

AGENDA

**Revere Local School District
Revere Board Meetings
Regular December
Tuesday, December 19, 2017, 6:30 pm - 9:00 pm
RHS Library**

I. CALL TO ORDER

II. ROLL CALL

Dana Appel
Claudia Hower
Tom Kelley
Diana Sabitsch
George Seifert

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS

RMS - Mrs. Bratt and Ms. Christy present on Kids Teaching Kids

Preschool Recognition - Five Star Rating

V. PUBLIC SPEAKS TO AGENDA ITEMS

VI. BUILDING PRINCIPALS' REPORTS

VII. TREASURER'S AGENDA - Mr. Rick Berdine

a. Approval of the Minutes, Attachment T-1

The Treasurer recommends approval of the minutes from the Special Meeting held November 7, 2017 and the Regular Meeting held November 21, 2017.

 Attachment T-1 for 12-19-17.pdf

b. Approval of the Financial Report, Attachment T-2

The Treasurer recommends approval of the Financial Report for the month of November.

 T-2 FINANCIAL PACKET AS OF 2017-11-30.pdf

c. Donations, Attachment T-3

The Treasurer recommends the approval, with appreciation, of the donations listed.

 T-3 Donations 2017 12 - DECEMBER.pdf

d. Appropriation Adjustments, Attachment T-4

The Treasurer recommends approval of the appropriation adjustments as listed.

 T-4 APPROPRIATION CHANGES.pdf

e. Purchase Orders, Attachment T-5

The Treasurer recommends that the Board of Education authorize and certify payment of the purchase orders listed below since both at the time of the making of this contract or order (then) and at the date of the execution of this certificate (now), that the amount required to pay this contract or order has been appropriated for the purpose of this contract or order and is in the treasury or in the process of collection to the credit of the funds of the Board of Education and free from any previous encumbrance.

 Attachment T-5.docx

f. Asset Disposal, Attachment T- 6

The Treasurer recommends that the assets as listed in the attached schedule be disposed of in keeping with Board Policy.

 T-6 DELETIONS.pdf

g. Discovery Education Agreement, Attachment T-7

The Treasurer recommends that the Board of Education approve the agreement for Clever Integration Services as detailed in Attachment T-7.

 Discovery Ed Clever Integration T-7.pdf

h. Broadband Service - NEOnet, Attachment T-8

The Treasurer recommends entering into the agreement detailed in Attachment T-8 for the period July 1, 2018 - June 30, 2021.

 Attachment T-8 for 12-19-17.pdf

i. Ohio School Boards Association - Legal Assistance Fund CY2018, Attachment T-9

The Treasurer recommends that the Board of Education approve the agreement for consulting services as detailed in Attachment T-9.

 OSBA Legal Assist Fund CY18- Attachment T-9 for 12-19-17.pdf

VIII. BOARD MEMBERS' REPORTS

Finance and Audit Committee
Facilities and Ground Committee
Legislative Report
Cuyahoga Valley Career Center

IX. SUPERINTENDENT'S AGENDA, Mr. Matthew L. Montgomery

X. Certificated/Licensed Personnel

a. Leave of Absence (LOA)

It is recommended that the Board of Education approve a LOA for Teresa Bertram using FMLA (paid and unpaid) beginning 11/28/17 for an estimated 12 weeks, per provisions of the current REA master agreement.

XI. Classified Personnel

a. Substitutes 2017-2018 School year

It is recommended that the Board of Education approve Debbie Puthoff as a substitute Education Aide effective on or after 12/20/17.

b. Resignation

It is recommended that the Board of Education approve the resignation of Josh Ruttig, Custodian RHS, effective end of business 12/8/17.

c. Supplemental Contracts - 2017/2018 School Year

It is recommended that the Board of Education approve the following:
Bob Kronenberger - Gameworker

d. New Hires

It is recommended that the Board of Education approve the following:
Kristen Coffman / 5.25-hour Cook at HES / Step 0 for \$13.06 per hour /
Effective 11-21-17
Vekela Hubbard / 5-hour Cook @ BES / Step 0 for \$13.06 per hour /
Effective 11-22-17

XII. Student Services

a. Home Instruction - 2017/2018 School Year

It is recommended that the Board of Education approve the following:
Nicol Ramsey - up to 176 hours of Home Instruction for Student C
Roy Rosario - up to 176 hours of Home Instruction for Student D

XIII. Other Business

a. Revised Board Policies - Attachments 1-6

It is recommended that the Board of Education approve the following revised policies which reflect changes necessary to maintain compliance with changes to Ohio law and recent legislation:

Attachment 1 5.03 / NON-UNION SUPPORT STAFF HOURS AND OVERTIME
Attachment 2 6.08 / STUDENT ABSENCES AND EXCUSES
Attachment 3 6.15 / GRADUATION-DIPLOMA REQUIREMENTS***
Attachment 4 6.45 / TRANSPORTATION OF STUDENTS IN BOARD OWNED VEHICLES
Attachment 5 7.13 / GIFTED EDUCATION PROGRAM
Attachment 6 9.22 / RECORDS RETENTION AND DISPOSAL SCHEDULE

***Changes to standing policy regarding alternatives to one-half unit in physical education are effective with the 2018-2019 school year.

 Attachment 1 for 12-19-17.pdf

 Attachment 2 for 12-19-17.pdf

 Attachment 3 for 12-19-17.pdf

 Attachment 4 for 12-19-17.pdf

 Attachment 5 for 12-19-17.pdf

 Attachment 6 for 12-19-17.pdf

b. Plan for Identification and Service of Gifted Children, Attachment 7

It is recommended that the Board of Education approve the (policy) plan for the identification and service of gifted children as detailed in Attachment 7 as required by the Ohio Department of Education.

 Attachment 7 for 12-19-17.pdf

XIV. REPORTS FROM THE CENTRAL OFFICE TEAM

Director of Student Services
Director of Curriculum and Instruction

XV. INFORMATIONAL ITEMS

January Organizational Meeting on January 10, 2018 at 5:00 p.m. in the Revere HS Library.

January Work Session on January 10, 2018 following the Organizational Meeting.

January Regular Meeting on January 16, 2018 at 6:30 p.m. in the Revere HS Library.

XVI. CONCERNS OF THE PUBLIC AND COMMUNITY ANNOUNCEMENTS

The Board values and encourage public comment on educational issues. Meetings of the Board of Education are for the purpose of conducting Board business in a public setting, with the exception of Executive Sessions for specific purposes defined by law. Board of Education meetings, while held primarily in a public setting, are not designed for extensive public input. Per Board Policy, each participant is limited to five (5) minutes of speaking time.

Anyone having an interest in the actions of the Board may participate during the open forum portion of the meeting. Please identify yourself to the Board President or the Superintendent prior to the start of the meeting. Should your comments include a request for information or extended dialogue, it may be necessary and more appropriate that a subsequent meeting with the Board and/or Administrative representative be scheduled to fully discuss issues.

The public may offer objective criticism of school operations and programs, but the Board will not hear complaints about school personnel or other persons at a public session. The Superintendent will advise speakers about other channels provided for Board consideration of complaints involving individuals.

XVII. EXECUTIVE SESSION

Personnel: To consider the employment, dismissal, or discipline of public employees.

XVIII. Return to Regular Session

XIX. ADJOURNMENT

NEW DOCUMENT

MINUTES

**Revere Local School District
Revere Board Meetings
Work Session November 2017
Tuesday, November 7, 2017, 5:30 pm - 8:30 pm
Administration Building**

I. CALL TO ORDER

The President, Claudia Hower called the meeting to order at 5:31 PM

II. ROLL CALL

1. Dana Appel
2. Claudia Hower
3. Tom Kelley-Absent
4. Diana Sabitsch
5. George Seifert-Absent

III. REVIEW of the Agenda for the November 21, 2017 Regular Meeting

Tom Kelley arrived at 5:41 PM

IV. TREASURER'S AGENDA-No Action

V. SUPERINTENDENT'S AGENDA

Discussion Items:

1. Extracurricular Activities for Physical Education Credit

George Seifert arrived at 6:25 PM

2. Bond Refinancing

VI. EXECUTIVE SESSION

Res. 18-103703

Moved by Tom Kelley, seconded by Diana Sabitsch to move into Executive Session at 6:45 PM

Property: To consider the purchase or sale of property.

Personnel: To consider the employment, dismissal, or discipline of public employees

George Seifert left the meeting at 7:08 PM

Move: Tom Kelley Second: Diana Sabitsch Status: Passed

VII. ADJOURNMENT

The President, Claudia Hower called the Board out of Executive Session at 7:25 PM

Res. 18-103704

Moved by Diana Sabitsch, seconded by Tom Kelley to adjourn the meeting at 9:17 PM

Approved By:

Treasurer

Date

MINUTES

Revere Local School District
Revere Board Meetings
Regular November 2017 Meeting
Tuesday, November 21, 2017, 6:30 pm - 8:30 pm
RHS Library

I. CALL TO ORDER

The President, Mrs. Hower called the meeting to order at 6:34 PM

II. ROLL CALL

Dana Appel
Claudia Hower
Tom Kelley-Absent
Diana Sabitsch
George Seifert

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS

The Revere Marching Band - State
Mr. Kelley arrived at 6:38 PM

V. PUBLIC SPEAKS TO AGENDA ITEMS

VI. BUILDING PRINCIPALS' REPORTS

VII. TREASURER'S AGENDA - Mr. Rick Berdine

Res. 18-103705 Consensus items a-i

a. Approval of the Minutes, Attachment T-1

The Treasurer recommends approval of the minutes from the Special Meetings held October 10, 2017 and October 24, 2017 and the Regular Meeting held October 17, 2017.

- b. Approval of the Financial Report, Attachment T-2

The Treasurer recommends approval of the Financial Report for the month of October.

c. Donations, Attachment T-3

The Treasurer recommends the approval, with appreciation, of the donations listed.

d. Appropriation Adjustments, Attachment T-4

The Treasurer recommends approval of the appropriation adjustments as listed.

e. Purchase Orders, Attachment T-5 (none at this time)

The Treasurer recommends that the Board of Education authorize and certify payment of the purchase orders listed below since both at the time of the making of this contract or order (then) and at the date of the execution of this certificate (now), that the amount required to pay this contract or order has been appropriated for the purpose of this contract or order and is in the treasury or in the process of collection to the credit of the funds of the Board of Education and free from any previous encumbrance.

f. Asset Disposal, Attachment T-6

The Treasurer recommends that the assets as listed in the attached schedule be disposed of in keeping with Board Policy.

g. Depository Agreement, Attachment T-7

The Treasurer recommends the Board of Education approve the Bridge Agreement with Huntington Bank for the period 12/15/2017 through 8/23/2022 as detailed in Attachment T-7.

h. Bond Refunding, Attachments T-8 & T-9

The Treasurer recommends that the Board of Education approve the issuance and sale of bonds for the purpose of refunding for debt service as detailed in Attachment T-8. It is further recommended that the Board of Education approve the Supplemental Fiscal Officer's Certificate detailed in Attachment T-9.

i. Superintendent - Independent Contractor, Attachments T-10 & T-11

The Treasurer recommends that the Board of Education approve the agreement for the Superintendent to participate in a mentorship program as detailed in Attachment T-10. It is further recommended that the Board of Education approve the resolution detailing the AASA endeavor as noted in Attachment T-11.

Res. 18-103705 consensus items a-i

Move: Diana Sabitsch Second: Claudia Hower Status: Passed

VIII. BOARD MEMBERS' REPORTS

Finance and Audit Committee
Facilities and Grounds Committee
Legislative Report
Cuyahoga Valley Career Center

IX. SUPERINTENDENT'S AGENDA, Mr. Matthew L. Montgomery

Res. 18-103706 consensus items a-b and XI a-h

X. Certificated Personnel

a. Long Term Substitute - 2017/2018 School Year

It is recommended that the Board of Education approve Carol Shoop as the long term substitute for Gayle Doherty, effective 10/30/17 through the end of the 2017-2018 school year.

b. Supplemental Contracts - 2017/2018 School Year

It is recommended that the Board of Education approve the following:

Jed McKnight - Boys Track RMS

David Howson - Spring Weight Room Supervisor

Supplemental Building Tech Coordinator (merged position approved in October)

HES: Richard Booth

BES: Jill Burkett

RMS: Joe Williams and Elizabeth Long (50:50 split)

RHS: Cindy Gobrogge

XI. Classified Personnel

a. Supplemental Contracts - 2017/2018 School Year

It is recommended that the Board of Education approve the following:

Mikey Kahoe - Student Gameworker

Nolan Printy - Student Gameworker

Valerie Kaufman - Assistant Swim Coach

Jonathan Kostoff - Gameworker

Michael Rinn - Boys Basketball Freshman Coach

Mikaila Saltsman - VOLUNTEER Cheerleading Coach

Lisa Thacker - Assistant Coach RMS Cross Country

b. Substitutes - 2017/2018 School Year

It is recommended that the Board of Education approve the following as substitutes:

Michelle Buckner - Cook or Cashier - effective on or after 10/27/17
Jason Newton - Custodian - effective on or after 10/30/17
Ermal Nikolla - Custodian - effective on or after 10/24/17
Leslie Militzer - Playground Aide, Cook or Cashier - effective on or after 10/31/17
Kathleen Nye - Cook or Cashier - effective on or after 10/30/17

c. Resignation - Playground Aide

It is recommended that the Board of Education approve the resignation of Missy Hrach, Playground Aide HES, contingent upon Board approval as a cook at RMS (noted below).

d. Change to Contracted Hours 2017-2018

It is recommended that the Board of Education approve the following:

Molly Sandorf, Cook, to an open position at RMS with a subsequent increase in hours from 5.25 to 5.75 at her current rate, effective 10/16/17.

Missy Hrach, from HES Playground to RMS Cook, for 2.5 hours at \$13.06/hour, effective 11/28/17.

e. New Hire - Aide

It is recommended that the Board of Education approve the following:

Carrie Shuster - Five-Hour Education Aide BES, Step 0, for \$12.96/hour - effective 11/13/17 for the remainder of the 2017-2018 school year with no expectation of employment beyond.

f. New Hires - Transportation

It is recommended that the Board of Education approve the following:

Jacquelyn Lisowski as a Transportation Aide, Step 0, for \$12.12/hour effective 10/16/17.

Tina Juchnowski as a 4.5 hour contracted driver for route J, Step 0, for \$19.04/hour effective 11/28/2017.

g. Clarification of Cheerleading Supplemental 2017/2018

It is recommended that the Board of Education approve the resignation of Samantha King (50% contract) and subsequently approve Paula Rogerson (50% contract).

h. Auditorium Workers 2017-2018 School Year

It is recommended that the Board of Education approve the following student workers for use as needed for special events and meetings in the RHS Auditorium with compensation noted:

Lexi Abou-Ghalioum**
Shelly Bishop*
Daphine (Ka Yee) Choy*
Eric Dye**
Jon Flowers*
Anne Gill*
Jackson Kastelic*
Rachal Kraus*
Matt Lalkowski*
Matt Lerner**
Meghan Phan*
Jordan Saroukhan*

*Denotes new worker @ \$9.00/hour

**Denotes returning worker at \$9.25/hour

Res. 18-103706 consensus items a-b and XI a-h

Move: Dana Appel Second: Tom Kelley Status: Passed

XII. Student Services

XIII. Other Business

Res. 18-103707

a. CVCC Grant - CTE Partnership Funding

It is recommended that the Board of Education approve the CTE Partnership Proposal to provide \$30,000.00 funding to Revere Local for Project Lead The Way and STEM projects and initiatives. Use of the funding will be \$5,000 for Project Lead The Way programming at BES, RMS and RHS and \$25,000 for STEM (coding, robotics, MakerSpace).

Move: Tom Kelley Second: Diana Sabitsch Status: Passed

XIV. REPORTS FROM THE CENTRAL OFFICE TEAM

Director of Student Services
Director of Curriculum and Instruction

XV. INFORMATIONAL ITEMS

December Work Session on December 12, 2017 at 5:30 p.m. in the Administration Building.
December Regular Meeting on December 19, 2017 at 6:30 p.m. in the Revere HS Library.

XVI. CONCERNS OF THE PUBLIC AND COMMUNITY ANNOUNCEMENTS

XVII. EXECUTIVE SESSION

Res. 18-103108

Moved by Tom Kelley, seconded by Diana Sabitsch to move into Executive Session at 7:55 PM to discuss the following:

Evaluating Personnel and matters required to be kept confidential by law.

Move: Diana Sabitsch Second: George Seifert Status: Passed

XVIII. Return to Regular Session

The President, Claudia Hower called the Board out of Executive Session at 8:33 PM

XIX. ADJOURNMENT

Res. 18-103109

Moved by Tom Kelley, seconded by Diana Sabitsch to adjourn the meeting at 8:52 PM

Approved By:

Treasurer

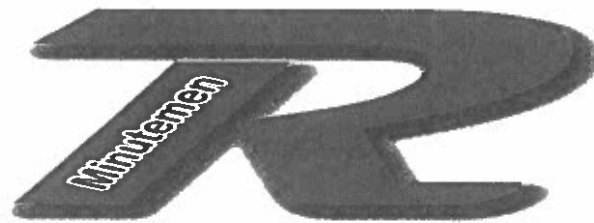
Date

NEW DOCUMENT

ATTACHMENT T-2

NOVEMBER 30, 2017

Financial Report



Revere Local School District

Richard Berdine
Treasurer

Revere Local School District

Forecast Comparison - General Operating Fund - November 2017



	November 2017 PCST Estimate	November 2017 Actuals	November 2016 Actuals	Variance- November 2017 Actuals to Estimate	Explanation of Variance
Revenue:					
1.010 - General Property Tax (Real Estate)	\$ -	\$ -	\$ -	\$ -	
1.020 - Public Utility Personal Property Tax	\$ -	\$ -	\$ -	\$ -	
1.035 - Unrestricted Grants-in-Aid	\$ 196,605	\$ 189,680	\$ 193,288	\$ (6,925)	
1.040 - Restricted Grants-in-Aid	\$ 103	\$ 92	\$ 103	\$ (11)	
1.050 - Property Tax Allocation	\$ -	\$ 1,677,911	\$ 2,518	\$ 1,677,911	timing of homestead/rollback payment from State, funds will be received in November
1.060 - All Other Operating Revenues	\$ 35,927	\$ 45,758	\$ 35,927	\$ 9,831	
1.070 - Total Revenue	\$ 232,635	\$ 1,913,441	\$ 231,836	\$ 1,680,806	
Other Financing Sources:					
2.050 - Advances In	\$ -	\$ -	\$ -	\$ -	
2.060 - All Other Financing Sources	\$ 96	\$ 341	\$ 315	\$ 245	
2.080 Total Revenue and Other Financing Sources	\$ 232,731	\$ 1,913,782	\$ 232,151	\$ 1,681,051	
Expenditures:					
3.010 - Personnel Services	\$ 1,728,903	\$ 1,694,150	\$ 1,636,595	\$ 34,753	timing of FY18 expenditures vs estimates based on historical monthly percentages
3.020 - Employees' Retirement/Insur. Benefits	\$ 602,046	\$ 623,247	\$ 557,165	\$ (21,201)	timing of FY18 expenditures vs estimates based on historical monthly percentages, STRS foundation shortage varies by month assessed vs month paid
3.030 - Purchased Services	\$ 460,840	\$ 337,712	\$ 396,791	\$ 123,128	timing of FY18 expenditures vs estimates based on historical monthly percentages
3.040 - Supplies and Materials	\$ 110,190	\$ 67,895	\$ 93,007	\$ 42,295	timing of FY18 expenditures vs estimates based on historical monthly percentages
3.050 - Capital Outlay	\$ 81,840	\$ 14,348	\$ 72,812	\$ 67,492	timing of FY18 expenditures vs estimates based on historical monthly percentages
3.060 - Intergovernmental	\$ 233,052	\$ 220,523	\$ 220,771	\$ 12,529	reduced net interest rate on HB264 QSCB federal bonds
4.300 - Other Objects	\$ 23,479	\$ 23,760	\$ 17,079	\$ (281)	
4.500 - Total Expenditures	\$ 3,240,350	\$ 2,981,635	\$ 2,994,220	\$ 258,715	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ -	\$ -	\$ -	\$ -	
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
5.050 - Total Expenditures and Other Financing Uses	\$ 3,240,350	\$ 2,981,635	\$ 2,994,220	\$ 258,715	
Surplus/(Deficit) for Month	\$(3,007,619)	\$(1,067,853)	\$(2,762,069)	\$ 1,939,766	

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Revere Local School District

Forecast Comparison - General Operating Fund - November 2017



	Current FYTD FCST Estimate	Current FYTD Actuals	Prior FYTD Actuals	Variance- Current FYTD Actuals to Estimate	Explanation of Variance
Revenue:					
1.010 - General Property Tax (Real Estate)	\$ 12,675,047	\$ 12,675,047	\$ 12,612,223	\$ -	
1.020 - Public Utility Personal Property Tax	\$ 743,416	\$ 743,416	\$ 703,427	\$ -	
1.035 - Unrestricted Grants-In-Aid	\$ 1,097,294	\$ 1,086,622	\$ 1,084,838	\$ (10,672)	timing of receipt of State foundation funds, District receives "guaranteed" amount for year same as prior year
1.040 - Restricted Grants-In-Aid	\$ 667	\$ 633	\$ 671	\$ (34)	
1.050 - Property Tax Allocation	\$ 1,677,911	\$ 1,688,641	\$ 1,751,022	\$ 10,730	variance due to coding error that will be corrected in December
1.060 - All Other Operating Revenues	\$ 683,302	\$ 723,610	\$ 434,095	\$ 40,308	monthly estimates based on prior years' actuals, received \$16K additional TIF payments from Village of Richfield and interest earnings \$24K higher than estimates
1.070 - Total Revenue	\$ 16,877,637	\$ 16,917,969	\$ 16,586,276	\$ 40,332	
Other Financing Sources:					
2.050 - Advances In	\$ -	\$ -	\$ 622,123	\$ -	
2.060 - All Other Financing Sources	\$ 1,825	\$ 2,070	\$ 2,222	\$ 245	
2.080 Total Revenue and Other Financing Sources	\$ 16,879,462	\$ 16,920,039	\$ 17,210,621	\$ 40,577	
Expenditures:					
3.010 - Personnel Services	\$ 8,741,557	\$ 8,679,097	\$ 8,065,697	\$ 62,460	timing of FY18 expenditures vs estimates based on historical monthly percentages
3.020 - Employees' Retirement/Insur. Benefits	\$ 3,006,003	\$ 3,108,503	\$ 2,867,032	\$ (102,500)	timing of FY18 expenditures vs estimates based on historical monthly percentages, STRS foundation shortage varies by month assessed vs month paid
3.030 - Purchased Services	\$ 2,395,121	\$ 2,195,677	\$ 2,500,857	\$ 199,444	timing of FY18 expenditures vs estimates based on historical monthly percentages
3.040 - Supplies and Materials	\$ 483,563	\$ 472,344	\$ 567,822	\$ 11,219	timing of FY18 expenditures vs estimates based on historical monthly percentages
3.050 - Capital Outlay	\$ 269,292	\$ 203,652	\$ 264,069	\$ 65,640	timing of FY18 expenditures vs estimates based on historical monthly percentages
3.060 - Intergovernmental	\$ 233,052	\$ 220,523	\$ 220,771	\$ 12,529	reduced net interest rate on HB264 QSCB federal bonds
4.300 - Other Objects	\$ 275,993	\$ 258,201	\$ 253,008	\$ 17,792	timing of FY18 expenditures vs estimates based on historical monthly percentages
4.500 - Total Expenditures	\$ 15,404,581	\$ 15,137,997	\$ 14,739,256	\$ 266,584	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ -	\$ -	\$ -	\$ -	
5.020 - Advances Out	\$ 250,000	\$ 250,000	\$ 243,500	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
5.050 - Total Expenditures and Other Financing Uses	\$ 15,654,581	\$ 15,387,997	\$ 14,982,756	\$ 266,584	
Surplus/(Deficit) FYTD	\$ 1,224,881	\$ 1,532,042	\$ 2,227,865	\$ 307,161	

Revere Local School District



Revenue Analysis Report - General Operating Fund Only - FY18

2017 - 2018	Local Revenue				State Revenue			Non-Operating*	Total Revenue
	Taxes								
	Real Estate	Personal Property	Interest	All Other Operating	Unrestricted Grants-In-Aid	Property Tax Allocation	Restricted Grants-In-Aid		
July	7,317,097	-	28,376	188,945	192,833	-	145	415	7,727,811
August	3,916,965	-	26,065	215,543	311,907	-	135	415	4,471,030
September	1,440,985	743,416	23,288	46,784	190,657	-	143	559	2,445,832
October	-	-	29,023	119,828	201,545	10,730	118	340	361,584
November	-	-	20,563	25,195	189,680	1,677,911	92	341	1,913,782
December	-	-	-	-	-	-	-	-	-
January	-	-	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
Totals	\$12,675,047	\$743,416	\$127,316	\$596,294	\$1,086,622	\$1,688,641	\$633	\$2,070	\$16,920,039
% of Total	74.91%	4.39%	0.75%	3.52%	6.42%	9.98%	0.00%	0.01%	

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

rb120617

Revere Local School District



Expenditure Analysis Report - General Operating Fund - FY18

2017-2018	Salaries	Benefits	Services	Supplies	Equipment	Other- Dues/Fees	Intergov. Debt	Non- Operating*	Total Expenses
July	1,488,656	588,347	680,195	78,048	25,507	9,127	-	-	2,869,880
August	1,623,010	590,427	427,237	105,059	69,551	24,573	-	250,000	3,089,857
September	2,320,441	661,609	250,565	76,133	65,045	193,242	-	-	3,567,035
October	1,552,840	644,873	499,968	145,209	29,201	7,499	-	-	2,879,590
November	1,694,150	623,247	337,712	67,895	14,348	23,760	220,523	-	2,981,635
December	-	-	-	-	-	-	-	-	-
January	-	-	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
TOTALS	\$8,679,097	\$3,108,503	\$2,195,677	\$472,344	\$203,652	\$258,201	\$220,523	\$250,000	\$15,387,997
% of Total	56.40%	20.20%	14.27%	3.07%	1.32%	1.68%	1.43%	1.62%	

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

Operating Fund includes General Fund (001) only for FY2018

rb120617

Revere Local School District

November 30, 2017



FINSUMM Financial Summary

rb120617

Fund	Fund Name	Beginning Balance 7/1/2017	Monthly Receipts	Fiscal Year To Date Receipts	Monthly Expenditures	Fiscal Year To Date Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$20,591,541.49	\$1,913,781.11	\$16,920,036.90	\$2,981,634.76	\$15,387,998.00	\$22,123,580.39	\$3,036,383.41	\$19,087,196.98
002	Bond Retirement	\$7,269,965.84	\$101,727.05	\$1,936,268.86	\$4,688,055.69	\$4,710,601.74	4,495,632.96	\$1,582,050.00	2,913,582.96
003	Permanent Improvement	\$4,016,062.61	\$79,908.97	\$764,552.79	\$14,856.95	\$793,667.11	3,986,948.29	\$3,290,457.36	696,490.93
004	Building Fund	\$68,262,241.08	\$93,058.91	\$289,352.01	\$210,852.63	\$620,541.36	67,931,051.73	\$4,231,852.54	63,699,199.19
006	Food Service	\$11,526.14	\$81,867.13	\$457,414.64	\$76,410.51	\$388,407.12	80,533.66	\$69,002.93	11,530.73
007	Special Trust	\$37,670.51	\$100.00	\$1,691.72	\$391.63	\$391.63	38,970.60	\$1,873.02	37,097.58
008	Endowment	\$17,309.24	\$16.17	\$89.82	\$0.00	\$0.00	17,399.06	\$0.00	17,399.06
009	Uniform School Supplies	\$113,206.29	\$2,430.50	\$136,733.00	\$4,931.43	\$76,314.33	173,624.96	\$7,541.92	166,083.04
012	Adult Education	\$973.25	\$0.00	\$0.00	\$0.00	\$973.25	0.00	\$0.00	0.00
014	Rotary-Internal Services	\$6,112.12	\$0.00	\$0.00	\$0.00	\$6,112.12	0.00	\$0.00	0.00
018	Public School Support	\$120,920.38	\$7,394.84	\$81,789.48	\$36,062.40	\$47,075.08	155,634.78	\$5,659.22	149,975.56
019	Other Grants	\$20,283.98	\$0.00	\$0.00	\$189.81	\$4,222.24	16,061.74	\$8,196.90	7,864.84
022	District Agency	\$8,197.66	\$11,690.00	\$13,791.00	\$2,082.58	\$3,389.46	18,599.20	\$726.53	17,872.67
024	Employee Benefits Self-Insurance	\$9,002.11	\$3,395.74	\$16,884.70	\$3,983.59	\$20,439.45	5,447.36	\$12,109.55	(6,662.19)
026	Employee Benefits Section 125	\$24,124.17	\$8,370.84	\$41,686.92	\$4,930.83	\$35,747.38	30,063.71	\$7,560.62	22,503.09
200	Student Managed Activity	\$134,489.95	\$14,214.93	\$42,694.89	\$2,057.27	\$19,391.50	157,791.34	\$16,336.88	141,456.46
300	District Managed Student Activities	\$135,029.61	\$24,461.33	\$245,521.72	\$28,643.62	\$167,283.32	213,268.01	\$74,809.46	138,458.55
401	Auxiliary Services	\$78,964.92	\$0.00	(\$2,085.46)	\$0.00	\$76,879.46	0.00	\$0.00	0.00
451	Data Communications	\$0.00	\$0.00	\$3,600.00	\$0.00	\$0.00	3,600.00	\$0.00	3,600.00
516	IDEA Special Education	(\$31,598.45)	\$50,009.96	\$164,971.88	\$50,024.51	\$183,397.94	(50,024.51)	\$157,741.55	(207,766.06)
572	Title I	\$49,879.66	\$776.08	\$15,059.22	\$17,438.98	\$82,377.86	(17,438.98)	\$0.00	(17,438.98)
573	Title II	\$124.89	\$0.00	\$0.00	\$0.00	\$124.89	0.00	\$0.00	0.00
584	Drug-Free Schools	\$10.56	\$0.00	\$0.00	\$0.00	\$10.56	0.00	\$0.00	0.00
587	Early Childhood Special Education	\$0.00	\$0.00	\$0.00	\$6,297.18	\$6,297.18	(6,297.18)	\$975.17	(7,272.35)
590	Title II-A	0.00	\$6,159.08	\$15,397.70	\$6,159.08	\$21,556.78	(6,159.08)	\$0.00	(6,159.08)
599	Title IV-A	0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00
	Grand Totals (ALL Funds)	\$100,876,038.01	\$2,399,362.64	\$21,145,451.79	\$8,135,023.45	\$22,653,199.76	\$99,368,290.04	\$12,503,277.06	\$86,865,012.98

Revere Local School District



Approved Funds for 2017/2018

This report is a listing of all grant funds authorized and/or received throughout the 2017/2018 fiscal year.

Fund	Description	Authorized Amount	Monthly Amount Received	Amount Received FY-to-date	Amount Received Project-to-date
	<i>State Grants</i>				
451/9018	Ohio K-12 Network Subsidy	\$7,200.00	\$0.00	\$3,600.00	\$3,600.00
	<i>Federal Grants</i>				
516/9217	IDEA Part B Special Education 2017	\$765,574.02	\$0.00	\$67,940.14	\$636,927.23
516/9218	IDEA Part B Special Education 2018	\$515,988.89	\$50,009.96	\$97,031.68	\$97,031.68
572/9217	Title I 2017	\$223,960.38	\$0.00	(\$28,486.75)	\$131,023.15
572/9218	Title I 2018	\$146,485.48	\$776.08	\$43,545.97	\$43,545.97
587/9218	Early Childhood Special Education 2018	\$7,272.35	\$0.00	\$0.00	\$0.00
590/9218	Title II-A 2018	\$44,643.87	\$6,159.08	\$15,397.70	\$15,397.70
599/9218	Title IV-A 2018	\$10,000.00	\$0.00	\$0.00	\$0.00
	Total Federal Funds	\$1,713,924.99	\$56,945.12	\$195,428.74	\$923,925.73

rb120617



INITIAL ADVANCE INFORMATION					as of 11/30/17 ADVANCE RETURN	
Date Approved	FROM Fund	TO Fund	Fund Name	Amount	Date Returned	Amount
8/15/2017	001	006/0000	Food Services	\$150,000.00		
8/15/2017	001	300/920A	Athletics	\$100,000.00		
TOTAL Advances for 2017-2018				\$250,000.00		\$0.00
Advances Outstanding						\$250,000.00

rb120617

Revere Local School District			
			
Cash Reconciliation			
November 30, 2017			
FINSUM Balance			\$ 99,368,290.04
Bank Balance:			
Huntington Bank	2,723,960.32		
		\$ 2,723,960.32	
Investments:			
Meeder Investment Managers Managed Portfolio - General	20,190,373.33		
Meeder Investment Managers Managed Portfolio - Bond Retirement	3,911,847.90		
Meeder Investment Managers Managed Portfolio - Building Fund	64,167,367.22		
STAR Ohio - General Account	4,414,507.89		
STAR Ohio - Bond Retirement Account	4,326,461.48		
		\$ 96,999,547.82	
Petty Cash:			
Building Principals	400.00		
Athletic Director	100.00		
Bus Garage	100.00		
Treasurer's Office	200.00		
		\$ 800.00	
Change Fund:			
		\$ -	
LORE: Outstanding Checks		\$ (345,241.08)	
Outstanding Deposits/Other Adjustments:			
QTD Payroll Deductions In Transit	(7,141.11)		
ACH Payments In Transit	(3,705.91)		
Bank Debit to be posted in USAS	70.00		
		\$ (10,777.02)	
Bank Balance			\$ 99,368,290.04
Variance			\$ -
11/30/17			

Revere Local School District

November 30, 2017



Appropriation Summary

rb120617

Fund	FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
001 General Fund	\$38,062,823.00	\$649,134.87	\$38,711,957.87	\$15,387,998.00	\$2,981,634.76	\$3,036,383.41	20,287,576.46	47.59%
002 Bond Retirement	\$6,360,675.00	\$0.00	\$6,360,675.00	\$4,710,601.74	\$4,688,055.69	\$1,582,050.00	68,023.26	98.93%
003 Permanent Improvement	\$4,119,830.26	\$14,058.28	\$4,133,888.54	\$793,667.11	\$14,856.95	\$3,290,457.36	49,764.07	98.80%
004 Building Fund	\$68,139,866.19	\$62,988.50	\$68,202,854.69	\$620,541.36	\$210,852.63	\$4,231,852.54	63,350,460.79	7.11%
006 Food Service	\$914,850.00	\$5,421.00	\$920,271.00	\$388,407.12	\$76,410.51	\$69,002.93	462,860.95	49.70%
007 Special Trust	\$24,319.98	\$1,000.00	\$25,319.98	\$391.63	\$391.63	\$1,873.02	23,055.33	8.94%
008 Endowment	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	150.00	0.00%
009 Uniform School Supplies	\$221,778.02	\$3,613.91	\$225,391.93	\$76,314.33	\$4,931.43	\$7,541.92	141,535.68	37.20%
012 Adult Education	\$973.25	\$0.00	\$973.25	\$973.25	\$0.00	\$0.00	0.00	100.00%
014 Rotary-Internal Services	\$6,112.12	\$0.00	\$6,112.12	\$6,112.12	\$0.00	\$0.00	0.00	100.00%
018 Public School Support	\$127,778.00	\$4,630.79	\$132,408.79	\$47,075.08	\$36,062.40	\$5,659.22	79,674.49	39.83%
019 Other Grants	\$19,561.03	\$722.95	\$20,283.98	\$4,222.24	\$189.81	\$8,196.90	7,864.84	61.73%
022 District Agency	\$20,000.00	\$0.00	\$20,000.00	\$3,380.46	\$2,082.58	\$726.53	15,884.01	20.58%
024 Employee Benefits Self-Insurance	\$47,600.00	\$0.00	\$47,600.00	\$20,439.45	\$3,983.59	\$12,109.55	15,051.00	68.18%
026 Employee Benefits Section 125	\$83,000.00	\$378.00	\$83,378.00	\$35,747.38	\$4,950.83	\$7,560.62	40,070.00	51.94%
200 Student Managed Activity	\$141,082.20	\$3,255.87	\$144,338.07	\$19,391.50	\$2,057.27	\$16,326.88	108,609.69	24.75%
300 District Managed Student Activities	\$384,222.00	\$12,773.67	\$396,995.67	\$167,283.32	\$28,643.62	\$74,809.46	154,902.89	60.98%
401 Auxiliary Services	\$124.90	\$78,098.61	\$78,223.51	\$76,879.46	\$0.00	\$0.00	1,344.05	98.28%
451 Ohio K-12 Network Subsidy	\$7,200.00	\$0.00	\$7,200.00	\$0.00	\$0.00	\$0.00	7,200.00	0.00%
516 IDEA Special Education	\$680,526.26	\$8,111.17	\$688,637.43	\$183,397.94	\$50,024.51	\$157,741.55	347,497.94	49.54%
572 Title I	\$260,784.46	\$0.00	\$260,784.46	\$82,377.86	\$17,438.98	\$0.00	178,406.60	31.59%
573 Title II	\$124.89	\$0.00	\$124.89	\$124.89	\$0.00	\$0.00	0.00	100.00%
584 Drug-Free Schools	\$10.56	\$0.00	\$10.56	\$10.56	\$0.00	\$0.00	0.00	100.00%
587 Early Childhood Special Education	\$7,272.35	\$0.00	\$7,272.35	\$6,297.18	\$6,297.18	\$975.17	0.00	100.00%
590 Title II-A	\$61,017.95	\$0.00	\$61,017.95	\$21,556.78	\$6,159.08	\$0.00	39,461.17	35.33%
599 Title IV-A	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	10,000.00	0.00%
Totals	\$119,701,682.42	\$844,187.62	\$120,545,870.04	\$22,653,199.76	\$8,135,023.45	\$12,503,277.06	\$95,389,393.22	29.16%



Revere Local School District

**Check Register for Checks > \$9,999.99
November 2017**

Vendor	Amount	Fund	Description
Renhill Group, Inc.	\$ 22,656.69	001	Substitute teachers
Village of Richfield	\$ 13,720.03	001	Sewer charges
Cuyahoga County ESC	\$ 66,920.78	001/516/587	Special education aides, LEP services, gifted coordinator services, preschool program services, & technology integration
P. S. I.	\$ 16,180.40	001	nursing/health aide services
Suburban School Transportation	\$ 10,753.00	001	Special education transportation services
Cuyahoga Valley National Park Association	\$ 31,610.00	018	5th grade outdoor education resident program
Lykins Energy Solutions	\$ 14,121.29	001	Diesel fuel
Ohio Edison Co.	\$ 19,039.90	001	Electricity
Renhill Group, Inc.	\$ 15,153.00	001	Substitute teachers
Office Depot Inc.	\$ 12,414.10	003	Replacement classroom furniture
BSHM Architects Inc.	\$ 207,233.83	004	Architectural/engineering services for building project
Renhill Group, Inc.	\$ 18,744.18	001	Substitute teachers
Huntington Bank	\$ 4,610,625.00	002	Bond principal and interest payments
Huntington Bank	\$ 297,953.44	002	Bond principal and interest payments
Huntington Bank	\$ 178,012.52	various	Supplemental payroll
Summit Regional Health Care Consortium	\$ 22,793.27	001/006/572	Dental insurance premiums
Summit Regional Health Care Consortium	\$ 335,610.21	001/006/572	Medical and prescription insurance premiums
Huntington Bank	\$ 794,857.03	various	Payroll #1
Huntington Bank	\$ 796,463.79	various	Payroll #2
Huntington Bank	\$ 13,265.36	various	Medicare contributions - payroll #1
Huntington Bank	\$ 11,525.33	various	Medicare contributions - payroll #2
School Employees Retirement System	\$ 53,958.00	various	Classified retirement contributions
State Teachers' Retirement System	\$ 103,360.68	various	Certified retirement contributions
State Teachers' Retirement System	\$ 84,031.17	various	Certified retirement contributions
rb120617			

FY2018
REVERE LOCAL SCHOOLS FOOD SERVICE ENTERPRISE-FUND #006
Monthly Cash Flow Spending Plan Report

INCOME		JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APRIL	MAY	JUNE	TOTALS
BEGINNING BALANCES		\$11,528.94	\$12,756.70	\$116,355.54	\$63,024.72	\$73,077.04	\$80,533.68	\$80,533.68	\$80,533.68	\$80,533.68	\$80,533.68	\$80,533.68	\$80,533.68	
Interest Earnings														\$0.00
Student Breakfast			\$293.05	\$1,657.05	\$1,432.05	\$2,314.30	\$38,587.42	\$20,800.96	\$20,800.96	\$20,800.96	\$20,800.96	\$20,800.96	\$20,800.96	\$5,000.45
Student Lunch Sales		\$820.95	\$0.079.00	\$0.079.00	\$29,740.40	\$29,740.40	\$29,740.40	\$29,740.40	\$29,740.40	\$29,740.40	\$29,740.40	\$29,740.40	\$29,740.40	\$174,123.14
Student Milk Sales			\$287.10	\$1,009.75	\$1,151.15	\$1,042.80								\$91,081.98
Adult Breakfast			\$2.25	\$7.70	\$15.75	\$15.55								\$3,530.80
Adult Lunch Sales			\$415.95	\$1,310.10	\$1,310.10	\$1,310.10	\$1,310.10	\$1,310.10	\$1,310.10	\$1,310.10	\$1,310.10	\$1,310.10	\$1,310.10	\$41.25
Catering - Bath				\$266.88	\$104.77	\$255.84								\$4,737.40
Catering - Hallway														\$172.40
Catering - RMS				\$53.00	\$24.00	\$24.00								\$0.00
Catering - RMS				\$715.80		\$491.50								\$87.00
Miscellaneous				\$10.02	\$3.70	\$41.46								\$1,207.30
Fencing Commissions - RMS				\$38.43		\$17.75								\$84.20
Fencing Commissions - RMS				\$90.15	\$64.00	\$64.00								\$38.43
State Subsidy					\$14,941.51	\$10,007.79								\$219.90
Federal Survey														\$0.00
Transfers In														\$25,049.30
Refund Prior Year Expenditure														\$0.00
Advances In			\$150,000.00											\$0.00
TOTAL RECEIPTS		\$0.00	\$829.96	\$211,752.12	\$84,382.25	\$98,583.19	\$81,567.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00
														\$457,414.84

EXPENDITURES		JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APRIL	MAY	JUNE	TOTALS
Administrative Supply														\$0.00
Regular Salaries		\$20,676.36	\$20,676.10	\$32,388.34	\$21,407.62	\$22,262.36	\$39,096.60	\$39,096.60	\$39,096.60	\$39,096.60	\$39,096.60	\$39,096.60	\$39,096.60	\$117,419.77
Subsidies				\$2,533.71	\$2,783.52	\$1,039.60								\$6,356.63
Investment Extra Time				\$793.68	\$144.80	\$660.22								\$1,598.70
Special Activities		\$95.70	\$30.26	\$30.26	\$63.77	\$114.76								\$343.32
Advances			\$860.91											\$860.91
Utilities		\$15,222.32	\$18,100.81	\$28,037.57	\$14,089.86	\$14,928.44								\$87,288.00
Management Services				\$10,321.00	\$5,137.00	\$120.00								\$0.00
Transportation		\$5,130.00	\$14,364.00	\$10,321.00	\$5,137.00	\$120.00								\$40,093.00
Food/Supplies			\$15,577.69	\$45,684.49	\$40,904.21	\$32,148.11								\$123.00
New Equipment 500														\$0.00
New Equipment 200														\$134,324.90
New Equipment 100														\$0.00
New Equipment 400														\$0.00
Travel/Fees														\$0.00
Return of Advance														\$0.00
TOTAL EXPENDITURES		\$0.00	\$41,114.86	\$66,637.79	\$117,713.87	\$66,530.87	\$78,410.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388,407.12
														\$388,407.12

NEW DOCUMENT

**List of Donations
Received by the Revere Local School District
December 19, 2017**

Cash Donations

1 To:	Revere High School - Key Club	
From:	Kiwanis	\$ 400.00
2 To:	Revere Athletic Department - Softball Program	
From:	David & Kelly Staats	\$ 1,600.00
	G Michael Appel DDS	\$ 200.00
	Friends of Softball	\$ 50.00
3 To:	Revere High School - Patrick Alfieri Scholarship Fund	
From:	Mark & Linda Leventhal	\$ 100.00

Total	\$ 2,350.00
--------------	--------------------

Equipment & Other Donations

1 To:
From:

* Donation values for contributions other than cash are provided by the donor and not established by the Board of Education

NEW DOCUMENT

Attachment T-4

Adjustments
Permanent Appropriations
December 19, 2017

The Treasurer recommends that the Board approve the appropriation adjustments in the stated amounts listed below, that these be established at fund level, and authorize the District's participation in any new Grants/Funds if applicable. It is further moved that all expenditures for grants be based upon the budgets submitted to and approved by the funding agencies or the applicable Activity/Purpose Statement.

Category/Description	Fund #	Action	Adjustment	Total
<u>General Fund Class</u>				
General Fund	001			
<u>Special Revenue Funds</u>				
Public School Support	018			
Local Grants	019			
District Managed Activity	300	INCREASE	\$6,200.00	\$384,222.00
Auxiliary Services	401			
IDEA Special Education	516			
LEP	551			
Title I	572			
Preschool	587			
Title II-A	590			
Title IV-A	599			
<u>Debt Service Fund Class</u>				
Bond Retirement	002			
<u>Capital Projects Fund Class</u>				
Permanent Improvement	003			
Building Fund	004			
Ohio Network k-12	451			
<u>Enterprise Funds</u>				
Food Service	006			
Uniform School Supply	009	INCREASE	\$778.02	\$221,778.02
Special Enterprise	020			
Special Rotary	014			
<u>Internal Service Funds</u>				
Employee Benefits	024			
<u>Trust Fund Class</u>				
Student Activity Trust	007			
Endowment	008			
<u>Agency Fund Class</u>				
District Agency Health Care	026			
Student Managed Activity	200	INCREASE	\$9,494.20	\$141,282.20
Unclaimed Funds & Athletic Tournaments	022			
Total of adjustments and or increase to the District's Appropriations			\$16,472.22	

NEW DOCUMENT

THEN AND NOW PO'S

<u>PO Number</u>	<u>Date</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Request By</u>
182115	11.16.2017	Midwest Energy	\$3390.00	Business Office
182229	12.5.2017	Rush Truck	\$6272.78	Transportation

NEW DOCUMENT

INVENTORY CONTROL FORM

PART 1 To be completed by purchaser

Inventory Action: Addition () Deletion (X) Board Approval Date: 12/19/17
Correction () Transfer ()

Purchase Order # ?
Received Date ?

for transfers only

	Bldg.	Room
From:		
To:		
Tag #:		

BARCODE TAG # No Barcode TAG

Location: BLDG. # FLOOR # ROOM #
H.S. OLD GYM

Description: ITEM NAME Compound Microscopes X17
BRAND NAME 15 DIFFERENT BRAND,
SERIAL # VERY OLD SCOPES, ALL
MODEL # IN DISREPAIR & SOME AT LEAST
30 YRS. OLD WITH MIRRORS!!

Verification of barcode tag placement:
date 11/13/17 signature printed name

RETURN COMPLETED FORM TO THE TREASURER'S OFFICE ATTACHED TO THE GOLD COPY OF THE PURCHASE ORDER.

Part 2 To be completed by the Treasurer's Office

Asset Class
Life
Acq Cost
Equip Code
Fund
Func
Product Part #

Entered on Inventory system by: signature

NEW DOCUMENT



**Clever Integration Services Agreement ("Agreement")
made as of 06/27/2017 between Discovery Education, Inc. ("Discovery") and
REVERE LOCAL SCHOOL DISTRICT, OH ("Subscriber")**

1. In connection with and subject to Subscriber's current and valid license on behalf of those schools listed on Attachment 2 hereto for authorized access to Discovery's digital curriculum service known as Discovery Education Streaming Plus (the "Subscriber License"), Discovery shall access Subscriber data using technology systems operated by Clever, Inc. ("Clever") and authenticate Users via Clever Instant Login as further detailed in the Scope of Work.
2. The "Term" shall be 07/01/2017 through and including 06/30/2018.
3. The pricing to purchase the Clever Integration Services (the "Fee") shall be as follows:

Description	Annual Price	Total
Clever Integration Services	\$240.00	\$240.00
Total		\$240.00

4. The Fees are non-cancellable and are due and payable not later than 30 days after receipt of invoice.
5. Discovery may terminate this Agreement upon written notice, to Subscriber, with immediate effect, if Discovery's agreement with Clever regarding access to Subscriber data expires or is otherwise terminated.
6. As between Discovery and Subscriber, Discovery shall own any and all intellectual property rights with respect to the Clever Integration Services performed by Discovery (not including Subscriber data).
7. Any changes to the Scope of Work as detailed on Attachment 1 hereto must be mutually agreed to in a duly executed written amendment and may be subject to fees.
8. This Agreement contains the entire understanding and supersedes all prior understandings between the parties relating to the subject matter herein. The terms and conditions set forth herein shall not be binding on Discovery, or any of its affiliates, until fully executed by an authorized signatory for both Subscriber and Discovery (or its applicable affiliate). Signatures may be exchanged in counterparts. Signatures transmitted electronically by fax or PDF shall be binding and effective as original ink signatures.

REVERE LOCAL SCHOOL DISTRICT

DISCOVERY EDUCATION, INC.

By: _____
(Signature Required)

By: _____

Title: _____

Title: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

Ref. No. O6UJ9C002HXXH



**ATTACHMENT 1
CLEVER DATA INTEGRATION
SCOPE OF WORK**

Subscriber intends to provide Subscriber Data to Discovery using technology systems operated by Clever. Discovery will access Subscriber data and authenticate Users via Clever Instant Login to allow Subscriber's Users to access Discovery Education Steaming Plus via Discovery's website.

	Subscriber Responsibilities	Discovery Responsibilities
Connection Requirements	Subscriber shall grant Discovery access to Subscriber data within the Clever technology platform. Subscriber will set the data sharing permissions within their Clever account to share data with Discovery using the "Share Schools" option. Subscriber will configure Clever Instant Login to include Discovery as an authorized application.	Discovery will configure the Clever connection to access Subscriber data and create or edit User accounts within the Discovery system.
Data Sharing Requirements	Subscriber will only share data for schools that currently subscribe to Discovery services. If a Subscriber site(s) or User(s) data is not available in the Clever technology platform but is authorized to access Discovery services, Subscriber will be responsible (at its sole expense) for adding said site(s) or User(s) to the Discovery database via another method, such as the Bulk Import tool.	Discovery will match School IDs as provided from Clever to existing authorized school site(s) in the Discovery system. Discovery will provide a list of authorized school sites upon request. Discovery will match existing Users in the Discovery system to users in the initial Clever data export and modify data as required in the Discovery system.
User Experience	Subscriber's Users utilizing Clever Instant Login will login in to the Clever platform at Clever.com, select the Discovery app and be brought to the Discovery MyDE homepage. If a Subscriber site(s) or User(s) data is not available in the Clever platform but is authorized to access Discovery services, Subscriber will log in to Discovery services at www.discoveryeducation.com with the credentialed username and password.	The Clever Instant Login request will provide Discovery with a user identifier that is used to query the Discovery User database. If found, Subscriber's User will be logged into Discovery services. If not found, Users will receive an error message. Discovery will query the Discovery User database and authenticate any valid Users who access from www.discoveryeducation.com with the correct username and password. Users that cannot be authenticated will receive an error message.

Subscriber represents that it has the right to provide Discovery with and hereby grants a limited license to Discovery to access all of Subscriber's data and networks necessary for Discovery to perform the Clever Integration Services described above. The Clever Integration Services are provided "as is", and all warranties of any kind, including, without limitation, non-infringement, are hereby disclaimed to the fullest extent permitted by law. In no event shall Discovery be liable for any loss of data, lost profits, business interruption, replacement service or other special, incidental, consequential, punitive or indirect damages, however caused and regardless of theory of liability resulting from its performance of the Clever Integration Services.



ATTACHMENT 2
LICENSED SCHOOLS

[illegible]

NEW DOCUMENT

**NORTHEAST OHIO NETWORK FOR EDUCATIONAL TECHNOLOGY
SERVICE PROVIDER CONTRACT
MANAGED INTERNAL BROADBAND SERVICE
Contract Number: 050054-MIB1821**

This agreement for the provision of managed internal broadband services ("Agreement") is entered between the Northeast Ohio Network for Educational Technology (a program of the Metropolitan Regional Service Council) (Provider") and Revere Local Schools ("Customer"), as verified by the signatures on the signature page below.

WHEREAS, Provider is an information technology center ("ITC") organized as a regional council of governments and operating as part of the Ohio Education Computer Network("OECN"), which has been established by the State of Ohio to provide communications and other technology services to public schools and other authorized user entities; and

WHEREAS, the Customer is an educational entity in the State of Ohio, and;

WHEREAS, the Provider through its technology center desires to provide to Customer and Customer desires to secure from Providers the services detailed in this Agreement;

NOW THEREFORE, in consideration of the mutual agreements hereinafter set forth and for other good and valuable consideration, the parties hereto, intending to be legally bound, agrees as follows:

I. DEFINITIONS:

As used in this Agreement the following terms shall be defined as follows:

" *Parties* " shall mean the Customer and Provider collectively.

"*Services*" shall mean all of the duties and ministrations in Article III and Exhibit A of this Agreement.

"*User*" shall mean a school or person authorized by a Customer to make use of the data services or equipment secured by Customer from Provider by this Agreement.

II. TERM AND TERMINATION

- A. This Agreement is effective for all services covered herein for the period of July 1, 2018 through June 30, 2021.
- B. Services provided through this Agreement will end June 30, 2021.
- C. Provider reserves the right to discontinue Customer's access to the Provider's Service, terminate this Agreement and/or seek other legal or equitable relief for use of the Service that Provider deems to be in violation of the rules and regulations of

the Ohio State Board of Education or any other state or federal agency; or in violation of this Agreement; or local, state or federal, or international law; or are uncivil. For purposes of this Agreement, uncivil conduct includes, but is not limited to: 1) transmitting offensive or harassing statements; 2) developing and/or transmitting offensive or unlawful graphics; 3) transmitting sexual or ethnic slurs explicitly or as part of a joke; 4) soliciting or encouraging others to engage in sexual, offensive or unlawful acts; or 5) permitting or encouraging unauthorized access to the Provider's network and public networks including unauthorized access to the Internet.

- D.** Upon a termination of the Agreement by the Customer prior to the end of the stated term, the Customer agrees to pay Provider for contractual obligations incurred by the Provider on behalf of Customer for the original three (3) year contract period.

III. PERFORMANCE

- A.** Provider shall furnish Customer managed internal broadband services including the lease, installation, operation, management, and monitoring of eligible broadband internal connections components, initial design configuration and integration of the wireless network. The Service shall be provided on a 24-hour-per-day, 7 day-per-week basis, and as further described in attached Exhibit A.
- B.** Provider shall be responsible for the maintenance of the Service and any Provider-owned service equipment located on Customer premises ("Service Equipment"). Provider and its agents shall have the right at any time during normal business hours and with advanced notice to enter the Customer's premises (complying with the Customer's visitors policy) for the purpose of maintaining, inspecting, and testing the Service Equipment. Provider shall have the right to charge the Customer costs and expenses incurred in identifying and correcting any failure in Customer's facilities or equipment, or in repairing or replacing Provider's Service Equipment which has been damaged or rendered inoperable by reason of the Customer's actions or omissions, or the failure or inadequacy of Customer's equipment.

IV. CHARGES AND PAYMENT

- A.** Charges for the Services provided under this Agreement are set forth in Schedule 1-a.
- B.** Customer agrees to be solely responsible to Provider for all charges set forth on Exhibit A for the duration of the Agreement, regardless of the approval, denial and/or receipt of E-rate funding.
- C.** Charges for the Services provided under this Agreement will be billed to Customer on an annual basis.

- D. Payment of all invoices sent shall be due within thirty (30) days of the invoice Date.
- E. Late payments shall be subject to a service charge of one and one half percent (1 1/2%) of any and all unpaid balance unless expressly waived by the Provider in writing. Provider may at its sole discretion terminate or suspend the Services to any Customer whose payments are in arrears by more than sixty (60) days. Such suspension shall not be deemed a waiver of other legal or equitable rights the Provider may have for fully payment. If the Customer's Service is suspended, Provider may charge a reconnection fee to cover the administrative cost of reconnection. The reconnection charge shall be in addition to amounts due for unpaid balances and/or the above described service charges.

V. FORCE MAJEURE

Provider shall not be liable for any damages incurred as a result of the errors, omissions or negligence of Customer, its personnel, employees, agents or users. Provider shall not be liable for failure to perform if such failure is caused by acts of God, winds, fires, landslide, floods, droughts, famines, acts of public enemies, insurrection, military action, sabotage, riots, or civil disturbances, failure of a utility or utility type service which is essential to the Provider's Service or other event(s) not reasonably within the control of the Provider.

VI. WARRANTIES AND LIMITATIONS ON LIABILITY

- A. The following provisions define Provider's entire liability with respect to claims arising in any way out of the provision of or failure to provide the Service set out in this Agreement; with respect to any breach of its contractual obligations arising under the Agreement; with respect to any errors, omissions, or negligence of Customer, its personnel, employees, agents or users; and any representations, statements, or tortious act or omission including negligence or gross negligence arising under or in connection with this Agreement (including any liability for the acts or omissions of its employees, agents, and subcontractors; subsequently referred to as the "Event of Default"). Provider shall not be liable, in respect of or arising out of an Event of Default or the performance, non-performance, or breach of its obligations under this Agreement, for any indirect, incidental, special or consequential damages (including as a result of loss of data or misinformation), including loss of profits, goodwill, revenue, data, or use, incurred by Customer or by any third party whether in an action in contract or tort, even if such damages were foreseeable or Provider had been advised of the possibility of such damages. Provider, from time to time, will be requested to provide consultation related to Service described within this Agreement. Provider will use reasonable efforts in this regard. Customer acknowledges and agrees that the limitation of liability shall apply to such consultation. Without derogating from the other provisions of this section and this Agreement, Provider's liability for damages for breach of this Agreement shall in no event exceed the amounts received by Provider under this Agreement.

- B.** Customer warrants and represents that it will only utilize the Services provided for educational and educational administrative related activities on its premises. Where the Services provided include access to the networks, Provider does not warrant that the functions of the network will meet any specific Customer or user requirements, or that Services provided will be error free or uninterrupted; nor shall Provider be liable for any indirect, incidental, special or consequential damages (including as a result of loss of data or misinformation) sustained in connection with the use, operation, or inability to use the Provider Services by Customer or its users. Further, Customer understands and agrees that Provider will exercise no control over the information that Customer and users may transmit and access as a result of the provision of Services by Provider and that, therefore, Customer will make no claim against Provider for the internet service uses, including transmission, downloading or uploading of information that is offensive, a violation of the law, or the actionable violation of others' rights. Any filters or screening devices are limited to those in existence at the date of this Agreement or for which Provider subsequently installs. Provider is not under any duty to install or modify filters or screening programs. Provider does not warrant the accuracy or appropriateness of any information contained in the interconnected systems. Customer understands and agrees that the Internet, by its nature, is an open portal of content and material, some of which may be inappropriate for school-aged students.
- C.** Provider assumes no responsibility for controlling, regulating, or monitoring access to the interconnected computer system(s) of the network by minors or for compliance with any laws regulating the same.
- D.** Provider reserves the right to discontinue Customer's access to the Provider's network and/or seek other legal or equitable relief for use of the Services that Provider deems to be in violation of the rules and regulations of any state or federal agency; or in violation of this Agreement; or in violation of municipal, state, international or federal law.
- E.** Customer understands and agrees that Provider shall have no responsibility for Customer's or its Users accessing or transmitting offensive or unlawful information, interference or unlawful access to others' information or networks, or other offensive or unlawful activity in which Provider's Service is used.
- F.** Provider makes no representations to Customer regarding accessibility of the Service by end-user devices. Customer acknowledges that certain end-user devices may not be compatible with the Service.
- G.** Although Provider does not have a duty to monitor Customer or its Users' transmissions, it shall not be prohibited from so monitoring.

VII. INDEMNIFICATION

CUSTOMER AGREES TO INDEMNIFY AND HOLD PROVIDER, ITS GOVERNING BOARD MEMBERS, OFFICERS, MEMBERS, EMPLOYEES AND/OR AGENTS HARMLESS FROM ANY CLAIMS, SUITS, LIABILITY, LOSS, EXPENSES AND/OR DAMAGES, INCLUDING ALLEGED COPYRIGHT AND OTHER INTELLECTUAL PROPERTY CLAIMS, SUSTAINED BY ANY PERSON BY REASON OF ANY ACT OF CUSTOMER OR ITS USERS IN THEIR ACTIVITIES INVOLVING USE OF PROVIDER'S NETWORK.

VIII. TITLE AND OWNERSHIP

- A.** Title to the Service Equipment shall irrevocably and under all circumstances remain with the Provider and its designees, and the Customer will take no action to knowingly compromise the rights, title, and interest of the provider. The Customer's interest in the Services and Service Equipment is limited to non-exclusive use thereof on the premises.
- B.** All written procedures and similar items utilized or developed in connection with this Agreement, residing with Providers, are not to be considered the property of Customer.

IX. CONFIDENTIALITY OF INFORMATION

- A.** Provider shall exercise reasonable ordinary care in preserving and protecting the confidentiality of information furnished by Customer.
- B.** Except as required by law, Provider agrees not to disclose any materials, information, or other data relating to Customer's operations, to other individuals, corporate entities, districts, or governmental agencies, without prior written consent from Customer.
- C.** Except as required by law including but not limited to the Ohio public records laws, Customer agrees not to disclose any information or documentation obtained from Provider.

X. NOTICES

- A.** All notices permitted or required to be given to either of the parties to this Agreement shall be in writing and shall be deemed given or delivered when: (a) delivered by hand or (b) mailed, if sent by regular mail or other express delivery service (receipt requested), in each case to the appropriate addresses set forth below (or to such other addresses as the party may designate by notice to the other party hereto):

1. If to Provider:

Name: Matthew Gdovin
Address: 700 Graham Road
City/State/Zip: Cuyahoga Falls / Ohio / 44221
Phone: 330-926-3902
Facsimile: 330-926-3901
E-mail: Gdovin@neonet.org

2. If to Customer:

Name: Rick Berdine
Address: 3496 Everett Rd. PO Box 340
City/State/Zip: Bath / Ohio / 44210
Phone: 330-523-3106

B. GENERAL PROVISIONS

1. **Successors and Assigns.** This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors, assigns, heirs and personal representatives.
2. **Waiver, Discharge, etc.** This Agreement may not be released, discharged, changed or modified in any manner, except by an instrument in writing signed by both parties. The failure of either party to enforce at any time any of the provision(s) of this Agreement shall in not be construed to be a waiver of any provision(s), nor in any way to affect the validity of this Agreement or any part hereof or the right of either party hereto to enforce each and every such provision. No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. Furthermore, the term of any purchase order, invoice or like document issued in conjunction with the Service to be provided herein shall not serve to add to or modify the terms of this Agreement.
3. **Captions.** The captions in this Agreement are inserted only as a matter of convenience and as a reference, and in no way define, limit or describe the scope or intent of this Agreement or any of the provisions hereof.
4. **Rights of Persons Not Parties.** Nothing contained in this Agreement shall be deemed to create rights in persons not parties hereto.
5. **Severability.** If any provision of this Agreement or the application thereof to any persons or circumstances shall, for any reason or to any extent, be held invalid or unenforceable, the remainder of this Agreement and the application of such provision to such other persons or circumstances shall

not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.

6. **Entire Agreement.** This Agreement, together with the documents referred to herein, shall constitute the entire agreement between the parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments and writing with respect to such subject matter.
7. **Counterparts.** This Agreement may be executed in several counterparts, all of which taken together shall constitute one single agreement between the parties hereto.
8. **Construction.** This Agreement and its validity, interpretation and effect shall be construed in accordance with and governed by the laws of the State of Ohio. The parties have participated jointly in the negotiation and drafting of this Agreement. If any ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the parties and no presumption or burden of proof shall arise favoring any party by virtue of authorship of any specific provisions of the Agreement. When used in this Agreement, the word "including" shall mean including without limitation. Unless the context requires otherwise, any reference to the masculine, feminine and neuter genders include one another.
9. **Compliance with Law.** Each party agrees to comply with all governmental laws and regulations applicable to the Services contemplated by this Agreement. Customer agrees to provide such written evidence of the approval of this Agreement as may be required by law.
10. **Fully Understand and Freely Enter.** The undersigned hereby acknowledge that they have read and understand the foregoing. The parties to this Agreement also acknowledge that the execution of this Agreement is a free and voluntary act, done in belief that the Agreement is fair and reasonable. Finally, the parties acknowledge that they have had the right and opportunity to consult with and obtain the advice of independent legal counsel of the parties' own choosing in the negotiation and execution of this Agreement.

EXHIBIT A

MANAGED INTERNAL BROADBAND SERVICES

This exhibit is hereby made part of the managed internal broadband Services Agreement (the "Agreement") entered between Provider and Customer, as these terms are defined in the Agreement. The following additional terms and conditions apply to the Agreement.

Charges will be incurred for only those Services for which a charge is shown below. Services will be rendered for the period of the Agreement, unless otherwise stated below.

1. Services

The Services provided and their attendant costs are set forth on Schedule 1-a attached hereto and incorporated herein by reference.

2. Provider's Obligations

- a) Provider will plan and coordinate all activities incidental to the implementation of the managed internal broadband service.
- b) Provider will assume all responsibilities for the physical managed internal broadband service.

5. Customer's Obligations

- a) Customer will assume all responsibilities for all local area networks (LAN) up to the building router specified in section 3 item b) above. These responsibilities include, but are not limited to, Customer-owned communications equipment/cabling, LAN software, and LAN hardware.
- b) Customer agrees to comply with equipment specifications defined by the provider for all components integral to the managed internal broadband service.
- c) Customer will supply Provider with appropriate and sufficient space and electrical power to facilitate the hosted managed wireless service.
- d) Customer agrees not to connect any of its local area networks to alternative network providers without Provider approval.
- e) Customer agrees not to resell any network services provided by Provider.

By signing below, Signatory of Customer ("Signatory") certifies authorization to sign on behalf of and legally bind Customer to this Agreement and certifies having read, understood and agreed to the terms of this Agreement, including the provisions of the attached exhibits which are hereby incorporated herein by reference. Signatory certifies that all information provided by Customer in connection with this Agreement is true and accurate.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date first set forth above.

CUSTOMER: Revere Local Schools

Authorized Signature

Date

Print Name and Title

PROVIDER: Northeast Ohio Network for Educational Technology

Signature of Executive Director

Date

Matthew Gdovin

Print Name

Schedule 1-a

Summary of Costs

This exhibit is hereby made a part of the Agreement by and between Provider and the Customer. Provider will render the Service utilizing a minimum of 254 wireless access points for the duration of the Agreement. Customer may seek increased support up to a maximum of 317 wireless access points, via a written request to Provider.

The charges for the Service, based on a three-year contract, are indicated below.

Managed Internal Broadband Services

Year One (July 1, 2018 to June 30, 2019)
254 access points
Total Annual Cost: \$20,574

Year Two (July 1, 2019 to June 30, 2020)
254 access points
Total Annual Cost: \$20,574

Year Three (July 1, 2020 to June 30, 2021)
254 access points
Total Annual Cost: \$20,574

Provider will charge a fee of \$81 for each additional wireless access point requested by Customer during the term of the Agreement.

WCSR 33397905v3

NEW DOCUMENT

NON-UNION SUPPORT STAFF HOURS AND OVERTIME

This policy shall apply only to those Board of Education employees who are not represented by a collective bargaining unit.

1. Hours worked shall be determined according to the Fair Labor Standards Act. Hours for which an employee is compensated for any type of leave, but during which he/she does not actually work, shall not be computed as “worked hours” for the purposes of determining overtime eligibility.
2. Only work performed during an employee’s regularly scheduled work day, and those that are approved in advance by the employee’s supervisor shall be considered paid time. Prior authorization to work overtime or in addition to the employee’s normal hours must be in writing.
3. Individuals covered by this policy are required to complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records may be grounds for disciplinary action.
4. The Board shall provide a reasonable break time for an employee to express breast milk for her nursing child for one (1) year after the child’s birth each time such employee has need to express the milk. The Board shall provide such employees a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by an employee to express breast milk. Such employees, if they are paid at an hourly rate, shall not be compensated for using break time pursuant to this paragraph.
5. In most circumstances, overtime shall be compensated at 1.5 times the employee’s regular rate of pay. However, individuals who work more than 40 hours during any work week may be awarded compensatory time off up to a maximum of 240 hours. Compensatory time off (“comp time”) will be awarded at the rate of 1.5 hours per one hour overtime worked. If the employee requests comp time in lieu of pay for overtime, the decision to grant or deny the request shall rest with the Superintendent or designee. If comp time is offered by the Superintendent or designee, the employee may refuse time off and instead be compensated at 1.5 times their regular rate of pay.
 - A. Efforts will be made to permit the use of comp time at the time mutually agreed upon by the individual and his/her supervisor; however, where the individual’s absence would unduly disrupt the District’s operations, the District retains the right to postpone comp time usage.
 - B. Individuals with unused comp time who are terminated or who terminate their employment will be paid for unused comp time at a rate of compensation not less than:

- 1) the average regular rate received by the employee during the last three years of his/her employment, or
- 2) the final regular rate received by the employee, whichever is higher.

Adopted: _____

NEW DOCUMENT

STUDENT ABSENCES AND EXCUSES

Absences for the following reasons shall be considered as excused:

- A. Personal illness.
- B. Serious illness or death of a family member.
- C. Funeral.
- D. Medical and dental appointments that cannot be arranged during non-school hours.
- E. Unusual or emergency situations at home.
- F. Religious holidays and activities.
- G. Authorized school-sponsored activities.
- H. Approved college visits.
- I. Acts of God.
- J. Quarantine.
- K. Out-of-state travel, not to exceed 24 hours per school year that the student's school is open for instruction, for participation in an enrichment activity approved by the Board of Education or an extracurricular activity, defined as a student activity program operated by the District but not included in a graded course of study.
- L. At the Superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

An absence for any reason other than those listed above shall be classified as unexcused.

All excuses from parents, as well as other documents pertaining to a student's enrollment, attendance, and withdrawal from the District, shall become a part of the official attendance record and shall be maintained regardless of format or condition.

A student shall have the opportunity to make up school work missed due to an excused absence; however, it shall be the responsibility of the student to initiate a make-up procedure and schedule with his or her teacher(s). All make-up work shall be completed within the number of days missed following the excused absence. A student shall receive full credit for school work made up pursuant to an excused absence.

The principal or his or her designee may request written verification of a student's illness from a physician licensed to practice medicine in the state in the event of frequent or extended absences attributed to personal illness.

A student must be in attendance at school for half of the school day in order to participate in any school-sponsored activity that is conducted on that day; in cases of emergency the principal or his/her designee may grant an exception to this limitation.

LEGAL REFS: O.R.C. §§3301.60; 3321.041; 3321.13
Ohio Department of Education EMIS Manual, Section 2.1.1: Student
Enrollment Overview, Version 4.0 (2017)

Adopted: _____

NEW DOCUMENT

GRADUATION/DIPLOMA REQUIREMENTS

Students who have completed all required course work, as set forth below, but who have not successfully completed all state mandated achievement or graduation assessment requirements may return at subsequent regularly scheduled achievement or graduation assessment administrations to retake failed areas. Upon the successful completion of achievement or graduation assessment requirements, such student shall be eligible to be awarded a high school diploma.

Each diploma shall be signed by the President and Treasurer of the Board of Education, the Superintendent, and the principal of the High School, and shall bear the date of its issue.

The requirements for graduation and participation in commencement shall be the completion of work and studies representing the instructional program assigned to grades 9 through 12, including all state mandated achievement or graduation assessments.

The Superintendent shall determine whether the credit that a student has earned from another school satisfies any of the educational unit requirements for graduation, as set forth below.

Revere High School Graduation Requirements

At Revere High School, twenty-four (24) units of credit are required for graduation. These units must include specific course requirements as outlined below.

The State Board of Education determines the units of credit awarded a particular subject based upon the number of hours a class meets and the amount of outside preparation required. In addition to these credit requirements for graduation, students must pass the Ohio Graduation Test, or State End of Course Exams.

The twenty-four (24) units required for graduation must include the following:

Eng.	Social Studies	Math	Science	HPE	Computer Technology	Personal Finance	Electives	TOTAL	Testing Requirements
4	4	4	3	1	0.5	0.5	7	24	OGT or other Assessments

Note: All students must complete at least 2 trimesters of Fine Arts taken any time in grades 7-12.
Students participating in CVCC curriculum are excepted from the Fine Arts requirement.

Minimum Core Preparation ("The Minimum Core")

Students who are planning to attend any one of Ohio's public four-year universities should elect the following curriculum to gain admission without conditions:

4 units of English

4 units of Math (math units must include 1 unit of Algebra II or the equivalent of Algebra II)

3 units of Social Studies

3 units of Lab Science (Biology, Chemistry, and Physics are highly recommended)

2 units of the same Foreign Language

1 unit of a fine or performing art (Band, Choir, Art, Drama, Photography, Video Production, Digital Design)

NOTE: Students who are planning to participate in collegiate sports should register with the NCAA at www.eligibilitycenter.org and prepare for the 16 core-course rule. Some private schools and schools out of state may have different requirements, and students are asked to work closely with their counselor if they are seeking entrance to this type of school. Removing conditions will depend on the individual college. For further information, check with the individual college and visit the Ohio Board of Regents website at www.regents.state.oh.us.

A student who enters ninth grade on or after July 1, 2010, and before July 1, 2016, may qualify for graduation even though he/she has not completed the requirements for graduation, provided that the following conditions are met:

1. During the student's third year of attending high school, as determined by the school, the student and the student's parent, guardian, or custodian sign and file with the school a written statement asserting the parent's, guardian's, or custodian's consent to the student's graduating without completing the requirements for graduation prescribed by O.R.C. §3313.603(C) and acknowledging that one consequence of not completing those requirements is ineligibility to enroll in most state universities in Ohio without further coursework. The District shall notify the Ohio Department of Education of the number of students who choose to qualify for graduation in this way and the number of students who complete the student's success plan and graduate from high school.
2. The student and the student's parent, guardian, or custodian and a representative of the student's high school jointly develop a student success plan for the student in the manner described in O.R.C. §3313.6020(C)(1). The student success plan must specify the student matriculating to a two-year degree program, acquiring a business and industry-recognized credential, or entering an apprenticeship. The

high school shall provide counseling and support for the student related to the plan during the remainder of the student's high school experience.

3. The student successfully completes, at a minimum, the curriculum prescribed for participation in commencement and receiving a diploma listed in the paragraph entitled "Students Who Entered Ninth Grade Before July 1, 2010," above.
4. Beginning with students who enter ninth grade for the first time on or after July 1, 2014, a student shall be required to complete successfully, at a minimum, the curriculum prescribed for participation in commencement and receiving a diploma listed in the paragraph entitled "Students Who Entered Ninth Grade Before July 1, 2010," above, with the following exceptions:
 - (a) Mathematics, four units, one unit of which shall be one of the following:
 - (i) Probability and statistics;
 - (ii) Computer programming;
 - (iii) Applied mathematics or quantitative reasoning;
 - (iv) Any other course approved by the ODE using standards established by the Superintendent of Public Instruction;
 - (b) Elective units, five units;
 - (c) Science, three units, which shall include inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information.

Effective beginning with the 2018-2019 school year, a student who participates in interscholastic athletics, marching band, or cheerleading for at least two full seasons is not required to complete the physical education one-half unit to graduate, although the student must complete one-half unit in another course of study. A student who participates in an approved JROTC program for at least two full school years is not required to complete the physical education one-half unit to graduate, and credit received for participation shall satisfy the requirement for one-half unit in another course of study.

The District may integrate academic content in a subject area for which the state board has adopted standards under O.R.C. §3301.079 into a course in a different subject area, including a career-technical educational course, in accordance with guidance for integrated course work developed by the ODE. Upon successful completion of an integrated course, a student may receive credit for both subject areas. Units earned for subject area content delivered through integrated academic and technical instruction are eligible to meet graduation requirements.

Advanced student work completed prior to the ninth grade shall be applied toward graduation requirements if the advanced work was taught by a teacher who possessed a license valid for teaching high school and designated by the Board as meeting the high school curriculum requirements.

Additional High School Diploma Requirements for Students Entering Ninth Grade On or After July 1, 2014

In addition to the applicable curriculum requirements, each student entering ninth grade for the first time on or after July 1, 2014, shall satisfy at least one of the following conditions in order to qualify for a high school diploma:

1. Be remediation-free, in accordance with standards adopted under O.R.C. §3345.061, on each of the nationally standardized assessments in English, mathematics, and reading;
2. Attain a score specified under O.R.C. §3301.0712(B)(5)(c) on the end-of-course examinations prescribed under division O.R.C. §3301.0712(B);
3. Attain a score that demonstrates workforce readiness and employability on a nationally recognized job skills assessment selected by the state board of education under O.R.C. 3301.0712(G) and obtain either an industry-recognized credential, as described under O.R.C. §3302.03(B)(2)(d), or a license issued by a state agency or board for practice in a vocation that requires an examination for issuance of that license.

A student may choose to qualify for a high school diploma by satisfying any of the separate requirements prescribed by divisions (1) to (3) of this section. If the District does not administer the examination prescribed by one of those divisions that the student chooses to take to satisfy the requirements of this section, the District may require that student to arrange for the applicable scores to be sent directly to the District by the company or organization that administers the examination.

College and Work Ready Assessment System

Beginning with students who enter the ninth grade for the first time on or after July 1, 2014, the system of college and work ready assessments adopted by the State Board of Education shall replace the Ohio graduation tests as a measure of student academic performance and one determinant of eligibility for a high school diploma in the manner prescribed by rule of the state board, adopted under O.R.C. §3301.0712(D).

Pursuant to O.R.C. §3301.0712, beginning with the 2014-2015 school year, if a student is enrolled in an advanced placement or international baccalaureate course or is enrolled under any other dual enrollment or advanced standing program, that student shall take the advanced

placement or international baccalaureate examination or applicable examination under dual enrollment or advanced standing in lieu of the physical science, American history, or American government end-of-course examinations prescribed under O.R.C. 3301.0712(B).

No student shall take a substitute examination or examination prescribed under O.R.C. §3301.0712(B)(4)(a) in place of the end-of-course examinations in English Language Arts I, English Language Arts II, Algebra I, or Geometry prescribed under O.R.C. §3301.0712(B)(2).

Any student who received high school credit prior to July 1, 2014, for a course for which an end-of-course examination is prescribed by O.R.C. §3301.0712(B)(2), shall not be required to take that end-of-course examination. Receipt of credit for that course shall satisfy the requirement to take the end-of-course examination.

Honors Diploma

Shall be granted in accordance with Ohio law.

Veterans Diploma

The Board may grant a diploma for veterans of World War II, the Korean conflict, or the Vietnam conflict in accordance with Ohio law.

The Board may also grant a diploma to any woman who left high school in any state during World War II, the Korean conflict, or the Vietnam conflict to support her family or the war effort in accordance with Ohio law.

Alternative Conditions for Graduation

This section shall apply to diplomas awarded after September 15, 2006, to students who are required to take the five Ohio graduation assessments. This section does not apply to any student who enters ninth grade for the first time on or after July 1, 2014.

As an alternative to the requirement that a person successfully complete all of the Ohio graduation assessments in order to be eligible for a high school diploma, a person who has successfully completed all but one of the assessments may be awarded a diploma if he or she has satisfied all of the following conditions:

1. On the assessment that the person failed to attain the designated score, he or she missed that score by ten points or less;
2. The person has a 97% school attendance rate in each of the last four years of school, excluding any excused absences;
3. The person has not been expelled from school in any of the last four school years;

4. The person has a grade point average of at least 2.5 in the subject area of the assessment that he or she failed in accordance with rules established by the State Board of Education;
5. The person has completed the high school curriculum requirements in the subject area of the assessment that he or she failed;
6. The person has taken advantage of any intervention programs provided by the District or school in the subject area of the assessment that he or she failed, and has a 97% attendance rate, excluding any excused absences, in any of those programs that are provided at times beyond the normal school day, school week, or school year or has received comparable intervention services from a source other than the District or school;
7. The person holds a letter recommending graduation from each of his or her high school teachers in the subject area of the assessment that he or she failed and from the High School principal.

This section shall apply only to students who are enrolled in the District who entered ninth grade for the first time on or after July 1, 2014, but prior to July 1, 2015. This section does not apply to any student who entered ninth grade for the first time prior to July 1, 2014, or to any student who entered ninth grade for the first time on or after July 1, 2015.

In lieu of qualifying for high school graduation under O.R.C. §3313.61, a student shall be eligible to receive a high school diploma if the student:

1. Takes all of the end-of-course examinations prescribed under O.R.C. §3301.0712(B)(2) required for the student, or takes the assessment prescribed under O.R.C. §3313.619, as applicable;
2. Retakes, at least once, any end-of-course examination in the area of English language arts or mathematics for which a student received an equivalent score of lower than “3”;
3. Completes the required units of instruction prescribed by the District or school;
4. Meets at least two of the following conditions:
 - a. The student has an attendance rate of at least 93% during the twelfth grade year.
 - b. The student takes at least four full-year or equivalent courses during the twelfth grade year and has at least a grade point average of 2.5 on a 4.0 scale for the courses completed during the twelfth grade year.
 - c. During the twelfth grade, the student completed a capstone project.

- d. During the twelfth grade, the student completed 120 hours of work in a community service role or in a position of employment, including internships, work study, co-ops, and apprenticeships.
- e. The student earned three or more transcribed credit hours under the College Credit Plus program at any time during high school.
- f. The student passed an Advanced Placement or International Baccalaureate course, and received a score of three or higher on the corresponding Advanced Placement examination, or a score of four or higher on the corresponding International Baccalaureate examination, at any time during high school.
- g. The student earned at least a level three score on each of the “reading for information,” “applied mathematics,” and “locating information” components of the job skills assessment selected by the State Board of Education under O.R.C. §3301.0712(G), or a comparable score on similar components of an successor version of that assessment.
- h. The student obtained an industry-recognized credential, as described under O.R.C. §3302.03(B)(2)(d), or a group of credentials equal to at least three total points.
- i. The student satisfies the conditions required to receive an OhioMeansJobs-readiness seal.

In lieu of qualifying for high school graduation under O.R.C. §3313.61, a student shall be eligible to receive a high school diploma if the student:

1. Takes all of the end-of-course examinations prescribed under division (B)(2) of O.R.C. §3301.0712(B)(2) required for the student, or takes the assessment prescribed under O.R.C. §3313.619, as applicable;
2. Completes the required units of instruction prescribed by the District;
3. Completes a career-technical training program approved by the Department of Education that includes at least four career-technical courses;

4. Meets one of the following conditions:
 - a. Attains a cumulative score of at least proficient on career-technical education assessments, or test modules, that are required for a career-technical education program;
 - b. Obtains an industry-recognized credential, as described under O.R.C. §3302.03(B)(2)(d), or a group of credentials equal to at least 12 points;
 - c. Demonstrates successful workplace participation, as evidenced by documented completion of 250 of workplace experience and evidence of regular, written, positive evaluations from the workplace employer or supervisor and a representative of the District or school. The workplace participation shall be based on a written agreement signed by the student, a representative of the District, and an employer or supervisor.

Children of Military Families Who Have Transferred from Another State

Pursuant to O.R.C. §3301.60, for students who are children of military families and have transferred to the District from another state (the “sending state”), the District shall waive specific courses required for graduation if the student satisfactorily completed similar coursework in a public school district in the sending state or shall provide a reasonable justification for the denial of a waiver. If a waiver is not granted, the District shall provide an alternative means for the student to acquire the required coursework so the student may graduate on time.

Where assessments are required for graduation, the District shall accept the exit or end-of-course assessments required for graduation in the sending state, national norm-referenced achievement test, or alternative testing.

If a student who has transferred into the District at the beginning of or during his or her senior year is ineligible to graduate after the District has considered the above-referenced alternatives, the District shall work with the student’s prior public school district in the sending state to determine if the student meets the graduation requirements of that district. If the sending state is not a member of the Interstate Compact on Educational Opportunity for Military Children, the District shall use its best efforts as set forth above to facilitate the on-time graduation of the student.

Opt-Out of Statewide Assessments

Students who opt out of taking Statewide assessments shall not be subject to discipline or academic consequences as a result thereof.

LEGAL REFS: O.R.C. §§3301.60; 3313.61; 3313.603; 3313.615; 3313.618; 3301.0712

Adopted: _____

NEW DOCUMENT

General Correspondence: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to local and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence policy).

Routine Correspondence: Referral letters, requests for routine information or publications provided to the public and which are answered by standard form letters.

Monthly and Weekly Reports: Document status of on-going projects and issues; advise administrators of various events and issues.

Minutes of Staff Meetings: Minutes and supporting records documenting internal policy decisions.

Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.

LEGAL REFS: Ohio Department of Education EMIS Manual, Section 2.1.1: Student Enrollment Overview, Version 4.0 (2017)

Adopted: _____

Schedule Number	Record Title and Description	Retention Period
<u>3000</u>	<u>STUDENT RECORDS</u>	
3101	Student Record Folders Enrollment/Withdrawal/ Attendance Information Grades/Transcripts Activities Record Attendance Records Individual Test Results Standardized Competency/Proficiency Aptitude Intervention Records Foreign Exchange Records Suspensions/Expulsions Home Schooled Student Records	Building Secretary Permanent***
3102	Office Record Card (K-9)	Building Secretary Permanent***
3103	Cosmetology Records	Voc. Secretary Permanent***
3201	Health/Medical Records Visual Screening Hearing Screening Immunization Records	Nurse/Building Secretary 7 Years After Graduation
3202	Discipline Records Letters to Parents Office Discipline	Building Secretary 1 Year after Student leaves School

***Hard copy maintained for five years after student leaves system, then microfilmed.

NEW DOCUMENT

TRANSPORTATION OF STUDENTS IN BOARD OWNED VEHICLES

The Board of Education has determined that there are situations in which it cannot reasonably provide for the transportation of students by school bus. Therefore, the Board authorizes the transportation of students to and from school and school-related activities and events in Board owned, leased, or contracted vehicles other than school buses subject to the provisions of this policy and O.A.C. 3301-83-06 and 3301-83-19.

The Superintendent and/or his designee may permit the transportation of students in Board owned, operated, or contracted vehicles other than school buses, when school bus transportation cannot be reasonably provided. However, these vehicles shall not be routinely used for service to and from regularly scheduled school sessions except for preschool children, special needs children, homeless children, children inaccessible to school buses, or students placed in alternative schools.

Vehicle Requirements

All Board owned, operated, or contracted vehicles other than school buses used for the transportation of students must have been originally designed and constructed at the factory for nine passengers or less, not including the driver, and shall be equipped with the following:

- A. Safety equipment, including a fire extinguisher, first-aid kit, body fluid cleanup kit, fuses, spare fuses, and emergency reflectors.
- B. A rooftop sign marked "school transportation."
- C. The name of the District, or the name of the contractor, if applicable, shall be clearly marked on the side of the vehicle.

A qualified mechanic shall inspect these vehicles at least two times per year. The inspection shall cover, at a minimum, all applicable sections of the school bus inspection requirements set forth in O.A.C. 3301-83-11(B). In addition, the Superintendent and/or his designee shall establish and implement periodic maintenance intervals for these vehicles. Documentation and proof of these inspections and service procedures, and all other vehicle records required under O.A.C. 3301-83-14, shall be kept on file in the transportation department.

Driver Requirements

All drivers of vehicles other than school buses utilized for student transportation must comply with the following requirements:

- A. Be at least 21 years of age with a minimum of two years of driving experience;
- B. Completion of semi-annual driver record checks through the Ohio Department of Education ("ODE") for which records shall be maintained by the employer and/or

District for a minimum of six years. Drivers with any of the following shall be disqualified from operating a vehicle:

1. More than six points during the past two years;
 2. Having pled to or been convicted of driving while under the influence of alcohol and/or a controlled substance during the past 10 years;
 3. Two (or more) serious traffic violations, as defined in divisions (D)(D)(1) to (D)(D)(7) of section 4506.01 of the Revised Code, during the past two years; or
 4. Any railroad crossing violation during the past year as evidenced by a conviction, video, or a report by a railroad official.
- C. Holding a valid driver's license.
- D. Proof of financial responsibility or be insured by the Board or other transportation provider.
- E. A satisfactory criminal background report in accordance with O.R.C. §§3327.10(J) and (K). A new report shall be required every six years with driver certification pursuant to O.A.C. 3301-83-10, and the standard for evaluation of this report shall be as provided for in O.A.C. 3301-83-23. Records shall be maintained by the employer and/or District for a minimum of six years.
- F. Be physically qualified as determined by O.A.C. 3301-83-07.
- G. Complete preservice driver training requirements as follows:
1. A four hour minimum Ohio preservice driver curriculum or other course only as approved in advance by the Pupil Transportation Office of the ODE.
 2. A driving performance evaluation and review.
 3. Submit evidence of training to the ODE.
 4. Have a certificate of acknowledgment of van driver training as issued by the ODE.
 5. A current school bus driver certificate shall be considered satisfactory in fulfilling these requirements.
- H. Complete two hours of annual inservice training.

A certificate of completion of these requirements for each driver shall be kept on file with the athletic director, transportation supervisor, principal, and Superintendent.

Vehicle Operation

The vehicles shall be operated at all times in accordance with all applicable laws, regulations, and ordinances, and the policies and procedures of the Board.

It shall be the responsibility of each driver or another qualified individual designated by the District or the transportation provider to complete and document a daily pre-trip inspection before transporting students. The pre-trip inspection records shall be kept on file for at least 12 months.

Loading and operation of the vehicles shall be in compliance with the passenger, weight, and other associated restrictions and instructions as identified by the original manufacturer of the vehicle.

Administrative, Staff, and School Security Personnel Requirements

No principal, teacher, security officer, staff member, or coach shall transport any student in any vehicle if they do not have a certificate and the vehicle is not appropriately marked with signage and equipped with safety equipment. However, this does not preclude a principal, security officer, or other staff member from transporting a student in his/her personal vehicle in the event of an emergency threatening the health and safety of the student or staff member.

LEGAL REFS.: O.R.C. §3327.10
OAC §3301-83-06; 3301-83-19

Adopted: _____

NEW DOCUMENT

GIFTED EDUCATION PROGRAM

The Board of Education endorses the concept of providing alternative programs and services to meet the unique educational needs of academically gifted students. “Gifted” means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified under O.R.C. §3324.03.

Procedures shall meet the requirements of the State Board of Education and shall be on file in the Superintendent's office and available to the public.

Screening and Identification

It is the policy of this Board to screen and identify gifted students in accordance with the following procedures:

- A. Students shall be screened, selected for further assessment and identified using the assessment instruments from the list approved by the Ohio Department of Education (“ODE”) that are determined to be appropriate for the particular student by the Superintendent or his/her designee.
- B. Students shall be identified as gifted based upon the following criteria:
 - 1. A student shall be identified as exhibiting “superior cognitive ability” if he/she did either of the following within the preceding 24 months:
 - a. Scored two standard deviations above the mean, minus the standard error of measurement, on an approved individual standardized intelligence test administered by a licensed or certified school psychologist or licensed psychologist;
 - b. Scored at least two standard deviations above the mean, minus the standard error of measurement, on an approved standardized group intelligence test;
 - c. Performed at or above the 95th percentile on an approved individual or group standardized basic or composite battery of a nationally normed achievement test;
 - d. Attained an approved score on one or more above-grade level standardized nationally normed approved tests.

2. A student shall be identified as exhibiting “specific academic ability” superior to children of similar age in a specific academic ability field if, within the preceding 24 months, he/she performs at or above the 95th percentile at the national level on an approved individual or group standardized achievement test of specific academic ability in that field. A student may be identified as gifted in more than one specific academic ability field.
 3. A student shall be identified as exhibiting “creative thinking ability” superior to children of a similar age if, within the previous 24 months, the student scored one standard deviation above the mean, minus the standard error of measurement, on an approved individual or group intelligence test and also did either of the following:
 - a. Attained a sufficient score, as established by the ODE, on an approved individual or group test of creative ability;
 - b. Exhibited sufficient performance, as established by the ODE, on an approved checklist, by a trained individual, of creative behaviors.
 4. A student shall be identified as exhibiting “visual or performing arts ability” superior to that of children of similar age if the student has done both of the following:
 - a. Demonstrated to a trained individual through a display of work, an audition, or other performance or exhibition, superior ability in a visual or performing arts area;
 - b. Exhibited to a trained individual sufficient performance, as established by the ODE, on an approved checklist of behaviors related to a specific arts area.
 5. After any initial gifted identification is made in conformance with this policy, a student shall remain so identified, regardless of subsequent testing or classroom performance.
- C. All District students, including minority or disadvantaged students, children with disabilities, and English learners shall have equal access to screening and further assessment.
- D. All District students identified as gifted shall have an equal opportunity to receive any services offered by the District.

- E. The Superintendent or his/her designee shall develop procedures for students to withdraw from gifted programs or services, for reassessment of students, and for assessment of students transferring into the District.
- F. Disagreements between parents and the District concerning the identification and placement of gifted students shall be referred to the Superintendent or his/her designee, who will meet with the interested parties and render a written decision which shall be final.

Testing/Assessment

The District shall select instruments from the list established by the ODE for use in the identification of students who are gifted. The District shall ensure that assessment instruments:

1. Are administered by a trained individual in conformance with the instructions provided by their publisher;
2. Have been validated for the specific purpose and populations for which they are used and measure the specific area(s) of gifted ability;
3. Allow for appropriate screening and identification of minority or disadvantaged students, students with disabilities, and English learners;
4. Are provided and administered in the student's native language or other mode of communication if English is a barrier to the student's performance or if requested by the parent;
5. Are provided and administered using the accommodations in a student's Individualized Education Program or 504 Plan. If these accommodations are not consistent with a test's allowable accommodations, a comparable approved assessment instrument shall be used; and
6. Are selected and administered so as to best ensure that, when a test is administered to a student with a disability or impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factors the test purports to measure, rather than reflecting the student's disability or impaired sensory, manual, or speaking skills.

Plan for Identification

The Superintendent or his/her designee shall develop a plan for identifying gifted students. The plan shall be adopted by the Board and, together with this policy, submitted to the ODE for approval. The plan shall contain all of the following:

- A. A description of the assessment instruments from the list adopted by the ODE that the District will use to screen and identify gifted students;
- B. The provision of at least two whole grade screening opportunities as follows:
 - 1. For (1) superior cognitive ability, (2) specific academic ability in the areas of (a) mathematics and (b) reading, writing, or a combination of these skills, and (3) creative thinking ability for all students once prior to the end of grade two.
 - 2. For (1) superior cognitive ability, (2) specific academic ability in the areas of (a) mathematics and (b) reading, writing, or a combination of these skills, and (3) creative thinking ability for all students once after the completion of grade two but prior to the end of grade six.
- C. Acceptable scheduling procedures for screening and for administering assessment instruments for identifying gifted students which provide:
 - 1. At least two opportunities a year for assessment, regardless of grade levels where gifted services are offered, in the case of students requesting assessment or recommended for assessment by teachers, parents, or other students;
 - 2. Assurance of inclusion in screening and assessment procedures for minority and disadvantaged students, children with disabilities, and English learners;
 - 3. Assurance that any student transferring into the District will be assessed within 90 days of the transfer if requested by the parent.
- D. Procedures for notification of parents within 30 days of receipt of the results of any screening procedure or assessment instrument and the provision of an opportunity for parents to appeal any decision about the results of any screening procedure or assessment, the scheduling of children for assessment, or the placement of a student in any program or for receipt of services;
- E. A commitment that the District shall accept scores on assessment instruments provided by other school districts or trained personnel outside the District as equivalent to District testing, if the assessment instruments are on the list approved by the ODE. The District shall not exclude a student from service options due to reassessment, test scores from

other districts, or test scores from trained personnel outside the District if the student meets the criteria for identification specified in this policy and O.A.C. 3301-51-15(C). The District shall not alter eligibility through any consideration or computation other than as set forth in this policy and O.A.C. 3301-51-15(C).

- F. The plan may provide for the District to contract with any qualified public or private service provider to provide for screening or assessment services.

Plan for Service

The Superintendent or his/her designee shall develop, in accordance with ODE rules, a plan for the service of identified gifted students enrolled in the District. The plan shall be filed with the ODE.

- A. The Superintendent or his/her designee shall develop written criteria for determining the eligibility of identified gifted students for placement in District services.
1. Written criteria for determining eligibility for placement in a gifted service shall be provided to any parent, District educator, or the ODE upon request.
 2. Written criteria provided by the District shall include an explanation of the methods used to ensure equal access to each gifted service for all eligible District students, including minority or disadvantaged students, students with disabilities, and English learners. This written criteria shall not unduly restrict access to services.
 3. Subjective criteria, such as grades and teacher recommendations, shall not be used to exclude a student from service.
 4. All District students who meet the written criteria for a gifted service shall be provided an equal opportunity to receive that service.
- B. Services included in the plan may include such options as the following:
1. Gifted services must include instruction that is differentiated from the standard curriculum for that course in depth, breadth, complexity, pace, and/or where content is above-grade level.
 2. Services shall occur during the typical instructional day, with flexibility allowed for the scheduling of District-approved internships or mentorships and higher education coursework, including credit flexibility.

3. Instructional time, class size, and caseload ratios for all service settings shall be equivalent to District-wide instructional time, class size, and caseload ratios for the corresponding subject, grade level, and setting under Chapter 3301-35 of the Ohio Administrative Code, with exceptions as noted per paragraph 4, below.
4. The continuum of services provided by the Board may include, but is not limited to, such options as the following:
 - a. A full-time, self-contained classroom, where the gifted intervention specialist is the teacher of record and all students are identified as gifted. A maximum of 20 students at one time is permitted in this setting;
 - b. A single-subject, self-contained course, where the gifted intervention specialist is the teacher of record and all students are identified as gifted;
 - c. Services through co-teaching, in a cluster-group setting, where a group of students who are gifted is deliberately placed together in a classroom where one teacher is a gifted intervention specialist, with a maximum of 20 students who are gifted at any one time and a maximum caseload of 80 students who are gifted. The teachers shall be provided with regularly-scheduled collaborative planning time. Each student served in this setting shall be provided instruction for no less than one core content class period a day, or an average of 15% of the school week;
 - d. A resource room/pull-out, where the gifted intervention specialist has a maximum of 20 students who are gifted at any one time and a maximum caseload of 80 students who are gifted. Each student served in this setting shall be provided instruction for no less than one core content class period a day, or an average of 15% of the school week;
 - e. Cluster grouping, where a small group of students who are gifted is deliberately placed together in a classroom. Each student served in this setting shall be provided instruction for no less than one core content class period a day, or an average of 15% of the school week;
 - f. An Honors course;
 - g. An International Baccalaureate course;
 - h. An Advanced Placement course;
 - i. Services through a trained Arts instructor;

- j. Grade acceleration, early entrance to kindergarten or first grade, subject acceleration, or early graduation from high school per District acceleration policy approved under O.R.C. §3324.10;
 - k. Dual enrollment opportunities, including, but not limited to College Credit Plus;
 - l. Internships and mentorships; and/or
 - m. Educational options, including credit flexibility, advanced online courses and programs, and other options as defined in rules 3301-35-01 and 3301-35-06 of the Administrative Code.
5. Services for students shall be consistent with their area(s) of identification and shall be differentiated to meet their needs. The District shall only indicate to parents or report to the Department of Education that a student is receiving gifted education services when services are provided in conformance with this policy.

C. Personnel

Gifted Intervention Specialists, General Education Teachers designated as the providers of gifted services, and the Coordinator of Gifted Education shall meet the qualifications for such positions and shall provide services, as set forth in O.A.C. 3301-51-15(D)(8)-(9).

- D. Gifted services shall be guided by a Written Education Plan (“WEP”). The District shall provide parents with periodic reports regarding the student’s progress toward meeting goals and the effectiveness of the services provided in accordance with the WEP. The WEP shall be developed in collaboration with an educator who holds licensure or endorsement in gifted education. The WEP shall:

- 1. Provide a description of the services to be provided, including:
 - a. goals for the student in each service specified, including, but not limited to measurable academic goals. Goals may also include curricular, guidance and instruction practices which support the student’s social and emotional needs;
 - b. methods and performance measurements for evaluating progress toward achieving the specified goals;
 - c. methods and schedule for reporting progress to students and parents.
- 2. The staff members responsible for ensuring that the services are delivered;

3. The policies regarding waiver of assignments and the scheduling of tests missed while participating in gifted services provided outside the general education classroom;
4. The date by which the WEP will be annually reviewed for possible revision.

The WEP shall be provided to the student's parents, the collaborating educator, and all educators responsible for providing gifted education services to the student, including teachers providing differentiated instruction in general education settings.

5. The District shall make a reasonable attempt in writing, electronic or otherwise, at the commencement of services and each year thereafter in which a student receives gifted services, to obtain a parent or guardian signature on the WEP. Students shall not be denied services due to the lack of parent or guardian signature.
6. For each student identified as gifted who is not provided gifted services per this policy, the District shall develop and disseminate to parents or guardians a no services letter which clearly communicates that the student is not receiving gifted services. The letter may include a list of enrichment opportunities provided to the student by the District.

Annual Report

The Superintendent or his/her designee shall submit an annual report to the ODE specifying the number of students in each of grades kindergarten through 12th screened, the number assessed, and the number identified as gifted in each category specified in O.R.C. §3324.03.

Distribution of Policy

The Superintendent or his/her designee shall take steps to ensure that this policy is distributed to parents.

LEGAL REFS: O.R.C. Chapter 3324
O.A.C. 3301-51-15

Adopted: _____

NEW DOCUMENT

REVERE LOCAL SCHOOLS
POLICY AND PLAN FOR THE IDENTIFICATION AND SERVICE OF CHILDREN WHO
ARE GIFTED

DEFINITION

“Gifted” means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience or environment and who are identified under division (A), (B), (C), or (D) of section 3324.03 of the Ohio Revised Code.

DISTRICT IDENTIFICATION PLAN

Revere Local Schools accepts referrals, screens and identifies, or screens and reassesses students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creative thinking ability, and/or visual and/or performing arts. Revere follows policy and procedures established in Ohio Administrative Code 3301-51-15. These rules specify that assessment instruments must come from the list approved by the Ohio Department of Education.

Superior Cognitive Ability

Assessments that Revere Local Schools administer that provide for superior cognitive identification:

- Cognitive Abilities test (CogAT), Form 7 VQN – Reassess/Screening 125; ID 127 K-1 and Reassess/Screening 126; ID 128 2-12
- Wechsler Intelligence Scale for Children - 5th edition - Reassess/Screening 125; ID 127
- In View – A Measure of Cognitive Abilities - Reassess/Screening 126; ID 128

Specific Academic Ability

Assessments that Revere Local Schools administer that provide for specific academic identification:

- Iowa Tests of Basic Skills (ITBS) - Form E Complete Battery - Reassess/Screening 93%; ID 95%
- MAP, Reading 2-5 OH + 6+OH - Reassess/Screening 93%; ID 95%
- MAP, Math 2-5 OH + 6+OH - Reassess/Screening 93%; ID 95%
- ACT Assessment Program (AAP), Grades 6-12 - ID 95%
- Wechsler Individual Achievement Test - 3rd edition - Reassess/Screening 93%; ID 95%

Creative Thinking Ability

Assessments that Revere Local Schools administer that provide for creative thinking identification:

- Cognitive Abilities Test (CogAT) - Form 7 VQN - Reassess/Screening 109; ID 111 K-1 and Reassess/Screening 110; ID 112 2-12
- In View – A Measure of Cognitive Abilities - Reassess/Screening 110; ID 112
- Wechsler Intelligence Scale for Children (WISC-V) 5th ed. - Reassess/Screening 110; ID 112
- Gifted and Talented Evaluation Scales (GATES-2) (Section IV) - Reassess/Screening Standard Score 90-110; ID 111+

REVERE LOCAL SCHOOLS

POLICY AND PLAN FOR THE IDENTIFICATION AND SERVICE OF CHILDREN WHO ARE GIFTED

- Scales for Rating the Behavior Characteristics of Superior Students (SRBCSS) - Part II - Screening 48-50; ID 51+

Visual and Performing Arts

Assessments that Revere Local Schools administer that provide for visual and performing arts identification:

- **Art** – ODE Rubric for Art – Screening 16-20; ID 21-24; GATES-2 – Reassess/Screening Standard Score 90-110; ID 111+; SRBCSS – Screening 59-60, ID 61+
- **Music** – ODE Rubric for Music – Screening 14-17, ID 18-21; GATES-2 – Reassess/Screening Standard Score 90-110; ID 111+; SRBCSS – Screening 37-38, ID 39+
- **Drama** - ODE Rubric for Drama – Screening 16-19, ID 20-24; GATES-2 – Reassess/Screening Standard Score 90-110; ID 111+; SRBCSS – Screening 54-56 ID – 57+
- **Dance** – ODE Rubric for Dance – Screening 20-25, ID 26-30; GATES-2 – Reassess/Screening Standard Score 90-110; ID 111+;

IDENTIFICATION PROCESS

Revere Local Schools provides at least two opportunities each year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents or other children.

Revere Local Schools ensures there are ample and appropriate scheduling procedures for assessments and reassessment using:

Type of Assessment	Content Area(s)	Grade Level(s)
• Whole-grade testing	SC and Cr. Thinking SA: Reading & Math SA: Science & Social Studies	2 & 5 2-8 5
• Individually-administered tests	SC, CT, SA: R, M, Sci, & SS	K-12 by referral
• Checklists	VPA & Creative Thinking	K-12 by referral
• Audition, performance, Display of work, Exhibition	VPA	K-12 by referral

Referral

The district ensures there are ample and appropriate scheduling procedures for assessments and reassessment using group tests; individually-administered tests; audition, performance; display of work; exhibition; and checklists. Children may be referred on an ongoing basis, based on the following: child request (self-referral); teacher recommendation; parent/guardian request; child referral of peer; and other (e.g., psychologist, community members, principal, gifted coordinator, etc.). Upon receipt of a

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referral, the district will follow the process as outlined and notify parents of results of screening or assessment and identification. The district shall provide at least two opportunities a year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents or other children.

Screening

The district uses a three-part approach to screen students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity and visual and/or performing arts.

The screening stage examines the data gathered from the pre-assessment stage and determines if additional assessment is necessary. School personnel examine all available information about a student to determine if evidence of possible giftedness exists for that student and conduct necessary additional assessment. District-determined cut-off scores are used to move students from the screening stage to the assessment stage. Parents must be notified within thirty days of the results of screening. The Revere Local Schools uses assessments for screening from the ODE approved list.

The district ensures equal access to screening and further assessment of all district children, including culturally or linguistically diverse children, children from low socio-economic backgrounds, children with disabilities and children for whom English is a second language. The district takes the following steps to ensure the equity for these traditionally underrepresented populations:

- ✓ Selecting assessments which allow the accommodations in a student's Individualized Education Program or 504 Plan
- ✓ Administering assessments in a student's native language if the language serves as a barrier to identification
- ✓ Securing school psychologists to administer instruments where applicable

Identification

Assessment strategies provide additional data necessary for an identification decision and the delivery of services. Strategies for additional assessment include the individual and group testing requirements of Sections 3324.01-3324.07 of the Ohio Revised Code. Once additional assessment has been completed, the data obtained throughout the stages of identification are evaluated, the identification decision is made, and the student's educational needs are determined. Identification scores remain in effect for the remainder of the student's K-12 school experience. The Revere Local Schools uses assessments for assessment and identification from the ODE approved list, which is available upon request.

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Reassessment

When the screening assessment has been completed, if the data is from an approved screening instrument or from an identification instrument on which the student is within a district-specified range below the identification score, re-assessment for possible identification occurs.

Out of District Scores

Revere Local Schools accept scores, completed within the preceding 24 months on assessment instruments approved for use by the Ohio Department of Education, provided by other schools and/or trained personnel outside the school district.

Transfer

Revere Local Schools ensure that any child transferring into the district will be assessed within 90 days of the transfer at the request of the parent. Parents shall contact the building principal.

Resolution of Disagreements

An appeal by the parent is the reconsideration of the result of any part of the identification process which would include:

- Screening procedure or assessment instrument (which results in identification);
- The scheduling of children for assessment;
- The placement of a student in any program; and
- Receipt of services

Parents should submit a letter to the superintendent or designee outlining the nature of the concern.

The superintendent or designee will convene a meeting with the parent/guardian, which may include other school personnel to discuss the concern. The superintendent or designee will issue a written final decision within 30 days of the appeal. This written notice should include the reason for the decision(s).

DISTRICT SERVICE PLAN

Revere Local Schools ensure equal opportunity for all district students identified as gifted to receive any services offered by the district for which the student meets the criteria.

Areas of Identification	Grade Levels	Service Setting	Criteria for Service
Superior Cognitive Ability or Specific Academic Ability in Reading or Math	2-3	Cluster group in the general education classroom	Students identified with superior cognitive ability or specific academic ability in reading or math will receive services through placement in a cluster group within the general education classroom.
Superior Cognitive Ability and Specific Academic Ability in Reading and/or Math	3	Single subject self-contained classroom with a gifted intervention specialist	Students identified with superior cognitive ability and specific academic ability in reading and/or math will receive their reading and/or math instruction daily from a gifted intervention specialist who will serve as the teacher of record.

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Creative Thinking Ability	2-3	2-3	Students identified as gifted in the areas of creative thinking will receive gifted services through the general education classroom.
Superior Cognitive Ability or Specific Academic Ability in Reading or Math	4-5	Cluster group in the general education classroom	Students identified with superior cognitive ability or specific academic ability in reading or math will receive services through placement in a cluster group within the general education classroom.
Superior Cognitive Ability and Specific Academic Ability in Math	4-5	Single subject self-contained classroom with a gifted intervention specialist	Students identified with superior cognitive ability and specific academic ability in math will be placed in an accelerated math class with a gifted intervention specialist who will serve as the teacher of record.
Creative Thinking Ability	4-5	4-5	Students identified as gifted in the areas of creative thinking will receive gifted services through the general education classroom.
Superior Cognitive Ability and/or Specific Academic Ability in Reading, Math, Science, or Social Studies	6-8	Cluster group in the general education classroom	Students identified with superior cognitive ability and/or specific academic ability in reading, math, science, or social studies will receive services through placement in a cluster group within the general education classroom. Students in the Accelerated and Advanced math pathways will receive math acceleration.
Creative Thinking Ability	6-8	6-8	Students identified as gifted in the areas of creative thinking will receive gifted services through the general education classroom.
VPA	6-8	General Education Arts or Music Teacher	Students identified in art and/or music will receive gifted services through the general education classroom arts, music, or band classroom.
Superior Cognitive Ability	9-12	Advanced Placement and Honors courses	Services are available for students identified with superior cognitive ability through participation in AP and Honors courses in the students' academic areas of strength and/or interest.

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Specific Academic Ability: Reading, Math, Science, or Social Studies	9-12	AP and Honors class for: English, Math, Science, or Social Studies	Services are available through participation in honors classes for students identified as gifted in any area of specific academic ability; provided the subject area(s) matches the student's area(s) of identification.
Visual and Performing Arts: Music and Art	9-12	Advanced, Honors, and/or AP Courses for: Chorus, Band, and Art	Students identified in music and art will receive gifted services through participation in advanced, honors and/or AP chorus, band, or art courses.
CCP	9-12	College Credit Plus courses	Gifted identification in relevant academic area and meet university requirements for eligibility

Written Education Plans

When students identified as gifted are reported to parents and the Ohio Department of Education as served, they must have a Written Education Plan in compliance with the *Operating Standards for Identifying and Serving Gifted Students*. Written Education Plans are sent home in the fall with parent signature required. A no-service letter is sent home for those students who have been identified as gifted and are not receiving any formal gifted services. WEPs are reviewed and updated annually.

Withdrawal

If at any time a student wishes to withdraw from gifted programs or services, the request should be written by the parent or child to the building administrator and gifted coordinator. If children request to withdraw, parents will be notified.

If you have questions, please contact your building principal or:
 Terri Sigler, Gifted Coordinator
 at tsigler@revereschools.org