibilities" as it pertains to the Wadsworth City School District.

7. The Habitat for Humanity of Medina County Board and Agents understand and are fully aware that the Wadsworth City School District construction responsibilities will be performed by students under the supervision of a Wadsworth instructor.

8. The Wadsworth City School District will not warranty the home or be held liable for construction, sale, or distribution of the home.

9. Wadsworth City School District students and instructors will be considered volunteers assisting in the Habitat for Humanity of Medina County home construction project.

10. The Wadsworth City School District will be held harmless for any and all work completed by students and instructors on the Habitat for Humanity of Medina County home building project.

11. Mr. Chris Kallai and Ms. Jan Bennett will be responsible for coordination of the project.

STATEMENT OF UNDERSTANDINGS AND RESPONSIBILITIES:

- Title work and fees will be paid for by Habitat for Humanity of Medina County.
- Material costs may be slightly higher than expected due to student skills/waste.
- The finished project may not be indicative of work completed by a skilled tradesman as the project will be completed by students.
- Unsatisfactory work will be discussed and resolved by the carpentry instructor, the Director of the Four Cities Compact and the Habitat for Humanity of Medina County Executive Director.
- Supplies and materials necessary to complete the project will be provided promptly as needed throughout the project.

A. **HABITAT FOR HUMANITY OF MEDINA COUNTY RESPONSIBILITIES:**

- Will provide the architectural plans for the house to be built
- Will draw all permits for construction
- Will supply all materials for the construction of the house
- Will be responsible for connection of water and sewer
- Will clear the lot
- Will stake the house
- Will dig the hole for the house
- Will have the footers installed
- Will have the plumbing installed
- Will have HVAC installed
- Will have temporary power installed
- Will have permanent electrical service panel and mast (if specified) installed
- Will have ceiling insulation installed
- Will be responsible for drywall installation and finishing
- Will be responsible for all painting
- Will be responsible for carpet install flooring such as carpet, linoleum, etc.
- Will install asphalt and concrete as necessary – basement, garage, sidewalks, etc.
- Will be responsible for installation of gutters and downspouts
- Will be responsible for landscape and/or yard preparation
- Will provide a restroom facility throughout the construction project
- Will call for inspections on work completed and maintain documentation
- Will be responsible for finishing any and all work not completed by the Wadsworth City School District's students, as set forth in Section B and C, below, by April 30, 2018

B. **WADSWORTH CITY SCHOOL DISTRICT RESPONSIBILITIES:**

- Will transport students to and from the house site
- Will be responsible for the safety and security of students during all school sponsored activities taking place at the house project

- Students being respectful to neighboring property owners knowing their language and conversations can be heard by others.

C. WADSWORTH CITY SCHOOL STUDENTS WILL SERVE AS ACTIVE PARTICIPANTS IN THE FOLLOWING ACTIVITIES:

All of the following activities will be completed as much as possible by April 30, 2018, after which Habitat for Humanity of Medina County will be responsible for completing the remaining items:

- Framing of the home
- Shingling and/or roof installation
- Siding installation
- Wall batt insulation installation
- Rough in and finish electric wiring installation (terminate at electrical service panel)
- Electrical fixtures, fire alarms, etc. installation
- Flooring (other than carpet) installation
- Cabinets and countertops installation
- Doors and windows installation
- Garage door installation
- Door hardware installation
- Trim and finish work

Approval and signature of this document will acknowledge agreement of the partnership between The Wadsworth City School District and Habitat for Humanity of Medina County to have the Wadsworth City School District students and instructors complete the specified portions of the Habitat for Humanity of Medina County home project. Additionally, approval and signature of this document will signify that all parties understand the responsibilities and conditions placed upon the signing agencies prior, during, and after the construction project.

_____ _____

Wadsworth City School District Board President Date

_____ _____

Habitat for Humanity of Medina County Board President Date

ELLA M. EVERHARD PUBLIC LIBRARY
aka WADSWORTH PUBLIC LIBRARY
2018 Tax Budget

Sources of Income

Fund Type / Fund Name	Unencumbered Balance January 1, 2018	2018 Estimated Taxes	2018 Estimated Other Sources	Total Resources Avail for Appropriation
Governmental:				
General Fund	**$2,258,739.24**	**$1,746,000.00**	**$887,000.00**	**$4,891,739.24**
Special Revenue Funds:				
Grant Fund	$0.00	$0.00	$0.00	$0.00
Total Special Revenue Funds	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Debt Service Funds:				
Debt Service Fund	$0.00	$0.00	$0.00	$0.00
Total Debt Service Funds	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Capital Projects Funds:				
Capital Projects Fund	$466,115.00	$0.00	$0.00	$466,115.00
Total Capital Projects Funds	**$466,115.00**	**$0.00**	**$0.00**	**$466,115.00**
Proprietary Funds				
Enterprise Funds:				
Total Enterprise Funds	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Internal Service Funds:				
Total Internal Service Funds	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Fiduciary Funds				
Trust and Agency Funds:				
Endowment Fund Expendable	$0.00	$0.00	$0.00	$0.00
Endowment Fund Non-Exp	$0.00	$0.00	$0.00	$0.00
Total Trust and Agency Funds	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Total All Funds	**$2,724,854.24**	**$1,746,000.00**	**$887,000.00**	**$5,357,854.24**

ELLA M. EVERHARD PUBLIC LIBRARY
aka WADSWORTH PUBLIC LIBRARY
2018 Tax Budget

Fund Name: General Fund Number: 101
Comparative and Estimated Receipts, Disbursements and Balances

		2015 Actual	2016 Actual	2017 Estimated	2018 Estimated	% Change	% of Budget
Cash Balance - January 1		**$1,744,520.97**	**$1,921,655.68**	**$2,297,384.24**	**$2,258,739.24**	**-1.68%**	
Receipts							
1000	**Taxes**						
1100	State Income Taxes (PLF)	881,774.34	868,583.17	830,000.00	808,000.00	-2.65%	30.69%
1200	General Property Taxes	1,434,311.08	1,495,871.99	1,480,000.00	1,541,000.00	4.12%	58.53%
	Total Taxes	**2,316,085.42**	**2,364,455.16**	**2,310,000.00**	**2,349,000.00**	**1.69%**	**89.21%**
2000	**Intergovernmental Revenue**						
2230	Homestead & Rollback Tax	205,179.59	204,837.48	205,000.00	205,000.00	0.00%	7.79%
	Total Intergovernmental Revenue	**205,179.59**	**204,837.48**	**205,000.00**	**205,000.00**	**0.00%**	**7.79%**
3000	**Patron Fines and Fees**						
3100	Patron Fines and Fees	55,106.68	52,439.22	53,950.00	52,500.00	-2.69%	1.99%
	Total Patron Fines and Fees	**55,106.68**	**52,439.22**	**53,950.00**	**52,500.00**	**-2.69%**	**1.99%**
4000	**Earnings on Investments**						
4100	Interest on Investments	6,647.71	13,879.00	6,800.00	14,150.00	108.09%	0.54%
	Total Earnings on Investments	**6,647.71**	**13,879.00**	**6,800.00**	**14,150.00**	**108.09%**	**0.54%**
6000	**Contributions, Gifts and Donations**						
6100	Restricted Donations	7,420.00	7,098.05	7,500.00	10,600.00	41.33%	0.40%
6500	Unrestricted Donations	442.00	480.14	500.00	500.00	0.00%	0.02%
	Total Contributions, Gifts and Donations	**7,862.00**	**7,578.19**	**8,000.00**	**11,100.00**	**38.75%**	**0.42%**
8000	**Miscellaneous Revenue**						
8300	Rental of Real Property	2,030.00	1,060.00	1,100.00	1,100.00	0.00%	0.04%
8700	Refunds and Reimbursements	(45.26)	3,456.90	100.00	100.00	0.00%	0.00%
8900	Miscellaneous Revenue	4.51	0.00	50.00	50.00	0.00%	0.00%
	Total Miscellaneous Revenue	**1,989.25**	**4,516.90**	**1,250.00**	**1,250.00**	**0.00%**	**0.05%**
Total Receipts		**$2,592,870.65**	**$2,647,705.95**	**$2,585,000.00**	**$2,633,000.00**	**1.86%**	**100.00%**

ELLA M. EVERHARD PUBLIC LIBRARY
aka WADSWORTH PUBLIC LIBRARY
2018 Tax Budget

Fund Name: General Fund Number: 101
Comparative and Estimated Receipts, Disbursements and Balances

		2015 Actual	2016 Actual	2017 Estimated	2018 Estimated	% Change	% of Budget
Disbursements							
1000	**Salaries and Benefits**						
1100	Salaries and Leave Benefits	1,151,060.39	1,099,593.64	1,181,500.00	1,216,945.00	3.00%	45.27%
1400	Retirement Benefits	165,179.35	151,676.14	170,500.00	170,500.00	0.00%	6.34%
1600	Insurance Benefits	125,123.51	174,271.75	232,700.00	244,215.00	4.95%	9.09%
1900	Other Employee Benefits	3,670.33	2,625.00	8,250.00	8,250.00	0.00%	0.31%
	Total Salaries and Benefits	**1,445,033.58**	**1,428,166.53**	**1,592,950.00**	**1,639,910.00**	**2.95%**	**61.01%**
2000	**Supplies**						
2100	General Supplies	19,886.88	16,245.46	22,550.00	23,227.00	3.00%	0.86%
2200	Property Maintenance Supplies	11,987.38	9,394.76	16,100.00	16,583.00	3.00%	0.62%
2300	Vehicle Fuel, Supplies and Parts	0.00	292.85	1,400.00	1,442.00	3.00%	0.05%
2500	Vending Machine Supplies	548.21	0.00	0.00	0.00		
2900	Other Supplies	15,411.35	12,905.06	18,840.00	19,405.00	3.00%	0.72%
	Total Supplies	**47,833.82**	**38,838.13**	**58,890.00**	**60,657.00**	**3.00%**	**2.26%**
3000	**Purchased and Contracted Services**						
3100	Travel and Meeting Expenses	6,567.25	8,129.33	10,000.00	10,300.00	3.00%	0.38%
3200	Communication, Publicity and Printing	73,941.61	47,637.84	61,100.00	62,933.00	3.00%	2.34%
3300	Property, Repair and Security	134,481.11	67,486.88	95,385.00	98,246.00	3.00%	3.66%
3400	Insurance	13,325.00	13,624.00	15,150.00	15,604.00	3.00%	0.58%
3500	Rents and Leases	1,601.66	1,319.70	1,685.00	1,736.00	3.03%	0.06%
3600	Utilities	81,375.77	76,478.16	94,300.00	97,129.00	3.00%	3.61%
3700	Professional Services	74,612.21	189,624.63	186,235.00	191,823.00	3.00%	7.14%
3800	Library Material Control Services	28,665.93	18,951.64	19,145.00	19,719.00	3.00%	0.73%
3900	Contracts and Purchased Services	31,696.29	11,868.30	16,150.00	16,635.00	3.00%	0.62%
	Total Purchased and Contracted Services	**446,266.83**	**435,120.48**	**499,150.00**	**514,125.00**	**3.00%**	**19.13%**
4000	**Library Materials and Information**						
4100	Books	225,227.05	190,602.89	196,740.00	196,740.00	0.00%	7.32%
4200	Periodicals	14,721.37	13,554.87	14,000.00	14,000.00	0.00%	0.52%
4300	Audio-Visual Materials	138,449.19	118,331.30	118,800.00	118,800.00	0.00%	4.42%
4500	Computer Services and Information	62,927.31	39,672.97	53,420.00	53,420.00	0.00%	1.99%
4600	Interlibrary Loan Fees	30.75	21.00	350.00	350.00	0.00%	0.01%
4900	Library Materials - Other	0.00	0.00	2,100.00	2,100.00	0.00%	0.08%
	Total Library Materials and Information	**441,355.67**	**362,183.03**	**385,410.00**	**385,410.00**	**0.00%**	**14.34%**

ELLA M. EVERHARD PUBLIC LIBRARY
aka WADSWORTH PUBLIC LIBRARY
2018 Tax Budget

Fund Name: General Fund Number: 101
Comparative and Estimated Receipts, Disbursements and Balances

		2015 Actual	2016 Actual	2017 Estimated	2018 Estimated	% Change	% of Budget
5000	**Capital Outlay**						
5200	Land Improvements	294.00	0.00	1,600.00	1,648.00	3.00%	0.06%
5400	Building Improvements	3,094.79	234.79	2,900.00	2,987.00	3.00%	0.11%
5500	Furniture and Equipment	26,888.55	2,398.48	8,200.00	8,446.00	3.00%	0.31%
	Total Capital Outlay	**30,277.34**	**2,633.27**	**12,700.00**	**13,081.00**	**3.00%**	**0.49%**
7000	**Other Objects**						
7100	Dues and Memberships	4,612.00	4,821.00	5,445.00	5,608.00	2.99%	0.21%
7200	Taxes and Assessments	47.68	47.68	50.00	52.00	4.00%	0.00%
7500	Refunds and Reimbursements	199.02	167.27	1,000.00	1,030.00	3.00%	0.04%
7900	Other Miscellaneous Expenses	110.00	0.00	250.00	258.00	3.20%	0.01%
	Total Other Objects	**4,968.70**	**5,035.95**	**6,745.00**	**6,948.00**	**3.01%**	**0.26%**
8000	**Contingency**						
8900	Contingency	0.00	0.00	67,800.00	67,800.00	0.00%	2.52%
	Total Contingency	**0.00**	**0.00**	**67,800.00**	**67,800.00**	**0.00%**	**2.52%**
9000	**InterFund Transfers and Advances**						
9800	Advances to Other Funds	0.00	0.00	0.00	0.00	0.00%	0.00%
9900	Transfers to Other Funds	0.00	0.00	0.00	0.00	0.00%	0.00%
	Total InterFund Transfers and Advances	**0.00**	**0.00**	**0.00**	**0.00**	0.00%	**0.00%**
Total Disbursements		**$2,415,735.94**	**$2,271,977.39**	**$2,623,645.00**	**$2,687,931.00**	**2.45%**	**100.00%**
Excess/(Deficiency) of Receipts Over Disburse		**$177,134.71**	**$375,728.56**	**($38,645.00)**	**($54,931.00)**		
Balance - January 1		**$1,744,520.97**	**$1,921,655.68**	**$2,297,384.24**	**$2,258,739.24**		
Balance - December 31		**$1,921,655.68**	**$2,297,384.24**	**$2,258,739.24**	**$2,203,808.24**		
Less: Encumbrances - December 31		**$40,568.16**	**$17,096.62**	**$35,000.00**	**$35,000.00**		
Unencumbered Balance - December 31		**$1,881,087.52**	**$2,280,287.62**	**$2,223,739.24**	**$2,168,808.24**		

WADSWORTH CITY SCHOOL DISTRICT
MONTHLY FINANCIAL UPDATE
MAY 2017

General Fund
Budget to Actual Report

	FY 2017 Budget	FY 2017 Actual to Date	Variance	Variance %	Target %
Beginning Cash Balance	**$ 13,214,414**	**$ 13,214,414**			
Total Revenue	**$ 45,834,466**	**$ 45,009,026**	**$ (825,440)**	**98.2%**	91.7%
Expenditures:					
Salaries and Wages	$ 25,013,692	$ 22,678,204	$ (2,335,488)	90.7%	92.31%
Employee Fringe Benefits	$ 9,480,797	$ 8,368,896	$ (1,111,901)	88.3%	91.7%
Purchased Services	$ 6,283,585	$ 5,644,947	$ (638,638)	89.8%	91.7%
Supplies and Materials	$ 1,987,873	$ 1,150,091	$ (837,782)	57.9%	91.7%
Capital Outlay	$ 709,898	$ 798,897	$ 88,999	112.5%	91.7%
HB 264 Payments	$ -	$ -	$ -		
Other	$ 480,790	$ 429,889	$ (50,901)	89.4%	91.7%
Transfers/ Advances out	$ 110,000	$ 15,960	$ (94,040)	14.5%	91.7%
Total Expenditures	**$ 44,066,635**	**$ 39,086,884**	**$ (4,979,751)**	**88.7%**	91.7%
Revenue over (under) Expenditures	**$ 1,767,831**	**$ 5,922,142**			
Ending Cash Balance	**$ 14,982,245**	**$ 19,136,556**			
Encumbrances		**$ 2,111,797**			93.49%
Available Unencumbered Balance		**$ 17,024,759**			

Financial Summary - All Funds

Cash Flow Summary:

Total Revenue Current Month All Funds	**$ 3,769,555.53**
Total Expenditures Current Month All Funds	**$ 3,948,848.83**
Total Month End Cash Balance	**$ 34,264,040.19**

Appropriation Summary:

Total Appropriations Current Year All Funds	**$ 59,787,186.00**
Prior Fiscal Year Carryover Encumbrances	**$ 2,140,883.00**
Total Available All Funds	**$ 61,928,069.00**
Fiscal Year To Date Expenses All Funds	**$ 55,599,258.20**
Fiscal Year To Date % expended All Funds	**89.8%**

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
001 0000 GENERAL FUND:								
13,191,144.42	2,895,990.21	44,978,717.91	3,427,126.22	39,057,318.05	19,112,544.28	2,091,477.36	17,021,066.92	
001 9001 GENERAL FUND: ADVERTISING /FACILITIES ACCOUNT								
23,270.00	0.00	30,308.36	13,650.00	29,566.37	24,011.99	5,675.36	18,336.63	
TOTAL FOR Fund 001 - GENERAL:								
13,214,414.42	2,895,990.21	45,009,026.27	3,440,776.22	39,086,884.42	19,136,556.27	2,097,152.72	17,039,403.55	
002 0000 BOND RETIREMENT SERIES 98,99,00 ISSUES								
2,245,338.40	160,804.58	2,674,864.66	1,521.40	2,125,056.48	2,795,146.58	0.00	2,795,146.58	
002 9300 BOND RETIRE LIBRARY 2001								
253,619.89	32,161.08	3,113,537.82	304.28	2,913,885.07	453,272.64	0.00	453,272.64	
002 9400 BOND RETIRE: 2008 BONDS ($65,650,000)								
1,941,730.48	237,186.94	4,198,668.03	2,244.07	2,985,158.57	3,155,239.94	0.00	3,155,239.94	
TOTAL FOR Fund 002 - BOND RETIREMENT:								
4,440,688.77	430,152.60	9,987,070.51	4,069.75	8,024,100.12	6,403,659.16	0.00	6,403,659.16	
003 900C COMMUNITY CENTER ENTERPRISE FUND								
87,638.84	0.00	35,948.00	0.00	5,640.13	117,946.71	1,054.68	116,892.03	
003 900S SUMMA HOSPITAL ENTERPRISE FUND								
32,091.67	0.00	7,558.55	0.00	0.00	39,650.22	0.00	39,650.22	
TOTAL FOR Fund 003 - PERMANENT IMPROVEMENT:								
119,730.51	0.00	43,506.55	0.00	5,640.13	157,596.93	1,054.68	156,542.25	
004 0000 CONSTRUCTION FUND								
263,683.73-	0.00	0.00	1,337.75	210,671.89	474,355.62-	1,243,126.47	1,717,482.09-	
004 900C BUILDING FUND: CITY OF WADS. COMM. CENTER								
559,666.00	0.00	0.00	149.34	2,246,237.70	1,686,571.70-	184,368.66	1,870,940.36-	
TOTAL FOR Fund 004 - BUILDING:								
295,982.27	0.00	0.00	1,487.09	2,456,909.59	2,160,927.32-	1,427,495.13	3,588,422.45-	
006 0000 FOOD SERVICES								
834,792.31	112,730.18	1,236,891.12	106,643.43	1,185,164.07	886,519.36	147,146.51	739,372.85	
TOTAL FOR Fund 006 - FOOD SERVICE:								
834,792.31	112,730.18	1,236,891.12	106,643.43	1,185,164.07	886,519.36	147,146.51	739,372.85	
009 0000 UNIFORM SCHOOL SUPPLIES FUND								
5,844.00	1,075.00	66,336.03	40,797.21	53,203.20	18,976.83	15,768.22	3,208.61	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
TOTAL FOR Fund 009 - UNIFORM SCHOOL SUPPLIES:								
5,844.00	1,075.00	66,336.03	40,797.21	53,203.20	18,976.83	15,768.22	3,208.61	
010 900L OSFC LOCAL SHARE								
6,296,370.44	0.00	0.00	0.00	29,423.78	6,266,946.66	118,898.47	6,148,048.19	
010 900Q OSFC: QSCB BONDS (ISHAM / VALLEY VIEW)								
543,055.88-	0.00	0.00	0.00	0.00	543,055.88-	88,448.62	631,504.50-	
010 900S OSFC STATE SHARE								
210,539.42-	0.00	0.00	0.00	0.00	210,539.42-	13,906.79	224,446.21-	
TOTAL FOR Fund 010 - CLASSROOM FACILITIES:								
5,542,775.14	0.00	0.00	0.00	29,423.78	5,513,351.36	221,253.88	5,292,097.48	
011 0000 VOCATIONAL EDUCATION CUSTOMER SERVICE FUND								
134,577.92	7,343.29	28,634.99	13,915.64	43,043.50	120,169.41	14,808.60	105,360.81	
TOTAL FOR Fund 011 - ROTARY-SPECIAL SERVICES:								
134,577.92	7,343.29	28,634.99	13,915.64	43,043.50	120,169.41	14,808.60	105,360.81	
013 900C COMMUNITY CENTER/WHS OPERATING FUND								
13,709.40	0.00	40,131.03	2,003.44	33,604.94	20,235.49	23,481.56	3,246.07-	
TOTAL FOR Fund 013 - RECREATION:								
13,709.40	0.00	40,131.03	2,003.44	33,604.94	20,235.49	23,481.56	3,246.07-	
014 0000 FOUR CITIES CAREER TECH COMPACT FUND								
44,893.34	0.00	189,222.36	20,793.67	281,492.59	47,376.89-	6,130.46	53,507.35-	
014 9001 FOUR CITIES: FIRST PROGRAM (NORTON)								
36,476.35-	0.00	36,476.38	0.00	0.00	0.03	0.00	0.03	
TOTAL FOR Fund 014 - ROTARY-INTERNAL SERVICES:								
8,416.99	0.00	225,698.74	20,793.67	281,492.59	47,376.86-	6,130.46	53,507.32-	
018 973C FOUR CITY CTA COMPACT DIRECTORS FUND								
2.31	0.00	0.00	0.00	0.00	2.31	0.00	2.31	
018 974A CENTRAL OFFICE ADMINISTRATORS FUND								
4,176.58	0.00	108.80	0.00	145.05	4,140.33	0.00	4,140.33	
018 974B DISTRIC SPIRIT COMMITTEE FUND								
0.00	0.00	13,055.00	0.00	7,072.50	5,982.50	5,175.00	807.50	
018 974C CENTRAL INTERMEDIATE PRINCIPAL FUND								
9,480.07	5.00	19,382.08	1,832.96	10,717.22	18,144.93	7,541.70	10,603.23	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
018 974T TRANSPORTATION 018 ACCOUNT								
322.21	107.99	310.38	0.00	0.00	632.59	345.50	287.09	
018 975F FRANKLIN SCHOOL PRINCIPAL'S FUND								
4,979.61	3,871.69	31,352.47	9,506.56	26,575.07	9,757.01	6,646.11	3,110.90	
018 976I ISHAM SCHOOL PRINCIPAL'S FUND								
4,764.61	403.50	11,120.73	324.16	19,640.80	3,755.46-	6,954.60	10,710.06-	
018 977L LINCOLN SCHOOL PRINCIPAL'S FUND								
10,643.36	205.00	11,509.24	2,140.92	12,176.03	9,976.57	3,692.18	6,284.39	
018 978O OVERLOOK SCHOOL PRINCIPAL'S FUND								
7,930.94	1,165.34	20,264.27	2,780.78	19,934.38	8,260.83	479.86	7,780.97	
018 979V VALLEY VIEW PRINCIPAL'S FUND								
5,989.88	566.00	7,557.87	904.77	6,506.11	7,041.64	2,953.46	4,088.18	
018 980D WMS: DOLLARS FOR DENIM PAY IT FORWARD								
321.90	0.00	980.00	0.00	811.58	490.32	150.00	340.32	
018 980M WADSWORTH MIDDLE SCHOOL PRINCIPAL FUND								
11,146.22	1,779.88	18,135.84	3,200.02	24,715.64	4,566.42	7,220.85	2,654.43-	
018 981D WHS: DOLLARS FOR DENIM PAY IT FORWARD								
1,477.04	500.00	2,288.00	0.00	2,300.00	1,465.04	0.00	1,465.04	
018 981H HIGH SCHOOL PRINCIPAL'S FUND								
7,570.38	1,325.00	44,223.41	5,677.91	40,559.21	11,234.58	14,301.77	3,067.19-	
TOTAL FOR Fund 018 - PUBLIC SCHOOL SUPPORT:								
68,805.11	9,929.40	180,288.09	26,368.08	171,153.59	77,939.61	55,461.03	22,478.58	
019 9017 TECH PREP: NURSING - EQUIPMENT								
1,450.76	0.00	0.00	0.00	1,201.16	249.60	250.00	0.40-	
019 9024 TECH PREP: FIRE, ATH/HLTH TRAINING, NURSING								
1,213.25	0.00	0.00	0.00	0.00	1,213.25	0.00	1,213.25	
019 9101 MHJ GRANT:C. JOHNSON READING STRATEGIES THAT								
349.22	0.00	0.00	0.00	0.00	349.22	349.22	0.00	
019 9107 MHJ GRANT: STEM CAMP								
25,000.00	0.00	0.00	0.00	32,980.67	7,980.67-	0.00	7,980.67-	
019 9108 STEM CAMP LOCAL GRANTS / DONATIONS								
38,205.00	0.00	10,050.00	0.00	37,491.12	10,763.88	250.00	10,513.88	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
019 9109 ALCOA STEM CLUB GRANT FY2017								
0.00	0.00	20,839.00	1,095.58	15,256.30	5,582.70	418.43	5,164.27	
019 9110 PIZZA HUT BOOK IT GRANT: E PETIT (2017)								
0.00	0.00	500.00	0.00	499.21	0.79	0.00	0.79	
019 9111 FOOD SERVICE: AMERICAN DAIRY ASSOC GRANT								
0.00	0.00	2,600.00	0.00	2,588.00	12.00	0.00	12.00	
019 9114 BELIEVE IN OHIO GRANT WHS (FY2016)								
1,188.32	0.00	0.00	0.00	329.61	858.71	291.97	566.74	
019 9131 DEPARTMENT OF NATURAL RESOURCE - GRANT								
500.00	0.00	0.00	0.00	0.00	500.00	500.00	0.00	
019 916M MCDAC FY 2016 GRANT								
20,244.06	0.00	0.00	0.00	20,478.02	233.96-	0.00	233.96-	
019 917M MCDAC GRANT FY 2017								
0.00	0.00	78,121.00	6,826.34	66,463.17	11,657.83	1,915.72	9,742.11	
019 9202 SPECIAL ED WORKFORCE: SCHROCK FY 2012								
1,810.68	0.00	0.00	0.00	0.00	1,810.68	0.00	1,810.68	
019 9225 WMS CLINICAL RM ECOSYSTEM GRANT P. JUREY								
0.00	0.00	0.00	253.98	4,985.49	4,985.49-	14.51	5,000.00-	
019 9308 ISHAM WEATHER CLINICAL RESEARCH GRANT								
1,556.82	0.00	0.00	0.00	220.65	1,336.17	1,279.35	56.82	
019 9404 TECH PREP: NETWORKING TECHNOLOGY								
2,835.34	0.00	0.00	0.00	0.00	2,835.34	0.00	2,835.34	
019 9407 TECH PREP: ATHLETIC, HEALTH CARE GRANT								
5,653.10	0.00	0.00	0.00	0.00	5,653.10	0.00	5,653.10	
019 9408 TECH PREP: ADVANCEMENT TO NURSING GRANT								
0.66	0.00	0.00	0.00	0.00	0.66	0.00	0.66	
019 9501 WMS PRINCIPALS GROUP: JACKSON								
1,341.29	0.00	1,400.00	0.00	1,156.23	1,585.06	1,844.32	259.26-	
019 9502 SAFE ROUTE TO SCHOOLS GRANT								
8,942.80	0.00	15,931.71	0.00	2,874.51	22,000.00	0.00	22,000.00	
019 9604 TECH PREP: FY06 AUTOMOTIVE TECH PREP								
2,435.00	0.00	0.00	0.00	0.00	2,435.00	0.00	2,435.00	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
019 9605 TECH PREP: FY06 WEB PROGRAMING TECH PREP								
2,883.70	0.00	0.00	0.00	1,713.25	1,170.45	0.00	1,170.45	
019 9803 TECH PREP: MARKETING - BARBERTON								
4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00	
019 9804 WMS: CARE TEAM AFTER SCHOOL PROGRAM								
141.12-	0.00	8,000.00	3,993.57	8,000.00	141.12-	0.00	141.12-	
019 9806 TECH PREP: FY08 MARKETING WADSWORTH								
1,004.49	0.00	0.00	0.00	0.00	1,004.49	0.00	1,004.49	
019 9901 TECH PREP: FY09 J VANKIRK COMPUTER TRAINING								
383.08	0.00	0.00	0.00	0.00	383.08	0.00	383.08	
019 9902 TECH PREP: COMPASS TESTING - TRANSPORTATION								
1,767.80	0.00	0.00	0.00	1,767.80	0.00	0.00	0.00	
019 9905 LOWES GRANT--VALLEY VIEW								
268.81	0.00	0.00	0.00	0.00	268.81	136.64	132.17	
TOTAL FOR Fund 019 - OTHER GRANT:								
122,893.06	0.00	137,441.71	12,169.47	198,005.19	62,329.58	7,250.16	55,079.42	
020 0000 BEAR CUB ACADEMY								
127,490.28	30,668.69	229,761.58	23,652.86	250,133.67	107,118.19	15,488.37	91,629.82	
TOTAL FOR Fund 020 - SPECIAL ENTERPRISE FUND:								
127,490.28	30,668.69	229,761.58	23,652.86	250,133.67	107,118.19	15,488.37	91,629.82	
022 901H JOHN AUL MEMORIAL								
61.99	0.00	0.00	0.00	0.00	61.99	0.00	61.99	
022 9090 L & J FUND ORIGINAL CONTRIBUTIONS								
6,058.28	0.00	8,555.17	1,656.17	8,679.98	5,933.47	46.00	5,887.47	
022 9091 L & J FUND: FIELD TRIP FUND								
3,472.48	0.00	10,000.00	658.85	4,768.90	8,703.58	5,263.53	3,440.05	
022 9512 OHSAA TOURNAMENT: BOYS BASKETBALL								
0.00	0.00	1,237.00	0.00	1,157.59	79.41	135.00	55.59-	
022 9513 OHSAA TOURNAMENT: BOYS SOCCER								
19.26	0.00	7,174.76	0.00	7,340.67	146.65-	2,186.20	2,332.85-	
022 9517 OHSAA TOURNAMENT: BOYS LACROSSE								
0.00	644.00	644.00	0.00	0.00	644.00	0.00	644.00	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
022 9528 OHSAA TOURNAMENT: WRESTLING								
280.35	0.00	5,949.38	600.00	5,530.20	699.53	2,010.30	1,310.77-	
022 9532 OHSAA TOURNAMENT: GIRLS BASKETBALL								
56.26-	0.00	825.00	0.00	676.36	92.38	135.00	42.62-	
022 9533 OHSAA TOURNAMENT: GIRLS SOCCER								
91.65	0.00	4,496.00	0.00	3,930.67	656.98	65.00	591.98	
022 9536 OHSAA TOURNAMENT: GIRLS LACROSSE								
0.00	0.00	0.00	441.89	441.89	441.89-	226.00	667.89-	
TOTAL FOR Fund 022 - DISTRICT AGENCY:								
9,927.75	644.00	38,881.31	3,356.91	32,526.26	16,282.80	10,067.03	6,215.77	
024 0000 WCSD EMPLOYEE BENEFITS INSURANCE FUND								
16,031.86	13,105.13	204,573.96	16,674.89	163,681.10	56,924.72	43,318.37	13,606.35	
TOTAL FOR Fund 024 - EMPLOYEE BENEFITS SELF INS.:								
16,031.86	13,105.13	204,573.96	16,674.89	163,681.10	56,924.72	43,318.37	13,606.35	
029 0000 FRANK H. CLOSE SCHOLARSHIP FUND								
4,157.01	0.00	0.00	4,000.00	4,000.00	157.01	0.00	157.01	
029 9001 BERNADINE H. KOVALCHIN SCHOLARSHIP FUND								
44,240.59	0.00	0.00	0.00	3,044.99	41,195.60	7,500.00	33,695.60	
029 9002 MARK SCHERBA MEMORIAL SCHOLARSHIP								
1.66	0.00	0.00	0.00	0.00	1.66	0.00	1.66	
029 9005 KAHL, WILLIAM SR AND RUTH WHS SCHOLARSHIP								
3,154.83	0.00	16,000.00	0.00	16,390.00	2,764.83	2,752.00	12.83	
029 9006 MACKEY SCHOLARSHIP								
24,089.58	0.00	0.00	0.00	600.00	23,489.58	600.00	22,889.58	
029 9007 DANIEL VAN AUKEN SCHOLARSHIP FUND								
25,499.94	0.00	0.00	0.00	125.00	25,374.94	400.00	24,974.94	
029 9008 DAVID SLADKY SCHOLARSHIP FUND								
0.00	50.00	12,306.68	2,000.00	2,000.00	10,306.68	0.00	10,306.68	
TOTAL FOR Fund 029 - EDUCATION FOUNDATION FUND:								
101,143.61	50.00	28,306.68	6,000.00	26,159.99	103,290.30	11,252.00	92,038.30	
034 0000 CLASSROOM FACILITIES MAINTENANCE FUND								
1,810,610.85	0.00	340,783.00	14,528.84	161,128.49	1,990,265.36	129,230.64	1,861,034.72	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
TOTAL FOR Fund 034 - CLASSROOM FACILITIES MAINT.:								
1,810,610.85	0.00	340,783.00	14,528.84	161,128.49	1,990,265.36	129,230.64	1,861,034.72	
071 0000 SALES TAX: PERM. IMPROVEMENTS FUND								
1,119,334.37	0.00	1,839,143.53	6,500.00	1,101,878.58	1,856,599.32	6,500.00	1,850,099.32	
TOTAL FOR Fund 071 - CAPITAL GRANTS:								
1,119,334.37	0.00	1,839,143.53	6,500.00	1,101,878.58	1,856,599.32	6,500.00	1,850,099.32	
200 907H WEB PROGRAMMING AND DESIGN								
2,433.20	0.00	0.00	0.00	143.52	2,289.68	234.90	2,054.78	
200 908H ROTARY INTER-ACT: YOUTH ROTARY CLUB								
70.99	0.00	0.00	0.00	0.00	70.99	0.00	70.99	
200 909H CADD STUDENT ACTIVTY ACCOUNT								
8,444.62	0.00	7,943.62-	0.00	984.28	483.28-	138.00	621.28-	
200 910W CLASS OF 2010								
215.44	0.00	0.00	0.00	0.00	215.44	0.00	215.44	
200 911W CLASS OF 2011								
20.00	0.00	0.00	0.00	0.00	20.00	0.00	20.00	
200 912W CLASS OF 2012								
20.00	0.00	0.00	0.00	0.00	20.00	0.00	20.00	
200 913W CLASS OF 2013								
156.48	0.00	0.00	0.00	0.00	156.48	0.00	156.48	
200 914H S.A.D.D. WADSWORTH HIGH SCHOOL								
192.38-	0.00	0.00	0.00	0.00	192.38-	0.00	192.38-	
200 914M TAGG - WADSWORTH MIDDLE SCHOOL								
1,397.24	0.00	0.00	41.43	41.43	1,355.81	0.00	1,355.81	
200 914W CLASS OF 2014:								
122.04	0.00	0.00	0.00	0.00	122.04	0.00	122.04	
200 915W CLASS OF 2015								
271.63-	0.00	0.00	0.00	469.70-	198.07	198.07	0.00	
200 916H LATIN CLUB								
2.60	0.00	0.00	0.00	0.00	2.60	2.60	0.00	
200 916W CLASS OF 2016								
8,131.28	0.00	0.00	0.00	9,500.00	1,368.72-	280.73	1,649.45-	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
200 917H H.S. SCIENCE CLUB								
309.68	0.00	0.00	0.00	0.00	309.68	0.00	309.68	
200 917W CLASS OF 2017								
3,418.88	15,357.00	22,505.00	21,539.44	24,039.44	1,884.44	3,005.20	1,120.76-	
200 918H ACADEMIC CHALLENGE								
1,809.47	0.00	0.00	0.00	0.00	1,809.47	0.00	1,809.47	
200 918W CLASS OF 2018								
1,004.63	0.00	9,446.77	9,393.24	9,393.24	1,058.16	541.76	516.40	
200 919H SPEECH AND DEBATE TEAM								
6,387.34-	5,670.00	25,727.06	8,532.50	23,695.24	4,355.52-	8,097.26	12,452.78-	
200 919W CLASS OF 2019								
1,449.40	0.00	0.00	0.00	0.00	1,449.40	0.00	1,449.40	
200 920H N. H. S.								
569.25	0.00	939.50	630.83	1,620.99	112.24-	70.00	182.24-	
200 920W CLASS OF 2020								
1,477.75	0.00	0.00	0.00	0.00	1,477.75	176.00	1,301.75	
200 921H F.C.C.L.A.								
1,010.21	0.00	0.00	0.00	0.00	1,010.21	0.00	1,010.21	
200 921W CLASS OF 2021								
397.87	0.00	0.00	0.00	0.00	397.87	0.00	397.87	
200 922H PEP CLUB								
272.63	0.00	0.00	0.00	0.00	272.63	0.00	272.63	
200 922W CLASS OF 2022								
0.00	1,190.30	1,190.30	0.00	0.00	1,190.30	350.00	840.30	
200 923H INTERNATIONAL CLUB (FOREIGN LANGUAGES)								
2,713.02	0.00	529.00	0.00	781.59	2,460.43	602.35	1,858.08	
200 924C CENTRAL INTERMEDIATE STUDENT COUNCIL								
3,466.17	0.00	3,991.17	374.61	3,369.45	4,087.89	1,083.92	3,003.97	
200 924H STUDENT COUNCIL								
6,513.23	0.00	21,161.00	1,325.05	16,068.98	11,605.25	14,797.53	3,192.28-	
200 924I ISHAM STUDENT COUNCIL								
380.99	0.00	300.00	0.00	0.00	680.99	0.00	680.99	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
200 924M WADSWORTH MIDDLE STUDENT COUNCIL								
263.61	0.00	426.00	135.40	289.15	400.46	0.00	400.46	
200 926H D. E. C. A.								
54.91	1,265.00	4,039.50	1,010.35	4,035.26	59.15	9,002.97	8,943.82-	
200 928H C.B.I.P.								
179.82	0.00	0.00	0.00	0.00	179.82	0.00	179.82	
200 931H MEDIA COMMUNICATIONS WHS								
566.76	0.00	0.00	0.00	0.00	566.76	0.00	566.76	
200 945H AUTOMOTIVES								
98.75	484.66	628.66	231.88	231.88	495.53	0.00	495.53	
200 946H CARPENTRY								
2,157.32	0.00	0.00	0.00	0.00	2,157.32	75.00	2,082.32	
200 952C MIDDLE SCHOOL DRAMA/ MUSICAL CLUB								
2,894.23	0.00	8,271.00	0.00	4,662.78	6,502.45	5,664.21	838.24	
TOTAL FOR Fund 200 - STUDENT MANAGED ACTIVITY:								
45,171.12	23,966.96	91,211.34	43,214.73	98,387.53	37,994.93	44,320.50	6,325.57-	
300 0000 WHS ATHLETICS								
297.16	1,120.00	169,859.53	9,088.24	199,626.45	29,469.76-	33,239.75	62,709.51-	
300 900A WHS ATHLETICS: BENEFIT GAMES/COMM SERVICE								
750.00	0.00	11,418.75	0.00	11,168.75	1,000.00	1,000.00	0.00	
300 900H WHS BAND UNIFORM REPLACEMENT								
48,836.37	10,000.00	10,000.00	0.00	0.00	58,836.37	0.00	58,836.37	
300 900R WHS ATHLETICS-ROTARY								
6,424.77	2,032.00	26,318.24	89.18	26,312.19	6,430.82	15,108.74	8,677.92-	
300 902H WHS JOURNALISM / BRUIN FUND								
3,617.81	382.00	6,519.00	1,311.00	8,587.85	1,548.96	4,769.00	3,220.04-	
300 910H WHS DRAMA FUND								
22,813.27	4,198.00	27,395.00	787.72	37,497.39	12,710.88	6,496.08	6,214.80	
300 911M WMS FISHING CLUB								
193.61	0.00	0.00	36.25	36.25	157.36	0.00	157.36	
300 917H WHS MUSIC-INSTRUMENTAL								
778.87	0.00	500.00	0.00	655.17	623.70	0.00	623.70	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
300 918H WHS MUSIC-VOCAL GENERAL CHOIR								
3,983.60	4,885.00	40,657.81	8,791.14	42,045.91	2,595.50	6,413.18	3,817.68-	
300 918M WMS VOCAL MUSIC STUDENT ACTIVITY ACCOUNT								
3,024.54	141.00-	28,774.05	2,525.99	27,922.02	3,876.57	1,698.98	2,177.59	
300 918S WHS SHOW CHOIR								
1,800.00	0.00	49,826.01	0.00	51,205.44	420.57	885.56	464.99-	
300 9511 ATHLETIC CAMPS: BASEBALL								
3,141.82	1,455.00	13,748.66	0.00	12,973.47	3,917.01	11.57	3,905.44	
300 9512 ATHLETIC CAMPS: BOYS BASKETBALL								
6,698.05	10,910.00	13,807.50	0.00	1,232.94	19,272.61	3,819.55	15,453.06	
300 9513 ATHLETIC CAMPS: B SOCCER								
0.00	300.00	300.00	0.00	0.00	300.00	0.00	300.00	
300 9516 ATHLETIC CAMPS: FOOTBALL								
7,122.63	270.00	47,648.66	18,069.28	33,123.09	21,648.20	4,145.88	17,502.32	
300 9523 ATHLETIC CAMPS: CROSS COUNTRY								
1,195.75	0.00	5.00	0.00	175.10	1,025.65	0.00	1,025.65	
300 9528 ATHLETIC CAMPS: WRESTLING								
2,292.37	200.00	3,082.00	0.00	4,676.23	698.14	642.02	56.12	
300 9532 ATHLETIC CAMPS: GIRLS BASKETBALL								
17,316.79	5,905.00	13,047.50	450.22	4,866.15	25,498.14	8,576.24	16,921.90	
300 9534 ATHLETIC CAMPS: SOFTBALL CAMP								
741.78	0.00	0.00	0.00	0.00	741.78	487.00	254.78	
300 9535 ATHLETIC CAMPS: VOLLEYBALL								
10,339.49	2,875.00	2,875.00	0.00	6,261.28	6,953.21	3,491.40	3,461.81	
300 9544 ATHLETIC CAMPS: GIRLS GOLF FUND								
995.00	0.00	0.00	0.00	0.00	995.00	0.00	995.00	
300 9546 ATHLETIC CAMPS: GIRLS TENNIS								
1,123.47	2,550.00	3,480.00	0.00	537.52	4,065.95	785.00	3,280.95	
300 9553 ATHLETIC CAMPS: CHERLEADING								
4,206.59	8,738.00	12,820.08	71.61	9,293.92	7,732.75	8,274.89	542.14-	
300 9555 ATHLETIC CAMPS: WMS CHEER								
1,905.38	2,769.00	2,769.00	0.00	221.85	4,452.53	1,159.15	3,293.38	

Fund # Fund Description	Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
300 988H WHS YEARBOOK/WHISPERER FUND	20,922.05	2,132.50	9,975.50	670.00	8,634.61	22,262.94	14,461.39	7,801.55	
TOTAL FOR Fund 300 - DISTRICT MANAGED ACTIVITY:	170,521.17	60,580.50	494,827.29	41,890.63	487,053.58	178,294.88	115,465.38	62,829.50	
401 9016 AUX SERVICES FY 2016 SACRED HEART	38,876.55	0.00	0.00	0.00	38,876.55	0.00	0.00	0.00	
401 9017 AUX SERVICES FY17: SACRED HEART	0.00	0.00	227,918.43	7,074.56	162,857.70	65,060.73	45,044.23	20,016.50	
TOTAL FOR Fund 401 - AUXILIARY SERVICES:	38,876.55	0.00	227,918.43	7,074.56	201,734.25	65,060.73	45,044.23	20,016.50	
432 9090 EMIS SUBSIDY OHIO DEPT OF EDUCATION	0.00	0.00	0.00	0.00	774.88	774.88-	187.00	961.88-	
TOTAL FOR Fund 432 - MANAGEMENT INFORMATION SYSTEM	0.00	0.00	0.00	0.00	774.88	774.88-	187.00	961.88-	
451 9017 ONENET: FY17	0.00	0.00	14,400.00	0.00	0.00	14,400.00	0.00	14,400.00	
TOTAL FOR Fund 451 - DATA COMMUNICATION FUND:	0.00	0.00	14,400.00	0.00	0.00	14,400.00	0.00	14,400.00	
499 9016 OHIO CAREER COUNSELING GRANT (COMPACT)	20,458.04	0.00	0.00	0.00	24,045.21	3,587.17-	396.54	3,983.71-	
499 9017 OHIO CAREER COUNSELING GRANT: FY2017	0.00	0.00	65,000.00	0.00	14,680.24	50,319.76	5,000.00	45,319.76	
499 9116 SCHOOL PSYCH INTERN GRANT FY 16	0.00	0.00	26,145.42	0.00	26,145.42	0.00	0.00	0.00	
TOTAL FOR Fund 499 - MISCELLANEOUS STATE GRANT FUN	20,458.04	0.00	91,145.42	0.00	64,870.87	46,732.59	5,396.54	41,336.05	
516 9016 IDEA-B FED GRANT FY 2016	1,425.50	0.00	123,577.61	0.00	125,003.11	0.00	0.00	0.00	
516 9017 IDEA-B FED GRANT FY 2017	0.00	131,577.84	597,877.97	63,747.18	635,649.14	37,771.17-	16,840.80	54,611.97-	
TOTAL FOR Fund 516 - IDEA PART B GRANTS:	1,425.50	131,577.84	721,455.58	63,747.18	760,652.25	37,771.17-	16,840.80	54,611.97-	

Fund # Fund Description	Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
524 9016 CARL PERKINS FY 2016	3,345.59	0.00	27,240.50	0.00	30,586.09	0.00	0.00	0.00	
524 9017 CARL PERKINS: FY 2017	0.00	34,441.38	138,587.79	14,757.91	140,554.01	1,966.22-	0.00	1,966.22-	
TOTAL FOR Fund 524 - VOC ED: CARL D. PERKINS - 198	3,345.59	34,441.38	165,828.29	14,757.91	171,140.10	1,966.22-	0.00	1,966.22-	
572 9016 TITLE I: FY 2016	7,006.40	0.00	48,673.99	0.00	55,680.39	0.00	0.00	0.00	
572 9017 TITLE ONE FY 2017	0.00	0.00	0.00	29,288.37	351,617.42	351,617.42-	459.00	352,076.42-	
TOTAL FOR Fund 572 - TITLE I DISADVANTAGED CHILDRE	7,006.40	0.00	48,673.99	29,288.37	407,297.81	351,617.42-	459.00	352,076.42-	
587 9017 EARLY CHILDHOD PRESCHOOL IDEA FY17	0.00	0.00	14,844.01	0.00	14,844.01	0.00	0.00	0.00	
TOTAL FOR Fund 587 - IDEA PRESCHOOL-HANDICAPPED:	0.00	0.00	14,844.01	0.00	14,844.01	0.00	0.00	0.00	
590 9016 IMPRV. TEAC. QUALITY GRANT	0.00	0.00	6.19	0.00	6.19	0.00	0.00	0.00	
590 9017 IMPRV. TEAC. QUALITY: FY 2017	0.00	17,300.35	81,970.75	9,137.95	87,794.51	5,823.76-	0.00	5,823.76-	
TOTAL FOR Fund 590 - IMPROVING TEACHER QUALITY:	0.00	17,300.35	81,976.94	9,137.95	87,800.70	5,823.76-	0.00	5,823.76-	
599 9016 FOOD SERVICE: TEAM UP FOR SUCCESS GRANT	0.00	0.00	569.01	0.00	569.01	0.00	0.00	0.00	
TOTAL FOR Fund 599 - MISCELLANEOUS FED. GRANT FUND	0.00	0.00	569.01	0.00	569.01	0.00	0.00	0.00	
GRAND TOTALS:	28,273,972.99	3,769,555.53	61,589,325.40	3,948,848.83	55,599,258.20	34,264,040.19	4,460,572.81	29,803,467.38	