






**AGENDA**

Revere Local School District  
 Revere Board Meetings  
 Regular October 2017 Meeting  
 Tuesday, October 17, 2017, 6:30 pm - 9:00 pm  
 Revere High School Library

- I. The Board of Education has discussed the items listed below in the Work Session held prior to this Regular Meeting. Each action item was reviewed, discussed and evaluated with due diligence and then placed on the agenda for the purpose of voting.
  
- II. CALL TO ORDER
  
- III. ROLL CALL
  - Dana Appel
  - Claudia Hower
  - Tom Kelley
  - Diana Sabitsch
  - George Seifert
  
- IV. PLEDGE OF ALLEGIANCE
  
- V. PRESENTATIONS
  - Perfect ACT Score of 36: Tiger Du
  - National Merit Semi-Finalists:
    - Sydney Borcherding
    - Shreya Datta
    - Paige Fritz
    - Sophia Paxton
    - Jason Fan
    - Alexa Shin
    - Peter Koutrodimos
  - National Merit Commended Scholars:
    - Alec Johnson
    - Matthew Lerner
    - Gavin Lewis
    - Goodman Li
    - Nathan Mullaly
  
- VI. PUBLIC SPEAKS TO AGENDA ITEMS
  
- VII. BUILDING PRINCIPALS' REPORTS
  
- VIII. 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 September 12, 2017 and the Regular Meeting held September 19, 2017.
    -  Attachment T-1 for 10-17-17.pdf
  
  - b. Approval of the Financial Report, Attachment T-2
    - The Treasurer recommends approval of the Financial Report for the month of September.
    -  Attachment T-2 for 10-17-17.pdf

- 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. Five-Year Forecast, Attachment T-5  
The Treasurer recommends that the Board of Education approve the Five-Year Forecast, based upon data and assumptions, as detailed in Attachment T-5.  
 Attachment T-5 for 10-17-17.pdf
- f. Certified Public Records Training, Attachment T-6  
The Treasurer recommends adoption of the resolution noted as Attachment T-6 regarding compliance with ORC 109.43 and acknowledging Rick Berdine as the designee for Certified Public Records Training.  
 Attachment T-6 for 10-10-17.pdf
- g. K 12 Consultants LLC Service Agreement, Attachment T-7  
The Treasurer recommends that the Board of Education approve the agreement with K 12 Consultants LLC to provide monitoring services as detailed in Attachment T-7.  
 Attachment T-7 for 10-17-17.pdf

IX. BOARD MEMBERS' REPORTS


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

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

XI. Certificated/Licensed Personnel

- a. Long Term Absence and Long Term Substitute  
It is recommended that the Board of Education approve a long term absence for Cindy Marete, Gifted Intervention, per provisions of the current REA master agreement. Said leave to begin on or about October 18, 2017 with an estimated return to work on or about January 2018. It is further recommended that the Board of Education approve Stephanie Miller as the long term substitute.
- b. Waiver, Release and Separation Agreement  
It is recommended that the Board of Education approve the leaves of absence, resignation, alternative employment and final separation from employment for Gayle Doherty as set forth in an agreement executed by the parties.
- c. Consolidation of Supplemental Positions - 2017/2018 School Year - Attachments 1 and 2  
It is recommended that the Board of Education approve the job description noted as Attachment 1 and the MOU noted as Attachment 2 to consolidate the duties of Building Computer Coordinator and A-V Director into a single new supplemental known as the Supplemental Building Technology Coordinator. Compensation to be 7% of the base salary for \$2,837.87.

 Attachment 1 for 10-17-17.pdf

 Attachment 2 for 10-17-17.pdf

d. Supplemental Contracts - 2017/2018 School Year

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

Boys Basketball

Head Coach - Dean Rahas

Girls Basketball

Head Coach - Kevin Verde

Grade 8 Coach - John Rorabaugh

Grade 7 Coach - Kory Rorabaugh

Volunteer - Todd Casey

Wrestling

Head Coach - Dan Mosher

Baseball

Head Coach - Jason Cottrell

Varsity Assistant Coach - Steve Wido

Girls Track

Head Coach - Kory Rorabaugh

Assistant Coach - Cindy Gobrogge

RMs Coach - Dave Flegal

RMS Coach - Lauren Harbath

Boys Track

Head Coach - Kevin Somerville

Assistant Coach - Mike Murphy

RMS Coach - Joe Williams

RHS Track Coach Combo - Jessica Mackey

RMS Track Coach Combo - Wade Vantrease

Weight Room Supervisor

Mike Murphy - Winter

Kevin Verde - Spring

Boys Tennis

Head Coach - Paul Fisher

e. Supplemental Contract Clarification - Intensive Needs Coordinators

It is recommended that the Board of Education approve shared duties for the two (2) Intensive Needs Coordinator positions at RHS as noted below:

Stephanie Duttry for \$810.82

Elizabeth Hamilton for \$810.82

Stacie Mamula for \$810.82

XII. Classified Personnel

a. Supplemental Contracts - 2017/2018 School Year

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

Boys Basketball

Varsity Assistant Coach - Dylan Seikel

Junior Varsity Coach - K J Creamer

Grade 8 Coach - Rob Novosel

Grade 7 Coach - Tim Seikel

Girls Basketball

Varsity Assistant Coach - Casey Nance  
Junior Varsity Coach - Dana Cummins

Wrestling

Varsity Assistant Coach (66.5%) - Mike Kostandaras  
Varsity Assistant Coach (33.5%) - Matt Petersen  
Volunteer HS - Luke Stretar  
Volunteer HS - Jerry Kusar  
Volunteer MS - Jake Nye  
Head Coach RMS - Ted Lockmiller  
Assistant Coach RMS (66.5%) - Bill D'Amico  
Assistant Coach RMS (33.5%) - Hugh Hutton

Baseball

Junior Varsity Coach (50%) - Kevin Molinelli  
Junior Varsity Coach (50%) - Neal Edwards  
Freshman Coach - John Daraio  
Volunteer - Adam Dennison

Swimming

Head Coach - Lianna Dauberman

Gameworker

Andre Lessears - student

Softball

Head Coach - Bob Mosher  
Varsity Assistant Coach - Abby Morrison  
Junior Varsity Coach - Kaleigh Roop

Girls Lacrosse

Head Coach - Emma Harding

Boys Tennis

Assistant Coach - Kathy Shisler

Cheerleading

Grade 8 Basketball Cheer Coach - Paula Rogerson

Weight Room Supervisor

Emma Harding - Winter

b. Substitutes - 2017/2018 School Year

It is recommended that the Board of Education approve the following substitute effective on or after 10/16/2017:

Craig Wearley / Substitute Bus-Van Driver

c. Resignation

It is recommended that the Board of Education approve the resignation of Denise Catanzaro as a Bus Driver and HES Playground Aide, effective at the end of business 10/7/17.

XIII. Student Services

a. Special Education Student Agreement


It is recommended that the Board of Education approve an agreement detailing unilateral placement of a special education student as written in a document confidential in nature and viewed by the BOE prior to this meeting.

XIV. Other Business

a. Board Policies - Attachments 3,4 and 5

It is recommended that the Board of Education approve and adopt the new or revised policies noted below:

- 1.08 - Compensation of Board Members (revised) / Attachment 3
- 9.34 - Student Meal Charges (revised) / Attachment 4
- 9.35 - Harassment, Intimidation and Bullying (new) / Attachment 5

 Attachment 3 for 10-17-17.pdf

 Attachment 4 for 10-17-17.pdf

 Attachment 5 for 10-17-17.pdf

b. Building Breakfast Pilot Program

It is recommended that the Board of Education approve the pilot program at BES for reimbursable breakfast bundles at a cost of \$1.75 per meal.

c. Out of State Trip - Softball Program

It is recommended that the Board of Education approve a trip to Myrtle Beach, SC beginning March 26, 2018 with a return to Ohio March 29, 2018, to have practice time and play varsity level games. There is no cost to the District as fundraising and private pay by parents will cover the expenses.

d. Out of State Trip - Baseball Program

It is recommended that the Board of Education approve a trip to Myrtle Beach, SC, beginning March 24, 2018 with a return to Ohio on March 28, 2018 to have practice time and play varsity level games. There is no cost to the district as fundraising and private pay by parents will cover the expenses.

XV. REPORTS FROM THE CENTRAL OFFICE TEAM

Director of Student Services  
 Director of Curriculum and Instruction

XVI. INFORMATIONAL ITEMS

November Work Session on November 7, 2017 in the Board Room/Administration Building  
 November Regular Meeting on November 21, 2017 at 6:30 p.m. in the Revere HS Library

XVII. 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.

XVIII. EXECUTIVE SESSION

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

XIX. Return to Regular Session

XX. ADJOURNMENT

**NEW DOCUMENT**

**MINUTES**

**Revere Local School District  
Revere Board Meetings  
Work Session  
Tuesday, September 12, 2017, 5:30 pm - 8:30 pm  
Administration Building**

**I. CALL TO ORDER**

Meeting called to order by Mrs. Hower at 5:34 PM

**II. ROLL CALL**

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

**III. TREASURER'S AGENDA-No Action**

Mr. Kelley arrived at 5:36 PM

**IV. SUPERINTENDENT'S AGENDA**

a. Information/Discussion Items:

"On the Table"  
Building Update  
BOE Policy  
Permanent Improvement Budget  
Bus Radios  
Curriculum Mapping  
Goals: Superintendent and Principals  
Agenda Review: 9/19/17 Regular Meeting

b. Memorandum of Understanding (MOU) - REA

**Res. 18-103678**

It is recommended that the Board of Education approve the MOU detailed in Attachment 1.

Move: Tom Kelley Second: Dana Appel Status: Passed

c. Information/Discussion Items:

Building Update  
BOE Policy  
Permanent Improvement Budget  
Bus Radios  
Curriculum Mapping

Mr. Seifert arrived at 5:50 PM

**V. REVIEW of the Agenda for the September 19, 2017 Regular Meeting**

**VI. EXECUTIVE SESSION**

**Res. 18-103679**

Moved by Diana Sabitsch, seconded by Dana Appel to go into Executive Session at 8:08 PM to discuss the following item:

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

VII. ADJOURNMENT

The President called the Board out of Executive Session at 8:42 PM

**Res. 18-103681**

Moved by George Seifert, seconded by Diana Sabitsch to adjourn the Meeting at 8:42P.M.

\_\_\_\_\_  
Approved By:

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

## MINUTES

Revere Local School District  
Revere Board Meetings  
ADDENDUM 9-19-17  
Tuesday, September 19, 2017, 6:30 pm - 8:30 pm  
RHS Library

### I. Superintendent's Agenda

#### **Res. 18-103683 Consensus items 1 a-d**

##### 1. Certificated/Licensed Personnel

###### a. Resignation for Retirement

It is recommended that the Board of Education accept the resignation for retirement of Julie Hanna, English RHS, effective at the end of the 2017-2018 school year.

###### b. Additional Education

It is recommended that the Board of Education approve a salary increase for the following based upon additional education:

Marty Cingle / RMS Math / MA+15, Step 21 for \$86,960.00

###### c. Summer School - 2017 BES

It is recommended that the Board of Education approve the following teacher for summer school services with compensation at the tutor rate of \$27.82/hour:

Nicol Ramsey for 39 hours

###### d. Supplemental Contract - 2017/2018 School Year

It is recommended that the Board of Education approve the following with compensation per provisions of the current Master Agreement:

Maria Fela - Dept Head World Languages

#### **Res. 18-103683 consensus items 1 a-d**

Move: George Seifert Second: Diana Sabitsch Status: Passed

##### 2. Classified Personnel

#### **Res. 18-103684 Addendum 2a**

###### a. New Hires - Custodial staff

It is recommended that the Board of Education approve the following new hires to fill positions open due to retirements/resignations:

Matthew Austin / RHS 3:00 pm - 11:30 pm daily, Step 0 for \$16.99/hour effective 9/25/17

Kevin Paulett / HES 3:00 pm - 11:30 pm daily, Step 0 for \$16.99/hour effective 9/26/17

Move: Tom Kelley Second: Dana Appel Status: Passed

## MINUTES

Revere Local School District  
Revere Board Meetings  
Regular September BOE Meeting  
Tuesday, September 19, 2017, 6:30 pm - 9:30 pm  
Revere High School Library

### I. CALL TO ORDER

Meeting called to order by Mrs. Hower at 5:32 PM

### II. ROLL CALL

Dana Appel  
Claudia Hower  
Tom Kelley  
Diana Sabitsch  
George Seifert

### III. PLEDGE OF ALLEGIANCE

### IV. PRESENTATIONS

Recognition of Perfect ACT Scores  
Sydney Borcharding, Jack Krew, Gavin Lewis, Vistoria Liu

Introduction of New Staff Members

### V. PUBLIC SPEAKS TO AGENDA ITEMS

### VI. BUILDING PRINCIPALS' REPORTS

### VII. TREASURER'S AGENDA - Mr. Richard Berdine

#### **Res. 18-103682 Consensus items a-i**

#### a. Approval of the Minutes, Attachment T-1

The Treasurer recommends approval of the minutes from the Special Meetings held August 1, 2017 and August 22, 2017 and August 29, 2017 and the Regular Meeting held August 15, 2017.

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

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

#### c. Donations, Attachment T-3

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

#### d. Permanent Appropriations

The Treasurer recommends approval of the FY2018 Permanent Appropriations as presented.

#### 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.

#### f. Transfers and Advances

#### g. New Funds

h. Depository Agreement - TriState Capital

The Treasurer recommends that the Board of Education approve the agreement for the deposit of public funds as detailed in Attachment T- 6.

i. Depository Agreement - Huntington National Bank

The Treasurer recommends that the Board of Education approve the depository agreement with Huntington for specific funds as detailed in Attachment T-7.

**Res. 18-103682 Consensus items a-i**

Move: Diana Sabitsch Second: George Seifert Status: Passed

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

**Res. 18-103683 consensus items a-g and Addendum 1 a-d**

1. Certificated/Licensed Personnel

a. Summer School 2017 - BES

It is recommended that the Board of Education approve the following teachers for summer school services with compensation at the tutor rate of \$27.82/hour:

Jade Rotili for 39 hours  
Deb Schwertner for 39 hours  
Jodi Hetman for 39 hours  
Abby Kester for 39 hours  
Amanda McCabe for 26 hours  
Linda Bare for 60 hours  
Jennifer Jacoby for 60 hours

b. Summer 2017 Intervention - HES

It is recommended that the Board of Education approve the following summer Intervention Instruction to provide essential intervention services to a specific group of students with compensation at the tutor rate of \$27.82/hour:

Piper Short - 42 hours

c. Additional Education

It is recommended that the Board of Education approve salary increases for the following based upon additional education:

Richard Booth / Grd 3 / MA+15, Step 14 for \$81,852.00  
Molly Brittain / Grd 4 / MA+30, Step 6 for \$65,758.00  
Lauren Duncan / ELA RMS / BA+30, Step 4 for \$53,352.00  
Amy Franks / Art BES / MA+15, Step 15 for \$81,852.00  
Shana McKnight / Grd 4 / MA+30, Step 18 for \$86,190.00  
Brittany Mravec / Grd 1/ MA, Step for \$59,636.00  
Dawn Peters / Grd 4 / MA+30, Step 18 for \$86,190.00  
Samer Rinehart / Grd 2 / MA, Step 5 for \$59,636.00

d. Leave of Absence (LOA)

It is recommended that the Board of Education approve the following LOA per provisions of the current REA Negotiated Agreement:

Kristin Fotta, Grd 4, effective on or about 11/28/17 through the end of the 2017/2018 school year. It is further recommended that the Board of Education approve Angela Mandela as her long term substitute.

Rachel Alaimo, Intervention Sp HES, effective on or about 12/7/17 with a return on or about 2/16/18.

e. Long Term Substitute Teacher - Leave of Absence

It is recommended that the Board of Education approve Shelly Levitsky as the long term substitute for Alison Kilway's LOA previously approved

f. Changes to Supplemental Contracts - 2017/2018 School Year

It is recommended that the Board of Education approve the resignation of Kim VanFossen from the 50% supplemental contract for RMS Yearbook Advisor and subsequently approve Callah Cooke for the 50% position.

It is further recommended that the Board of Education approve the resignation of Lisa Thacker from the full RMS Gaming Club supplemental and subsequently approve Lisa Thacker and Jessica Richards for a 50:50 split of the position.

It is further recommended that the Board of Education approve the resignation of Kelly Peel from the full BES Books Alive supplemental and subsequently approve Kelly Peel and Jill Burket for a 50:50 split of the position.

g. Certificated/Licensed Personnel - Supplemental Contracts - 2017/2018 School Year

It is recommended that the Board of Education approve the following with compensation per the current REA Negotiated Agreement:

Boys' Track

Kevin Somerville - Head Coach

Weight Room

Kevin Verde - Fall

Dean Rahas - Fall

Gameworker

Todd Casey

STEM HES

Shannon Davey

Rtl

Sheila Farrance @ HES

E. Michelle Pruchnicki @ HES

Samer Rinehart @ HES

Lynn Dubsy @ HES

Billy D'Amico and Krista Rozek (50:50) @ RMS

Dave Howson and Elizabeth Long (50:50) @ RMS

Stephanie McCauda and Rachel Winski (50:50) @ RMS

Bus Duty - HES

Sheila Farrance - full

Linda Leshan - full

Karen Ducharme - half (PM)

Samer Rinehart - half (PM)

Kelly Heider - half (PM)

Rachel Alaimo - half (PM)

Gaming Club

Kathy Popson and Cathy Rundo (50:50) @ HES

LPDC

Deidre Hichens @ HES

Kim Keating @ BES

Beth Matyja @ RMS

Jeff Fry @ RHS

**Res. 18-103683 Consensus items a-g and Addendum 1 a-d**

Move: George Seifert Second: Diana Sabitsch Status: Passed

2. Classified Personnel

**Res. 18-103684 consensus items 2 a-e and Addendum 2 a**

a. Resignation - Transportation

It is recommended that the Board of Education approve the resignation of Ben Fensler as the driver for the Assumption route, effective end of the 2016-2017 school year.

b. Transportation Routes - Increase

It is recommended that the Board of Education approve the following increases in contracted routes made necessary by the reduction in the number of routes for the 2017/2018 school year:

CVCC-Bath Route / Ruth Miller / 4.5 hours daily

CVCC-Richfield-Assumption Route / John Zaharopoulos / 2.25 hours daily

c. Classified Personnel - Supplemental Contracts - 2017/2018 School Year

RMS Scieblt is recommended that the Board of Education approve the following with compensation per the current REA Negotiated Agreement:

Student Gameworkers

Carter Greulich

Eric Dye

Ramon Pardo

Gameworker

Al Smesko

RMS Science Olympiad

Pauline Tomechko and Wendy Blackford 50:50 split

d. Classified Personnel - Substitutes - 2017/2018 School Year

It is recommended that the Board of Education approve the following as cook and cashier substitutes effective on or after 8/1/17:

Dawn Strainic

Teresa Peterson

Natalie Shenigo

Stacy Sloan

Elizabeth Kostohryz

Sherry Frisby

Lesley Militzer

Eileen Harth\*

Lynn Jeric\*

\*Contingent upon receipt of clear BCI and FBI print reports.

e. Education Aides - 2017/2018 School Year

It is recommended that the Board of Education approve the following as Education Aides for Monday - Friday duty, effective on or after 8/18/17, as detailed with compensation per the REA negotiated agreement:

Kathy Daetwyler - 5 hours @ RMS

Billy D'Amico - 5 hours daily @ RMS

Heather Karas - 5 hours daily @ RMS

Michael Wiley - 2 hours daily @ RMS

Angela Mandela - 5 hours daily @ BES

This is for the 2017-2018 school year only with no expectation of employment beyond.

**Res. 18-103684 consensus items 2 a-e and Addendum 2 a**

Move: Tom Kelley Second: Dana Appel Status: Passed

3. Student Services

**Res. 18-103685 consensus items a-e**

a. Student Placement - 2017/2018 School Year - Attachment 1

It is recommended that the Board of Education approve the agreement for placement of a special education student in the Reserve School of Applewood Centers, Inc. as detailed in Attachment 1.

b. Home Instruction - 2017/2018 School Year

It is recommended that the Board of Education approve the following:  
Nancy Ivan for up to 176 hours for Student B

c. Change to PSI Services Agreement - Attachment 2

It is recommended that the Board of Education approve the change noted in Attachment 2 which reflects a half-hour increase in Medical Assistant services at RMS necessary to adequately service a student.

d. MAXIM Nursing Services 2017/2018 School Year - Attachment 3

It is recommended that the Board of Education approve the agreement with MAXIM to provide services as detailed in Attachment 3 for one-to-one care of a specific student as needed.

e. Cuyahoga County Educational Service Center Agreements - 2017/2018 School Year - Attachments 4 and 5

It is recommended that the Board of Education approve the agreement for a School Psychologist intern and teacher of visually impaired as noted in Attachment 4 and Attachment 5.

**Res. 18-103685 Consensus items a-e**

Move: Diana Sabitsch Second: Claudia Hower Status: Passed

4. Other Business

a. Donation of Land to Revere Local School District

**Res. 18-103686**

It is recommended that the Board of Education approve with gratitude the donation of 3.46 acres, parcel #0400188, on the corner of Revere Road and Everett Road (known as the horse show property) by Jim and Claudia Hower.

Move: Tom Kelley Second: George Seifert Status: Passed

b. New or Revised Policies

**Res. 18-103687**

It is recommended that the Board of Education approve and adopt the updated policies noted below as detailed in the Attachment 6-17.

Policy 6.09 / Habitual Truancy Intervention Strategies / Attachment 6

Policy 6.13 / C.P.R. and A.E.D. Training / Attachment 7

Policy 6.15 / Graduation-Diploma Requirements / Attachment 8

Policy 6.19 / Code of Student Conduct / Attachment 9

Policy 6.34 / Administering Medication to Students / Attachment 10

Policy 6.49 / Diabetes Care / Attachment 11

Policy 7.15 / Academic Prevention-Intervention Services (IAT) / Attachment 12

Policy 7.18 / Interscholastic Athletics / Attachment 13

Policy 7.26 / College Credit Plus Program / Attachment 14

Policy 7.32 / Career Advising / Attachment 15

Policy 9.32 / Eligibility for Free or Reduced Price Meals or Free Milk / Attachment 16

New Policy 9.34 / Student Meal Charges / Attachment 17

**Be it further resolved to omit New Policy 9.34/Student Meal charges/Attachment 17**

Move: George Seifert Second: Dana Appel Status: Passed

c. Food Service Software - 2017/2018 School Year - Attachment 18

**Res. 18-103688**

It is recommended that the Board of Education approve the agreement with Pisanick Partners, LLC to provide software as noted in Attachment 18.

X. REPORTS FROM THE CENTRAL OFFICE TEAM

Director of Student Services  
Director of Curriculum and Instruction

XI. INFORMATIONAL ITEMS

October Work Session on October 10, 2017 at 5:30 p.m. in the Administration Building  
October Regular Meeting on October 17, 2017 at 6:30 p.m. in the Revere HS Library

XII. CONCERNS OF THE PUBLIC AND COMMUNITY ANNOUNCEMENTS

XIII. EXECUTIVE SESSION

**Res. 18-103689**

Moved by Tom Kelley, seconded by George Seifert to move into Executive Session at 7:42 PM to discuss the following:

Personnel: To consider the employment, dismissal, or discipline of public employees  
Legal: to discuss pending or important legal actions

XIV. Return to Regular Session

The President, Claudia Hower called the Board of Education out of Executive Session at 8:51 PM

XV. ADJOURNMENT

**Res. 18-103690**

Moved by Tom Kelley, seconded by Diana Sabitsch to adjourn the meeting at 8:51 PM

\_\_\_\_\_  
Approved By:

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

SEPTEMBER 30, 2017

# Financial Report



**FINANCIAL REPORTS - Index**  
**For Month of SEPTEMBER 2017**

	Schedule
<b>Cash Reconciliation Report</b> .....	A
<ul style="list-style-type: none"> <li>• Presents ending cash position for the District for all funds combined, investments and other required reconciliation transactions needed to balance monthly financial activity.</li> </ul>	
<b>Financial Report by Fund</b> .....	B
<ul style="list-style-type: none"> <li>• A report listing all individual funds established by the District. Information summarized includes receipts, expenditures, and ending cash balances on a month to date and fiscal year to date basis for each fund.</li> </ul>	
<b>SM-2</b> .....	C
<ul style="list-style-type: none"> <li>• Financial summary of the General Fund comparing budgeted revenues and expenditures to actual.</li> </ul>	
<b>Permanent Improvement Fund Report</b> .....	D
<ul style="list-style-type: none"> <li>• Financial summary by month of all activity on the PI Fund.</li> </ul>	
<b>Food Service Report</b> .....	E
<ul style="list-style-type: none"> <li>• Consolidated summary by month of the food service operation for all four school buildings.</li> </ul>	

## Revere Local School District

**Richard Berdine**  
 Treasurer

REVERSE LOCAL BOOKS  
 SEPTEMBER 2017 Month End Report  
 Cash Reconciliation Report

1197,317,043.33

87,527,828.88

2,518,138.88

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Total Fund Balance (Month End Preliminary Report)

Unass Depository Bank Balances:

Huntington Business Checking Account

Huntington Personal Account

Huntington Business Savings (closed in June, funds transferred to Dow)

Investments:

CF Huntington Savings Account (closed - Changed to better product)

CF Star One 36007

CF Fidelity CD matures 8/10/10 (original 1/2007)

CF Fidelity CD matures 8/10/10 (original 1/2007)

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Summary or Detail Report? (S,D) D  
 Output file: FUND000.TXT  
 Type: CSV  
 Print options page? (Y,N) Y  
 Generate FUND report for comparison? (Y,N) Y  
 Sort options: F6, F0  
 Subtotal options: F0  
 Include future encumbrance amounts? (Y,N) N  
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Fund #	Fund Description	INTD Receipts	FFTD Receipts	INTD Expenditures	FFTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance Code	
001	0000 GENERAL FUND	20,591,541.49	2,445,431.73	14,644,471.39	3,587,035.03	9,526,772.37	25,709,440.51	4,092,986.24	21,617,344.27
	TOTAL FOR FUND 001 - GENERAL:	20,591,541.49	2,445,431.73	14,644,471.39	3,587,035.03	9,526,772.37	25,709,440.51	4,092,986.24	21,617,344.27
002	0000 BOND RETIREMENT	379,011.29	0.00	1,433,326.63	0.00	0.00	1,612,937.32	0.00	1,612,937.32
002	9012 Bond Debt Service COSTS	0.00	0.00	0.00	0.00	0.00	0.00	154,000.00	154,000.00
002	9027 BOND RETIREMENT for \$59.7K - SERIES B FY17	4,390,354.35	293,372.63	22,546.05	22,546.05	7,263,781.13	6,115,475.00	1,148,306.13	
	TOTAL FOR FUND 002 - BOND RETIREMENT:	7,269,885.84	293,372.63	22,546.05	22,546.05	9,076,719.05	6,269,675.00	3,807,044.05	
003	0000 PERMANENT IMPROVEMENT FUND	3,491,462.61	99,486.40	409,204.94	82,551.09	776,610.16	3,323,659.39	3,305,025.31	18,634.08
003	9001 PERMANENT IMPROVEMENT RESERVE FUNDS	525,000.00	75,000.00	0.00	0.00	600,000.00	0.00	600,000.00	
	TOTAL FOR FUND 003 - PERMANENT IMPROVEMENT:	4,016,962.61	173,486.40	409,204.94	82,551.09	776,610.16	3,323,659.39	3,305,025.31	18,634.08
004	0000 BUILDING FUND	10,300.99	0.00	46.47	0.00	279.65	9,967.81	9,967.81	0.00
004	9001 Building Fund - Sale of Richfield	4,720.35	0.00	0.00	0.00	4,720.35	0.00	0.00	0.00
004	9002 Building Fund - Sale of Hamston Property	26,700.93	0.00	0.00	0.00	26,700.93	26,700.93	0.00	
004	9017 BUILDING FUND - \$8.5K NOTES SERIES 2016	8,503,917.95	0.00	269,142.93	286,508.03	6,217,409.92	4,443,313.42	3,774,096.50	
004	9027 BOND FUND - \$59.7K SERIES A FY17	59,716,692.84	59,170.70	151,357.49	5,886.30	9,459.67	59,854,950.68	47,000.33	59,811,130.35
	TOTAL FOR FUND 004 - BUILDING:	68,262,241.08	59,170.70	151,803.96	268,028.33	300,967.70	68,113,077.34	4,527,796.49	63,585,286.85
006	0000 FOOD SERVICES	11,521.14	64,382.25	376,944.32	117,713.07	325,465.74	61,024.72	72,344.38	9,243.44

Fund #	Fund Description	MTD Receipts	FTTD Receipts	MTD Expenditures	FTTD Expenditures	Current Fund Balance	Current Encumbrance	Disencumbered Fund Balance Code	MTD Expenditures	FTTD Expenditures	Current Fund Balance	Current Encumbrance	Disencumbered Fund Balance Code
007	9000 BARRIQUET FUND	1,221.51	0.00	0.00	0.00	1,121.51	0.00	1,121.51	0.00	0.00	2,933.78	0.00	2,933.78
007	9366 ERIKOR MEMORIAL FUND	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00	57,556.54	6,761.61	50,788.93
007	9308 CLAREN FREELINE MEMORIAL FUND (CNR)	300.00	150.00	0.00	0.00	950.00	0.00	950.00	0.00	0.00	5,801.83	2,554.03	3,247.80
007	9310 PAPPAS MEMORIAL SCHOLARSHIP FUND	1,450.00	0.00	0.00	0.00	1,450.00	0.00	1,450.00	0.00	0.00	39,932.52	3,376.46	36,556.06
007	9311 THE MLC HONOR MEMORIAL FUND	670.00	0.00	0.00	0.00	670.00	0.00	670.00	0.00	0.00	176,713.73	13,637.10	163,076.63
007	9370 PARLLET MEMORIAL SCHOLARSHIP FUND	1,219.00	0.00	0.00	0.00	3,239.00	0.00	1,219.00	0.00	0.00	973.25	0.00	0.00
007	9380 Teacher Excellence Award (EORTFF)	1,058.28	0.00	0.00	0.00	2,000.00	1,006.00	1,000.00	0.00	0.00	973.25	0.00	0.00
007	9391 PATRICK ALPHEI LIVES SCHOLARSHIP FUND	25,910.66	0.00	0.00	0.00	25,910.66	0.00	25,910.66	0.00	0.00	6,112.12	0.00	0.00
007	9392 The Jennifer Lys Heers Library Memorial Fund	296.06	0.00	0.00	0.00	296.06	0.00	296.06	0.00	0.00	6,112.12	0.00	0.00
007	9394 JAMES HERBERT WASHINGTON DC MEMORIAL FUND	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00	0.00	26,650.00	0.00	26,650.00
007	9395 Ted R. Muesey Memorial Scholarship	3,445.00	0.00	0.00	0.00	3,445.00	0.00	3,445.00	0.00	0.00	871.92	41,954.80	38,011.27
TOTAL FOR FUND 007 - SPECIAL TRUST		37,070.31	150.00	0.00	0.00	35,262.23	2,000.00	17,363.16	0.00	0.00	22,395.08	1,377.39	21,017.69
008	9360 KETON WIEBER SCHOLARSHIP	17,869.24	15.73	0.00	0.00	17,363.16	0.00	17,363.16	0.00	0.00	38,254.64	7,137.83	31,091.81
TOTAL FOR FUND 008 - ENDOWMENT		17,869.24	15.73	0.00	0.00	17,363.16	0.00	17,363.16	0.00	0.00	1,292.68	475.00	617.68
009	9000 DAYTON SCHOOL SUPPLIES	100.00	0.00	0.00	0.00	125.00	0.00	125.00	0.00	0.00	1,610.55	0.00	1,610.55



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REVENUE LED - 050054  
Financial Report by Fund/RC/Fund

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Fund #	Fund Description	MTD Receipts	FTTD Receipts	MTD Expenditures	FTTD Expenditures	Current Fund Balance	Current Encumbrance	DeNUMBERED Bank Fund Balance Code
200 9145	ART CLUB	0.00	0.00	0.00	0.00	858.21	0.00	858.21
200 9370	NATIONAL ART MUSEUM SOCIETY	0.00	0.00	0.00	0.00	862.60	62.50	800.10
200 9375	CHESS CLUB	0.00	0.00	0.00	0.00	773.42	0.00	773.42
200 9380	KEY CLUB	139.00	139.00	114.39	125.97	3,898.90	0.00	3,898.90
200 9390	INTERNATIONAL CUB	0.00	0.00	0.00	0.00	821.21	0.00	821.21
200 9395	BRACKET LOVE	0.00	0.00	0.00	23.20	1,051.44	146.20	905.24
200 9400	MARKETING EDUCATION	0.00	0.00	0.00	0.00	2.58	0.00	2.58
200 9410	alpha Theta Honor Society	0.00	0.00	0.00	0.00	3,206.83	0.00	3,206.83
200 9460	SENIOR CLASS GIFTS	0.00	0.00	0.00	0.00	6,459.07	0.00	6,459.07
TOTAL FOR Fund 200 - STUDENT MANAGED ACTIVITIES:		134,489.95	9,687.75	31,202.86	8,202.93	9,456.83	16,938.54	332,297.44
300 0900	NON-STUDENT MANAGEMENT FUND	0.00	0.00	0.00	0.00	120.00	0.00	120.00
300 920A	ATHLETICS - 8308 NON-STUDENT MANAGEMENT FUND	33,811.54	29,151.68	36,419.84	67,866.87	188,042.23	35,897.51	72,144.72
300 9210	CHEERLEADING	0.00	0.00	0.00	0.00	1,951.65	0.00	1,951.65
300 9310	C.A.S.E.	0.00	0.00	0.00	0.00	6.81	0.00	6.81
300 9335	SPENCER & DEBATE	300.00	300.00	0.00	80.00	2,862.76	0.00	2,862.76
300 9336	STRONG TIONS INTRINSIVE MEANS GROUP	0.00	0.00	0.00	0.00	3,894.21	200.00	3,694.21

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REVENUE LED - 050054  
Financial Report by Fund/RC/Fund

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Fund #	Fund Description	MTD Receipts	FTTD Receipts	MTD Expenditures	FTTD Expenditures	Current Fund Balance	Current Encumbrance	DeNUMBERED Bank Fund Balance Code
300 9501	FOOTBALL	19,468.21	20,510.67	12,719.70	20,510.67	8,151.44	7,463.55	487.89
300 9502	VOLLEYBALL	3,457.78	3,428.99	684.34	3,716.02	7,338.31	1,374.42	5,763.89
300 9503	BOYS SOCCER	3,525.69	213.00	558.86	1,955.36	4,552.00	4,312.52	39.48
300 9504	GIRLS SOCCER	2,413.36	156.00	380.00	1,920.00	7,413.55	15,467.00	8,253.55
300 9505	BOYS TENNIS	36.67	0.00	0.00	0.00	433.54	0.00	433.54
300 9506	GIRLS TENNIS	1,171.67	925.60	925.60	925.60	5,996.01	96.50	5,899.51
300 9507	RESTLING	75.02	61.11	61.11	61.11	5,823.14	0.00	5,823.14
300 9508	CHEERLEADING	2,013.60	2,858.00	2,858.00	2,858.00	10,494.54	3,205.44	7,289.10
300 9509	BOYS BASKETBALL	3,343.51	3,315.00	130.00	3,714.73	36,763.88	5,195.00	31,568.88
300 9510	GIRLS BASKETBALL	583.02	0.00	0.00	0.00	5,153.89	0.00	5,153.89
300 9511	BOYS GOLF	228.33	140.00	140.00	1,466.52	339.43	0.00	339.43
300 9512	GIRLS GOLF	1,051.50	0.00	40.00	40.00	1,097.59	100.00	997.59
300 9513	BASKETBALL	729.18	1,000.00	1,000.00	1,000.00	2,589.50	0.00	2,589.50
300 9514	SOFTBALL	133.42	0.00	0.00	0.00	3,634.29	10.80	2,624.29
300 9515	SWIMMING	324.18	10.00	10.00	0.00	2,324.91	16.00	2,014.91
300 9517	BOYS' CROSS COUNTRY	167.34	574.97	574.97	574.97	90.81	0.00	90.81

Fund #	Paid Description	FTTD Receipts	FTTD Expenditures	Current Fund Balance	Current Encumbrance	Unencumbered Fund Balance
300 9518	GIRLS' CROSS COUNTRY	369.17	240.00	374.15	0.00	374.15
300 9519	BOYS TRACK	53.34	0.00	1,423.38	0.00	1,423.38
300 9520	GIRLS TRACK	182.18	0.00	1,596.39	0.00	1,596.39
300 9521	BOYS LACROSSE	146.34	0.00	1,898.04	0.00	1,898.04
300 9522	GIRLS LACROSSE	215.59	0.00	4,373.87	0.00	4,373.87
300 9534	DANCE TEAM	0.00	0.00	13.69	0.00	13.69
300 9525	OMGA TOURNAMENTS	0.00	0.00	14.74	0.00	14.74
300 9526	ROBOTICS	500.00	0.00	1,454.52	0.00	1,454.52
TOTAL FOR FUND 300 - DISTRICT MANAGED ACTIVITY:		135,028.61	107,157.89	232,883.70	74,132.02	148,751.68
401 9217	OLD TRAIL FT17	3,117.43	16,031.47	1,031.97	0.00	1,031.97
TOTAL FOR FUND 401 - AUXILIARY SERVICES:		78,364.92	16,031.47	1,031.97	0.00	1,031.97
516 9217	6IX B FT17	0.00	0.00	19,635.36	0.00	19,635.36
516 9218	6IX B FT18	31,420.85	47,021.72	15,600.87	187,880.89	203,561.76
TOTAL FOR FUND 516 - IDEA PART B GRANTS:		31,598.45	47,021.72	35,236.23	187,880.89	223,207.12
572 9202	TITLE I - FT02	0.00	0.00	0.00	0.00	0.00
572 9214	TITLE I - FT1014 (7/1/13-6/31/14)	0.00	0.00	0.00	0.00	0.00
GRAND TOTALS:		100,676,038.01	3,123,238.16	18,109,608.49	4,243,794.71	11,306,867.54

Fund #	Paid Description	FTTD Receipts	FTTD Expenditures	Current Fund Balance	Current Encumbrance	Unencumbered Fund Balance
572 9217	TITLE I FT17	0.00	0.00	0.00	0.00	0.00
572 9218	TITLE I FT18	14,283.14	14,283.14	26,099.21	0.00	11,816.07
TOTAL FOR FUND 572 - TITLE I DISADVANTAGED CHILDREN		14,283.14	14,283.14	26,099.21	0.00	11,816.07
573 9106	TITLE VI (CHAPTER 21-PT00)	0.00	0.00	124.89	0.00	0.00
TOTAL FOR FUND 573 - TITLE VI IMPROVATIVE EDUC FOR:		0.00	0.00	124.89	0.00	0.00
584 9101	DMC FREE GRANT - FT01	0.00	0.00	10.56	0.00	0.00
TOTAL FOR FUND 584 - DMC FREE SCHOOL GRANT FUND:		0.00	0.00	10.56	0.00	0.00
587 9218	PRESCHOOL FT18	0.00	0.00	0.00	0.00	7,272.35
TOTAL FOR FUND 587 - IDEA PRESCHOOL-MANDICAPPED:		0.00	0.00	0.00	0.00	7,272.35
590 9218	TITLE IIA FT18	6,159.00	6,159.00	9,238.62	0.00	3,079.62
TOTAL FOR FUND 590 - IMPROVING TEACHER QUALITY:		6,159.00	6,159.00	9,238.62	0.00	3,079.62
GRAND TOTALS:		100,676,038.01	3,123,238.16	18,109,608.49	4,243,794.71	11,306,867.54



**NEW DOCUMENT**

**Attachments T-3 and T-4 will be made available Monday, October 16, 2017.**

**NEW DOCUMENT**



Revere Local Schools

# Five Year Forecast Financial Report

October, 2017

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## Forecast Purpose/Objectives

Ohio Department of Education's purposes/objectives for the five-year forecast are:

1. To engage the local board of education and the community in the long range planning and discussions of financial issues facing the school district.
2. To serve as a basis for determining the school district's ability to sign the certificate required by O.R.C. §5705.412, commonly known as the "412 certificate."
3. To provide a method for the Department of Education and Auditor of State to identify school districts with potential financial problems.

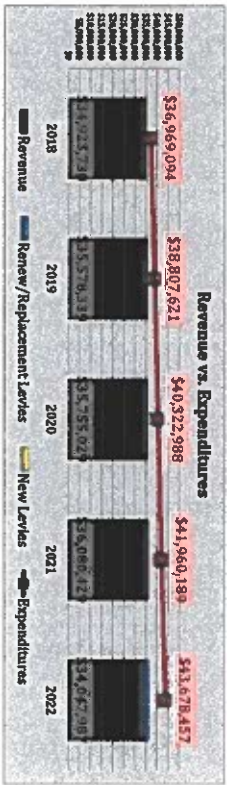
Five Year Forecast - Simplified Statement

	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022
Beginning Balance	20,592,142	18,546,778	15,317,497	10,749,238	4,869,777
+ Revenue	34,923,720	33,579,339	35,755,029	36,080,429	34,047,987
+ Proposed Renew/Replacement Levies	-	-	-	-	2,236,908
- Expenditures	(16,064,004)	(18,007,831)	(19,322,088)	(14,960,183)	(14,670,437)
- Revenue Surplus or Deficit	14,529,138	10,548,947	11,140,438	5,789,054	11,614,448
Ending Balance	18,546,778	15,317,497	10,749,238	4,869,777	12,431,785
Revenue Surplus or Deficit w/o Levies	(2,052,861)	(3,229,334)	(4,567,921)	(3,171,129)	(9,630,411)
Ending Balance w/o Levies	18,546,778	15,317,497	10,749,238	4,869,777	6,760,604

The projected cash balance of \$4.9 million at June 30, 2021 compares favorably to the May 2017 forecast projected balance of \$2.7 million. Given the additional carryover balance of \$1.1 million that occurred at fiscal year-end 2017, the overall change is generally one factor to consider: the Revenue Surplus or Deficit is a concern given the \$2 million operating deficit in FY18 that increases over the other four years of the forecast.

This forecast utilizes 7.8% property valuation growth in tax year 2017 from the Summit County property reappraisal, and additional growth of 5% in tax year 2020 from the triennial update of property values at that time. Our district is also very fortunate to have a tax collection rate of 100% of currently billed taxes being collected and distributed to us on annual basis. State revenues are projected to remain flat for all forecast years, as the discussions over the past two biennial budget cycles at the State level to reduce and phase out the foundation "guarantee" funding for Ohio's public school district that caused an increase in "guarantee" districts. Expenditure growth is a concern that must be managed, and given our existence as a service provider of education to our students, our reliance on staffing is significant and these costs are not small and are not declining.

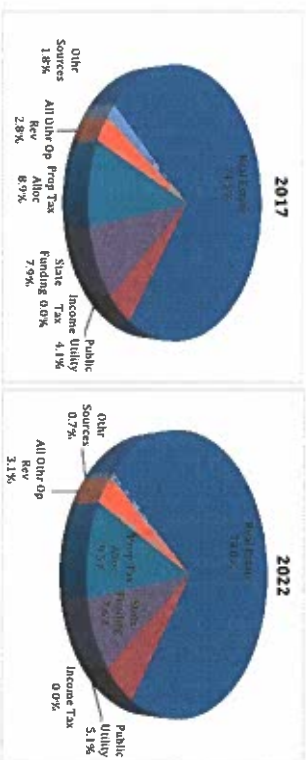
Continuation of the current two-year emergency levy passed in 2011 that will expire in 2021 will be imperative, and given our current trajectory of increasing expenditures, relatively flat revenues, and declining cash balances, additional operating funds will be necessary at some point during this five-year forecast period.



Revenue Overview

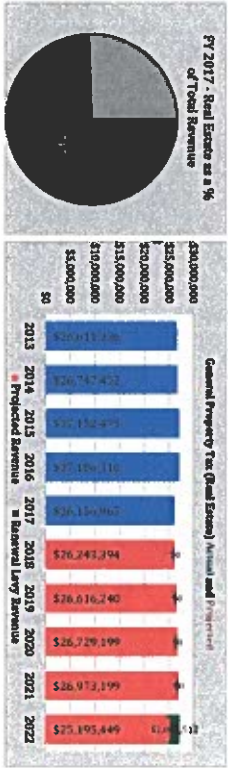
Revenue Source	Five Year Avg Annual Change	PROJECTED					5 Year Avg Annual Change
		Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	
1018-Real Estate	1.26%	0.31%	1.42%	0.42%	0.91%	0.83%	0.79%
1028-Public Utility	n/a	4.68%	4.52%	4.75%	4.12%	3.97%	4.41%
1032-Income Tax	n/a	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
1033-School Funding	3.91%	-4.30%	-2.79%	-0.03%	0.03%	-0.10%	-1.94%
1045-Restricted Aid	223.86%	-8.80%	0.04%	0.00%	0.00%	-0.01%	-1.75%
1045-Restricted SFSF	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
1050-Property Tax Alloc	-4.77%	8.57%	1.37%	0.98%	0.93%	0.93%	2.42%
1060-All Other Operating	9.30%	11.48%	-0.75%	-2.15%	-1.96%	-1.78%	1.17%
1070-Total Revenues	1.09%	1.22%	1.16%	0.50%	0.92%	0.85%	0.93%
2070-Total Other Sources	267.24%	99.60%	100.00%	0.00%	0.00%	0.00%	198.08%
2080-Total Rev & Other Srcs	2.39%	-0.58%	1.87%	0.50%	0.91%	0.86%	0.73%

Total revenues are expected to decrease in FY18 from FY17 primarily due to advances into the general fund in FY17 totaling \$622,123 that will not recur in FY18. Without considering the effect of these advances, total revenues are expected to increase approximately \$420,000 primarily due to growth of tax collections from the 2017 Summit County property reappraisal and growth in investment earnings. The District expects to receive the final \$43,000 installment of single personal property supplement funding from the State of Ohio in FY18. The Notes and Assumptions page for each revenue category provide more detailed considerations used in the development of this forecast.



### 1.010 - General Property Tax (Real Estate)

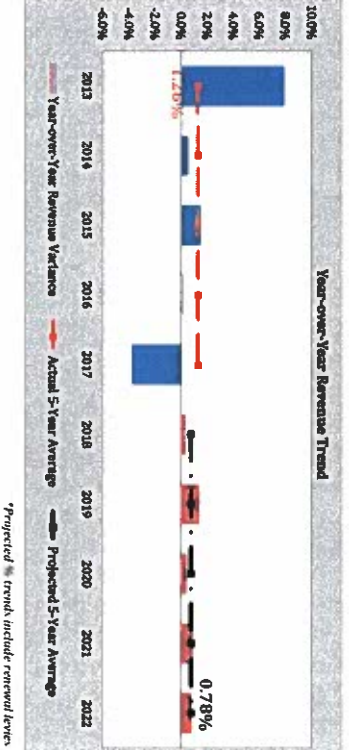
Revenue collected from taxes levied by a school district by the assessed valuation of real property using effective rates for class I (residential/agricultural) and class II (business).



General Property Tax (Real Estate) accounts for 75.2% of District revenues.

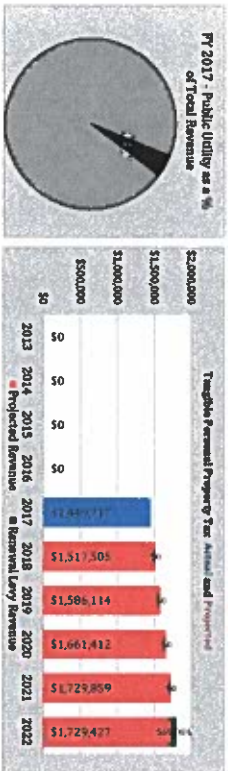
Revenues are projected to increase slightly in FY18 and FY19 due to inside millage growth from estimated 7.8% property reappraisal in Summit County for tax year 2017 (collection year 2018), in addition to anticipated new construction in all forecast years. Triennial update property valuation increase in tax year 2020 is estimated at 5.0%.

District collected 100% of estimated tax revenues for tax years 2015 and 2016, and this collection rate is used for all forecast years.



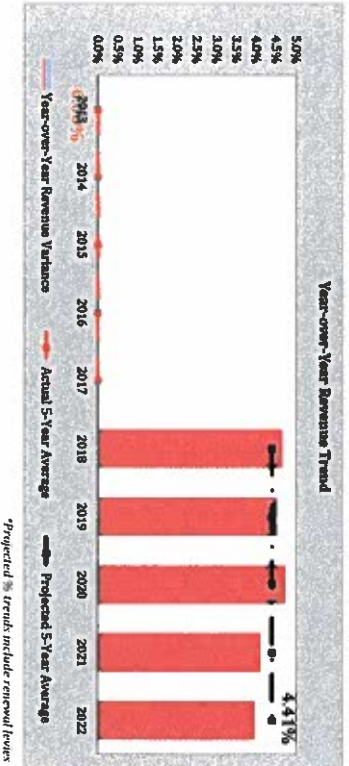
### 1.020 - Public Utility Personal Property

Revenue generated from public utility personal property valuations multiplied by the district's millaged tax rate.



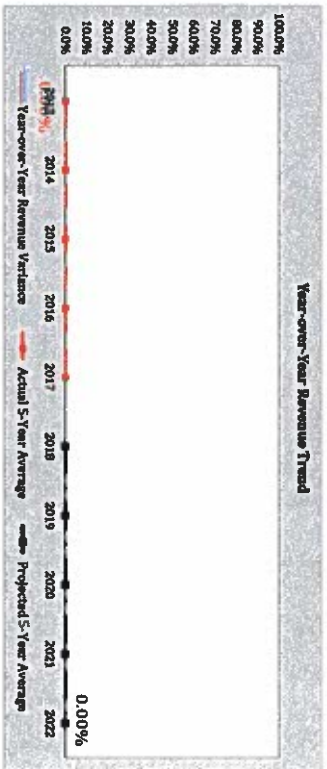
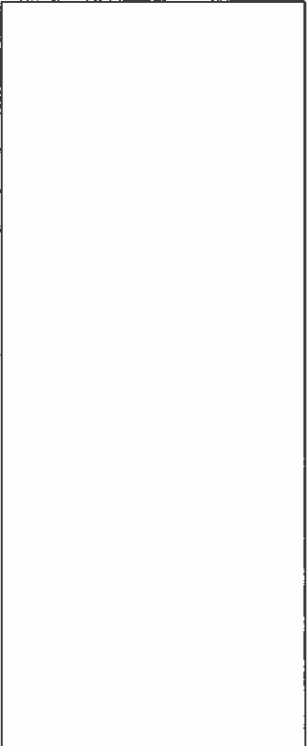
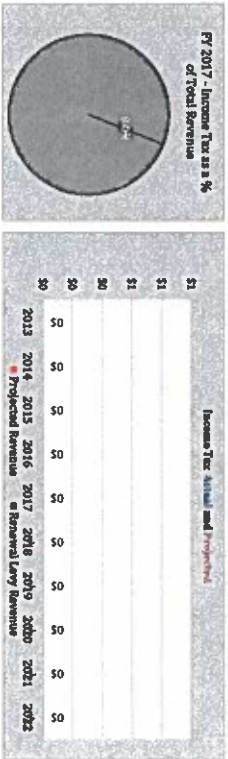
Public Utility Personal Property tax accounts for 4.4% of District revenues.

Revenues are projected to increase slightly in all forecast years due to additional new construction valuation based on past six tax years of historical growth.



### 1.030 - Income Tax

Revenue collected from income tax earmarked specifically to support schools with a voter approved tax by residents of the school district separate from federal, state and municipal income taxes.

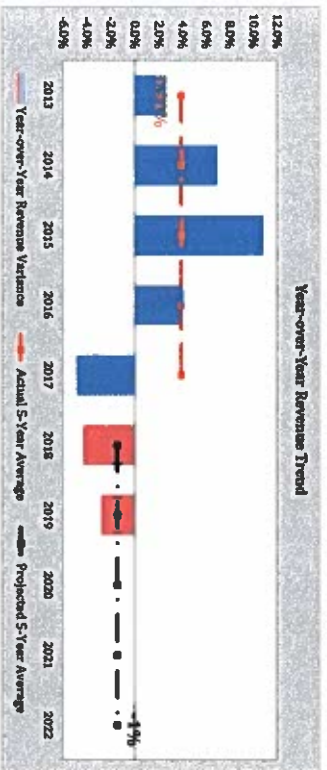


### 1.035 - Unrestricted Grants-in-Aid

Funds received through the State Foundation Program with no restriction.

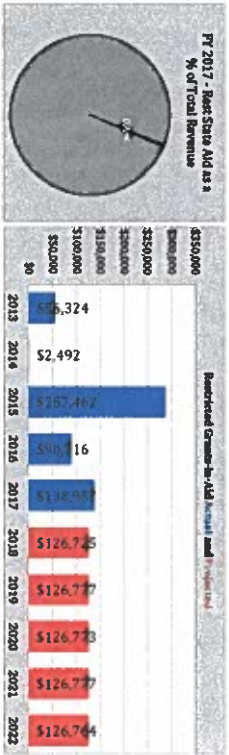


Unrestricted Grants-in-Aid accounts for 7.2% of District revenues. Revenues are projected to remain flat for all forecast years due to State foundation "guarantee" funding status for District. District expects to receive final installment (\$43,000) of tangible personal property tax supplement funding from State in FY18. This is 20% "holding" amount from FY17 that the State releases in the next fiscal year once final enrollment numbers for 2016/17 school year are established. Casino revenues of \$139,000 are included in this category.



### 1.040 & 1.045 - Restricted Grants-In-Aid

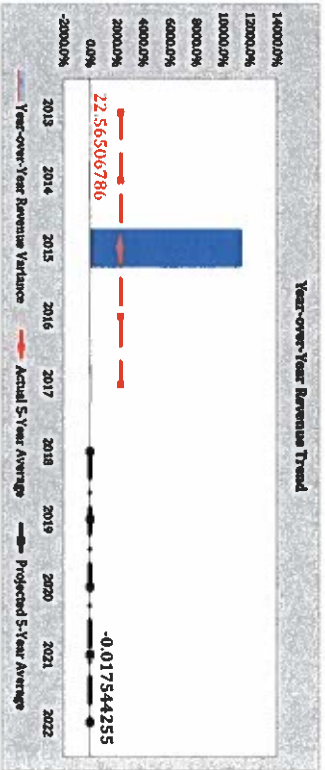
Funds received through the State Foundation Program or other allocations that are restricted for specific purposes.



Restricted Grants-In-Aid accounts for .3% of District revenues.

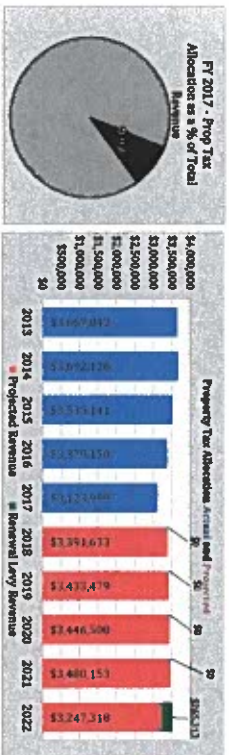
Revenues are projected to remain for all forecast years as the District has been on the State guarantee funding allowance for numerous years.

Catastrophic cost special education funding reimbursements from State for high cost special education students accounts for nearly all of this revenue source.



### 1.050 - Property Tax Allocation

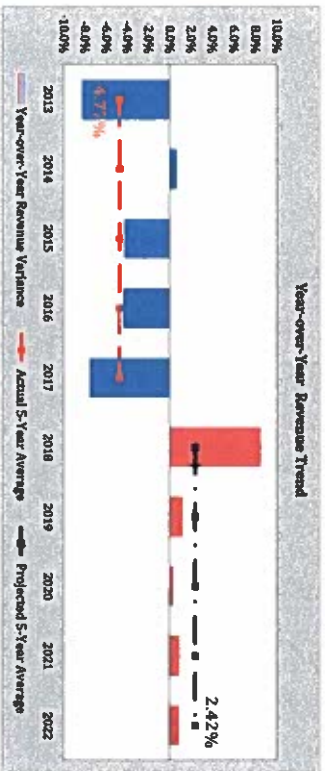
Includes funds received for Temple Personal Property Tax Reimbursement, Electric Depreciation, Home-School and Rollback.



Property Tax Allocation accounts for 9.7% of District revenues.

This revenue source comes from homestead and rollback payments paid by the State on behalf of residential property tax owners. Residential, owner-occupied properties receive a 12.5% property tax reduction on existing tax levies and residential, non-owner-occupied properties receive a 10.0% property tax reduction on existing tax levies, both of which are considered "rollback." The homestead payments made by the State help offset taxes for certain residential, owner-occupied properties wherein the owner meets certain age and income requirements.

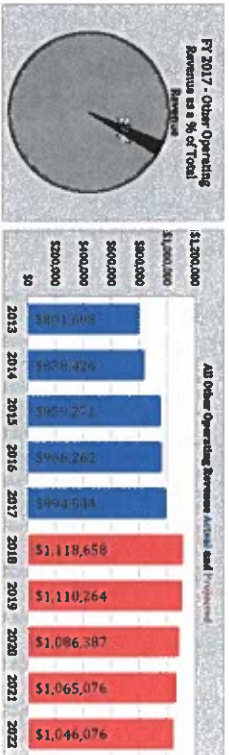
Revenues are projected to increase slightly in FY18 and FY19 and other forecast years due to inside millage growth from tax reappraisals and triennial updates, as indicated in the notes for 1.010 General Property Tax (Real Estate).



Projected trends include renewal levies.

### 1.060 - All Other Operating Revenues

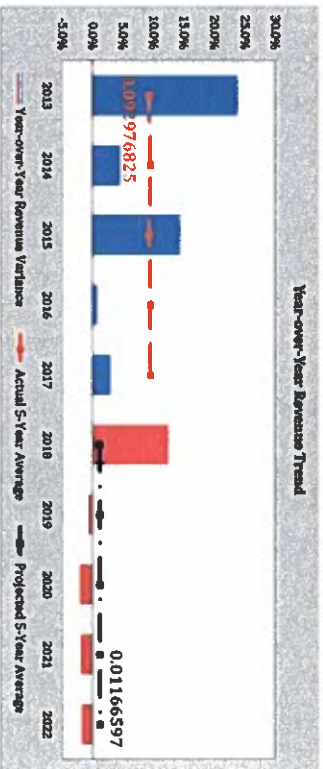
Operating revenue sources not included in other lines, examples include tuition, fees, earnings on investments, rentals, and donations.



All Other Operating Revenues accounts for 3.2% of District revenues.

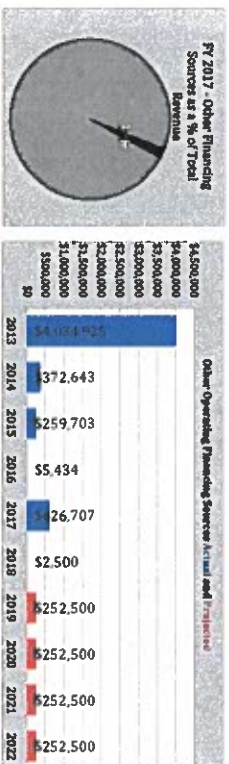
This category is comprised of tuition, student fees, investment earnings, mobile home taxes, and payments in lieu of taxes for Village of Richfield development agreements. The Village has held the District harmless from revenue losses related to these development agreements.

The increase in all forecast years above FY17 is due to increased investment earnings.



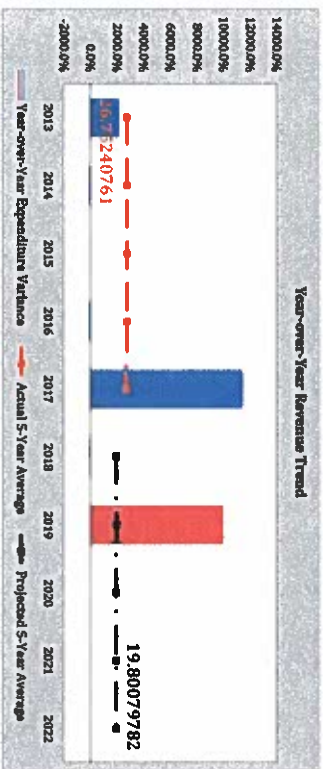
### 2.070 - Total Other Financing Sources

This category includes proceeds from sale of assets, state enterprise loans, and administrative, operating budgets, and all other financing sources like sale and loss of assets, and refund of prior year expenditures.



Total Other Financing Sources account for 0.0% of District revenues.

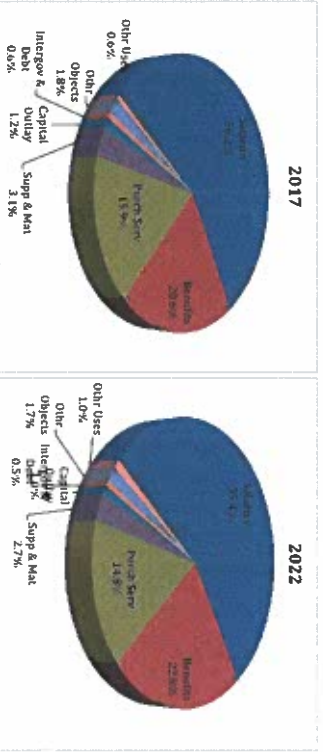
This revenue source primarily accounts for the return of advances to other funds of the District. These revenues are simply a return of temporary "loans" for cash flow purposes to these other funds, thus there is an offsetting expense in the prior or current fiscal year, resulting in no gain or loss to the District. There are no outstanding advances that will be returned to the General Fund in FY18.



Expenditures Overview

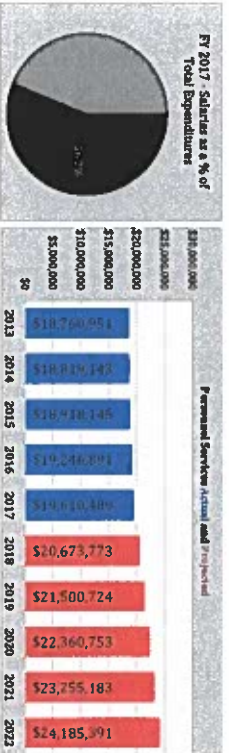
Expenditures	Prev. 5 Year Avg Annual Change	PROJECTED					5 Year Avg Annual Change
		Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	
<b>Expenditures:</b>							
3 010-Salaries	0.84%	5.42%	4.00%	4.00%	4.00%	-4.00%	4.28%
3 020-Benefits	1.80%	7.02%	6.68%	6.74%	6.80%	6.86%	6.82%
3 030-Purchased Services	10.37%	6.18%	4.61%	1.23%	1.93%	1.88%	3.17%
3 040-Supplies & Materials	6.65%	4.50%	1.43%	1.43%	1.43%	1.41%	2.04%
3 050-Capital Outlay	16.24%	-0.57%	1.00%	1.00%	1.00%	1.00%	0.69%
3 060-Intergov	n/a	n/a	n/a	n/a	n/a	n/a	n/a
4 010-1-600-Dist	n/a	1.69%	0.00%	0.00%	0.00%	0.00%	0.34%
4 300-Other Obj-Exp	2.88%	13.40%	1.00%	1.00%	1.00%	1.00%	3.31%
<b>4 000-Totals Expenditures</b>	<b>2.50%</b>	<b>5.90%</b>	<b>4.66%</b>	<b>3.85%</b>	<b>4.13%</b>	<b>4.19%</b>	<b>4.51%</b>
5 040 Total Other Uses	343.89%	15.41%	80.00%	0.00%	0.00%	0.00%	19.07%
<b>5 050-Total Exp &amp; Other Uses</b>	<b>2.89%</b>	<b>5.96%</b>	<b>4.97%</b>	<b>3.90%</b>	<b>4.06%</b>	<b>4.09%</b>	<b>4.60%</b>

Total expenditures are expected to increase in FY18 from FY17 primarily due to increased staffing costs related to salary increases, additional special education aides and administrative assistant, transportation hours, reduced federal grant funding shifting two employees to general fund, and increased severance payments to retirees. In addition to a 9.2% premium increase for medical and prescription drug insurance programs. The increase in Purchased Services is primarily caused by additional special education services and contracted staff required by additional identified students being served. While the increase in Other Objects is caused by additional tax collection fees as tax revenues increase from the Summit County property reappraisal. The Notes and Assumptions page for each expenditure category provide more detailed considerations used in the development of this forecast.



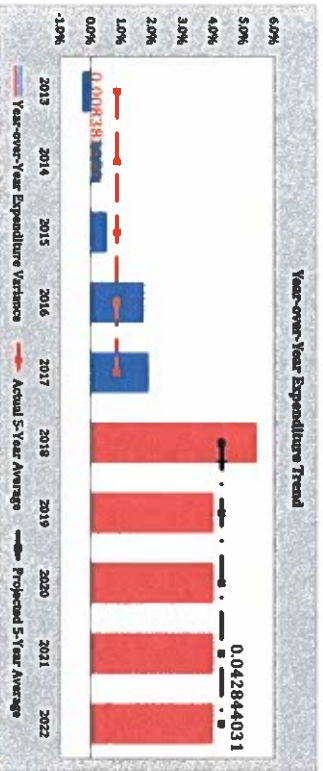
3.010 - Personnel Services

Employee salaries and benefits including extended-time, severance pay, supplemental contracts, etc.



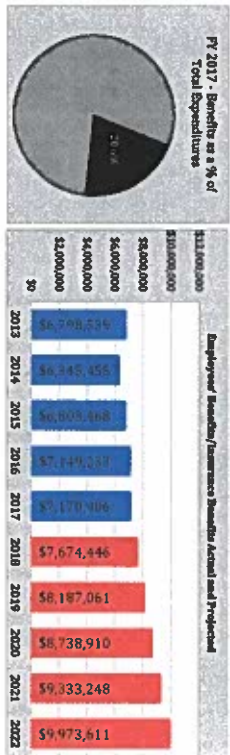
Personnel Services accounts for 55.9% of District expenditures.

2017/2018 school year staffing counts as of September 2017 are used as the basis for this forecast. All provisions of current negotiated agreements are included. Base and step/education increases of 2% and 2% respectively are included for FY19 and out years. Additional staff are not included for FY19 and out years of this forecast. Severance payments to retirees increased by \$166,000 in FY18 over FY17, and this amount is projected to continue for all forecast years.



### 3.020 - Employees' Benefits

Retirement for all employees, Workers' Compensation, early retirement incentives, Medical, Health, dental, and life insurance packages, and all health related insurances.

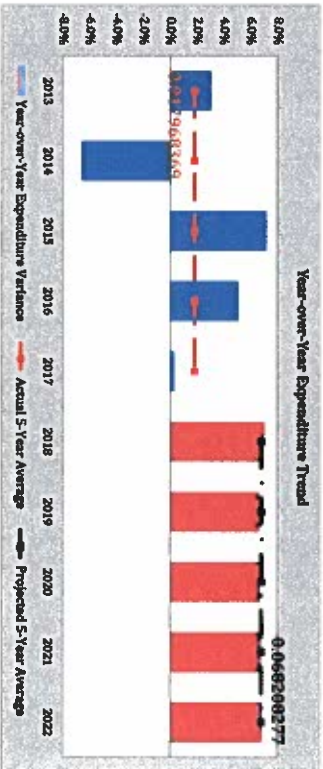


Employees' Benefits accounts for 20.8% of District expenditures.

Insurance counts and premiums for September 2017 are used for the base cost calculations, as well as the 2017/2018 salaries which drive the retirement/medicare/workers' compensation costs (estimated 16.7% of total salaries).

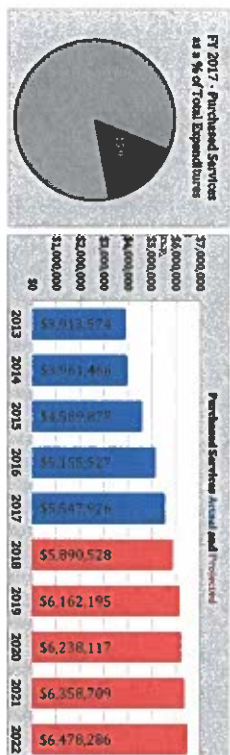
Insurance premium increases of 9% blended rate are included for FY19 and out years. Premiums increased 9.2% for FY18 for medical/prescription insurances and 0% for dental, vision and life insurances. Employee premium share increased by .5% to 11.5% for certified and administrative staff, and to 7.5% for classified staff, effective July 1, 2017.

All provisions of current negotiated agreements are included.



### 3.030 - Purchased Services

Amounts paid for personal services rendered by personnel who are not on the payroll of the school district, and other services which the school district may purchase.

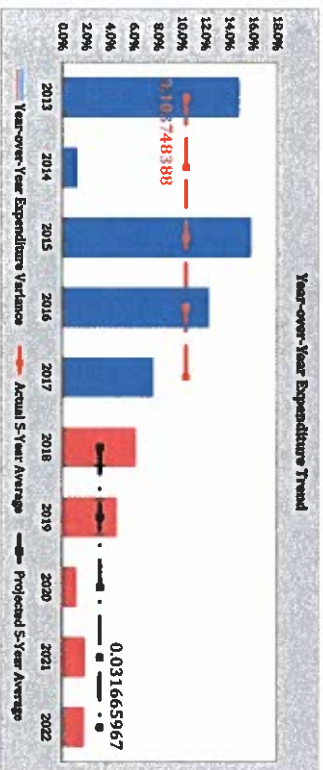


Purchased Services accounts for 16.0% of District expenditures.

Utilities, special education services, staffing services procured from Educational Service Center of Cuyahoga County, building maintenance and repairs, property and fleet insurances, copier leases/costs, technology services and repairs, legal and other professional services, and staff professional development comprise the majority of these expenditures.

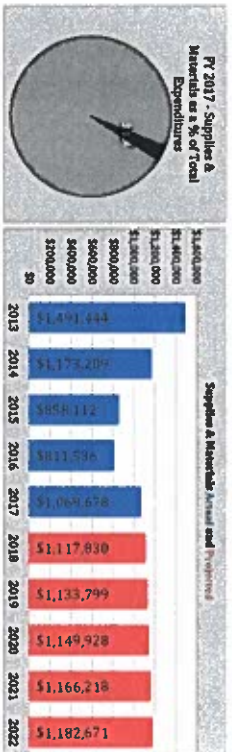
FY18 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 90% of authorized budgets being expended based upon historical review of budgets being utilized. 2% inflationary growth is generally applied to all purchased services items for FY19 and out years of this forecast.

Apple 1.1 technology leases for students in grades 7 to 12 are paid from District permanent improvement funds, this are not part of this forecast.



### 3.040 - Supplies & Materials

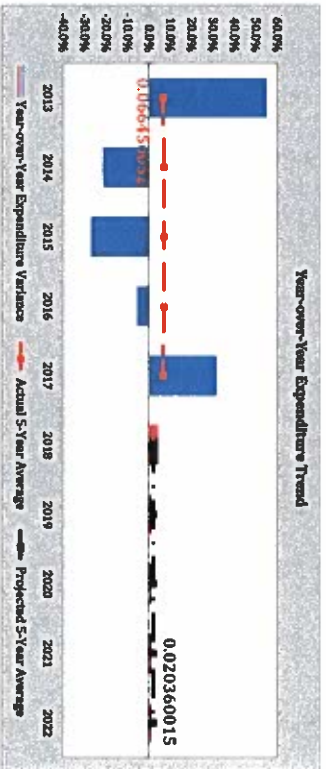
Expenditures for general supplies, instructional materials including textbooks and media material, bus fuel and tires, and all other maintenance supplies.



Supplies & Materials accounts for 3.0% of District expenditures.

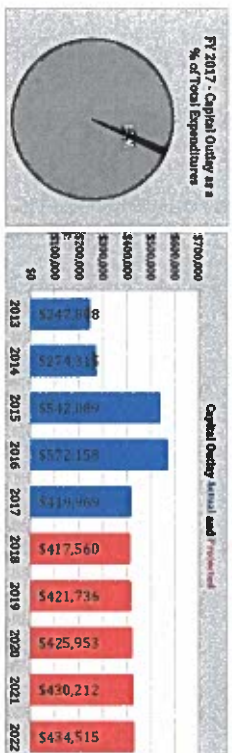
Textbooks, custodial and maintenance supplies, software, technology supplies, and paper and other building/office supplies comprise the majority of these expenditures.

FY18 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 7.0% of authorized budgets being expended based upon historical review of budgets being utilized. 1% inflationary growth is generally applied to all supplies and materials items for FY19 and out years.



### 3.050 - Capital Outlay

The line includes expenditures for items having at least a five-year life expectancy, such as land, buildings, major amounts of grounds, equipment, computers/technology, furnishings, and buses.

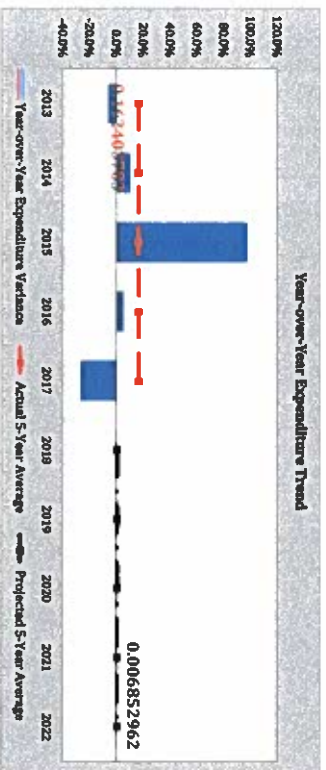


Capital Outlay accounts for 1.1% of District expenditures.

Equipment for technology and other instructional uses, custodial/maintenance, security, and transportation comprises the majority of these expenditures.

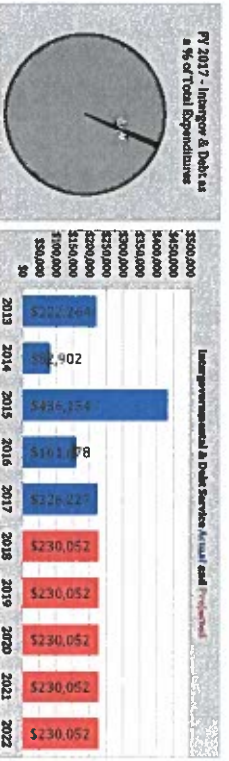
FY18 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 100% of authorized budgets being expended based upon historical review of budgets being utilized. 1% inflationary growth is generally applied to all capital outlay items for FY19 and out years.

Replacement bus purchases are paid from District permanent improvement funds, this are not part of this forecast.



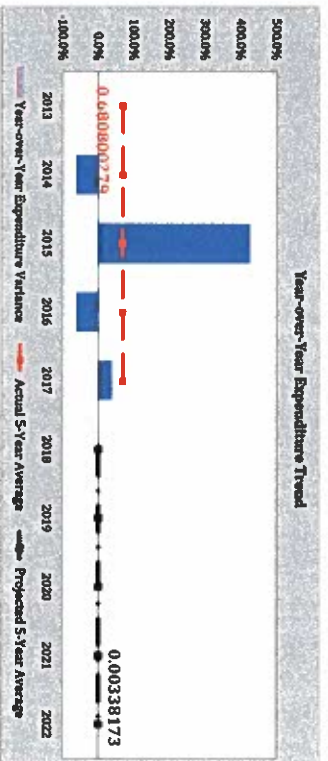
### 3.060-4.060 - Intergovernmental & Debt

These three account for fees through payments as well as money received by a district on behalf of another governmental entity, plus principal and interest payments for bonds of fund borrowing.



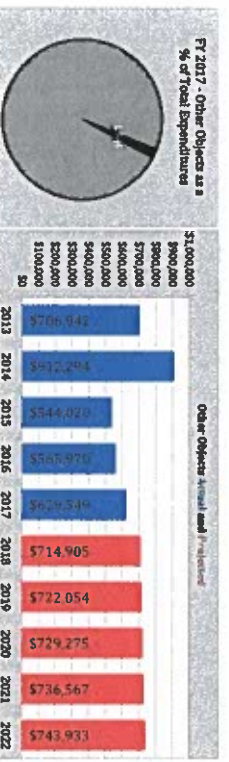
Intergovernmental & Debt accounts for 6% of District expenditures.

The District completed a House Bill 264 energy conservation project in various buildings, and the debt repayment from operational savings from reduced energy consumption occurs in this category. The District is obligated for a \$215,000 annual principal payment, and estimated annual interest of \$15,000, until December 1, 2026 (FY27). Payments for FY27 and FY28 will be eliminated and/or reduced due to investment of these annual principal funds in a "sinking fund" for debt retirement for the 15 year time period.



### 4.300 - Other Objects

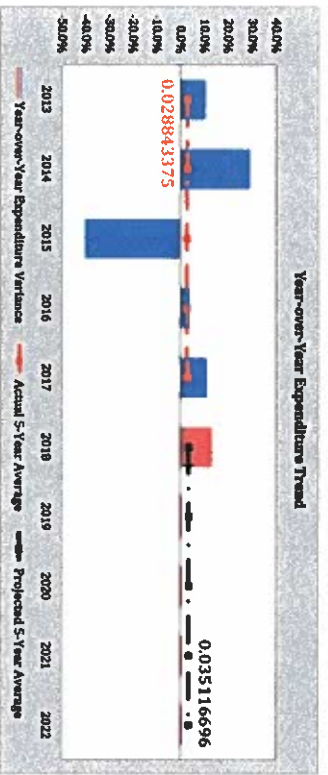
Primary components in this expenditure line are membership dues and fees, ENR contract (Education, County Auditor/Treasurer fees, audit expenses, and election expenses).



Other Objects accounts for 1.9% of District expenditures.

FY18 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 100% of authorized budgets being expanded based upon historical review of budget being utilized. 1% inflationary growth is generally applied to all other objects items for FY19 and out years.

Tax collection fees charged by Summit County, liability insurance, and memberships comprise the majority of these expenditures.



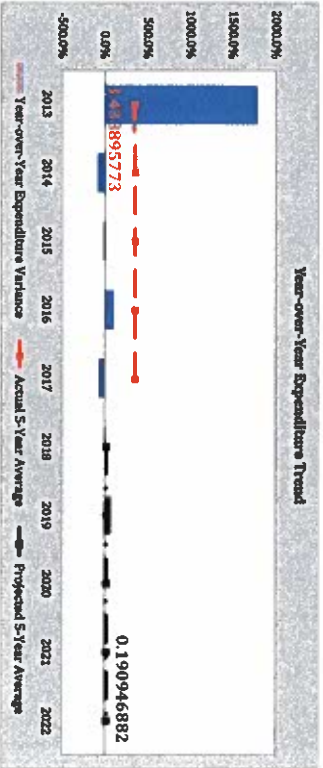
### 5.040 - Total Other Financing Uses

Operating transfers and advances out for other funds, and advances from fund financing uses.



Total Other Financing Uses accounts for .7% of District expenditures.

Advances and transfers to food services and athletics are recorded in this category. Advances are simply a temporary "loan" for cash flow purposes to these other funds, thus there is offsetting revenue in the current or subsequent fiscal year, resulting in no gain or loss to the District. Advances of \$150,000 to food services and \$100,000 to athletics are included for all forecast years. Transfers are permanent allocations of resources to the receiving funds, used to help offset operating costs. Transfers will be made in the next fiscal year to only provide funding for the actual operating deficit from the prior fiscal year. Estimates for annual transfers to food services and athletics are \$150,000 and \$50,000, respectively, for FY19 and out years of this forecast.



### Forecast Compare

Comparison of Previous Forecast Amounts to Current Forecasted Numbers FY 2018

	Column A Forecast Amount for F.Y. 2018 Prepared on: 05/25/2017	Column B Forecast Amounts for F.Y. 2018 Prepared on: 10/07/2017	Column C Dollar Difference Between Previous and Current	Column D Percent Difference Between Previous and Current
<b>Revenue</b>				
1 Real Estate & Property Allocation	\$31,228,062	\$29,635,077	-\$1,593,035	5.1%
2 Public Utility Personal Property	\$0	\$1,517,505	\$1,517,505	n/a
3 Income Tax	\$0	\$2,850,041	\$2,850,041	n/a
4 State Foundation Restricted & Unrestricted	\$2,412,000	\$1,118,658	-\$1,293,342	5.9%
5 Other Revenue	\$1,033,000	\$1,118,658	\$85,658	8.3%
6 Total Revenue	\$36,683,062	\$34,139,281	-\$2,543,781	-6.9%
7 Total Revenue	\$36,683,062	\$34,139,281	-\$2,543,781	-6.9%
<b>Expenditures</b>				
8 Salary	\$20,213,750	\$20,673,773	\$460,023	2.3%
9 Fringe Benefits	\$7,593,120	\$7,874,446	\$281,322	3.7%
10 Purchased Services	\$5,636,354	\$5,890,528	\$254,174	4.5%
11 Supplies, Debt, Capital Outlay & Other	\$3,676,269	\$2,280,347	-\$1,395,922	-37.5%
12 Other Non-Operating Expenditures	\$310,000	\$250,000	-\$60,000	-19.4%
13 Total Expenditures	\$37,429,493	\$36,969,094	-\$460,403	-1.2%
14 Revenue Over/Under Expenditures	-\$2,485,431	-\$2,829,813	-\$411,071	1.7%
15 Funding Cash Balance	\$17,034,530	\$18,546,718	\$1,512,248	8%

\*Percentage expressed in terms of total expenditures

The October 2017 forecast shows a projected ending cash balance for FY18 of \$18.5 million, an increase of nearly \$1.5 million over the May 2017 forecast. \$1.1 million of this increase is due to the actual July 1, 2017 cash balance being greater than the May forecast amount.

The overall projected revenue decrease of \$49,000 is primarily caused by reduced advances in due to the change in accounting for these returns of advances in the subsequent fiscal year. The slight increase in the combined Real Estate & Property Allocation and Public Utility Personal Property is due to anticipated tax growth from the Summit County property reappraisal. The increase in State Foundation Restricted & Unrestricted is due to the May 2017 forecast projecting a decrease in State funding as State budget deliberations frequently considered reductions in funding to "guarantee" foundation Districts like Revere, but these reductions did not occur. The increase in Other Revenue is from additional investment earnings. The decrease in Other Non-Operating Revenue is caused by the change in handling of advances to other funds.

The overall projected expenditure decrease of \$460,000 is addressed within each of the expenditure categories of this forecast. Salaries are based upon September 2017 staff employed by the District, allowing for an increase of special education aides, administrative assistant, transportation hours, reduced federal grant funding shifted by two employees to general fund, and increased severance payments to retirees. The increase in Fringe Benefits is caused by "load" costs related to the increased salaries. The increase in Purchased Services is primarily due to additional costs for special education services and contractor staffing. The decrease in Supplies, etc. results from updated budgets for these areas, utilization of the District permanent improvement fund for the Apple instructional technology lease and bus purchases, and elimination of some planned expenditures in light of the upcoming new building projects. The decrease in Other Non-Operating Expenditures is caused by a reduction in the anticipated advances to food services and athletics.

Revere Local Schools

Fiscal Year:	FORECASTED					
	Actual	2018	2019	2020	2021	2022
<b>Revenue:</b>						
1.010 - General Property Tax (Real Estate)	26,156,965	26,243,394	26,616,240	26,729,199	26,973,199	25,195,449
1.020 - Public Utility Personal Property	1,449,717	1,517,505	1,586,114	1,661,412	1,729,859	1,729,427
1.030 - Income Tax	-	-	-	-	-	-
1.035 - Unrestricted Grants-Aid	2,636,819	2,523,316	2,452,964	2,452,250	2,452,866	2,450,453
1.040 - Restricted Grants-Aid	138,957	126,725	126,777	126,773	126,777	126,764
1.045 - Restricted Federal Grants STSP	-	-	-	-	-	-
1.050 - Property Tax Allocation	3,123,999	3,391,633	3,433,479	3,446,508	3,480,153	3,247,318
1.060 - All Other Operating Revenues	994,544	1,118,658	1,110,664	1,086,387	1,065,078	1,046,076
<b>1.070 - Total Revenue</b>	<b>34,501,001</b>	<b>34,912,230</b>	<b>35,350,339</b>	<b>35,002,539</b>	<b>35,081,729</b>	<b>33,794,487</b>
<b>Other Financing Sources:</b>						
2.010 - Proceeds from Sale of Notes	-	-	-	-	-	-
2.020 - State Emergency Loans and Adv	-	-	-	-	-	-
2.040 - Operating Transfers-In	622,123	-	-	-	-	-
2.050 - Advances-In	4,584	2,500	250,000	250,000	250,000	250,000
2.060 - All Other Financing Sources	4,584	2,500	2,500	2,500	2,500	2,500
2.070 - Total Other Financing Sources	626,707	2,500	252,500	252,500	252,500	252,500
<b>2.080 - Total Rev &amp; Other Sources</b>	<b>35,127,708</b>	<b>34,922,730</b>	<b>35,578,339</b>	<b>35,753,029</b>	<b>36,080,429</b>	<b>34,047,987</b>
<b>Expenditures:</b>						
3.010 - Personnel Services	19,610,489	20,673,773	21,500,724	22,360,753	23,225,183	24,185,391
3.020 - Employee Benefits	7,170,906	7,674,446	8,187,061	8,738,910	9,332,248	9,973,611
3.030 - Purchased Services	5,547,926	5,990,528	6,162,195	6,288,117	6,398,709	6,478,286
3.040 - Supplies and Materials	1,069,678	1,117,830	1,133,799	1,149,928	1,166,218	1,182,671
3.050 - Capital Outlay	419,969	417,560	421,736	425,953	430,212	434,515
3.060 - Intergovernmental	-	-	-	-	-	-
Debt Service:	-	-	-	-	-	-
4.010 - Principal-All Years	-	215,051	-	-	-	-
4.020 - Principal - Notes	-	-	-	-	-	-
4.030 - Principal - State Loans	-	-	-	-	-	-
4.040 - Principal - State Advances	-	-	-	-	-	-
4.050 - Principal - HB264 Loan	-	-	-	-	-	-
4.055 - Principal - Other	-	-	-	-	-	-
4.060 - Interest and Fiscal Charges	11,176	15,000	15,000	15,000	15,000	15,000
4.300 - Other Objects	629,349	714,905	722,054	729,175	736,561	743,911
<b>4.500 - Total Expenditures</b>	<b>24,674,744</b>	<b>26,719,094</b>	<b>28,357,821</b>	<b>29,272,988</b>	<b>31,510,409</b>	<b>33,228,457</b>
<b>Other Financing Uses</b>						
5.010 - Operating Transfers-Out	222,000	-	200,000	200,000	200,000	200,000
5.020 - Advances-Out	(6,500)	250,000	250,000	250,000	250,000	250,000
5.630 - All Other Financing Uses	-	-	-	-	-	-
<b>5.040 - Total Other Financing Uses</b>	<b>216,500</b>	<b>250,000</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>
<b>5.050 - Total Exp and Other Financing Uses</b>	<b>24,891,244</b>	<b>26,969,094</b>	<b>28,807,821</b>	<b>29,722,988</b>	<b>31,960,409</b>	<b>33,678,457</b>
6.010 - Excess of Rev Over (Under) Exp	235,664	(3,045,864)	(3,220,382)	(4,547,959)	(5,979,680)	(7,930,411)
7.010 - Cash Balance July 1 (No Levens)	20,315,678	20,592,142	18,546,278	15,317,497	10,492,538	4,889,777
<b>7.020 - Cash Balance June 30 (No Levens)</b>	<b>20,592,142</b>	<b>18,546,278</b>	<b>15,317,497</b>	<b>10,749,538</b>	<b>4,889,777</b>	<b>(3,040,633)</b>
8.010 - Estimated Encumbrances June 30	649,135	600,000	600,000	600,000	600,000	600,000
9.080 - Reservations Subtotal	-	-	-	-	-	-
<b>10.010 - Fund Bal June 30 (Per Cert of App)</b>	<b>19,943,007</b>	<b>17,946,778</b>	<b>14,717,497</b>	<b>10,149,538</b>	<b>4,269,777</b>	<b>(5,260,653)</b>
<b>Rev from Replacement/ Renewal Levens</b>						
11.010 & 11.020 - Income & Property Tax-Renewal	-	-	-	-	-	2,136,908
11.030 - Cumulative Balance of Levens	-	-	-	-	-	2,316,908
<b>12.010 - Fund Bal June 30 (Per Cert of Obligations)</b>	<b>19,943,007</b>	<b>17,946,778</b>	<b>14,717,497</b>	<b>10,149,538</b>	<b>4,269,777</b>	<b>(3,023,785)</b>
<b>Revenue from New Levens</b>						
13.010 & 13.020 - Income & Property Tax-New	-	-	-	-	-	-
13.030 - Cumulative Balance of New Levens	-	-	-	-	-	-
<b>15.010 - Unreserved Fund Balance June 30</b>	<b>19,943,007</b>	<b>17,946,778</b>	<b>14,717,497</b>	<b>10,149,538</b>	<b>4,269,777</b>	<b>(3,023,785)</b>

**NEW DOCUMENT**

**RESOLUTION FOR CERTIFIED PUBLIC RECORDS TRAINING**

**WHEREAS, the Revere Local Schools Board of Education (Board) recognizes the need to comply with Ohio Revised Code Section 109.43 Ohio Public Records Law; and,**

**WHEREAS, the Board has adopted Policy 8310 Public Records; and,**

**WHEREAS, the Board recognizes its responsibility to participate in a Certified Public Records Training session or to have (a) representative(s) participate in a Certified Public Records Training, at least once during each term of office, fulfilling the requirement under Ohio Revised Code Section 109.43(B) effective September 29, 2007; and,**

**WHEREAS, the Treasurer and one or more individual Board members have participated in this training in past years; and,**

**WHEREAS, Treasurer Richard Berdine successfully completed a recent session of the Certified Public Records Training on October 1, 2017; and,**

**WHEREAS, the training requirement for other officials of the District can be satisfied by the attendance of a designated representative if official public action of the Board is taken to make such designation, and such action does not negate the opportunity for other officials to attend said training;**

**THEREFORE, BE IT RESOLVED that the Board acknowledges Treasurer Richard Berdine as the designee for Certified Public Records Training in accordance with Ohio Revised Code Section 109.43(B) for the following officials of the District: Dana Appel, Board Member; Claudia Hower, Board Member; Thomas Kelley, Board Member; Diana Sabitsch, Board Member; George Seifert, Board Member; and, Matthew Montgomery, Superintendent.**

**NEW DOCUMENT**

5580 Meadow Grove Dr.  
PO BOX 91  
Grove City, Ohio 43123

### VERIFICATION SERVICES AGREEMENT

This Verification Services Agreement (the "Agreement") is made and entered into as of the 17<sup>TH</sup> day of OCTOBER 2017, by and between Revere Local School District ("School District"), and K12 School Consultants, LLC, an Ohio limited liability company ("Consultant").

**WHEREAS**, Consultant possesses qualifications and experience in the (1) location of charter students that do not reside within School District's district for whom School District is paying tuition for a private, parochial or charter school; (2) location of charter students that reside within School District's district that no longer attend institutions for which School District is paying; (3) verification of student addresses with mailings; (4) verification of the residency of Students with follow up investigation; (5) verification of addresses of out-of-District and in-District students (collectively referred to as a "Student" and collectively referred to as "Locator Services"); and (6) SOES Verification Services in conjunction with the Ohio Department of Education; and

**WHEREAS**, School District wants to engage Consultant to perform the services of an assistant Attendance Officer, pursuant to Section 3321.14, Ohio Rev. Code, Student Verification Services and other investigative services and agrees to compensate Consultant for such services as described herein;

**NOW, THEREFORE**, for the promises contained herein and other valuable consideration, the receipt and sufficiency are hereby acknowledged, and intending to be legally bound hereby, School District and Consultant hereby agree as follows:

#### ARTICLE 1 TERM

1.1 **Term.** The Term of this Agreement shall begin upon the execution of this Agreement by both Parties and shall continue for 12 months, unless terminated as provided herein. This Agreement shall be automatically renewed for successive like periods unless Consultant is notified by School District, upon written notice to the contrary, sent by certified mail sixty days in advance of the expiration date of the current term. If this Agreement is renewed the Consultant may increase the Service Fees during any renewal term upon 30 days written notice to School District.

1.2 **Right to Terminate.** Either party may terminate this Agreement at any time, without cause, upon 90 days written notice, sent by certified mail to the other party. School District agrees that Consultant shall continue to be paid for all services provided during the notice period prior to the effective date of the termination.

#### ARTICLE 2 COMPENSATION AND BENEFITS

2.1 **Service Fees.** School District will pay, or cause to be paid to Consultant, as compensation for Consultant's Services under this Agreement, the fees set forth on the Service Fee Schedule attached hereto. If the Agreement is signed by the Superintendent of Schools, a Purchase Order must be provided by School District so that Consultant may bill School District in the proper manner for Audit purposes. The Service Fees shall be payable within 30 days of School District's receipt of Consultant's Invoice. No work will be done until the Purchase Order is issued.

2.2 **Responsibility and Agreement of Consultant.** Consultant shall be responsible for the payment of, and agrees to pay, all income, Social Security, Medicare, self-employment and other taxes, federal, state or local, due upon the amounts paid to Consultant pursuant to this Agreement; and Consultant acknowledges and agrees that School District has no duty or obligation to pay or withhold such taxes and that no such taxes shall be paid or withheld by School District.

5580 Meadow Grove Dr.  
PO BOX 91  
Grove City, Ohio 43123

### ARTICLE 3 DUTIES OF THE PARTIES

3.1 **Duties and Responsibilities of Consultant.** Consultant shall provide the services initialed on Page 4 of this agreement. Consultant agrees to adhere to the Family Educational Rights and Privacy Act and School District policies regarding all Student and parent information and agrees to use such information only as needed for the services selected on Page 4 of this agreement. Consultant shall provide testimonial support at court or administrative hearings as necessary. In regard to investigative services requested by School District that cannot be performed by Consultant, Consultant will subcontract such investigative services to a third party investigation firm upon confirmation of the district.

3.2 **Duties and Responsibilities of the School District.** School District will provide Consultant with access to all student and parent data and SOES and EdChoice information and any and all Service Set Identifiers used by School District. School District shall also provide Consultant with maps of School District's district, bus routes and stops and the district's name. District agrees to provide to each local law enforcement department a letter describing the Consultant's cars and drivers' license information for the protection and identification of the Consultant's employees. District must submit a letter confirming Consultant's identity on District letterhead for distribution to parents, law enforcement and other agencies requiring identification.

### ARTICLE 4 CONFIDENTIALITY

4.1 **Confidential Relationship.** Consultant acknowledges that Consultant's engagement by School District creates a relationship of confidence and trust between Consultant and School District with respect to certain information applicable to the business of the School District.

4.2 **Proprietary Information.** Consultant acknowledges that School District possesses and will continue to possess certain information that has been created, discovered or developed by, or otherwise become known to it (including, without limitation, information created, discovered, developed by or made known to Consultant during the term of this Agreement) or in which property rights have been or may be assigned or otherwise conveyed to School District, which information has commercial value in the business in which School District is engaged and is deemed by School District to be, and is, confidential ("Confidential Information").

4.3 **Non-Disclosure.** Consultant shall not, without the prior written consent of the School District, disclose at any time during this Agreement or thereafter (except to the extent required by the performance by Consultant of Consultant's duties under this Agreement), any Confidential Information obtained or developed by Consultant while engaged by School District with respect to any student or parent data. This restriction shall not apply to any information that at the time of disclosure is generally known to the public other than as a result of disclosure by Consultant. Consultant, upon termination of this Agreement, may not take any original or a copy of any document or paper relating to any of the foregoing or any physical property of School District.

4.4 **Return of Property.** Upon termination of this Agreement for any reason whatsoever, or at any other time School District requests in writing, Consultant shall immediately deliver to School District all memoranda, notes, plans, records, reports and other documents (and copies thereof) and other property in Consultant's possession or control relating to the business of School District.

5580 Meadow Grove Dr.  
PO BOX 91  
Grove City, Ohio 43123

**ARTICLE 5  
MISCELLANEOUS PROVISIONS**

5.1 **Governing Law.** This Agreement, the rights and obligations of the parties hereto, and any claims or disputes that arise hereunder, will be governed by and construed in accordance with the laws of the State of Ohio. Any action to construe or enforce this Agreement may be brought only in the Court of Common Pleas of Franklin County, Ohio and the parties agree to submit to jurisdiction and venue therein.

5.2 **Survival.** It is the express intention and agreement of the parties that the covenants, agreements and statements made in Article 4 will survive the termination of this Agreement.

5.3 **Entire Agreement; Modification.** This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof. This Agreement may be modified or amended only by an instrument in writing signed by both parties hereto.

IN WITNESS WHEREOF, the undersigned have duly executed this Agreement, or have caused this Agreement to be duly executed on their behalf, as of the \_\_ day of \_\_\_\_\_, 2017.

Revere Local School District  
3496 Everett Road  
Richfield OH 44286  
Phone: 330-659-6111

K12 SCHOOL CONSULTANTS, LLC  
5580 Meadow Grove Drive  
PO BOX 91  
Grove City OH 43123-0091  
Phone: 614-406-0913 Fax: 614-871-1175

By: \_\_\_\_\_  
SIGNATURE

By: \_\_\_\_\_  
Michael Uhrin, President

Printed Name/Title: \_\_\_\_\_

Board Resolution Number or Purchase Order Number (If One): \_\_\_\_\_

**Billing Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip : \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Other Phone: \_\_\_\_\_

**Contact Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Other Phone: \_\_\_\_\_

5580 Meadow Grove Dr.  
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Grove City, Ohio 43123

## SERVICE FEE SCHEDULE

**Initial the services you desire below with this agreement and if you desire additional services after agreement is signed, please send an email or letter to select additional services.**

\_\_\_\_\_ The Service Fee for SOES Monitoring Services will be at \$1.00 per active student per month FOR 12 MONTHS.

\_\_\_\_\_ School District will pay or cause to be paid to Consultant, as compensation for Consultant's Student Locator Services, a fee in an amount equal \$550.00 for each Charter Student who lives out of the District located by the Consultant or each Charter Student whose residency is investigated for verification purposes as requested by the School District or Withdrawn to unknown District or Charter School Crossed Out by Ohio Department of Education.

\_\_\_\_\_ The Service Fee for mail verification and Charter address changes within the School District is \$25.00 per Student.

\_\_\_\_\_ The Service Fee for Consultant's attendance and/or testimony at court or administrative hearings shall be a per diem of \$300.00 per each partial half day that such attendance is required.

\_\_\_\_\_ The service for Public Schools Students Verification and Surveillance shall be \$59.00 per hour portal to portal.

\_\_\_\_\_ The Service for SF-14 review and verification shall be \$59.00 per hour portal to portal.

**All charter students in SOES that are flagged at the end of the school year become billable, since the Charter school has not been paid for the complete school year. The Locator Fee of \$550.00 is payable for Charter Students flagged for SOES in each case where the money is not paid by the District.**

**The Service Fees shall be paid within 30 days of School District's receipt of Consultant's Invoice.**

**NEW DOCUMENT**

# **JOB DESCRIPTION REVERE LSD BOARD OF EDUCATION**

## **JOB TITLE: SUPPLEMENTAL BUILDING TECHNOLOGY COORDINATOR**

**REPORTS TO:** Superintendent of Schools/School Building Principal

### **NATURE AND SCOPE OF JOB:**

Maintenance to the school building's web site is the responsibility of the Supplemental Building Technology Coordinator.

Conduct staff training and professional development in technology.

### **QUALIFICATIONS:**

The Supplemental Building Technology Coordinator shall:

1. Have five (5) years' experience in working with students and educational staff in the field of educational technology preferred.
3. Hold and maintain a valid Ohio driver's license with no serious violations.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

### **EMPLOYMENT TERMS:**

The Supplemental Building Technology Coordinator shall be employed under the following terms:

1. Supplemental limited employment contract.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Revere LSD Board of Education.

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Supplemental Building Technology Coordinator shall:

1. Perform simple maintenance and trouble-shooting procedures on equipment for efficient use of maintenance funds.
2. Meet with school level technology leaders and technology committees for the school building in order to assist in implementation of the Revere plan at a school building level.
3. Collect and review an inventory of technology equipment and materials for the school building.
4. Disseminate technology related information via news bulletins, electronic mail, electronic bulletin boards, and school building level meetings, etc.
5. Publish a bi-annual technology newsletter.
6. Notify school building personnel about the permission and photo release forms for student internet page.
7. Work on community relations by speaking to parent and professional groups, publicizing the district technology plan and progress.
8. Have technology oriented open houses for parents, with students and teachers demonstrating various uses of technologies in the classroom.

9. Work with community education programs to assist community members and parents in use of computers and other technologies.
10. Use technology skills in developing presentations and programs for school building Public Relations activities.
11. Coordinate with the District Network Coordinator to act as a liaison with school building Training.
12. Assume the duty of school building's Webmaster.
  - Manage the school building's Website site
13. Provide training and support of instructional staff in the use of technology for their professional and classroom use.
14. Plan, teach, and publishing of technology workshops and recording of teacher participation in such workshops.
15. Help in the evaluation and purchase of software and hardware that is used in the classrooms and labs in the school building.
16. Help in the installation and support of software and equipment related to technology. Implement current successful uses of technology in the classroom.
17. Motivate classroom teachers to utilize technology in the classroom.
18. Coordinate the use of technology by teachers, administrators, support staff and students to enhance the efficiency and effectiveness of programs and services.
19. Assist with the development of a long-range Revere LSD technology plan for the use of present and emerging technology designed to improve the teaching/learning process.
20. Provide leadership and coordinate the planning and implementation of technology integration in the school building.
21. Assist faculty and staff in dealing with minor technical issues in order to maintain a positive attitude among educators about use of technologies and avoid frustrations and fear of technologies by those teachers unfamiliar with them.
22. Ensure that the steady stream of new information in the form of text and graphics from the schools and district offices is published to the web.
23. Work to improve the overall quality of education received by students in the district.
24. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
25. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
26. Participate in appropriate in-service and workshop programs and attend any required meetings.
27. Use computers and/or electronic equipment to fulfill job functions.
28. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
29. Adhere to federal statutes and regulations, Ohio Revised Code, construction codes, State Board of Education rules and regulations, Revere LSD's Board of Education policies and procedures, and contractual obligations.
30. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Superintendent of Schools/School Building Principal, and not otherwise prohibited by law or regulation.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
  2. Occasional exposure to a variety of weather conditions.
  3. Exposure to heated/air conditioned and ventilated facilities.
  4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
  5. Function in a workplace that is usually moderately quiet but that can be noisy at times.
- The Superintendent of Schools/School Building Principal shall evaluate the Supplemental Building Technology Coordinator.

**NEW DOCUMENT**

## Attachment 2

## Memorandum of Understanding (MOU)

WHEREAS, the Revere Local School District Board of Education, hereinafter referred to as the "Board", by and through its Superintendent, Matthew L. Montgomery, and the Revere Education Association OEA/NEA, hereinafter referred to as the "Association", by and through its President, Paul Fisher relative to consolidation of two (2) supplemental positions to form a new position called hereinafter as the "Supplemental Building Technology Coordinator" position for each school; and

WHEREAS, the Board and the Association (the parties) believe that it is in the best interest of all parties to resolve this issue.

NOW, THEREFORE, the parties agree as follows:

1. The former Building Computer Coordinator (.04) and the Audio-Visual Director (.06 & .065) supplemental positions shall be consolidated to form a new Supplemental Building Technology Coordinator position for each school effective at the beginning of the 2017-2018 school year.
2. The parties agree that the level of compensation for these new Supplemental Building Technology Coordinator positions shall be seven percent (7%) of base salary effective at the beginning of the 2017-2018 school year.
3. The parties agree that these new supplemental vacancies shall be posted and filled consistent with the provisions of the 2015-2019 Association Agreement.
4. The parties agree that the attached job description for the new Supplemental Building Technology Coordinator positions is represented by Exhibit A attached hereto and incorporated herein by reference.
5. The parties further acknowledge and agree (a) each has full and complete opportunity to review and examine the terms of this MOU and to consult with persons of their choice prior to execution of this MOU; (b) each voluntarily executed this MOU and fully understands the rights, duties and responsibilities imposed by this MOU; and (c) there are no other terms, conditions or agreements relating to this subject matter herein set aside from the provisions contained in sections 1 through 5 in this MOU. This MOU may not be amended except by writing executed by each of the parties hereto.

Witness our hands on the dates adjacent to our signatures.

**For the Association**

\_\_\_\_\_  
Paul Fisher, President  
Revere Education Association

Date \_\_\_\_\_

**For the Board**

\_\_\_\_\_  
Mr. Mathew L. Montgomery, Superintendent  
Revere Local School District

Date \_\_\_\_\_

\_\_\_\_\_  
Rick Berdine, Treasurer  
Revere Local School District

Date \_\_\_\_\_

**NEW DOCUMENT**

**COMPENSATION OF BOARD MEMBERS**

Each member of the Board of Education shall be compensated One-Hundred and Twenty-Five Dollars (\$125.00) for all meetings attended as provided in O.R.C. §3313.12. \*

Expenses of a Board member incurred in the performance of his/her duties and expenses of a member-elect in training and orientation will be paid from the Board service fund, provided that each such member or member-elect applies for such payment with a written statement of his/her expenses, as provided in O.R.C. §3315.15. The service fund shall also be established at the organizational meeting of the Board.

Each Board member may also be paid compensation at the maximum rate authorized by law to cover the actual and necessary expenses incurred during attendance at an approved training program.

Each Board member shall be permitted to request coverage for themselves and/or families in the District's group health and life insurance plans. This coverage is permissible only at the Board member's expense and must be announced at a regular meeting and recorded in the minutes. This does not constitute "pecuniary interest" in any contract as provided in O.R.C. §3313.202(D).

**\* Compensation not to exceed twenty-four (24) meetings per year.**

LEGAL REFS: O.R.C. §§3313.12; 3315.15; 3313.202

Adopted: \_\_\_\_\_

**NEW DOCUMENT**

### STUDENT MEAL CHARGES

The Board desires to allow children to receive the nutrition they need to stay focused during the school day, minimize identification of children with insufficient funds to pay for school meals, and maintain the financial integrity of the District's food service account. This policy sets forth how the District will handle situations where <sup>any</sup> children ~~eligible to receive free or reduced price meals~~<sup>who</sup> do not have money in their account or in hand to cover the cost of their meal at the time of service.

Students may charge any combination of meals up to a negative balance of \$ 3x current lunch fee. When a negative balance of \$ 3x lunch fee is reached, the parents/guardians/custodians of the student will be contacted by the District and an alternative meal and milk will be provided to the student until the entire negative balance is paid in full. ~~With the exception of milk,~~ Students may only purchase snack or a la carte items with cash if they have a positive account balance.

The District shall communicate regularly with the parents of students regarding collection of a negative meal balance of \$ 3x lunch fee or more. If a negative balance remains unpaid for four weeks or more, the Board reserves the right to take legal action to collect on the debt.

This policy is to be provided in writing to all households at the start of each school year and to households transferring to the District during the school year. A copy of this policy shall also be provided to all District staff responsible for its enforcement.

LEGAL REFS: *Unpaid Meal Charges: Local Meal Charge Policies*, United States Department of Agriculture, SP 46-2017.

Adopted: \_\_\_\_\_

**NEW DOCUMENT**

## **HARASSMENT, INTIMIDATION, AND BULLYING**

### **Introduction**

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time on school property, on a school bus, or during any school sponsored event, and at the times and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

- A. Students must report acts of harassment, intimidation, or bullying to teachers, District employees, and/or school administrators;
  - B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;
  - C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;
  - D. School administrators shall investigate and document any written or oral reports;
  - E. School administrators shall notify the custodial parent or guardian of a student who commits acts of harassment, intimidation, or bullying and the custodial parent or guardian of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.
1. **Definition of Harassment, Intimidation, or Bullying**

In accordance with this policy, “harassment, intimidation, or bullying” means either of the following:

- A. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
  - 1. Causes mental or physical harm to the other student; and
  - 2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
- B. Violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

2. Conduct Constituting Harassment, Intimidation, or Bullying

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

- A. Physical violence and/or attacks.
- B. Taunts, name-calling, and put-downs.
- C. Threats and intimidation (through words and/or gestures).
- D. Extortion or stealing of money and/or possessions.
- E. Exclusion from the peer group or spreading rumors.
- F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:

1. Posting slurs on Web sites where students congregate on Web logs (personal online journals or diaries);
  2. Sending abusive or threatening instant messages;
  3. Using camera phones to take embarrassing photographs of students and posting them online;
  4. Using Web sites to circulate gossip and rumors to other students;
  5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and
- G. Violence within a dating relationship.
3. Complaint Process

A. Formal Complaints

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

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

B. Informal Complaints

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A school staff

member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

4. Deliberately Making False Reports

Students are prohibited from deliberately making any false report of harassment, intimidation, or bullying. Students found to have violated this prohibition are subject to the full range of disciplinary consequences, up to and including suspension and expulsion.

5. Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District’s legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

6. Investigation

- A. The investigator should remember that the investigation requires a balancing of the accused’s rights, the complainant’s right to an environment free of harassment, intimidation, or bullying, and the Board of Education’s interest in a prompt and fair investigation.
- B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the

complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

7. Post-Investigation Procedures

- A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant's parents. A copy of the report shall also be sent to the Superintendent or his/her designee.
- B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.
- C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

8. Retaliation is Prohibited

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

9. Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what

extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

10. Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

11. Disciplinary Interventions

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Suspension is a possible consequence for a student found responsible for harassment, intimidation, or bullying by an electronic act.

12. Strategies for Protecting Victims or Other Persons From New or Additional Acts

A. Supervise and discipline offending students fairly and consistently;

~~B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition;~~

B C. Maintain contact with parents and guardians of all involved parties;

C D. Provide counseling for the victim if assessed that it is needed;

D E. Inform school personnel of the incident and instruct them to monitor the victim and the victim's friends or family members and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;

E F. Check with the victim and the victim's friends or family members to ensure that there has been no new or additional incidents of harassment/intimidation/bullying or retaliation of the victim or other persons from the offender or other parties.

F G. If necessary to protect a person from new or additional acts of harassment, intimidation, or bullying, and from retaliation following a report, a person may make an anonymous report of an incident considered to be harassment, intimidation, bullying, or retaliation by providing written information to any staff

member or administrator. The report should include as much information as possible and shall be forwarded promptly to the building principal for review and action.

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other District actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;
- B. Planned professional development programs addressing bully/targeted individuals' problems;
- C. Data collection to document bully/victim problems to determine the nature and scope of the problem;
- D. Use of peers to help ameliorate the plight of victims and include them in group activities;
- E. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);
- F. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;
- G. An attitude that promotes communication, friendship, assertiveness skills, and character education;
- H. Modeling by staff of positive, respectful, and supportive behavior toward students;
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or
- K. Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

This policy shall appear in student handbooks, and in the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the District. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students and their custodial parents or guardians. Information regarding the policy shall be incorporated into employee training materials.

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided annually with age-appropriate instruction on the recognition and prevention of harassment, intimidation, or bullying, including discussion of the consequences of violating this policy, and their rights and responsibilities under this and other District policies, procedures, and rules at student orientation sessions and on other appropriate occasions.

A District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The Administration shall annually send to each student's custodial parent or guardian a written statement describing this policy and the consequences for violating it. The Administration shall semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the District's website to the extent permitted by state and federal student privacy laws.

LEGAL REFS: O.R.C. §§3313.666; 3313.667

Adopted: \_\_\_\_\_