

WADSWORTH CITY SCHOOL DISTRICT BOARD OF EDUCATION

WADSWORTH, OHIO

SPECIAL MEETING

MONDAY, SEPTEMBER 30, 2019, 5:30 P.M.

CHARLES R. PARSONS ADMINISTRATION BUILDING, 524 BROAD STREET

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Motion for Approval and Signing of Minutes**
- V. Administrative Items**

A. PERSONNEL CONSENT ITEMS

1. Employments

- a) Jay Minkin, Non-teaching Employee, eff. 9/16/2019
- b) Sheena Huffman, Non-teaching Employee, eff. 9/16/2019
- c) Catherine Atkins, Non-teaching Employee, eff. 9/30/2019
- d) Sarah Trausch, Dance Chaperone
- e) Erin Foster, Home Instructor
- f) Tiffany Noriega, Speech & Debate Judge
- g) Supplemental contracts, per attached list
- h) Volunteers, per attached list

- 2. Recommendation to approve unpaid leave under FMLA to Elizabeth Rondy, from August 20 through September 20, 2019

B. ACTION CONSENT ITEMS

- 1. Recommendation to accept an \$850 donation from the Wadsworth Band Boosters
- 2. Recommendation to approve a second reading and adoption of the following revised Wadsworth City School District Board of Education policies:
 - a) 1521, Pre-Employment Drug Testing
 - b) 3120.02, Pre-Employment Drug Testing
 - c) 4120.02, Pre-Employment Drug Testing
 - d) 6423, Use of Credit Cards

3. Recommendation to allow McKayla Pickering, Wadsworth High School senior, to continue her education at Wadsworth High School under Ohio Revised Code 3313.64 (F)(10)
4. Recommendation to approve the Agreement for Excess Cost for Children with Disabilities Pursuant to Sections 3313.981 O.R.C., 3323.14 O.R.C., and RULE 3301-48(F) with the Cloverleaf Local Board of Education
5. Recommendation to approve 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 Schools
6. Recommendation to approve the proposal from REM Installations, effective September 24, 2019
7. Recommendation to approve the Memorandum of Understanding between Overlook Elementary School and Western Reserve Grief Services for the 2019-2020 school year
8. Recommendation to approve the Consulting Agreement between Merlyna Valentine Consulting, LLC and the Wadsworth City School District Board of Education
9. Recommendation to approve the School Psychology Practicum Training Agreement between John Carroll University and the Wadsworth City School District Board of Education, effective September 3, 2019
10. Recommendation to approve the revised Secretary to the Business Manager job description
11. Recommendation to approve the Rental Contract with Scenic Backdrops by Kenmark, effective September 9, 2019
12. Recommendation to approve the Trane Terms and Conditions-Quoted Service, effective September 12, 2019
13. Recommendation to approve the Agreement for the Provision of Limited Professional Services between Barber & Hoffman, Inc. and the Wadsworth City School District Board of Education
14. Recommendation to approve the Educational Service Center of Northeast Ohio Inter-District Service Area Contract 2019-2020 School Year

C. PERSONNEL ITEM

1. Recommendation to approve Linda Kramer as an OASIS tutor

VI. Items of the Treasurer

A. ACTION CONSENT ITEMS

1. Recommendation to approve the FY 2020 Certificate of Estimated Resources
2. Recommendation to approve the FY 2020 Permanent Appropriations Resolution

VII. Board of Education Items

- A. Self-Evaluation
- B. Goals for the 2019-2020 School Year

VIII. 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 **September 30, 2019**

Supplemental Contracts

Jeff Kisor	Boys Lacrosse Varsity Coach
Matt Milano	Boys Reserve Lacrosse Coach
Mike Schmeltzer	Girls Varsity Basketball Asst. Coach (volunteer)
Jorian Beery	9th Grade Asst. Football Coach (volunteer), eff. 9/5/2019
Tim Yoder	Chess Club Advisor (Isham Elementary School)

Volunteers

Kelly Archinal	Suzanne Elliott	Colleen Lazzaretti	Laura Perkins
Cynthia Arends	Tonya Falkenberg	Rebecca Liddy	Beth Poling
Stephanie Batey	Marshall Fernbaugh	Sam Lizewski	Barb Porter
Jordan Bigler	Amy Fleck	Kim Love	Angela Puertas
Stephanie Blaha	Paula Foutz	Andrea Lovell	Julia Ramsier
Courtne Blatter	Lynette Francis	Marie Lowdermilk	Brian Renner
Bambi Bowser	Heather Gaeckle	Crystal Maag	Stacey Renner
Michael Bowser	Mary Galvin	Sommer Macko	Lisa Richardson
Crystal Brant	Sheila Gambaccini	Michael Marano	Sara Rooks
Elise Burton	Amanda Gasser	Tiffany Marano	Sarah Ross
Kristina Cargill	Kelly Glover	Jason Marks	Regina Rowell
Pamela Cavanaugh	Elizabeth Granger	Tina Marks	Kelly Rudolph
Charles Cline	Eric Granger	Pat McCormick	Courtney Sadler
Katie Cool	Holly Haigh	Cheryl Mehl	Nichole Samsa
Crystal Cooper	Ariel Hakim	Brooke Meisterics	Amanda Saunders
Joshua Cooper	Amanda Harp	Barbara Micucci	Cathryn (Cadie) Shaffer
Katie Craig	Audrey Harris	Kimberly Milford	Jerri Shultz
Justin Craig	Jacob Harris	Kristen Miller	Kristen Shurance
Andrew Dahlem	Gail Hartzler	Lisa Moore	Melanie Sindelar
Sherri Dahlem	Sheena Huffman	*Tennis Mumaw	Diane Smith
Hester Dailey	Rachel Jelar	Jill Munyon	Katlyn (Kate) Smith
Ashley Danecki	Kim Johnson	Nancy Neville	Angela Stoner
Stephanie Davis	Cheree Johnston	Carrie Nolin	Sharon Tapolcsanyi
*David Dawson	Bethany Kavanagh	Jen Noll	Ola Thuestad
*Michelle Dawson	Brenda Kibe	Liz Olszewski	Betsy Virkler
Dana Day	Krista Kidney	Nikki Oplinger	Melinda Wagner
Jennifer Dee	Brittani Kinnan	Peggy Orr	*Janelle Wertz
Michael Dente	Judy King	Sharon Orr	Julie Weyand
Amy Dietz	Lauren Klancer	Christine Palmer	Rebecca Wilson
Amy Dooley	Karen Kriss	Sarah Patterson	Michelle Wooley
*Amanda Duncan	Connie Landis		Rita Youngblood
Kristin Elchico	Deborah Lane		Lisa Yund

***effective 9/26/2019**

**WADSWORTH CITY SCHOOL DISTRICT
BOARD OF EDUCATION**

**Special Meeting
September 30, 2019
Agenda Detail Sheet**

VI. Administrative Items

A. PERSONNEL CONSENT ITEMS

1. (a) **Jay Minkin:** Mr. Minkin is being recommended to fill the student attendant position at Wadsworth Middle School left open by the resignation of Ms. Sharon Cotrufo.
1. (b) **Sheena Huffman:** Ms. Huffman is being recommended to fill the classroom/ playground aide position at Lincoln Elementary School left open by the resignation of Ms. Sharon Decker.
1. (c) **Catherine Atkins:** Ms. Atkins is being recommended to fill the classroom/ playground aide position at Lincoln Elementary School, a new position that was created due to a need for cafeteria supervision.

B. ACTION CONSENT ITEMS

2. **Revised Policies:** The recommendation for a second reading and adoption of the revised policies are necessary for the following reasons:
 - a)-c) 1521, 3120.02, 4120.02, Pre-Employment Drug Testing: We have identified an oversight in our current pre-employment drug testing policies (1521, 3120.02 and 4120.02), passed in July of 2017. The policies require a second test if a prospective employee tests positive, but the policy is silent if the test is determined to be diluted. In talking to a representative of the testing company, “diluted” could be for many reasons, including an attempt to mask the presence of an illegal substance. In order to allow for us to request a second test when a result is diluted, the said policy revision is being recommended.
 - d) 6423, Use of Credit Card: The recommended revision will allow for a designee of the treasurer to review the credit card account transaction detail monthly and sign a written attestation confirming the review.
6. **REM Installations Proposal:** The REM Installations Proposal being recommended for approval will allow REM Installations to complete work on terra cotta at the main entrance to Central Intermediate School.

7. **Western Reserve Grief Services Memorandum of Understanding:** The Memorandum of Understanding between Overlook Elementary School and Western Reserve Grief Services being recommended for approval will allow Overlook Elementary School to continue to receive support for students during the 2019-2020 school year.
8. **Merlyna Valentine Consulting Agreement:** The Consulting Agreement between Merlyna Valentine Consulting, LLC and the Wadsworth City School District Board of Education being recommended for approval will allow Ms. Valentine to present to staff on our January 17, 2020 professional development day.
9. **School Psychology Practicum Training Agreement with John Carroll University:** The School Psychology Practicum Training Agreement between John Carroll University and the Wadsworth City School District Board of Education being recommended for approval will allow our school district to host John Carroll University students working on their school psychology practicum.
10. **Revised Secretary to the Business Manager Job Description:** The revised Secretary to the Business Manager job description being recommended for approval changes the title of the Position to Administrative Assistant to the Assistant Superintendent and more aligns the responsibilities of the position with current practice.
11. **Scenic Backdrops by Kenmark Rental Contract:** The Rental Contract with Scenic Backdrops by Kenmark being recommended for approval will allow for the rental of equipment for an upcoming drama production.
12. **Trane Terms and Conditions-Quoted Service:** The Trane Terms and Conditions-Quoted Service being recommended for approval will allow HVAC work to be completed at Overlook Elementary School.
13. **Barber & Hoffman, Inc. Agreement:** The Agreement for the Provision of Limited Professional Services between Barber & Hoffman, Inc. and the Wadsworth City School District Board of Education being recommended for approval will allow for work to be completed at our bus garage.
14. **Educational Service Center of Northeast Ohio:** The Educational Service Center of Northeast Ohio Inter-District Service Area Contract 2019-2020 School Year being recommended for approval will allow our district to purchase the services of a substitute school psychologist to assist with student needs, as needed.

RECORD OF PROCEEDINGS

WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: September 9, 2019

The Wadsworth City Board of Education met in Regular Session on Monday, September 9, 2019, at **7:00 P.M.** at the James R. McIlvaine Performing Arts Center, 625 Broad Street.

PLEDGE OF ALLEGIANCE AND ROLL CALL

Present	Batey, Gordon, Kramer, McComas, McDougal
Absent	0
Administrators	13
Staff	14
Visitors	49

Student Liason Logan Egleston

19-9-77 APPROVAL OF BOARD MINUTES

The motion was made by **Gordon**, seconded by **Batey**, to approve the following Board of Education Meeting Minutes: Regular, August 12, 2019

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

STUDENT AND STAFF RECOGNITION

A. September Students of the Month

<u>STUDENT</u>	<u>GRADE</u>	<u>SCHOOL</u>
Landon Oaks	04	Franklin Elementary School
Liliana Brown	04	Isham Elementary School
Mckayla Spraggins	04	Lincoln Elementary School
Jami Marshall	04	Overlook Elementary School
Jordyn Brubaker	04	Valley View Elementary School
Eli Watson	06	Central Intermediate School
Sharyah Thompkins	08	Wadsworth Middle School
Aniya Harris	12	WHS Career-Technical
Mason Fortner	12	WHS Career-Technical
Elena Vukovic	12	Wadsworth High School
David Chirumbole	12	Wadsworth High School

RECORD OF PROCEEDINGS

WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: September 9, 2019

ADMINISTRATIVE DISCUSSION ITEMS, PRESENTATIONS AND UPDATES:

- A. Presentation: Lincoln Elementary School Ohio Association of Elementary School Administrators (OAESA) Hall of Fame School Designation.
- B. Discussion: Elementary student school placement process.
- C. Discussion: Set date **(5:30 p.m. on 09/30/2019 at Charles R. Parsons Administrative Building)** for Wadsworth City School District Board of Education Special Meeting for the following purposes:
 - 1. Board of Education Self-Evaluation and 2019-2020 Goal Setting
 - 2. To set the Certificate of Revenue for FY 2020
 - 3. To set Permanent Appropriations for FY 2020
- D. Administrative Guideline review process.

ADMINISTRATIVE ITEMS:

19-9-78 Upon the recommendation of Superintendent Hill, the motion was made by **McComas**, seconded by **McDougal**, to adopt the Personnel Consent Items from the September 9, 2019, Regular Meeting, as presented:

A. **PERSONNEL CONSENT ITEMS**

1. Employments

(Recommendations are contingent upon each individual receiving his/her license from the Ohio Department of Education if he/she does not already have the said license.)

a)	Jennifer Layton	Non-Teaching Employee	(eff. 08/14/19)
b)	Tiffany McMillen	Non-Teaching Employee	(eff. 08/20/19)
c)	Shannon Fultz	Non-Teaching Employee	(eff. 08/20/19)
d)	Heather Lawrence	Non-Teaching Employee	(eff. 08/20/19)
e)	Erin Veverka	Non-Teaching Employee	(eff. 08/22/19)
f)	Melissa Martin	Non-Teaching Employee	(eff. 09/03/19)
g)	Matthew Strobel	Non-Teaching Employee	(eff. 09/09/19)
h)	Pepper Bates	Substitute Asst Principal	(eff. 08/27/19)
i)	Roger Taylor	Classified Substitute	
j)	Jennifer Layton	Classified Substitute	(eff. 08/30/19)
k)	Melissa Lance	Classified Substitute	

RECORD OF PROCEEDINGS

WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: September 9, 2019

I) Supplemental Contracts

Thomas Mountjoy	Carpentry Job Site Teacher Assistant	
Brianna Lowdermilk	Power of the Pen Advisor	
Alison McCauley	Reserve Volleyball Coach	(eff. 08/01/19)
Beth Lawrence	Reserve Volleyball Coach	
Amy Clark	WMS Science Dept. Head	
Kate Goodrich	WMS English/Lang. Arts Dept. Head	(50%)
Joseph Snyder	WMS English/Lang. Arts Dept. Head	(50%)
Caren Schrub	WMS Social Studies Dept. Head	
Jen Thomas	WMS Special Ed. Dept. Head	
Gretchen Pappas	WMS Rtl Chair	
Beth Beal	WMS Rtl Member	
Georgia Terovol	WMS Rtl Member	
Jen Manos	WMS Rtl Member	
Shannon DeDomenic	WMS Rtl Member	
Brianna Lowdermilk	WMS Rtl Member	
Laura Boyert	WMS Rtl Member	
James Ladrach	Fishing Club Advisor	
Amy Clark	8th Grade Class Advisor	
Gretchen Pappas	7th Grade Class Advisor	
Beth Beal	SADD Advisor	
Beth Beal	Peer Tutor Advisor	(50%)
Jen Manos	Peer Tutor Advisor	(50%)
Barbara Arnold	WMS Student Council Advisor	
Tim Yoder	Chess Club Advisor (FR)	
Jill Carpenter	STEM Club Advisor (FR)	
Joy Love	Chess Club Advisor (VV)	
Matthew Hastings	O.J. Work Auditorium Manager	
Donna Adams	Bear Cub Academy	(eff. 8/26/19)
Laura Nagy	Rtl Chair (VV)	
Katherine Wolf	Rtl Member (VV)	
Kelly Osterhouse	Rtl Member (VV)	
Phil Seenes	Crossing Guard Supervisor	(50%)
Jeff Marini	Crossing Guard Supervisor	(50%)
Katherine Wolf	Elementary Student Council Advisor	
Janee Oktela	Bus Ramp Duty	
Lisa Owens	STEM Club Advisor (VV)	
Sara Kopacko	Prevention Specialist	
Meagan Neumann	Prevention Specialist	
Samantha Harvey	Reserve Softball Coach	
Kip Shipley	WHS Science/STEM Club Advisor	
Allison Franzolino	Science/STEM Club Advisor (OV)	
Elizabeth Davis	WMS Chess Club Advisor	
Katherine Dannemiller	Asst. N.F.L. Debate Coach	

RECORD OF PROCEEDINGS

WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: September 9, 2019

Jason VanKirk	LPDC Chair
Rob Earle	LPDC Member
Teri Mackey	LPDC Member
Austin White	WMS Asst. Football Coach (Vol.) (eff. 08/01/19)
Cory Ott	Drama Club Advisor (Gr. K-6)

m) Volunteers

Tiffany Noriega (Band)	Kimberly Laurene
Jennifer Asente	Betty Law
Cheryl Bach	John Levinsky
Bethany Barker	Charlotte Lisle
Janet Bemiller	Jason Lorton
Katie Boarman	Tiffany Marano
Brittany Bruce	Abby Martin
Arlene Buie	Beth Marzano
Brooke Buxton	Kelly Matriano-Lim
Kristin Cole	Kimberly McArthur-Choleva
Arica Copeland	Teresa Megyes
Jessica Cunningham	Elizabeth Mendel
Ashley D'Andrea	Julie Mittleman
Bernadette Davis	Shauna Morrison
Christine Demrovsky	Alison Moser
Hilary Derr	Jenny Neforos
Rebecca Dishauzi	Joey Nichols
Ashley Dunwald	Sarah Oaks
Elizabeth Errington	Shawnte Orr
Lindsay Frame	Christine Ozarchuk
Kathi Frantz	Erica Price
Erika Gal	Juliann Putnam
Lisa Gale	Christina Ramey
Tracy Glass	Barbara Ritzman
Stephannie Gostkowski	Samantha Robinson
Becky Grywalski	Elizabeth Roesink
Dana Haigh	Crystal Rogers
Kelly Hall	Michael Russ
Jennifer Haller	Sara Russell
Joanne Holbert	Amber Seibert
Lisa Hudson	Meaghan Shellhorn
Meranda Jamison	Jillane Shipley
Jeremy Johnson	Ernie Shore
Kim Johnson	Tara Snyder
Dianthus King	Jami Swain
Kevin King	Emilia Thomas
Justina Kline	Daniel Titus
Leah Kline	Cathy Tomsho

RECORD OF PROCEEDINGS

WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: September 9, 2019

Christi Urbanek
Hope Villao
Keith Wagner
Lisa Wapenaar
Mark Wapenaar
Carol Warwick
Joshua Weinberger

Laura Williams
Michelle Workinger
Nicholas Workinger
Mindy Workman
Tammy Young
Donna Zimmerman
Eric Zimmerman

n) Oasis Tutor Volunteers

Ken Bagger
Nancy Bailey
Natalie Doell
Mary Galvin
Sue Hooghkirk
Gene Kovack
Linda Kozlowsky
Patricia Lengacher
Debbie Lorincz
Barbara Williams

Jacquie McMillen
Pat Milo
Jim Otanicar
Emily Parrish
Holly Poetter
Kristen Schaffer
Linda Schendel
Matt Seifert

o) Athletic Contest Workers

Michalla Gordon	(eff. 08/30/2019)
Matt Hulme	(eff. 08/30/2019)
Zach Humrichouser	(eff. 08/30/2019)
Matthew Milano	(eff. 08/30/2019)
Kris Palecek	(eff. 08/30/2019)
Ron Mendal	(eff. 08/17/2019)
Jim Ladrach	WMS

p) Dance Chaperones

Maria Daull
Laura Harig
Jason Knapp
Jodie McInnes

2. Resignations

a)	Lisa Schmidt	Health Aide	(eff. 10/01/19)
b)	Katherine Dannemiller	All Events Speech & Debate Coach	(suppl.)
c)	Pat Townsend	Non-Teaching Employee	(eff. 09/30/19)

RECORD OF PROCEEDINGS

WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: September 9, 2019

3. Recommendation to grant unpaid leave to Abbey Pecnik from the end of her allowable sick leave through May 28, 2020.
4. Recommendation to grant unpaid leave up to two (2) years to Terry Jones from the end of his allowable sick leave through September 14, 2021.

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

19-9-79 Upon the recommendation of Superintendent Hill, the motion was made by **Gordon**, seconded by **Batey**, to adopt the Action Consent Items from the September 9, 2019, Regular Meeting, as presented:

B. ACTION CONSENT ITEMS

1. Recommendation to accept a \$1,689.78 donation from the WMS PTO.
2. Recommendation to accept the following equipment donation from SME Prime valued at \$30,896.25:
 - a) CNC (Computer Numerical Controlled) 3 AXIS X, Y, Z Vertical Metal Milling Machine
 - b) 10-Pocket Automatic Tool Changer
 - c) 2 additional Controller Simulators
3. Recommendation to approve the Agreement for Admissions for Nonhandicapped Tuition Pupils pursuant to ORC Sections 3327.04, 3327.06 and 3317.08 with the Wooster City School District. (ATTACHED)
4. Recommendation to approve the Agreement between Coleman Data Solutions and the Wadsworth City School District Board of Education. (ATTACHED)
5. Recommendation to approve the quote from Biometric Information Management (BIM) (eff. 08/30/2019). (ATTACHED)

RECORD OF PROCEEDINGS

WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: September 9, 2019

6. Recommendation to approve the Educational Service Center of Northeast Ohio Contract for Handicapped Pupils Court or Parental Institute Placement in a District other than the Parent(s) District of Residence Agreement for Admission of Tuition Pupils Pursuant to ORC Sections 3327.04, 3327.06, 3323.14, and 3317.08. (ATTACHED)
7. Recommendation to approve the Costume Rental Contracts Terms & Conditions between Akron Design & Costume and the Wadsworth City School District Board of Education for the following productions:
 - a) Lion, Witch, Wardrobe (October 15-28, 2019)
 - b) G2K Cinderella (October 1-November 11, 2019)
 - c) Bright Star (November 14-25, 2019)
8. Recommendation to approve the HPS School Food Purchasing Program (Ohio) Agreement for the period of July 1, 2019 through June 30, 2022. (ATTACHED)
9. Recommendation to approve the Production Score Music License Agreement between Right on Cue Services and the Wadsworth City School District Board of Education, effective July 25, 2019. (ATTACHED)
10. Recommendation to approve the MTI Production Contract between Music Theatre International (MTI) and the Wadsworth City School District Board of Education. (ATTACHED)
11. Recommendation to approve the Apex Learning Change Order (eff. 08/21/ 2019). (ATTACHED)
12. Recommendation to approve the Letter of Engagement for Professional Design Services between Thorson Baker and Associates Consulting Engineers and the Wadsworth City School District Board of Education, effective August 20, 2019. (ATTACHED)
13. Recommendation to approve the Custom Master Subscription Agreement between NWEA and the Wadsworth City School District Board of Education. (ATTACHED)

RECORD OF PROCEEDINGS

WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: September 9, 2019

14. Recommendation to approve the Professional Engineering Proposal for Art Wright Stadium Parking Lot Addition between Lewis Land Professionals Inc. and the Wadsworth City School District Board of Education. (ATTACHED)
15. Recommendation to approve the following Customer Agreements (2) between Efficiency Smart and the Wadsworth City School District Board of Education: (ATTACHED)
 - a) Project No. 5201-D132
 - b) Project No. 5201-D141
16. Recommendation to approve the revised job description for Strength and Conditioning Coach.
17. Recommendation to bypass a first reading and approve revised Wadsworth City School District Board of Education Policy 8550, Competitive Food Sales.
18. Recommendation to re-adopt Wadsworth City School District Board of Education Policy 2261.01, Parent and Family Member Participation in Title 1 Programs.
19. Recommendation to approve the Educational Service Center of Medina County Service Agreement Amendment for the 2019-2020 school year. (ATTACHED)
20. Recommendation to approve a first reading of the following revised Wadsworth City School District Board of Education policies:
 - a) 1521 Pre-Employment Drug Testing
 - b) 3120.02 Pre-Employment Drug Testing
 - c) 4120.02 Pre-Employment Drug Testing
 - d) 6423 Use of Credit Cards
21. Recommendation to approve a second reading of the following revised board of education policies:
 - a) 5113.01 School Choice Options (rev.)
 - b) 5130 Withdrawal from School (rev.)
 - c) 5215 Missing and Absent Children (rev.)
 - d) 5330 Use of Medications (rev.)

RECORD OF PROCEEDINGS

WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: September 9, 2019

e)	5340	Student Accidents (rev.)
f)	5410	Promotion, Academic Acceleration, Placement, and Retention (rev.)
g)	5430	Class Rank (rev.)
h)	5460	Graduation Requirements (rev.)
i)	5511	Dress and Grooming (rev.)
j)	5513	Care of School Property (rev.)
k)	5515	Use of Motor Vehicles (rev.)
l)	5517.01	Bullying and Other Forms of Aggressive Behavior (rev.)
m)	5520	Disorder and Demonstration (rev.)
n)	5530	Drug Prevention (rev.)
o)	5772	Weapons (rev.)
p)	5830	Student Fund-Raising (rev.)
q)	5850	School Social Events (rev.)
r)	5860	Safety Patrol (rev.)
s)	5880	Public Performances by Students (rev.)
t)	6320	Purchasing and Bidding (rev.)
u)	6510	Payroll Authorization (rev.)
v)	6550	Travel Payment & Reimbursement (rev.)
w)	6605	Crowdfunding (rev.)
x)	6610	Student Activity Fund (rev.)
y)	7230	Gifts, Grants, and Bequests (rev.)
z)	7420	Hygienic Management (rev.)
aa)	7440.01	Video Surveillance and Electronic Monitoring (rev.)
bb)	7450	Property Inventory (rev.)
cc)	7530	Lending of Board-Owned Equipment (rev.)
dd)	7540	Technology (rev.)
ee)	7540.03	Student Technology and Acceptable Use and Safety (rev.)
ff)	7540.04	Staff Technology and Acceptable Use and Safety (rev.)
gg)	7540.05	District-Issued Staff Email Account (rev.)
hh)	7540.06	District-Issued Student Email Account (rev.)
ii)	8210	School Calendar (rev.)
jj)	8220	School Day (rev.)
kk)	8315	Information Management (rev.)
ll)	8325	Receipt of Legal Documents (rev.)
mm)	8330	Student Records (rev.)
nn)	8351	Security Breach of Confidential Databases (rev.)
oo)	8390	Animals on District Property (rev.)
pp)	8405	Environmental Health and Safety Issues (rev.)
qq)	8410	Crisis Intervention (rev.)

RECORD OF PROCEEDINGS

WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: September 9, 2019

rr)	8431	Preparedness for Toxic Hazard and Asbestos Hazard (rev.)
ss)	8442	Reporting Accidents (rev.)
tt)	8450	Control of Casual-Contact Communicable Diseases (rev.)
uu)	8451	Pediculosis (Head Lice) (rev.)
vv)	8453	Direct Contact Communicable Diseases (rev.)
ww)	8453.01	Control of Blood-Borne Pathogens (rev.)
xx)	8462	Student Abuse and Neglect (rev.)
yy)	8470	Sex Offender Notification (rev.)
zz)	8500	Food Services (rev.)
aaa)	8600	Transportation (rev.)
bbb)	8615	Diesel Engine Idling (rev.)
ccc)	8650	Transportation by a Vehicle Other Than a School Bus (rev.)
ddd)	8651	Non-Routine Use of School Buses (rev.)
eee)	8710	Insurance (rev.)
fff)	8800	Religious/Patriotic Ceremonies and Observances (rev.)
ggg)	9130	Public Complaints (rev.)
hhh)	9150	School Visitors (rev.)
iii)	9160	Public Attendance at School Events (rev.)
jjj)	9211	District Support Organizations (rev.)
kkk)	9270	Equivalent Education Outside the School & Participation in Extracurricular for Students Not Enrolled in the District (rev.)
lll)	9700	Relations with Special Interest Groups (rev.)
mmm)	9700.01	Advertising and Commercial Activities (rev.)

22. Recommendation to declare the following students impractical to transport, enabling their parents/guardians to apply for state transportation reimbursement for the 2019-2020 school year:

- a) Christina Davies, to Archbishop-Hoban, Akron
Parent: Dianna Davies
- b) Zakariah Tuma, to St. Vincent-St. Mary, Akron
Parent: Thomas Tuma

23. Recommendation to approve t-shirts donation from Overlook PTO (valued at \$2,023.50).

RECORD OF PROCEEDINGS

WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: September 9, 2019

24. Recommendation to authorize the Ohio Schools Council to advertise and receive bids on behalf of the Wadsworth City School District Board of Education for the purchase of two 72-passenger conventional (gas) school bus chassis and bodies.
25. Recommendation to approve the following Memorandum of Understandings between the Wadsworth Education Association and the Wadsworth City School District Board of Education:
 - a) Carpentry Instructor Hours Outside of the Contracted Work Year
 - b) Biometric Screening Incentive
26. Recommendation to approve the Contract between Elite Entertainment and the Wadsworth City School District Board of Education (eff. 07/30/2019). (ATTACHED)
27. Recommendation to approve the Koorsen Fire & Security Terms, Renewal, Expiration, Initial Deficiencies, Returned Merchandise & Conditions for IPGSM4G Communicators. (ATTACHED)
28. Recommendation to approve the Appearance Contract between Greg Forbes Siegman ("GS") and the Wadsworth City School District Board of Education. (ATTACHED)

VOTE: McComas, McDougal, Batey, Gordon, Kramer
Nay – None

Motion Carried,

ITEMS OF THE TREASURER

19-9-80 Upon the recommendation of Treasurer Pro Tem Batey, the motion was made by **Batey**, seconded by **McComas**, to adopt the Action Consent Items of the Treasurer from the September 9, 2019, Regular Meeting, as presented:

A. ACTION CONSENT ITEMS

1. Recommendation to accept the August financial reports as presented and subject to audit.

VOTE: McDougal, Batey, Gordon, Kramer, McComas
Nay – None

Motion Carried,

RECORD OF PROCEEDINGS

WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: September 9, 2019

LEGISLATIVE UPDATE

KRAMER reported:

- Legislators returned from summer break today.
- Two hot topics are: HB 305 (School Funding) and Distress Committee where the State would take over control of local school boards.

FLOOR ITEMS

BOARD MEMBER ITEMS

- | | |
|-----------------|--|
| LOGAN | Upcoming events: October 5 is Homecoming and October 3 is WHS Hall of Fame Induction. Student Council is promoting the dangers of tobacco use and vaping. |
| BATEY | Encouraged families to join their PTO at each school. Wished the WHS Band good luck at the upcoming band shows. |
| GORDON | Welcomed back all staff and students. Pointed out a safety concern at Art Wright Stadium and students using handrails in the stands as a slide and asked parents to watch their children. |
| McDOUGAL | Welcomed Logan and stressed the importance of a student liaison. Congratulated Lincoln staff on their Hall of Fame Award. Congratulated all buildings for a smooth opening to the 19-20 school year. |
| McCOMAS | Welcomed back everyone. Excited for the fall season. Congratulated Lincoln staff. |
| KRAMER | Congratulated Lincoln for the Hall of Fame designation. Congratulated Football team on a great start. Mentioned the Band looked great in their new uniforms. Congratulated all fall teams. |

RECORD OF PROCEEDINGS

WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: September 9, 2019

EXECUTIVE SESSION

WHEREAS, a public board of education may hold an executive session only after a majority of a 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. Regularized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoid 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 and B as listed above.

RECORD OF PROCEEDINGS

WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting

Date: September 9, 2019

EXECUTIVE SESSION

19-9-81 The motion was made by **Batey**, seconded by **Gordon**, to enter Executive Session at **8:16** p.m.

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

EXECUTIVE SESSION recessed at **9:38** p.m.

ADJOURNMENT

19-9-82 The motion was made by **Batey**, seconded by **McComas**, to adjourn at **9:38** p.m.

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

(Signed) _____
Linda Kramer, President

(Attested) _____
Douglas D. Beeman, Treasurer

Book Policy Manual

Section Ready for Production

Title Copy of PRE-EMPLOYMENT DRUG TESTING

Code po1521

Status

Adopted July 10, 2017

1521 - PRE-EMPLOYMENT DRUG TESTING

The Wadsworth City School District Board of Education ("Board") believes that the safety of students is of utmost importance. The Board clearly, unmistakably, and consciously agrees that all Wadsworth City School District ("District") positions are safety sensitive or security positions because any lapse in attention or judgment on the part of employees could result in an immediate threat to a child's safety and, as result, there is a special need to conduct suspicionless drug testing that outweighs individual privacy interests. To fulfill such a responsibility, the Board requires pre-employment drug testing for all employment positions. This policy does not supersede but, rather, is in addition to any applicable Board policies and guidelines regarding the testing of employees with a Commercial Driver's Licenses.

For purposes of this policy, the following definitions shall apply.

- A. The term illegal drug means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.
- B. The term controlled substance includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive or security functions.

The Board directs the Superintendent to establish a pre-employment drug testing program whereby any candidate for an employment position in the District is subject to drug testing after s/he has been offered a job, but before his/her employment has commenced with the Board. The program developed by the Superintendent will adhere to any applicable Americans with Disabilities Act of 1990 regulations as well as any State or Federal laws that govern the handling of medical information. The Superintendent will ensure that the Board obtains the necessary waivers to operate the pre-employment drug testing program.

Examples of illegal drugs and/or controlled substances the program will test for include, but are not limited to, the following:

Amphetamines	Anabolic Steroids	Cocaine Metabolites
Barbiturates	Benzodiazepines	Methadone
LSD	Marijuana Metabolites	Opiates (painkillers, heroin)
MDMA (Ecstasy)	Nicotine	K2 / Spice
Phencyclidine	Propoxyphene	Synthetic Cannabinoids
Other synthetic drugs (Bath Salts)		

If the initial drug screening shows a confirmed positive result for which there is no current physician's prescription, a second confirming drug test will be required. If the second test shows a confirmed positive result, any job offer will be revoked by the Board. If the initial drug screening is determined to be diluted, a second confirming drug test will be required. If the second test is determined to be diluted, any job offer may be revoked by the Board.

Any employment candidate refusing to complete any part of the suspicionless pre-employment drug testing as adopted by the Board or who refuses to provide the necessary waivers required to operate the pre-employment drug testing program, shall not be considered a valid candidate for employment with the Board, and such refusal shall be considered as a withdrawal of the individual's application for employment.

A tested individual, upon written request, will have access to any records relating to his/her use of drugs, including any records pertaining to his/her drug tests. A tested individual must provide written authorization before his/her test result can be provided to any other person except a government agency specified in the applicable Federal regulations.

All tests shall be conducted in accordance with Federal testing guidelines and be performed by a laboratory that is federally certified.

The drug testing program shall be under the direction of the Superintendent or designee.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the pre-employment drug testing services.

Book Policy Manual

Section Ready for Production

Title Copy of PRE-EMPLOYMENT DRUG TESTING

Code po3120.02

Status

Adopted July 10, 2017

3120.02 - PRE-EMPLOYMENT DRUG TESTING

The Wadsworth City School District Board of Education ("Board") believes that the safety of students is of utmost importance. The Board clearly, unmistakably, and consciously agrees that all Wadsworth City School District ("District") positions are safety sensitive or security positions because any lapse in attention or judgment on the part of employees could result in an immediate threat to a child's safety and, as result, there is a special need to conduct suspicionless drug testing that outweighs individual privacy interests. To fulfill such a responsibility, the Board requires pre-employment drug testing for all employment positions. This policy does not supersede but, rather, is in addition to any applicable Board policies and guidelines regarding the testing of employees with a Commercial Driver's License.

For purposes of this policy, the following definitions shall apply.

- A. The term illegal drug means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.
- B. The term controlled substance includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive or security functions.

The Board directs the Superintendent to establish a pre-employment drug testing program whereby any candidate for an employment position in the District is subject to drug testing after s/he has been offered a job, but before his/her employment has commenced, with the Board. The program developed by the Superintendent will adhere to any applicable Americans with Disabilities Act of 1990 regulations as well as any State or Federal laws that govern the handling of medical information. The Superintendent will ensure that the Board obtains the necessary waivers to operate the pre-employment drug testing program.

Examples of illegal drugs and/or controlled substances the program will test for include, but are not limited to, the following:

Amphetamines	Anabolic Steroids	
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Nicotine	Opiates (painkillers, heroin)
Phencyclidine	Propoxyphene	K2 / Spice
Other synthetic drugs (Bath Salts)		Synthetic Cannabinoids

If the initial drug screening shows a confirmed positive result for which there is no current physician's prescription, a second confirming drug test will be required. If the second test shows a confirmed positive result, any job offer will be revoked by the Board. If the initial drug screening is determined to be diluted, a second confirming drug test will be required. If the second test is determined to be diluted, any job offer may be revoked by the Board.

Any employment candidate refusing to complete any part of the suspicionless pre-employment drug testing as adopted by the Board or who refuses to provide the necessary waivers required to operate the pre-employment drug testing program, shall not be considered a valid candidate for employment with the Board, and such refusal shall be considered as a withdrawal of the individual's application for employment.

A tested individual, upon written request, will have access to any records relating to his/her use of drugs, including any records pertaining to his/her drug tests. A tested individual must provide written authorization before his/her test result can be provided to any other person except a government agency specified in the applicable Federal regulations.

All tests shall be conducted in accordance with Federal testing guidelines and be performed by a laboratory that is Federally certified.

The drug testing program shall be under the direction of the Superintendent or designee.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the pre-employment drug testing services.

Book	Policy Manual
Section	Ready for Production
Title	Copy of PRE-EMPLOYMENT DRUG TESTING
Code	po4120.02
Status	
Adopted	July 10, 2017

4120.02 - PRE-EMPLOYMENT DRUG TESTING

The Wadsworth City School District Board of Education ("Board") believes that the safety of students is of utmost importance. The Board clearly, unmistakably, and consciously agrees that all Wadsworth City School District ("District") positions are safety sensitive or security positions because any lapse in attention or judgment on the part of employees could result in an immediate threat to a child's safety and, as result, there is a special need to conduct suspicionless drug testing that outweighs individual privacy interests. To fulfill such a responsibility, the Board requires pre-employment drug testing for all employment positions. This policy does not supersede but, rather, is in addition to any applicable Board policies and guidelines regarding the testing of employees with a Commercial Driver's License.

For purposes of this policy, the following definitions shall apply.

- A. The term illegal drug means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.
- B. The term controlled substance includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive or security functions.

The Board directs the Superintendent to establish a pre-employment drug testing program whereby any candidate for an employment position in the District is subject to drug testing after s/he has been offered a job, but before his/her employment has commenced, with the Board. The program developed by the Superintendent will adhere to any applicable Americans with Disabilities Act of 1990 regulations as well as any State or Federal laws that govern the handling of medical information. The Superintendent will ensure that the Board obtains the necessary waivers to operate the pre-employment drug testing program.

Examples of illegal drugs and/or controlled substances the program will test for include, but are not limited to, the following:

Amphetamines	Anabolic Steroids	
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Nicotine	Opiates (painkillers, heroin)
Phencyclidine	Propoxyphene	K2 / Spice
Other synthetic drugs (Bath Salts)		Synthetic Cannabinoids

If the initial drug screening shows a confirmed positive result for which there is no current physician's prescription, a second confirming drug test will be required. If the second test shows a confirmed positive result, any job offer will be revoked by the Board. If the initial drug screening is determined to be diluted, a second confirming drug test will be required. If the second test is determined to be diluted, any job offer may be revoked by the Board.

Any employment candidate refusing to complete any part of the suspicionless pre-employment drug testing as adopted by the Board or who refuses to provide the necessary waivers required to operate the pre-employment drug testing program, shall not be considered a valid candidate for employment with the Board, and such refusal shall be considered as a withdrawal of the individual's application for employment.

A tested individual, upon written request, will have access to any records relating to his/her use of drugs, including any records pertaining to his/her drug tests. A tested individual must provide written authorization before his/her test result can be provided to any other person except a government agency specified in the applicable Federal regulations.

All tests shall be conducted in accordance with Federal testing guidelines and be performed by a laboratory that is Federally certified.

The drug testing program shall be under the direction of the Superintendent or designee.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the pre-employment drug testing services.

Book	Policy Manual
Section	Ready for Production
Title	Copy of USE OF CREDIT CARDS
Code	po6423
Status	
Adopted	November 19, 2007
Last Revised	November 19, 2018

6423 - **USE OF CREDIT CARDS**

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of District credit cards. The name of the District shall appear on each District credit card and check related to a credit card account held by the District. A "credit card account" shall include any bank-issued credit card account, store-issued credit card account, financial institution-issued credit card account, financial depository-issued credit card account, affinity credit card account, or any other card account allowing the holder to purchase goods or services on credit or otherwise transact with the account, and any debit or gift card account related to the receipt of grant monies. The term expressly excludes any procurement card account, gasoline or telephone credit card account, or any other card account where merchant category codes are in place as a system of control for use of the account.

The authorization, handling and use of credit cards has been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit card. However, under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal. Use of credit cards in an unauthorized or illegal manner may result in revocation of credit card privileges, disciplinary action and/or, where appropriate, may require the user to pay any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase. Additionally, any officer or employee of the District who knowingly misuses a credit card account is guilty of the criminal offense of misuse of credit cards. Violations will be reported to the appropriate law enforcement authorities and any applicable licensure board(s).

Subject to the discretion of the Board and the approval of the Treasurer, credit cards may be used for eligible goods and services including:

- A. transportation reservations and expenses;
- B. conference registrations;
- C. hotel reservation guarantees and expenses;
- D. reasonable meal expenses (both in-town and out-of-town), but excluding alcoholic beverages;
- E. purchases from vendors who do not accept purchase orders or vouchers, with prior approval from the Treasurer;
- F. safety and security reasons in connection with a student field trip, competition, and/or other activity or event, if monies are budgeted and deposited with the Treasurer in advance.

Officers and employees are liable in person and upon official bond for any unauthorized use of credit cards and any officer or employee who suspects the loss, theft, or possibility of unauthorized use of a credit card must notify the Treasurer immediately, who shall notify the Board.

The Board prohibits the use of debit card accounts except for the receipt of grant monies. Any officer or employee of the District who uses a debit card account for any other purpose is guilty of the criminal offense of misuse of credit cards.

Use of the District credit card for any cash withdrawal transaction is strictly prohibited.

The Treasurer's Office shall retain general possession and control of the credit card account or presentation instruments related to an account, such as credit cards and checks. Accordingly, the Board shall appoint the Superintendent to serve as the credit card compliance officer. The compliance officer shall review officers' and employees' use of credit card accounts under the policy at least once every six (6) months. The review shall identify the number of cards issued, the number of active cards issued, the cards' expiration dates, and the cards' credit limits. The compliance officer may not authorize an employee to use a credit card account.

The Treasurer/CFO/Designee shall review the credit card account transaction detail monthly and shall sign a written attestation confirming the review.

Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution. Violations will also be reported to the applicable licensure board(s).

The Board authorizes the following employees to use District credit cards:

- A. Superintendent
- B. Treasurer
- C. Administrators
- D. Teachers
- E. Support Staff
- F. Advisors

Each request for use of a District credit card shall contain:

- A. date signed out,
- B. date returned,
- C. vendor,
- D. purchase order number.

Upon receipt of a District credit card, employees shall:

- A. inform merchants that the purchase is for "official School District business" and is not subject to State or local sales tax;

However, if the merchant fails to waive the tax, the employee shall pay it. For large purchases where the merchant refuses to waive the tax, the employee shall present a tax exemption form.
- B. maintain credit cards in a secure fashion and prevent unauthorized charges to the account;
- C. use reasonable care when making purchases online, refrain from providing the credit card number to unknown online merchants, and do not auto-save credit card number for any online account;
- D. maintain sufficient documentation of all purchases, including, but not limited to, charge receipts, original cash register slip or other detailed receipt, and invoices;
- E. provide documentation of all purchases to the Treasurer's Office in a timely manner to ensure prompt payment;
- F. immediately notify his/her immediate supervisor and the Treasurer if the card is lost or stolen, or if s/he becomes aware of a data breach which may involve the card;
- G. refrain from splitting the costs of an invoice or purchase in order to circumvent the credit card process and established, pre-approved single purchase limits, monthly spending limits, and/or funds availability.

The officer or employee is liable in person and upon any official bond to reimburse the District the amount for which the officer or employee does not provide itemized receipts in accordance with the credit card policy described herein.

After use, District credit cards are to be returned to the Treasurer's Office along with appropriate receipt copies of all charges within three (3) business days upon completion of any approved use.

Employees shall include a copy of the cash register slip or other detailed receipt. Employees using a district credit card are responsible for providing a copy of the receipt or invoice detailing the purchase.

Employees shall specify on the receipt the following information:

A. Purchase Order Number

B. Signature

C. Date

Failure to return District credit cards and/or receipts within the above-referenced time period may result in the suspension of credit card privileges and/or charges being deemed unrelated or unsubstantiated.

Employees shall be responsible for any and all unrelated or unsubstantiated purchases and shall be required to make full reimbursement to the District within thirty (30) business days.

If an employee reimburses the District for an unsupported purchase, it shall be documented in the monthly credit card reconciliation.

The Treasurer's Office will keep a record/activity log of all credit card uses and review and approve all purchases to verify that the expenses are incurred in connection with Board-approved or school-related activities, are for the benefit of the District, and serve a valid and proper public purpose prior to disbursing public funds for payment of such expenses.

Any and all reviews and approvals must be evidenced by the employee's initials and/or signature.

In addition to evidencing review and approval of the purchase, the Treasurer's Office should immediately send all questionable items to the employee purchasing the item for explanation. These explanations shall be approved by the employee's immediate supervisor and the employee prior to the payment of such expenses. If an employee reimburses the District for a questionable purchase, it shall be documented in the monthly credit card reconciliation.

Upon review and approval, all appropriate documentation shall be forwarded to the Treasurer's Office.

Upon receipt of the appropriate documentation, credit card expenditures will be paid through the Treasurer's office.

The Treasurer's Office will monitor the credit card account(s) and reconcile all credit accounts on a monthly basis.

The maximum limit for each credit card shall be as follows:

<u>Card:</u>	<u>Maximum Limit:</u>
Medina County Federal Credit Union	\$6,000.00
PNC	\$20,000.00
Chase	\$34,000.00
Huntington	\$5,000.00
Walmart	\$4,000.00
Home Depot	\$7,800.00
Lowe's	\$17,600.00
Synchrony Bank	\$7,000.00

The Treasurer/CFO shall file a report with the Board annually, detailing all rewards received based on the use of District's credit card account.

Revised 4/10/17

© Neola 2018

Legal

R.C. 2921.01, 2913.21, 3313.311

**CONTRACT FOR CHILDREN WITH DISABILITIES
OPEN ENROLLMENT**

**AGREEMENT FOR EXCESS COST FOR CHILDREN WITH DISABILITIES
PURSUANT TO SECTIONS 3313.981 O.R.C., 3323.14 O.R.C., and RULE 3301-48-02(F)**

District of Attendance

The Cloverleaf Local Board of Education hereby enters into a contract (pursuant to Section 3313.981 O.R.C., 3323.14 O.R.C., and Rule 3301-48-02(F)) for the student(s) listed below with the Wadsworth City School Board of Education (District of Residence) for educational purposes for the school year of 2019-2020.

The Wadsworth City School Board of Education (District of Residence) hereby agrees to pay to the Cloverleaf Local School Board of Education (District of Attendance) for each of the listed pupil(s), an amount equal to the excess cost, if any, pursuant to Section 3323.14 of the Ohio Revised Code.

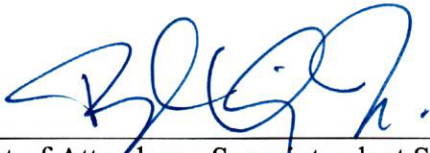
The Cloverleaf Local Board of Education (District of Attendance) acknowledges that pupil(s) listed below will be reported in EMIS pointing back to the school district of residence and counted in the ADM of the District of Residence, pursuant to 3317.03 O.R.C. The Ohio Department of Education will make an adjustment deducting the per pupil formula aid amount times the FTE of pupils from the resident districts SF-3 and credit the attending district. The excess cost amount shall be calculated in accordance with the data submitted to the Ohio Department of Education on Form SF-6. We hereby accept the pupil(s) listed below to our schools on terms described above.

Name of Student

Address of Student

[Redacted]

[Redacted]



District of Attendance Superintendent Signature

9/5/19
Date



District of Attendance Treasurer Signature

09/26/2019
Date

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 2019 – 2020.

District of Residence Superintendent Signature

Date

District of Residence Treasurer Signature

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 Exempted Village Schools 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 Schools Board of Education (District of Residence) for educational purposes for the school year of 2019 - 2020.

The Wadsworth City Schools Board of Education (District of Residence) hereby agrees to pay to the Rittman Exempted Village Schools 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 Exempted Village Schools 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 Exempted Village Schools 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. [REDACTED] [REDACTED]
3. _____

Jean J. Ritchie
District of Attendance Superintendent Signature

9/11/2019
Date

Mark Johnson
District of Attendance Treasurer Signature

9/11/2019
Date

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 2019 - 2020.

District of Residence Superintendent Signature

Date

DGID/Re

District of Residence Treasurer Signature

9/17/19
Date



1154 Hinkle Drive, Suite K
Wadsworth, Ohio 44281



September 9, 2019

Proposal submitted to:

**Wadsworth City Schools
CIS Intermediate
C/O Scott Larch**

Supply labor and material to Demo front entrance of CIS school building and rebuild as per attached drawing and the following specs:

Description	Total
Caution tape are at front of school for safety. (Note: Fencing will be additional expense)	
Remove all glazed cornice block and brick and mortar infill from top of post caps to existing rubber roof	
Repoint and pack out mortar where needed to maintain decorative white caps on columns	
Supply micro lam beams and structural building materials to build 42" high parapet wall up to and over existing membrane roof and prep for new membrane roof as shown.	
Build new parapet wall with moldings and roof cap as per attached drawing.	
Remove existing membrane roof and install new membrane roof over existing flat roof and up back side of parapet as shown	
Supply and install aluminum coping at top of parapet wall to seal off new membrane	
Supply and install misc. moldings at sides and front of 42" parapet with Azek polymer materials	
Finish off bottom of soffit above doors with Eifs texture	
Dispose of all construction debris	
Total labor and material	\$26,865.00

Note: to install fencing around work area will be time and material at an extra expense.

Phone: 330.336.1060

Fax: 330.266.7940



Need to pull dump truck up to side of building for construction debris removal

Note: Once we complete demo work, any wood rotting or structural issues must be addressed as a time and material extra expense. Although, we saw nothing through the existing demo holes that would lead us to think there would be an issue. Including, we walked the existing roof and it seemed very solid.

Terms: Payable upon completion of job.

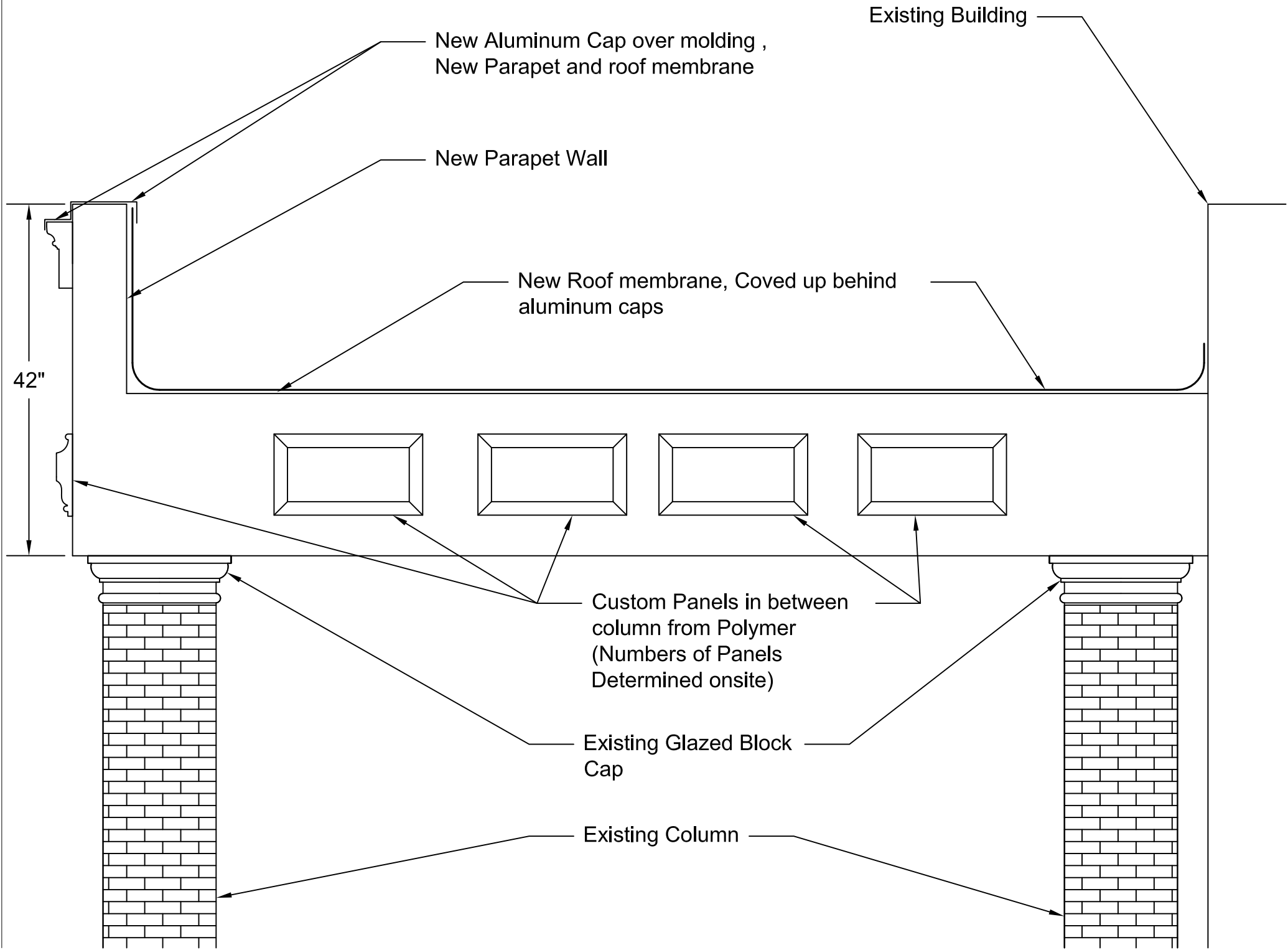
Accepted by:

(Owner)

(Patrick J. McNeill)

Phone: 330.336.1060

Fax: 330.266.7940



MEMORANDUM OF UNDERSTANDING

Between **Overlook Elementary School** and **Western Reserve Grief Services**.

WRGS will provide the services described below to **Overlook Elementary School** for the 2019-20 school year.

- Approximately five hours of consultation/education to the school staff
- One bereavement group for students (S.T.A.R.S. – 6-8 weeks)

CMS will provide the following for the 2019-20 school year:

- A staff member to function as co-leader for the bereavement group
- An adequate group meeting space
- Communicate the nature and details of the group with students and parents
- Obtain signed Student Support Group Intake/Consent Form for each student prior to the first meeting of the Bereavement Group.

Fee: Our fee of \$400 for these services will be waived through the school year ending June 2020. In exchange for waiving the fee, knowledgeable staff at **Overlook Elementary School** will provide feedback regarding our services for the purposes of program enhancement and development. Additional services can be negotiated.

Lindsey Neag, MSSA, LSW, LSSW Date
School Liaison Western Reserve Grief Services

 9.18.2019

Megan Neumann, M.A. Ed., LPSC Date
School Counselor and Prevention Specialist

Diane Snyder Cowan, MA, MT-BC, Date
Director, Western Reserve Grief Services

Erin Simpson Date
Principal

Consulting Agreement

THIS CONSULTING AGREEMENT ("Agreement") is made and entered into on this 26th day of August, 2019 by and between

Merlyna Valentine Consulting, LLC and Wadsworth City Schools

who hereby agree to the following terms and conditions:

1. **Capacity.** Client hereby engages Merlyna Valentine, and Merlyna Valentine agrees to be retained, as a consultant.
2. **Term.** Merlyna Valentine and Client agree that this Agreement shall begin on August 26, 2019 and end on January 17, 2020.
3. **Duties.** Merlyna Valentine shall be responsible for the completion of the following activities:
 - Delivery of a keynote on January 17, 2020. Delivery of two repeated breakout sessions on January 17, 2020.
4. **Compensation.** Consultant shall be entitled to the following compensation:
 - I. The total cost to deliver the presentations will be \$3,500.00.
 - II. Payment shall be made on the **final day** after the delivery of services.
 - III. Merlyna Valentine shall be solely responsible for all of taxes.
5. **Expenses.** Airfare and 2 nights in hotel shall be covered by Client.
6. **Termination of Agreement.** Either Merlyna Valentine or Client may terminate this Agreement with or without reason, by providing seven (7) days written notice to the other. In the event that the Client terminates this Agreement, Client shall pay to Merlyna Valentine the compensation identified in section four (4) of this Agreement ("Termination Payment") based on the fractional amount of days worked prior to termination.
7. **Severance and Savings.** If any paragraph contained in this Agreement is hereinafter construed to be invalid or unenforceable, the same shall not affect the remainder for this Agreement, which shall be given full force and effect without regard to the invalid portion. Additionally, if any covenant is adjudicated to be invalid, illegal, or unenforceable, such deletion or reformation to apply only with respect to the operation of this section within the particular jurisdiction in which adjudication is made and saving.

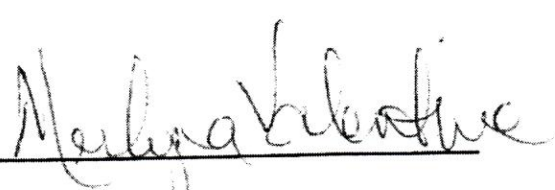
8. **Capacity.** The parties declare that this Agreement is made and executed by them of their own free will and that they know and understand all of the facts and rights in connection herewith, either upon the same having been explained by their respective counsel or having the opportunity to discuss it with their counsel, and that they have not been influenced or induced to enter this Agreement. Each party has executed the Agreement voluntarily, with full knowledge of its significance.
9. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding between the parties hereto. This Agreement may be modified, varied, or amended only by a written instrument signed by both parties.
10. **Interpretation.** This document constitutes the entire agreement between parties. It may not be changed orally, but only by subsequent amendment in writing signed by the parties. It shall be interpreted in accordance with the laws of the State of Ohio, without regard to its choice of law provisions, and shall be binding upon the parties hereto, their successors and assigns, provided this Agreement shall not be assignable by Client.

By: _____

Print Name:

Wadsworth City Schools

Date: _____

By: _____

Print Name: Merlyna Valentine.
Consultant

Date: 9/25/19



PROFESSIONAL SERVICES QUOTE

Ms. Valentine will present a keynote message and two repeated breakout sessions on **January 17, 2020 for Wadsworth City Schools** with a focus determined by the organization.

The fee for this service is **\$3500.00 plus airfare and 2 nights in hotel.**

Audiovisual needs: LCD projector, screen, sound cable, Lavalier microphone

Consultant's Mailing Address: Merlyna Valentine



Consultant's Phone Number:



Consultant's signature Merlyna M. Valentine



**John Carroll University
School Psychology Program**

School Psychology Practicum Training Agreement*

The *Wadsworth City* School District and the *JCU School Psychology Program* mutually agree to:

Graduate Level Training Partnership

- Collaborate on the selection of the supervising school psychology practitioner who will serve as the practicum student's supervisor for the duration of the school year (September – June). This individual should have a minimum of two years' experience, strong mentoring skills, ability to provide constructive feedback and demonstrate best practices, desire and readiness to serve in this capacity, and be knowledgeable about and successfully practicing within a structured, team-based context.
- Work in cooperation to structure and guide the student's acquisition of knowledge, skills, and professional characteristics in preparation for the third year internship training and subsequent professional roles and responsibilities as a school psychologist.
- Work in cooperation to identify another appropriate supervised experience within the district, if possible, in the event the experiences and/or level of supervision needed for the student to complete assignments are not forthcoming or in the best interests of the student's professional development.

Roles and Responsibilities

The District School Psychologist Practicum Supervisor will:

- Provide the practicum student with the experiences needed to complete required assignments specified herein (see Overview section below) in a timely manner to allow ample time for the work to be completed. These experiences and other appropriate training experiences arranged by the field supervising school psychologist should be structured to guide and direct the professional development of the JCU School Psychology practicum student.
- Notify the university supervisor immediately if any concerns arise and/or if it appears the experiences needed to complete the required assignments will not be feasible.
- Engage in an ongoing planned and structured supervisory relationship with the student that includes frequent documented feedback and close monitoring of the skills, knowledge, and professional characteristics specified on the evaluation form.
- Directly supervise the student in all professional activities (e.g., test administrations, scoring, co-development of interventions, discussions with teachers, learning new instruments, observations). Please remember that the practicum student *is not licensed*, unlike an intern, so does need to be supervised at all times when working with students.
- Carefully review the student's work and verbally process experiences with the student on a frequent basis.

Roles and Responsibilities (cont.)

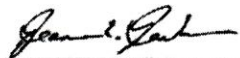
- Model ethical behavior and best practices.
- Communicate plans, expectations, and daily schedules in advance of the practicum day so the student can plan accordingly and understand his/her responsibilities upon arrival each day.
- Closely monitor the student's assignments (i.e., completion of required work, due dates) using written information provided by the university.
- ***Record and report any tardiness and missed practicum days to the university supervisor as soon as possible.***

The JCU School Psychology Program will:

- Require the student(s) to obtain background checks and have the results sent to: The Department of Education and School Psychology, c/o Mrs. Debbie Petraska, Dept. of Education and School Psychology, John Carroll University, University Heights, OH.
- Require the student(s) to obtain liability insurance.
- Provide the supervisor with the student(s) required assignments (see below).
- Conduct a minimum of one scheduled on-site evaluation visit each semester with the practicum student and supervisor for purposes of evaluating the student's progress to date and discussing experiences needed to strengthen his or her skills and knowledge in needed areas. Additional visits will be provided as needed if the student demonstrates interpersonal or academic difficulties warranting the development of a specific intervention plan tailored to the student's needs. The university supervisor and/or program coordinator will also be available to the practicum supervisor and student via phone and/or electronic communications (i.e., video conferencing and/or email) for any concerns or questions.
- Provide students with instruction, expectations for proper professional conduct and presence, and assignment guidelines concurrent with practice experiences provided by the field supervisor.

This agreement will remain in effect for one school year unless notification of intent to change or terminate the conditions set forth in this agreement is made in writing by either the JCU School Psychology Program or the School District.

Jeanne Jenkins, Ph.D.



School Psychology Program Coordinator

School District Signatory

*Note. This is not considered a legal document, but rather an agreement for the 2019-2020 school year.



ised

School Psychology Practicum Description

First Semester (September-December)

The School Psychology Practicum (ED543) occurs two days per week for the duration of the school year. These days do not need to be consecutive during the week, but the student does need to be in the district for two full days each week actively engaged in work that will provide him/her with the experiences needed to complete required JCU assignments and other assignments structured by the supervising school psychologist. The experiences should provide the student with a solid understanding of the school psychologist's comprehensive roles and functions.

Since this is the practicum student's first field experience with a school psychologist, close supervision needs to be provided by the supervising school psychologist who can model best practices and has the time and desire to be a mentor. *The assignments are designed so that there should be ample time to assist the supervising school psychologist with other cases.* It is important for the supervisor to directly observe the practicum student and provide helpful, verbal and written constructive feedback for each professional function (e.g., individual test administrations, scoring, interpretations, systematic observations).

During the first semester, the student needs to gain experience with academic assessment and intervention. It is during this semester that the student needs to complete the individual evaluator's section of an Evaluation Team Report and disseminate the results of a comprehensive re-evaluation in collaboration with the field supervisor. Again, the latter needs to occur under close, direct supervision with feedback. We do require our practicum students to complete a comprehensive re-evaluation by, at minimum, administering, scoring, and interpreting measures of intelligence (using full scales normed for individual administration), achievement, and any other required tests depending on the disability so they can gain practice strengthening their assessment skills and integrating multisource results prior to internship. The other assignment during the fall semester is referred to as the "Academic Intervention Project" requiring the practicum student to assist with a more thorough academic assessment and co-design an academic intervention. The student needs to assist with the establishment of a baseline to help inform the development of an appropriate intervention, in addition to assisting with progress monitoring and determining the efficacy of the intervention. It is not uncommon for students to work with existing data and sometimes administer a norm-referenced or criterion-referenced tool.

Throughout the first semester, the student should be provided with ample exposure to team conferences and with opportunities to learn about the school structure and how the district provides services to children with special needs. These experiences will be most helpful if verbally processed with the supervising psychologist.

Second Semester (January-May)

During the second semester, the practicum shifts to a behavioral focus. The students will need to gain experience conducting a comprehensive behavioral assessment (the major project and key assessment for the spring practicum) and several systematic behavior observations. In addition, the student will need ample exposure to team conferences and an opportunity to work collaboratively with an elementary and/or middle school teacher to design and assist with the implementation of an intervention plan using the data derived from the behavioral assessment. We also require our students to have an active role with the progress monitoring and to determine the effectiveness

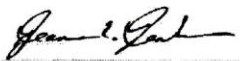
of the intervention. Consequently, they need to begin that project by late January at the latest to afford sufficient time to gather their baseline and intervention data points.

JCU's Summer I Session (May-June)

During our Summer I session, students enroll in a required consultation course (ED592) which has a practicum component. Students have one consultation assignment due and the rest of their time is spent helping their supervisor with end of the year professional activities. The assignment requires that they work closely with a teacher who has concerns about significant skill regression (academic or behavioral) during the summer months and would appreciate some help preparing a summer intervention packet for the parent of the child. This intervention includes writing a user-friendly description of how it is to be implemented, locating a sufficient range of evidence-based materials and activities (mostly web-based), and developing progress monitoring sheets for both the student and parent to use. The practicum student assembles this into a packet for the parent and child, and meets with the teacher, parent, and supervising psychologist to overview the plan. This has been a well-received project. We request that the supervising psychologist choose a positive, cooperative teacher that will collaborate with the practicum student and permit a few consultation sessions, since the purpose for the assignment is to give the practicum students more experience consulting with teachers and contributing to the design of effective interventions. The summer intervention project can also be for any of the children that the practicum student has worked with during the year.

One evaluation visit is conducted each semester involving the district supervising school psychologist, university supervisor/instructor, and the practicum student. More visits can be scheduled as needed. The supervising school psychologist is encouraged to contact the university supervisor/course instructor with any questions or concerns throughout the year.

Below is a summary of the JCU School Psychology Program two day per week practicum experience.



Jeanne Jenkins

JCU School Psychology Program Coordinator

9/1/2019

Summary: JCU School Psychology Program Year II Practicum Experience

Level: 2nd year graduate student with the M.Ed. in School Psychology and enrolled in the JCU School Psychology Program in good standing.

Start date: Early-mid September

Placement Request: August-September

Request for practicum placements for second year graduate student(s) enrolled at John Carroll University in the School Psychology Program to be directly supervised by school psychologists with two or more years of experience who will serve as strong mentors and coordinate experiences for the students.

- **Time Period:** Two days per week for the duration of the school year. Field experience days in the district are coordinated between the supervising school psychologist and student.
- 1st Semester (Sept. – Dec.) : Academic assessment and intervention focus; need elementary or middle school level to gain intervention-based experience.
- 2nd Semester (Jan. – June): Behavior assessment and intervention focus; need elementary or middle school level to gain intervention-based experience.
- Students have required assignments to ensure uniformity across placement sites but there is ample time for the supervising school psychologists to provide the practicum students with additional experiences.
- The JCU school psychology students need to be in the district for full days and maintain the same hours as the supervising school psychologist.
- The supervising school psychologist needs to contact the university supervisor and/or school psychology program coordinator if and when concerns arise so as to permit ample time to help the practicum student develop the skills, knowledge, and dispositions needed to successfully complete the practicum year in preparation for internship.

Overview

1st Semester Focus

The supervising school psychologist should provide opportunities for the following to occur:

- Academic assessment and intervention supervised experiences.
- Completion of two re-evaluations (including at minimum a full measure of intellectual functioning designed for individual administration, achievement, and visual-motor skills and/or another measure required for disability eligibility) under close, direct supervision.
- Completion of an “Academic Intervention Project” in close collaboration with the supervisor. The student needs to assist in the collection of both baseline and progress monitoring data, and be mentored in the interpretation and use of the data to inform an understanding of the student’s problem and the development of an academic intervention.
- Attendance at a minimum of five (5) team meetings with their supervisor.
- Other professional activities determined to be beneficial for the practicum student.

Note: Field supervisors will need to evaluate the practicum student’s progress using the university’s evaluation form. This evaluation is discussed during the semester meetings with the practicum student, field supervisor, and university supervisor. A significant percentage of the student’s grade for this practicum is based on the field supervisor’s evaluation.

2nd Semester Focus

The supervising school psychologist will need to provide opportunities for the following to occur:

- Comprehensive behavioral assessment and intervention experiences
- Completion of a comprehensive behavioral assessment with a student experiencing behavioral difficulties (these need not be severe) and several systematic behavior observations, record reviews, and teacher interviews. The student will need close supervision and mentoring to use the results from the assessment to design a manageable intervention plan in collaboration with the teacher and psychologist. The practicum student is also required to co-develop the progress monitoring plan, but most likely will not be able to gather all of the required data due to limited time in the district. Accordingly, another individual may need to assist with the collection of the progress monitoring data.
- Attendance at team meetings and assistance with other cases; however, the latter must not prevent the student from completing required JCU assignments.
- Visitations to classrooms serving special needs children and youth.
- The supervising psychologist should provide other supervised professional experiences typical of responsibilities assumed by school psychologists.

Note: Field supervisors will need to evaluate the practicum student's progress using the university's evaluation form. This evaluation is discussed during the semester meetings with the practicum student, field supervisor, and university supervisor.

Summer I Session (May – end of school year)

Focus: Teacher and Parent Consultation

The supervising school psychologist will need to provide opportunities for the following to occur:

- Work with a cooperative teacher to develop a summer intervention plan for a student to minimize significant academic and/or behavioral regression. This can be one of the students the practicum student has worked with at some point during the year. The practicum student assumes most of the responsibility for developing materials for the student and parent to use over the summer months.

Contact Information

Jeanne Jenkins, Ph.D.

Program Coordinator and ED543 Practicum Instructor

John Carroll University

Dept. of Education and School Psychology

jjenkins@jcu.edu; [REDACTED]

JOHN CARROLL UNIVERSITY
ED543: School Psychology Practicum Course, Fall Semester 2019
Information for Practicum Supervisors

Thank you for agreeing to serve as a JCU Practicum Supervisor! Your participation is extremely valuable to the education of our graduate students. The JCU School Psychology Practicum Students have entered their second year in the program and are concurrently taking this practicum with two additional courses. During the online and campus-based practicum classes this semester, the students will be discussing their experiences in the field and learning more about academic interventions. They will also be studying the Ohio Operating Standards. When in the field with you, they will be learning how to complete a comprehensive re-evaluation and ETR, in addition to attending meetings with you so they can observe how the intervention assistance teams operate. Importantly, they will be learning how the MTSS operates in your building. The purpose of the assignments is to provide uniformity of experience across all training sites in the critical skill areas associated with this practicum. With good pacing, there should also be ample time for you to provide your practicum student with additional experiences.

Previous Coursework - Students will be entering the practicum year having completed the following coursework:

ED532 Developmental Psychology
ED530 Tests & Measurements
ED536A Testing I
CG562 Counseling Techniques
ED540 Role & Function
ED536B Testing II
CG561 Counseling Theories
ED503 Orientation to the
Educational Environment
ED419 Exceptional Learner
ED534 Learning Teaching
ED541 Psychopathology

Practicum Student's Requirements

- 200 hours spread across approximately 14-17 weeks (about 7.5 hours/day and at least 14 hours/week)
- **Dispositions**
 - **Arrival/departure and Attendance:** The practicum student is expected to arrive when you or the students arrive and remain until your workday ends. Please contact me if the student is late more than once, leaves early more than once, or is absent more than once. The student should not leave the building unless with you or at your request for a professional reason.
 - **Communication:** The practicum student is expected to call you and the school's front desk to let you know if he/she will be late or absent. Please contact me immediately if the student fails to notify you appropriately in advance of any delays, requests to leave early, or absences.
 - **General professional behavior**
 - The practicum student is expected to dress and behave professionally. Please contact me as soon as possible if you have any concerns about the practicum student's conduct, presence, emotional health, physical health, "fit" for the field, commitment to the profession, or regarding any other concerns.
 - The practicum student is expected to be visible in the school and spend time in classrooms or meetings. The student should not spend much time working on written work in the office. He/she should have opportunities to observe you in assessment situations and interacting with other school personnel.
 - The practicum student should not use a cell phone during work time. He/she should also not use electronic means to engage in any activity (e.g., on-line shopping, texting) that is not work-related.
 - The practicum student is expected to demonstrate strict confidentiality related to all cases and learn what information can be shared with teachers and parents.
- **Student Evaluations**
 - One site supervision meeting will be conducted toward the middle of each semester involving the practicum student and both supervisors (field and university). More evaluation visits can occur if needed. The progress evaluation form that you will complete will be reviewed and discussed during the scheduled visits. The student has been asked to collaborate with other practicum students in the same general geographic area when scheduling the evaluation visits. With practicum placements occurring in several locations in NE Ohio, the latter helps to better organize and minimize the university supervisor's travel time.

- You will be asked to complete the progress evaluation form again at the conclusion of the semester and give it to the student. The student will be responsible for submitting a signed copy to the university supervisor/instructor of the course by the last on-campus class meeting.

- **Student Assignments** (see below for the approx. timeline)* The following assignments are considered minimum experiences required of all practicum students. They have been designed to afford ample time to provide other structured experiences for your practicum student. However, please be mindful of the student's other responsibilities and the two day per week restricted timeframe to complete all work when providing additional experiences requiring more time.

Assignment	Description	JCU Due Date
Practicum Logs	Briefly summarize activities of practicum experiences; supervisor must sign the logs.	Sundays
Intervention Process	Become familiar with the building MTSS process.	
2 Re-evaluations	Under close supervision of the supervisor, the practicum student will complete 2 comprehensive re-evaluations and submit paperwork (except signature page) from the report. The student needs to present the results of the assessment he/she conducted in the district and during the on-campus practicum class (all identifying information removed).	Mid and End of Semester
5 Team Meeting Summaries	Observe and/or participate in at least 5 team meetings that address primarily academic concerns.	End of Semester
Intervention Assignment	Use academic assessment data (existing or new) and ecological assessment data to develop an intervention plan with the team, implement plan with team, and monitor progress. The student needs to present the results of the assessment he/she conducted.	End of Semester
Other Professional Activities	Assist supervisor with other professional activities. Observe supervisor's best practices across a range of professional experiences.	Ongoing throughout semester

***Please Note:** It is very important to locate and help facilitate the 3 cases for the student to permit ample time for completion by the assignment due date. The student's grade for the course (and eligibility for internship) is in part contingent upon successful completion of these assignments. Please notify the university instructor/supervisor immediately if locating cases for the student early in the semester will be a problem.

Notes for Supervisors

1. This is the first field experience for the practicum student, so please supervise him/her closely. Please do not expect the practicum student to function independently yet. The practicum student should be observed when conducting individual assessments with students and should have opportunities to observe you.
2. Students are required to tell you if they have not received professional training to conduct an activity that you suggest. Supervisors are welcome to train the students to do the activity. After training, please observe the student until proficiency is demonstrated.
3. Talk with the practicum student about cases and include him/her in your daily activities. These are some of the best experiences that can be provided. Practicum students need good role models and will be eager to watch and listen to you.
4. Please allow the practicum student to assist you with some other observations, testing, and scoring if you feel the student is making good progress with the assignments and is developing the time management skills to assume more responsibilities. The practicum student has not yet received training in systematic behavior observations, so should not use this methodology. The instruction will occur next semester. However, the student can conduct classroom observations using a narrative recording method under your guidance.
5. Provide constructive feedback throughout the year.
6. Help the practicum student understand the importance of becoming a part of the school milieu and remaining visible.
7. Assist the practicum student with introductions and arranging access to classrooms early in the experience.
8. Identify two children for the comprehensive re-evaluations. This will need to be done within the next couple of weeks to afford him/her sufficient time to conduct a thorough assessment and meet the assignment deadline.
9. Sign the practicum student's log each week and retain a copy. Consider using the logs to facilitate assignment updates.

10. Use this checklist to help the practicum student stay on track with the assignments. Ask the practicum student for regular updates.
11. **Practicum students are asked to be vigilant about staying on task and making good progress with the assignments. If a problem occurs affecting access to children and experiences (e.g., cases are not easy to find, assigned student is suspended or moves, the teacher proves to not be particularly cooperative), it is imperative that you notify me so we have sufficient time to try to locate another opportunity for the student to complete course requirements.**
12. Parents should be informed that the practicum student will be working under the direct supervision of the you, an ODE licensed school psychologist. This is especially important if the practicum student is assisting with assessments.
13. Some ideas for student activities during practicum hours:
 - a. Write a summary of a records review.
 - b. Observe teachers implement interventions.
 - c. Observe students you are working with.
 - d. Have the practicum student look through the materials for assessments she/he hasn't learned.
 - e. Observe different kinds of meetings.
 - f. Participate in a social skills group (and/or prepare a brief activity for the group).
 - g. Have student score a protocol for you (with you double-checking it).
 - h. Research interventions for a specific child's needs.
 - i. Observe/shadow different school personnel.
 - j. Participate in a professional development workshop with you.
 - k. Observe you administer different assessments.
 - l. Administer assessments, following sufficient practice, under your direct supervision with feedback.

Again, thank you for serving in this very important role in the education and training of our practicum student. Gaining foundational skills and professional dispositions during the second year practicum experience are essential for entry into the third year internship. Please contact me at any time to discuss the student's progress, course feedback, or just to discuss planned activities and experiences.

Jeanne Jenkins, Ph.D.
Practicum (ED543) Instructor
[REDACTED]
jjenkins@jcu.edu

Practicum Timeline/Checklist

Approx. Week(s)	Experiences/Supervisor Help	Student Responsibilities	Complete
1	Review this and the <i>ED543 PRACTICUM EVALUATION FORM 2019</i> with student to be familiar with expectations. Meet school personnel and become familiar with school policies and procedures. Assist the supervising school psychologist with professional activities for which you have received training.		
1-2	Identify an RTI or IAT leader who could help train student on referral/RTI process for the building/district.	Interview RTI/IAT leader. Familiarize yourself with the procedures.	
	2 Re-Evaluation Assignments - Identify 2 re-evaluation cases the student can use for the assignments. These should permit, at minimum, the student to administer full individual measures of intelligence, achievement, & any other areas needed for the disability category. - Identify 1 student who is receiving an academic intervention who the practicum student could review. - Identify 1 student who would benefit from academic intervention for the Intervention Assignment.	Familiarize yourself with the cases and conduct records reviews and interviews to learn more about the student (e.g., IEP goals, specialized instruction, progress data).	
	5 Team Meetings Identify a minimum of 5 meetings for student to attend (preferable IAT meetings) with the supervising school psychologist. The focus should be on academic concerns , if possible.	Observe/participate in at least 5 team meetings by the end of the semester. Follow written summary guidelines provided in class.	
2-3	Re-Evaluation #1 Arrange opportunities for the student to conduct the comprehensive assessment for a re-evaluation student under your close, direct supervision. Help the student select appropriate instruments and how to prepare the psychologist's section of the ETR.	Under direct supervision: Conduct the assessment for Re-evaluation 1. Complete the psychologist's section of the ETR.	
Beginning week 3-4	Intervention Assignment Facilitate the objectives (see right column) and provide feedback about student's progress.	Interview teacher(s) (and parent/caregiver, if possible) to identify academic concern and associated variables.	
		Conduct review of child's records. Carefully identify existing baseline data of academic concern.	
		Conduct an observation of the student in learning environment where academic concern is present.	
		Collect additional baseline data of the skill(s) (that will match intervention data).	
		Collect additional academic assessment data if needed. Develop a data-based intervention plan with the team.	
		Gather progress monitoring data once the intervention is in place by collecting data during the intervention period (minimum of 4-6 data points).	
		Determine the effectiveness of the intervention using methods learned in class.	
		Reconvene with the teacher if the data indicate the child is not responding as expected to the intervention (or to discuss progress).	

		Prepare a summary of the intervention case.	
	Re-Evaluation #2 Arrange opportunities for the student to conduct the comprehensive assessment for a 2 nd re-evaluation student under your close, direct supervision. Help the student select appropriate instruments and how to prepare the psychologist's section of the ETR.	Under direct supervision: Conduct the assessment for Re-evaluation 2. Complete the psychologist's section of the ETR.	
Mid-semester	Practicum Student Evaluation The practicum student will be responsible for scheduling a date and time for the evaluation visit that accommodates both university and field supervisors' schedules. Meet with university supervisor and complete <i>Practicum Progress Evaluation Form</i> .		
After ETR or intervention summary is complete.	Schedule a meeting for the student to disseminate the evaluation results (either ETR or intervention). Assist during the meeting. Help practicum student prepare for meeting.	Practice discussing assessment and results with supervisor. Prepare notes to use in the meeting.	
		Disseminate data in a team context (does not have to include parents).	
End of semester	Practicum Student Evaluation *Complete the evaluation form at the end of the semester and discuss with the practicum student.	Practicum student and supervising school psychologist meet to complete <i>ED543 PRACTICUM EVALUATION FORM 2018</i> . Signed copy to be submitted by the student, scanned, and uploaded to the Canvas class site in the Assignment area. Copies should be retained by the student and field supervisor.	

WADSWORTH CITY SCHOOLS

Secretary to the Business Manager

JOB DESCRIPTION

Title: Secretary to the Business Manager

Reports To: Business Manager, Superintendent

Employment Status: Full Time

W.E.S.P.A. Status: Exempt

Current

General Description:

Conduct clerical and secretarial operations in support of the office of Business Manager. Utilize available technology, organizational skills and human relations skills to ensure the efficient, organized, and professional completion of all tasking associated with administrative offices. Promote safety practices and procedures consistent with OHSA, PERRA and Ohio Administrative Code.

Qualifications:

1. Physically able to do the work.
2. High school graduate with minimum of five (5) years secretarial experience. College degree may be substituted for up to four (4) years of experience.
3. Demonstrate advanced knowledge of the Microsoft Office Suite of applications.
4. A working knowledge of the Internet and Internet Software.
5. Ability and willingness to carry out both oral and written directions/policies.
6. Able to demonstrate a proficient and accurate typing skill.
7. Ability to work with a variety of individuals including but not limited to students, teachers, parents and administrators.
8. Able to perform all items as listed in the essential duties.
9. Able to direct and oversee other clerical personnel.
10. Successful completion of a skills test.
11. Demonstrate good communication skills, both oral and written.
12. Demonstrates an interest in job related technology and maintains a desire to "stay current" with advances in technology.
13. Willingness to adapt and learn as new technologies, methodologies and policies are introduced.
14. Validation of qualifications as determined by an interview.
15. Other relevant criteria as determined by the Board of Education, Superintendent and/or designee may find appropriate are acceptable.

Required Knowledge, Skills and Abilities:

Strive to remain current with knowledge, skills, and abilities as related to position. Proficient in the Microsoft Office Suite, proficient and accurate typing at about 60 words per minute, proofreading, computer knowledge, inputting, extrapolating and utilizing data from spreadsheets in other applications, formatting a document, composing a document, and creating a memo, all at the level required to successfully perform the functions of the job description.

Secretary To The Business Manager 2007 Essential Duties:

1. Handle routine telephone calls and visitors.
2. Schedule appointments for Business Manager.
3. Perform advanced typing skills on forms, charts, spreadsheets, databases, purchase order requisitions, letters, etc.
4. Complete required local and state reports as assigned by the Business Manager.
5. Process all paperwork associated with professional meetings for classified staff.
6. Operate office machines; such as a multi-functional copier, calculator, computers and software required.
7. Order, coordinate delivery, and maintain inventory of office supplies and forms for the school district.
8. Process and maintain records/microfilm/electronic files for all former students (withdrawals and graduates).
9. Maintain record of facility rentals and issue invoices for same as required.
10. Schedule appointments and arrange for personnel interviews as required.
11. Maintain databases for all classified employees, including but not limited to seniority list and wage information.
12. Familiarity with the provisions contained in the classified support staff negotiated agreement.
13. Secretarial support for support staff supervisors on an as-needed basis.
14. Schedule tests and processes all paperwork necessary for hiring classified employees and substitutes.
15. Assist all current and newly-hired classified aides in obtaining educational aide permit from ODE. Maintain database and send reminders and renewal information annually to those whose permit will expire.
16. Assist supervisors with substitute pool and calling them for work.
17. Handle confidential matters for immediate supervisor.
18. Perform duties of alternate switchboard operator.
19. Maintain respect at all times for confidential information.
20. Perform other tasks as assigned.
21. Conduct other duties as assigned by the Business Manager and/or the superintendent of schools.
22. He/she shall promote safety practices and procedures consistent with OSHA standards.

Equipment Operated:

Operate as directed all equipment related to position that may include but not limited to:

1. Voice over IP phone system and its components.
2. Multi-function copy machines, electric adding machines and calculators.
3. Window based computers, printers, scanners.
4. Laminator, tape recorder, and electric typewriter.
5. Two-way radios, PA system, mail sorter/folder, shredder.
6. AV equipment, like televisions, VCR, etc. and simple maintenance on all.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

The Wadsworth Board of Education determines salary, work year, and terms and conditions of employment.

Evaluation:

The Business Manager in accordance with the provisions of the Wadsworth Board of Education will evaluate performance of this position.

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

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

Superintendent or Designee

Date

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

Employee Signature

Date

TITLE: **Secretary to the Business Manager**

Revision Date: December 2006

WADSWORTH CITY SCHOOLS
ASSISTANT TO THE ASSISTANT SUPERINTENDENT

JOB DESCRIPTION

Revised

Title: Assistant to the Assistant Superintendent

Reports To: Assistant Superintendent

Employment Status: Full Time

W.E.S.P.A. Status: Exempt

General Description:

Conduct clerical and secretarial operations in support of the office of the Assistant Superintendent. Utilize available technology, organizational skills and human relations skills to ensure the efficient, organized, and professional completion of all tasking associated with administrative offices. Promote safety practices and procedures consistent with OHSA, PERRA and Ohio Administrative Code.

Qualifications:

1. Physically able to do the work.
2. High school graduate with a minimum of five (5) years secretarial experience preferred. College degree may be substituted for up to four (4) years of experience.
3. Attained at least the practitioner level of software proficiency in the area of Windows and Word.
4. A working knowledge of the Internet and Internet Software (Google, others).
5. Ability and willingness to carry out both oral and written directions/policies.
6. Able to type 60 words per minute.
7. Ability to work with a variety of individuals including but not limited to students, teachers, parents and administrators.
8. Able to perform all items as listed in the essential duties.
9. Able to direct and oversee other clerical personnel.
10. Successful completion of a skills test.
11. Demonstrate good communication skills, both oral and written.
12. Demonstrates an interest in job related technology and maintains a desire to "stay current" with advances in technology.
13. Willingness to adapt and learn as new technologies, methodologies and policies are introduced.
14. Validation of qualifications as determined by an interview.
15. Other relevant criteria as determined by the Board of Education, Superintendent and/or designee may find appropriate are acceptable.

Required Knowledge, Skills and Abilities:

Strive to remain current with knowledge, skills, and abilities as related to position. Word, Windows, and Google at the Practitioner Level, typing 60 words per minute, proofreading, computer knowledge, formatting a document, composing a document, and creating a memo, all at the level required to successfully perform the functions of the job description.

Essential Duties:

1. Handle routine telephone calls and visitors.
2. Schedule appointments for Assistant Superintendent
3. Perform advanced typing skills on forms, charts, purchase order requisitions, letters, etc.
4. Complete required local and state reports as assigned by the Assistant Superintendent.
5. Process all paperwork associated with the office of the Assistant Superintendent.
6. Operate office machines; such as copier, calculator, PC computers and software required.
7. Process all paperwork for suspension appeals.
8. Order, coordinate delivery, and maintain an inventory of office supplies and forms for the school district.
9. Process and maintain student registration for all students.
10. Process and maintain records/microfilm/electronic files for all former students (withdrawals and graduates).
11. Maintain databases for all employees, including but not limited to seniority list and wage information.
12. Familiarity with the provisions contained in the staff negotiated agreements.
13. Maintain record of facility rentals and issue invoices for same as required.
14. Schedule appointments and arrange for personnel interviews as required.
15. Handle confidential matters for immediate supervisor.
16. Maintain respect at all times for confidential information.
17. Perform other tasks as assigned.

Other Duties:

1. Conduct other duties as assigned by the Assistant Superintendent, and/or the Superintendent of schools.
2. He/she shall promote safety practices and procedures consistent with OSHA standards.

Equipment Operated:

Operate as directed all equipment related to position that may include but are not limited to:

1. Multi-line telephones.
2. Copy machines, adding machines and calculators.
3. Computers, laser and inkjet printers.
4. Fax machine, laminator, and audio recorder
5. Two-way radios, PA system, mail sorter/folder, shredder.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.

Terms of Employment:

The Wadsworth Board of Education in accordance with the Hourly Exempt Employees Benefit Provisions Manual determines salary, work year, and terms and conditions of employment.

Evaluation:

The Administration/Supervisors in accordance with the provisions of the Wadsworth Board of Education and the Hourly Exempt Employees Benefit Provisions Manual will evaluate performance of this position.

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

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

Superintendent or Designee

Date

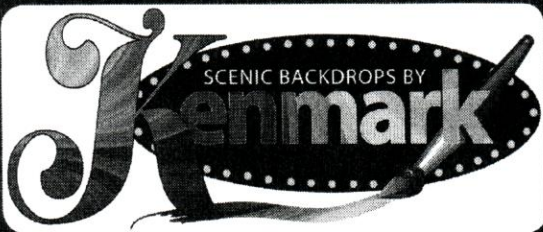
My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

TITLE: **Assistant to the Assistant Superintendent**

Revision Date: September 2019



Rental Contract

NAME Debra Lake

SHIP DATE 10/30/2019

ORGANIZATION Wadsworth High School

TERMS AND CONDITIONS:

- 1) **NOT SIGNING THIS CONTRACT DOES NOT CANCEL THE ORDER.**
- 2) **CANCELLATION:** If the order is cancelled you will be charged 50% of the total contract rental amount. THE ORDER MUST BE CANCELLED IN WRITING - NO EXCEPTIONS!
- 3) **BACKDROP RETURN:** Lessee is responsible for returning backdrops by the due dates. Lessee will be charged late fees at the rate of \$50 per day, per backdrop.
- 4) **DAMAGE/LOSS:** The Lessee assumes total responsibility for the backdrops rented and agrees to reimburse Kenmark, Inc. for any loss or damages incurred during the term of the rental. Lessee further agrees not to staple, tack, pin, or otherwise hang or attach drops in any manner other than with the tie lines provided. Tie lines should be intact and in the same condition as when received. **Scrims are very delicate and must be handled with care. Damage costs for scrims starts at \$500. We do not recommend letting students hang or remove scrims.** Any show package backdrops that are damaged will be charged total replacement value.
- 5) **CHANGES TO ORDER:** Written or verbal confirmation from Kenmark, Inc. plus a \$25 service charge will be required to change backdrops or dates on the order. Removal of any drops from an order within two weeks of the shipping date will be subject to 50% of the rental fee.

I have read and hereby agree to the terms and conditions of this contract as stated above:

Signature _____ Date _____

PAYMENT OPTIONS: (select one) ☐ CHECK ☐ CREDIT CARD ☐ PURCHASE ORDER

If paying by check the balance is due by the date stated on the invoice. If paying by credit card please fill out the information below. Anyone required to pay a security deposit may pay the deposit by either sending a separate check or by credit card. *Security deposits are only processed if backdrops are late or if there is damage to the drop.*

CREDIT CARD TYPE: (select) ☐ VISA ☐ MASTER CARD ☐ DISCOVER **WHEN TO CHARGE:** ☐ TODAY ☐ DUE DATE

CARD HOLDER NAME _____ SIGNATURE _____

CARD NUMBER _____

EXP DATE _____ CARD CODE _____

CREDIT CARD BILLING ADDRESS _____

USE THE ABOVE CARD INFORMATION FOR: (select one) ☐ DEPOSIT ☐ PAYMENT ☐ BOTH



Trane U.S. Inc. dba Trane
9555 Rockside Road, Suite 350
Valley View, OH, 44125
Phone: (216) 654-1000
Service Contact: (216) 654-1001

Sept 16,2019

WADSWORTH CITY SCHOOLS
524 BROAD STREET
WADSWORTH, OH, 44281
Project Name:AHU3
Site Name:OVERLOOK ELEMENTARY

We are pleased to offer you this proposal for performance of the following services for the Equipment listed. Services will be performed using Trane's Exclusive Service Procedure to ensure you get full benefit of our extensive service experience, coupled with the distinct technical expertise of an HVAC Equipment manufacturing leader. Our innovative procedure is environmentally and safety conscious, and aligns expectation of work scope while providing efficient and productive delivery of services.

Equipment List:

Equipment	Model Number	Serial Number
AHU3	CSAA	K11J08126A

Scope of Service:

Total Price:..... \$1056.00

Clarifications

1. Applicable taxes are not included and will be added to the invoice.
2. Any service not listed is not included.
3. Work will be performed during normal Trane business hours unless stated
4. Travel time is not included unless stated

I appreciate the opportunity to earn your business, and look forward to helping you with all of your service needs. Please contact me if you have any questions or concerns.

Sincerely,
Chadley Lucietta
Service Technician
Chad.Lucietta@trane.com

This proposal is valid 30 days from Sept 16,2019. This agreement is subject to Customer's acceptance of the attached Trane USA Services Terms and Conditions.

TERMS AND CONDITIONS - QUOTED SERVICE

"Company" shall mean Trane U.S. Inc. dba Trane for Company performance in the United States and Trane Canada ULC for Company performance in Canada.

To obtain repair service within the scope of Services as defined, contact your local Trane District office identified on the first page of the Agreement by calling the telephone number stated on that page. That Trane District office is responsible for Trane's performance of this Agreement. Only Trane authorized personnel may perform service under this Agreement. For Service covered under this Agreement, Trane will be responsible for the cost of transporting a part requiring service.

1. Agreement. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the services (the "Services") on equipment listed in the Proposal (the "Covered Equipment"). **COMPANY'S TERMS AND CONDITIONS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

2. Acceptance. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon the Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counter-offer to provide Services in accordance with the Proposal. If Customer does not reject or object in writing to Company within 10 days, the Company's counter-offer will be deemed accepted. Customer's acceptance of the Services by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. In the case of a dispute, the applicable terms and conditions will be those in effect at the time of delivery or acceptance of the Services. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services rendered by Company to the date of cancellation.

3. Cancellation by Customer Prior to Services; Refund. If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer's account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer's right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.

4. Cancellation by Company. This Agreement may be cancelled by Company for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to performance of any Services hereunder and Company will refund to Customer, or credit Customer's account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

5. Services Fees and Taxes. Fees for the Services (the "Service Fee(s)") shall be as set forth in the Proposal and are based on performance during regular business hours. Fees for outside Company's regular business hours and any after-hours services shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fee, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with acceptable tax exemption certificates. ~~Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due.~~

6. Payment. Payment is due upon receipt of Company's invoice. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. ~~Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due or otherwise enforcing these terms and conditions.~~

7. Customer Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Services furnished to date ~~and all damages sustained by Company (including lost profit and overhead).~~

8. Performance. Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances as of the time Company performs the Services. Company is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company. Company may refuse to perform any Services or work where working conditions could endanger property or put at risk the safety of people. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company. Customer must reimburse Trane for services, repairs, and/or replacements performed by Trane at Customer's request beyond the scope of Services or otherwise excluded under this Agreement. The reimbursement shall be at the then prevailing applicable regular, overtime, or holiday rates for labor/labour and prices for materials. Prior to Trane performing the additional services, repairs, and/or replacements, Customer ~~may~~ request a separate written quote stating the work to be performed and the price to be paid by Customer for the work.

9. Customer Obligations. Customer shall: (a) provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; and (b) unless otherwise agreed by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines.

10. Exclusions. Unless expressly included in the Proposal, the Services do not include, and Company shall not be responsible for or liable to the Customer for, any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from any of the following:

- (a) Any guarantee of room conditions or system performance;
- (b) Inspection, operation, maintenance, repair, replacement or performance of work or services outside the Services;
- (c) Damage, repairs or replacement of parts made necessary as a result of the acts or omission of Customer or any Event of Force Majeure;

(d) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement ("Pre-Existing Conditions") including, without limitation, damages, losses, or expenses involving a Pre-Existing Condition of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould, bacteria, microbial growth, fungi or other contaminants or airborne biological agents; and

(e) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included with the Proposal.

11. **Limited Warranty.** Company warrants that: (a) the material manufactured by Company and provided to the Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement and (b) the labor/labour portion of the Services is warranted to have been properly performed for a period of 90 days from date of completion (the "Limited Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any improperly performed labor/labour. No liability whatsoever shall attach to Company until the Services have been paid for in full. Exclusions from this Limited Warranty include claims, losses, damages, and expenses in any way connected with, related to, or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Trane; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of Company equipment may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by the component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company are not warranted by Company and have such warranties as may be extended by the respective manufacturer.

THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE, OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF, OF MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR ANY OTHER CONTAMINATES. COMPANY EXPRESSLY DISCLAIMS ANY LIABILITY IF THE SCOPE OF SERVICES OR ANY COMPONENT THEREOF IS USED TO PREVENT OR INHIBIT THE GROWTH OF SUCH MATERIALS. THE WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

12. **Indemnity.** To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, suits, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

13. **Limitation of Liability.** NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY UNDER THIS AGREEMENT. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING THE ENERGY AND BUILDING PERFORMANCE SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.

14. **Asbestos and Hazardous Materials.** The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos or other hazardous materials (collectively, "Hazardous Materials"). Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for any claims, liability, fees and penalties, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance of the Services only when the affected area has been rendered harmless.

15. **Insurance.** Company agrees to maintain the following insurance during the term of the contract with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive its right of subrogation.

16. **Force Majeure.** Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this

9/19/19
MS
9/26/19
Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon ten (10) days notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor disputes; labor or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

9/19/19
MS
9/26/19
W
17. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Services are performed without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. Any action or suit arising out of or related to this Agreement must be commenced within one year after the cause of action has accrued. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. No modifications, additions or changes may be made to this Agreement except in a writing signed by Company. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

18. Equal Employment Opportunity/Affirmative Action Clause. Company is a United States federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250; and Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

9/19/19
MS
MS
9/26/19
19. U.S. Government Contracts. The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement / Purchase Order are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-38; 52.247-64. If the Services are in connection with a U.S. government contract, Customer agrees and hereby certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to contractor's Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of this offer or agreement, other than the Proposal or this Agreement.

9/19/19
MS
MS
9/26/19
20. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns, (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-10.48 (1114)
Supersedes 1-10.48 (0614)

AGREEMENT FOR THE PROVISION OF LIMITED PROFESSIONAL SERVICES

(This agreement form was authored by Barber & Hoffman, Inc. and contains adapted excerpts from CASE Document 1-1996;
no part of this document form may be used for other than information purposes without our written consent.)

Side 1

Structural Engineer:
Barber & Hoffman, Inc.
2217 East 9th Street, Suite 350
Cleveland, Ohio 44115

Client: **Wadsworth City School District**
524 Broad Street
Wadsworth, Ohio 44281

Attn: **Andrew J. Hill, Superintendent**

Date: **September 12, 2019**
Proposal No.: **59256**
Project No.:

Phone: **(330) 335-1301**

e-mail: **ahill@wadsworthschools.org**

Project Name: **Wadsworth City School Bus Garage – Investigation of Steel Columns**

Location: **Wadsworth, Ohio**

Scope of Services: Consultation; up to four (4) site visits and/or meetings; review investigative openings made in concrete base locations; formulate recommendations for repair by way of structural detail sketches suitable to issue to qualified contractors for bidding and execution of repairs; follow-up consultation as needed.

Fee Arrangement: Hourly billing basis for personnel at rates in effect at the time of services, plus reimbursable expenses (primarily mileage at \$0.58 per mile) capped at allowance of \$200. Estimated Fee Range: \$4,000 to \$5,000.

Principals \$200 Associate Principal \$175 Senior Associate \$150 Associate \$130 Sr. Engineers \$110
Engineers \$100 Designers \$90 Sr. Technicians \$85 Technicians \$70 Clerical \$65 Intern Engineer \$60

Special Conditions: Any additional work beyond the Scope of Services mentioned above will be billed at the hourly rates as noted above for the current year.

Offered by BARBER & HOFFMAN, INC.

Accepted by CLIENT:


Ronald M. Czaplicki, P.E.
Vice-President

Authorized Signature

The terms and conditions on the reverse
of this form are part of this Agreement.

Printed Name

Title

BILL TO:

For: **Wadsworth City School District**

Date:

CLIENT: Please return to Barber & Hoffman as soon as possible one fully executed copy of this document.

AGREEMENT FOR THE PROVISION OF LIMITED PROFESSIONAL SERVICES

(This agreement form was authored by Barber & Hoffman, Inc. and contains adapted excerpts from CASE Document I-1996;
no part of this document form may be used for other than information purposes without our written consent.)

Side 2

Terms and Conditions

Barber & Hoffman, Inc. shall perform the services outlined in this Agreement for the stated fee arrangement.

Access to Site

Unless otherwise stated, Barber & Hoffman, Inc. ("B&H") will have access to the site for activities necessary for the performance of the services; B&H will take precautions to minimize damage due to these activities. B&H does not include in the fee the cost of restoration of any resulting damage.

Fee

The total fee, except stated lump sum, shall be understood to be an ESTIMATE based upon the *Scope of Services*, and such ESTIMATE shall not be exceeded by more than 10% without written approval of the Client. Where the fee arrangement is on an hourly basis, the rates shall be those that prevail at the time services are rendered.

Billings and Payments

Invoices will be submitted monthly for services and reimbursable expenses and are due payment when rendered. Invoices shall be considered PAST DUE if not paid within 30 days after the invoice date and B&H may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the services. Retainers, if any stated on Side 1, shall be credited on the final invoice. A service charge of 1.5% (or legal rate) per month on the unpaid balance (compounded) will be billed the Client at B&H's discretion.

Hidden Conditions and Hazardous Materials

A structural condition is hidden if concealed by existing finishes or if it cannot be investigated by reasonable visual observation. If B&H has reason to believe that such a condition may exist, B&H shall notify the Client who shall authorize and pay for all costs associated with the investigation of such a condition and, if necessary, all costs necessary to correct said condition. If the Client fails to authorize such investigation or correction after due notification, or B&H has no reason to believe that such a condition exists, the Client is responsible for all risks associated with this condition, and B&H shall not be responsible for the existing condition nor any resulting damages to persons or property. B&H shall have no responsibility for the discovery, presence, handling, removal, disposal, or exposure of persons to hazardous materials of any form.

Termination of Services

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform his obligations as stated herein. In the event of termination, the Client shall pay B&H for all services rendered to the date of termination and all reimbursable expenses, and reasonable termination expenses.

Ownership of Documents

All documents produced by B&H under this Agreement remain Barber & Hoffman's property and may not be used for any other endeavor without B&H's written consent.

Dispute Resolution

Any claim or dispute between the Client and B&H shall be submitted to non-binding mediation, subject to the parties agreeing to a mediator(s). This Agreement is governed by the laws of the jurisdiction where the work is being performed.

this is provided by the client

EDUCATIONAL SERVICE CENTER OF NORTHEAST OHIO
Inter-district Service Area Contract
2019-2020 School Year

A contract entered into between the **Wadsworth City Schools** Board of Education, located 524 Broad Street, Wadsworth, Ohio 44281 and the Governing Board of the Educational Service Center of Northeast Ohio (hereinafter referred to as "Board") and located at 6393 Oak Tree Blvd., S. Independence Ohio 44131.

In consideration of the promises and terms contained and pursuant to the provisions of Sections 3313.17, 3313.841, 3313.842, 3313.91 and 3323.08 of the Ohio Revised Code, the Board agrees to provide to the Service Area the following services for the term of the 2019-2020 school year commencing July 1, 2019 and concluding June 30, 2020. The Board shall provide the services in the fields stated in the below designated days or hours.

TEACHING FIELD	DAYS	NON-TEACHING FIELD	DAYS	ADMINISTRATIVE FIELD	DAYS
				1 Temp School Psychologist @ \$61.30/hour	A/N

The Superintendent or designee of the Educational Service Center of Northeast Ohio has the right to assign personnel to perform the contracted services.

The terms of this contract shall automatically terminate at the conclusion of the school year as stated above.

The Board shall invoice the Service Area for all net costs related (not covered by state and federal funds) to the employment of the personnel specified herein. Said net costs shall include cost of, salary, workers' compensation, unemployment compensation, Medicare, retirement, SERS surcharge (if any), life insurance, health/dental/vision benefits, employee leave, any agreed-upon additional personnel costs and substitute personnel (if provided by ESCNEO) attributable to the Board plus an administrative fee. *as per contract*
Should any subsequent unemployment compensation or severance claim be made by an employee covered under this contract, the Service Area school district herein receiving the services shall be so liable for their proportionate share of the employee's claim. The Service Area accepts the responsibility of conducting the annual evaluation (s) of administrative, classified and certified employees, who are not evaluated by the ESCNEO as defined in a prior agreement between Service Area and ESCNEO administration pursuant to Section 3319.01, 3319.02, 3319.11 and 3319.111 of the Ohio Revised Code. *Do not agree to this.*

It is further agreed that contract costs and adjustments (plus or minus) based on unanticipated increases/reductions in State funds will be made prior to June 30, 2020. All applicable federal and state laws, regulations and/or rules shall govern the implementation of the services provided pursuant to this agreement. *And must be agreed to by the Service Area. 9/8/19*

This agreement constitutes the entire understanding between the parties with respect to the services and Service Area designated herein. There are no provisions, terms, conditions or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, whether oral/spoken or written, between the parties. Any subsequent agreement between the parties is a separate and distinct contract and not a renewal hereof.

By:

City/Local Schools/Exempted Village Superintendent

City/Local Schools/Exempted Village Treasurer

By:

Robert M. Munguchi

Educational Service Center Superintendent

[Signature]

Educational Service Center Treasurer

Date _____ Board Resolution # _____

Date: May 16, 2019 Board Resolution # 2019-05-10

**EDUCATIONAL SERVICE CENTER OF CUYAHOGA COUNTY
2019-2020 PERSONNEL COST ANALYSIS SHEET**

Individual
Position Psychologist
Degree Level
Experience Level

	(50.00/Hr)	
1 Salary	50.00	
2 Retirement - 14% of Line 5	7.00	
3 SERS Surcharge		
4 Medicare - 1.45% of Line 5	0.73	
5 Medical Insurance		
6 Dental Insurance		
7 Vision Insurance		
8 Life Insurance	5.25 Month	
9 <u>Ease@Work</u>		
10 Workers' Compensation .01	0.50	
11 Total Lines 1-10	58.23	
	2.91	
	61.14	

9/25/2019