

REVERE LOCAL SCHOOL DISTRICT
Summit County, Ohio

November 25, 2014

Regular November Board of Education Meeting 6:30 p.m.

RHS Library

The Board of Education has discussed the items listed below in the monthly Special Meeting/Work Session held prior to this Regular meeting. Each action item was reviewed, discussed and evaluated with due diligence and then placed on this agenda for the purpose of voting.

I. CALL TO ORDER – Claudia Hower

II. ROLL CALL

- A. Dana Appel
- B. Claudia Hower
- C. Tom Kelley
- D. Diana Sabitsch
- E. George Seifert

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS

RHS – Elizabeth Long, Cynthia Gobrogge and Leigh Haynam present Technology Use in the Grade 9 English Classroom

V. PUBLIC SPEAKS TO AGENDA ITEMS

VI. BUILDING PRINCIPALS' REPORTS

VII. BOARD OF EDUCATION

A. Interim Superintendent

The Board of Education approves the employment of an Interim Superintendent as detailed in **Attachment B-1**.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

VIII. TREASURER'S REPORT, Mr. David Forrest

A. Approval of Minutes

The Treasurer recommends approval of the minutes of the Regular Meeting held September 16, 2014. The Treasurer further recommends approval of the minutes of the Special Meetings held October 2, 2014, October 14, 2014 and October 29, 2014 and approval of the minutes of the Regular Meeting held October 21, 2014. **See Attachment T-1** for details.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

B. Approval of Financial Report

The Treasurer recommends approval of the Financial Report for the month of October as found in **Attachment T-2**.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

C. Donations

The Treasurer recommends the approval, with appreciation, for the donations listed in **Attachment T-3**.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

D. Purchase Order(s)

The Treasurer recommends that the Board of Education authorize and certify payment of the purchase order(s) 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 above 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 encumbrances.

PO #	Date	Vendor	Amount	Requested by
0150986	9/4/14	Daktronics	\$2,632.50	Athletic Dept.
0151241	10/1/14	Bechter Plumbing Co.	\$2,525.00	Central Office
0151540	10/23/14	Finding Leaders	\$8,900.00	Central Office
0151590	10/29/14	McGown, Markling & Whalen Co., LPA	\$5,782.71	Central Office
0151675	11/7/14	First/United States for Inspiration	\$5,000.00	Central Office
0151741	11/14/14	OHSAA Officials	\$3,000.00	Athletic Dept.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

E. Inventory Deletion

The Treasurer recommends that the items listed be identified as equipment having no functional value to the District or as obsolete having no monetary value, and that these items be disposed of as directed by Board policy by the CFO/COO.

See **Attachment T-4**.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

F. OSBA Newsletter

The Treasurer recommends subscribing to the electronic version of the OSBA Communication Plus newsletter for up to fifteen (15) subscribers at \$300.00 per year.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

G. Audit Services FY14

The Treasurer recommends approval of the engagement letter for audit services with the Auditor of State's Office at an annual cost of \$24,190.00 for FY14. (Previous year cost was \$22,673.00).

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

H. Purchase of Two (2) School Buses

The Treasurer recommends purchasing two (2) buses at \$80,491.00 each utilizing the existing bus bids provided by the Ohio Schools Council and payable with Permanent Improvement Funds. Please see **Attachment T-5** for details.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

I. Rejection of Architectural Bids for Site Analysis

The Treasurer recommends rejection of any and all bids for professional design services which were limited to site analysis as the Board of Education is not moving forward with the project.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

J. Transfer of Funds

The Treasurer recommends that \$48,000.00 be transferred from the General Fund into 026-9001 to cover assessments required under the Affordable Health Care Act.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

K. Master Planning

The Treasurer recommends that an RFQ be issued for master facility planning, including site and buildings.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

IX. BOARD MEMBERS' REPORTS

- A. Finance/Audit Committee
- B. Facilities and Grounds Committee
- C. Legislative Report
- D. Cuyahoga Valley Career Center

X. SUPERINTENDENT'S REPORT, Mr. Randy Boroff

Personnel – Certificated/Licensed

A. Resignations for Retirement

It is recommended that the Board of Education approve the following resignations for retirement:

Celeste Eller / Grade 2	Effective at the end of the 14/15 school year
Debbie Luther / Grade 2	Effective at the end of the 14/15 school year
Valerie Tasker / Grade K	Effective at the end of the 14/15 school year

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

B. Resignation – Supplemental Contract 2014/2015 School Year

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

Dave Flegal as Assistant Coach Womens' Track RHS

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

C. Supplemental Contracts – 2014/2015 School Year

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

RMS Womens' Track

Dave Flegal – Assistant Coach

Building Tech Supplemental

RMS – Gary Gough and Joe Williams (50:50)

RMS

Kristine Bisesi – Gaming Club

Robotics RHS

Joe Silvestri – Advisor

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

D. Clarification on New Supplementals / Redefining Established Supplementals

It is recommended that the Board of Education approve the following new or redefined supplementals that will be part of an MOU with REA. Changes are due to student interest, student safety or the OTES evaluation process.

Parent Pick-Up HES PM only / 1 person / .03 of the base prorated to .015 for the PM only position

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

E. Correction to Home Instruction Approved 10-21-14

It is recommended that the Board approve Christine Glowe to provide additional support for Home Instruction for a specialized placement at her current hourly rate of \$17.48 per hour for 18.75 hours; effective on or after September 1, 2014.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

F. Home Instruction Services

It is recommended that the Board of Education approve Christine Glowe for fifteen (15) hours of Home Instruction at the tutor rate of \$26.75 per hour to address the needs of a special education student.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

Personnel – Classified

A. Resignation – Supplemental Contract 2014/2015 School Year

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

Chance Farnsworth as JV Boys Basketball Coach

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

B. Supplemental Contracts – 2014/2015 School Year

It is recommended that the Board of Education approve the following with compensation per the current REA negotiated agreement except where noted as volunteer:

Cheerleading

Kelly Heijnen – Grade 7 Coach

Wrestling

Dominic Scianna – Grade 7 Coach

Softball

Jess Richards – Varsity Assistant Coach

Robotics RHS

Joe Kelleher – Assistant Advisor

RHS

Bob Carlyon – Revere Players Choral Director

Lauri Russell – Revere Players Director Spring Musical

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

C. Substitute – Classified – 2014/2015 School Year

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

Margaret Kuczmariski Substitute Cook, Cashier, Secretary, Intervention Assistant (Aide) Effective 11-18-14

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

D. VOLUNTEER – Special Education

It is recommended that the Board of Education approve Rebecca Dietz as a college student volunteer in the special education rooms at RHS as needed during portions of the 2014 -2015 school year.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

E. New Hire – 2014/2015 School Year

It is recommended that the Board of Education approve Edward Bartunek as a Playground Aide at HES to fill an open position. Compensation will be Step 0 for \$11.42 per hour effective 11/25/14.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

F. Resignation – Classified Employee

It is recommended that the Board of Education approve the resignation of Paul Cumby, Custodian at BES, effective October 31, 2014.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

G. Position – Driver for the Walsh/CVCA Route

It is recommended that the Board of Education approve hiring a driver for a 3.75 hour route Monday through Friday. To date the position has been filled by a substitute and per the OAPSE negotiated agreement it is a permanent position and requires a permanent driver; effective date to be on or after November 26, 2014 when the posting and interviewing is complete.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

Student Services

A. Service Agreement – Audiology Services – 2014/2015 School Year

It is recommended that the Board of Education approve the agreement with the Children's Hospital Medical Center of Akron to provide audiology services for the 2014 -2015 school year as detailed in **Attachment 1**.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

B. Service Agreement – Teacher of Visually Impaired – 2014/2015 School Year

It is recommended that the Board of Education approve the agreement with the Educational Service Center of Cuyahoga County to provide a teacher of the visually impaired as needed per **Attachment 2**.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

Other Business

A. NEOLA Policies – New, Revised, Replacement or Deletion – First Reading

It is recommended that the Board of Education approve, as a first reading, the policies listed below as **Attachment 3**:

Revised Policy 1422 / Administration / Nondiscrimination and Equal Employment Opportunity / 12 pages
Revised Policy 1530 / Administration / Evaluation of Principals and Other Administrators / 5 pages
New Policy 1619.01 / Administration / Privacy Protections of Self-Funded Group Health Plans / 2 pages
New Policy 1619.02 / Administration / Privacy Protections of Fully Insured Group Health Plans / 3 pages
Revised Policy 1623 / Administration / Section 504/ADA Prohibition against Disability Discrimination In Employment / 9 pages
Revised Policy 2210 / Program / Curriculum Development / 3 pages
Revised Policy 2260 / Program / Nondiscrimination and Access to Equal Opportunity / 16 pages
Revised Policy 2260.01 / Program / Section 504/ADA Prohibition Against Discrimination Based on Disability / 10 pages
Delete Policy 2423 / Program / School-To-Work Program / 2 pages
Revised Policy 2430 / Program / District-Sponsored Clubs and Activities / 5 pages
Revised Policy 2430.02 / Program / Participation of Community/STEM School Students in Extra-Curricular Activities / 3 pages
Revised Policy 2510 / Program / Adoption of Textbooks / 2 pages
Revised Policy 2520 / Program / Selection of Instructional Materials and Equipment / 1 page
Revised Policy 5223 / Program / Released Time for Religious Instruction / 3 pages
Revised Policy 3215 / Professional Staff / Use of Tobacco on School Premises / 1 page
Revised Policy 3419.01 / Professional Staff / Privacy Protections of Self-Funded Group Health Plans / 3 pages
Revised Policy 3419.02 / Professional Staff / Privacy Protections of Fully Insured Group Health Plans / 3 pages
Revised Policy 3123 / Professional Staff / Section 504/ADA Prohibition Against Disability Discrimination In Employment / 9 pages
Revised Policy 3122 / Professional Staff / Nondiscrimination and Equal Employment Opportunity / 13 pages
Revised Policy 3220 / Professional Staff / Standards-Based Teacher Evaluation / 19 pages
Revised Policy 4122 / Classified Staff / Nondiscrimination and Equal Employment Opportunity / 13 pages
Revised Policy 4123 / Classified Staff / Section 504/ADA Prohibition Against Disability Discrimination In Employment / 9 pages
Revised Policy 4215 / Classified Staff / Use of Tobacco on School Premises / 1 page
Revised Policy 4419.01 / Classified Staff / Privacy Protections of Self-Funded Group Health Plans / 4 pages
Revised Policy 4419.02 / Classified Staff / Privacy Protections of Fully Insured Group Health Plans / 3 pages
Revised Policy 5330 / Students / Use of Medications / 4 pages
Revised Policy 5512 / Students / Use of Tobacco on School Premises / 1 page
New Policy 5330.02 / Students / Procurement and Use of Epinephrine Auto Injectors in Emergency Situations / 2 pages
New Policy 5336 / Students / Care of Students with Diabetes / 5 pages
Revised Policy 5830 / Students / Student Fund Raising / 3 pages
New Policy / Finances / System of Accounting / 4 pages
Revised Policy / Property / 7540.04 / Staff Education Technology Acceptable Use and Safety / 6 pages
Revised Policy / Property / 7540.03 / Student Education Technology Acceptable Use and Safety / 6 pages
Revised Policy 7540.02 / Property / District Web Page / 3 pages
Revised Policy 8210 / Operations / School Calendar / 2 pages
New Policy 8325 / Operations / receiving Legal Documents / 2 pages
Revised Policy 8330 / Operations / Student Records / 12 pages
Revised Policy 8400 / Operations / School Safety / 7 pages
Revised Policy 8660 / Operations / Incidental Transportation of Students by Private Vehicle / 2 pages
Revised Policy 9211 / Relations / District Support Organizations / 3 pages

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

XI. REPORTS FROM CENTRAL OFFICE TEAM

- A. Director of Student Services
- B. Director of Curriculum and Instruction

XII. INFORMATIONAL ITEMS

- A. There will be a Special Meeting December 9, 2014 at 5:30 p.m. in the Administration Building.
- B. There will be a Regular Meeting December 16, 2014 at 6:30 p.m. in the Library at RHS.

XIII. CONCERNS OF THE PUBLIC AND COMMUNITY ANNOUNCEMENTS

The Board values and encourages 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 meeting. Should your comments include a request for information or extended dialogue it may be necessary and more appropriate that a subsequent meeting with Board and/or Administrative representatives be scheduled to fully address 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.

At the proper time during the meeting, participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, their address and group affiliation, if any, prior to addressing the group.

XIV. EXECUTIVE SESSION

- A. **Personnel:** Employment, evaluation or compensation of public employees.
- B. **Negotiations:** To prepare for negotiations or bargaining sessions with public employees.

XV. ADJOURNMENT

Respectfully Submitted,

Randy S. Boroff /te

Randy S. Boroff
Superintendent

New Document

6:30 PM

September 16, 2014

The President, Mrs. Hower called the meeting to order at 6:30 PM.

Roll Call:

Dana Appel, Present
Claudia Hower, Present
Tom Kelley, Present

Diana Sabitsch, Present
George Seifert, Present

PLEDGE OF ALLEGIANCE

PRESENTATIONS

- New Staff Introductions
- RMS-WEB presented by Reed Barton, Margeaux Miller, Sydney Padgett and Troy Pierson
- Leah Weisburn-Perfect ACT Score
- Sandy Kahoe-D.A.R.E. Teacher of the Year
- Melanie Stuthard-Middle School Social Studies Teacher of the Year

PUBLIC SPEAKS TO AGENDA ITEMS

No action taken

BUILDING PRINCIPAL'S REPORTS

No action taken

BOARD OF EDUCATION REPORT

Administrator Compensation-2014/2015 Contract Year

- Res. 15-102926 Moved by Mr. Seifert, seconded by Mrs. Appel to approve a 2% increase on the current base salary of the following Administrator effective August 1, 2014:
Randy Boroff, Superintendent

Roll Call: Aye- Seifert, Appel, Hower, Kelley, Sabitsch
Motion Carried.

TREASURER'S REPORT, Mr. David Forrest

Presentation-Withdrawn

Brian Wagner/Energy Savings HB264 Project

Approval of Minutes

- Res. 15-102927 Moved by Mr. Kelley, seconded by Mrs. Appel to approve the minutes of the Special Meeting held August 2, 2014. See Attachment T-1 for details.

And,

Approval of Financial Report

To approve the Financial Report for the month of August as found in Attachment T-2.

And,

Donations

To approve, with appreciation, for the donations listed in Attachment T-3

Roll Call: Aye-Kelley, Appel, Hower, Sabitsch, Seifert
Motion Carried.

Permanent Appropriations

- Res. 15-102928 Moved by Mrs. Sabitsch, seconded by Mr. Seifert to approve that the fiscal year 2014/2015 permanent appropriations be approved, which are inclusive of adjustments made to the currently approved temporary appropriations, as listed in **Attachment T-4**, be it resolved that the "Legal Level of Control" for all appropriations be established at the Fund level, and be it further resolved that as part of the District's total appropriations that the General Fund budgets be approved as described in **Attachment T-5** (GF Budget Detail).

Roll Call: Aye- Sabitsch, Seifert, Appel, Hower, Kelley
Motion Carried.

Purchase Orders

Res. 15-102929 Moved by Mrs. Appel, seconded by Mr. Seifert to 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 above 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 encumbrances.

PO#	Date	Vendor	Amount	Requested by
0150270	7/2/14	Akron Board of Education	\$4,606.72	Central Office
0150949	8/29/14	Navance, Inc.	\$4,743.40	Revere High School

And,

Inventory Deletion

To approve that the items listed be identified as equipment having no functional value to the District or as obsolete having no monetary value, and that these items be disposed of as directed by Board policy by the Coordinator of Business Services and the Treasurer. See Attachment T-6.

And,

New Funds

To approve and establish the new funds as listed below with appropriations established at the fund level:

Parent Mentor (account 516-9315)

OneNet Connectivity Grant (account 451-9215)

And,

Ohio Schools Council (OSC)-Support of Innovation Fund

To pass a resolution of support for the Ohio Schools Council's funding application to the State of Ohio to participate in the State's Innovation Fund for shared services, whereas the OSC would like to develop and implement an online auction system for the procurement of goods and services by member districts.

And,

Board Policy Acceptable Use-First Reading

To approve that the Acceptable USE Policy be updated to provide for the increased use of mobile devices by staff including but not limited to tablets and laptops as detailed in Attachment T-7.

Roll Call: Aye-Appel, Seifert, Hower, Kelley, Sabitsch
Motion Carried.

Resolution of Appreciation-Safety & Security Training

Res. 15-102930 Moved by Mr. Kelley, seconded by Mrs. Appel to adopt the Resolution of Appreciation for those supporters and contributors, as detailed in **Attachment T-8 and T-8a**, to the District's multi-day Safety and Security Training whereas these organizations and individuals gave of their time and resources in support of this critical and extensive training for the staff of the Revere Local School District, whereas this training is part of ongoing District initiatives to provide a safe and healthy learning environment for students, staff and community members.

Roll Call: Aye-Kelley, Appel, Hower, Sabitsch, Seifert
Motion Carried.

Administrator Salary Scale

Res. 15-102931 Moved by Mr. Kelley, seconded by Mrs. Appel to approve and adopt the compensation ranges for administrators as detailed in Attachment T-9. The ranges allow for equitable salary levels with flexibility due to experience, education level and other factors deemed appropriate and applicable.

Roll Call: Aye-Kelley, Appel, Hower, Sabitsch, Seifert
Motion Carried.

Engineering and Design Fee Addendum-Window & Door Project

- Res. 15-102932 Moved by Mr. Seifert, seconded by Mr. Kelley to approve the fee addendum for the Window and Door Project whereas the project was initially designed as a window only project and was subsequently expanded to include doors district wide, expansion of the door access mechanisms and other window safety enhancements.
See Attachment T-10.

Roll Call: Aye-Seifert, Kelley, Appel, Hower, Sabitsch
Motion Carried.

Discussion Items-No Action

- Camera Build Out
- Sewer Project
- Roofs-Middle School and High School
- Trim Trees
- In the Black 4 Years*

BOARD MEMBERS' REPORTS

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

No Action Taken

SUPERINTENDENT'S REPORT**Personnel -- Certificated/Licensed**Salary Increased Due to Additional Education-2013/2014 School Year

- Res. 15-102933 Moved by Mrs. Appel, seconded by Mrs. Sabitsch to approve the following increases due to additional education:
- | | | |
|--------------------------------|------------|-------------|
| Abby Kester / Kindergarten HES | MA, Step 2 | \$49,976.00 |
|--------------------------------|------------|-------------|

Roll Call: Aye- Appel, Sabitsch, Kelley, Hower, Seifert
Motion Carried.

Administrator Compensation-2014/2015 School Year

- Res. 15-102934 Moved by Mr. Kelley, seconded by Mr. Seifert to approve a 2% increase on the current base salary of the following Administrators effective August 1, 2014:
- John Evans, Assistant Principal RHS
 - Dan Fry, Principal BES
 - Phil King, Principal RHS
 - Chris Kovach, Director of Student Services
 - Judy Myers, Principal RMS
 - Maggie Niedzwiecki, Director of Curriculum and Instruction
 - Danielle Starkey, Assistant Principal RMS

Roll Call: Aye- Kelley, Seifert, Appel, Hower, Sabitsch
Motion Carried.

Long Term Substitute

- Res. 15-102935 Moved by Mr. Seifert, seconded by Mr. Kelley to approve the following:
- | | | |
|---------------|---------------------------------|--------------------|
| Brian Vazquez | LTS for Marty Cingle / Math RMS | Effective 9-16-14* |
|---------------|---------------------------------|--------------------|
- *End date unknown but confirmed through October 17, 2014

And,

Certificated/Licensed Supplementals

To approve the following with compensation per the current REA negotiated agreement:

Jason Milczewski -- 50% National Honor Society Advisor (Paul Fisher is the other 50% advisor)

Roll Call: Aye- Seifert, Kelley, Appel, Hower, Sabitsch
Motion Carried.

Personnel-ClassifiedIntervention Instruction Assistant-2014/2015 School Year

Res. 15-102936 Moved by Mr. Seifert, seconded by Mrs. Appel to approve the following as Intervention Instruction Assistant (Aide) per provisions of the REA negotiated agreement.

Karrie Kulhawick / HES \$12.78/hr 7.0 hours/day

And,

Supplemental Contracts-2014/2015 School Year

To approve the following VOLUNTEER position:
Samantha Schlegal VOLUNTEER Mock Trial

Roll Call: Aye- Seifert, Appel, Hower, Kelley, Sabitsch
Motion Carried.

Classified New Hires 2014/2015 School Year

Res. 15-102937 Moved by Mr. Kelley, seconded by Mr. Seifert to approve the following:

Jennifer Reece	Communications Specialist Part-Time	\$27,000.00 2014-2015 Contract Year
Karen Morar*	5-Hour Intervention Instruction Assistant/RMS	\$12.21/hr (effective on or after 9-15-14)
Joanna Sherry*	5-Hour Intervention Instruction Assistant/RMS	\$12.21/hr (effective on or after 9-15-14)

*Training time to be paid at the sub rate of \$10.31/hour

And,

Classified Substitute-2014/2015 School Year

To approve the following:

Elliott Stock	Substitute Custodian	Effective on or after 9-10-14
Paul Warnock	Substitute Bus Driver	Effective on or after 9-10-14*

*contingent upon a class B CDL with S and P endorsements

Roll Call: Aye- Kelley, Seifert, Appel, Hower, Sabitsch
Motion Carried.

Classified Resignation for Retirement

Res. 15-102938 Moved by Mrs. Appel, seconded by Mr. Seifert to approve the resignation for retirement of Ray Oviatt, Head Custodian at HES effective December 31, 2014.

Roll Call: Aye-Appel, Seifert, Hower, Kelley, Sabitsch
Motion Carried.

Other BusinessSchool Bus Routes- 2014/2015 School Year

Res. 15-102939 Moved by Mr. Seifert, seconded by Mr. Kelley to approve the 2014 /2015 school year student bus routes as posted on the Revere web site with modifications as needed to provide safe transportation of students.

Roll Call: Aye- Seifert, Kelley, Appel, Hower, Sabitsch
Motion Carried.

REPORTS FROM CENTRAL OFFICE TEAM

Director of Student Services

Director of Curriculum and Instruction

No action taken

INFORMATIONAL ITEMS

A. There will be a Special Meeting on October 14, 2014 at 5:30 PM in the BOE

B. There will be a Regular Meeting October 21, 2014 at 6:30 P.M. in the Library of Revere High School.

CONCERNS OF THE PUBLIC AND COMMUNITY ANNOUNCEMENTS –

No action taken

EXECUTIVE SESSION

Res. 15-102940 Moved by Mr. Kelley, seconded by Mrs. Sabitsch to go into Executive Session at 7:52 P.M. to consider the employment, evaluation or compensation of a public employees and to prepare for negotiations or bargaining sessions with public employees.

Roll Call: Aye- Kelley, Sabitsch, Appel, Hower, Seifert
Motion Carried.

Res. 15-102941 Moved by Mr. Kelley, seconded by Mrs. Appel to come out of Executive Session and go back to Regular Session at 9:158 P.M.

Roll Call: Aye- Kelley, Appel, Hower, Sabitsch, Seifert
Motion Carried.

ADJOURNMENT

Res. 15-102942 Moved by Mrs. Sabitsch, seconded by Mr. Seifert to adjourn the meeting at 9:30 P.M.

Roll Call: Aye- Sabitsch, Seifert, Appel, Hower, Kelley
Motion carried.

Signed _____
President

Attest _____
Treasurer

Date Approved

The President, Mrs. Claudia Hower, called the meeting to order at 5:00 P.M.

Roll Call:

Dana Appel, Present
Claudia Hower, Present
Tom Kelley, Present

Diana Sabitsch, Present
George Seifert, Present

READING OF NOTICE OF SPECIAL MEETING

No action taken

TREASURER- No Action

SUPERINTENDENT-No Action

EXECUTIVE SESSION

Res. 15-102943 Moved by Mr. Kelley, seconded by Mr. Seifert to go into Executive Session at 5:05 P.M. to consider the evaluation, employment, and compensation of a public employee.

Roll Call: Aye- Kelley, Seifert, Appel, Hower, Sabitsch
Motion Carried.

REGULAR SESSION

Res. 15-102944 Moved by Mrs. Appel, seconded by Mrs. Sabitsch to come out of Executive Session and return to Regular Session at 6:20 P.M.

Roll Call: Aye- Appel, Sabitsch, Hower, Kelley, Seifert
Motion Carried.

ADJOURNMENT

Res. 15-102945 Moved by Mrs. Appel, seconded by Mrs. Sabitsch to adjourn the meeting at 6:25 P.M.

Roll Call: Aye- Appel, Sabitsch, Hower, Kelley, Seifert
Motion carried.

Signed _____
President

Attest _____
Treasurer

Date Approved

Revere Board of Education

Board of Education
5:00 P.M.

Special Meeting
October 14, 2014

The President, Mrs. Claudia Hower, called the meeting to order at 5:00 P.M.

Roll Call:

Dana Appel, Present
Claudia Hower, Present
Tom Kelley, Present

Diana Sabitsch, Present
George Seifert, Present

READING OF NOTICE OF SPECIAL MEETING

No action taken

BOARD OF EDUCATION

Resignation for Retirement

Res. 15-102946 Moved by Mr. Kelley, seconded by Mr. Seifert to accept the resignation for retirement of Randy S. Boroff, Superintendent, as of January 1, 2015.

Roll Call: Aye- Kelley, Seifert, Appel, Hower, Sabitsch
Motion Carried.

TREASURER- No Action

SUPERINTENDENT

Resignation for Retirement

Res. 15-102947 Moved by Mrs. Sabitsch, seconded by Mr. Seifert to accept the resignation of Bev Haury, HES teacher, effective the close of October 16, 2014.

Roll Call: Aye- Sabitsch, Seifert, Appel, Hower, Kelley
Motion Carried.

EXECUTIVE SESSION

Res. 15-102948 Moved by Mrs. Sabitsch, seconded by Mrs. Appel to go into Executive Session at 7:52 P.M. to consider the evaluation, employment, and compensation of a public employee and to prepare for negotiations or bargaining sessions with public employees.

Roll Call: Aye- Sabitsch, Appel, Hower, Kelley, Seifert
Motion Carried.

REGULAR SESSION

Res. 15-102949 Moved by Mrs. Sabitsch, seconded by Mr. Seifert to come out of Executive Session and return to Regular Session at 9:18 P.M.

Roll Call: Aye- Sabitsch, Seifert, Appel, Hower, Kelley
Motion Carried.

ADJOURNMENT

Res. 15-102950 Moved by Mrs. Appel, seconded by Mr. Kelley to adjourn the meeting at 9:20 P.M.

Roll Call: Aye- Appel, Kelley, Hower, Sabitsch, Seifert
Motion carried.

Signed _____
President

Attest _____
Treasurer

Date Approved

Minutes of Regular Meeting 10-21-14 and
Special Meeting 10-29-14 will be posted ASAP.

New Document

OCTOBER 31, 2014

Financial Report



Revere Local School District

David R. Forrest
Treasurer

FINANCIAL REPORTS - Index

For Month of October 2014

Schedule

Cash Reconciliation Report	A
• Presents ending cash position for the District for all funds combined, investments and other required reconciliation transactions needed to balance monthly financial activity.	
Financial Report by Fund	B
• 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.	
SM-2	C
• Financial summary of the General Fund comparing budgeted revenues and expenditures to actual.	
Permanent Improvement Fund Report	D
• Financial summary by month of all activity on the PI Fund.	
Food Service Report	E
• Consolidated summary by month of the food service operation for all four school buildings.	

**FISCAL 2015
October 2014 Month End Report
Cash Reconciliation Report**

<i>Total Fund Balance</i>	\$29,805,664.36
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Gross Depository Bank Balances:

1) First Merit Business Checking Account	\$1,004,380.42
2) First Merit Payroll Account	\$0.00
3) First Merit Business Savings	\$242.30

Investments

First Merit Sweep Account	\$21,390,000.00
A.P.Y. 0.050%	
Star Bank at 0.04%	\$103.94
TriState Capital Bank	\$0.00
TriState-CD - matures 12/4/14 .40%	\$1,512,158.31
CD-Tri State Capital - matures 3/19/15 .45%	\$2,018,993.22
CD-Tri State Capital - matures 3/26/15 .45%	\$1,015,536.99
CD-Tri State Capital - matures 2/19/15 .40%	\$2,018,006.47
CD-Tri State Capital - matures 4/9/15 .45%	\$1,011,004.49
	Total \$28,965,803.42

Cash in Transit to Depository

Petty Cash Balances:

Building Principals	\$400.00	
Athletic Director	\$100.00	
Bus Garage	\$100.00	
Treasurer's Office	\$200.00	
Sub-total Petty Cash	\$800.00	

<i>Change Funds</i>	\$0.00
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<i>Total</i>	\$29,971,226.14
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<i>Outstanding Checks</i>	(\$148,731.05)
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Adjustments

Adjustments	(\$16,830.73)	
		(\$16,830.73)

<i>Adjusted Total</i>	\$29,805,664.36
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<i>Cash on Hand (unrecorded and undeposited)</i>	\$0.00
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Date: 11/04/2014
Time: 1:19 pm

REVERE LSD - 050054
Financial Report by Fund/SCC
REVERE LOCAL - OCTOBER 31, 2014

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Fund #	Fund Description		FYTD	MTD	FYTD	Current	Current	Unencumbered Bank
Begin Balance	MTD Receipts	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance Code	
001 0000	GENERAL FUND							
18,547,472.68	1,993,895.68	16,181,272.16	2,463,046.80	11,794,473.42	22,934,271.42	2,056,297.36	20,877,974.06	
002 0000	BOND RETIREMENT							
767,482.59	1,913.71	597,623.99	531.68	8,617.47	1,356,489.11	0.00	1,356,489.11	
002 9012	Bond Debt Service QSCB							
70,964.30	0.00	0.00	0.00	0.00	70,964.30	0.00	70,964.30	
003 0000	PERMANENT IMPROVEMENT FUND							
3,196,035.20	157,416.08	742,523.68	33,750.04	484,806.64	3,453,752.24	2,172,205.24	1,281,547.00	
003 9001	PERMANENT IMPROVEMENT RESERVE FUNDS							
300,000.00	0.00	0.00	0.00	0.00	300,000.00	0.00	300,000.00	
004 0000	BUILDING FUND							
7,642.86	37.88	150.30	0.00	0.00	7,793.16	0.00	7,793.16	
004 9001	Building Fund - Sale of Richfield							
92,087.50	0.00	0.00	0.00	0.00	92,087.50	0.00	92,087.50	
004 9002	Building Fund - Sale of Hametown Property							
768,156.09	0.00	0.00	0.00	0.00	768,156.09	0.00	768,156.09	
004 9012	BUILDING FUND - HB 264							
1,300.00	0.00	0.00	0.00	0.00	1,300.00	0.00	1,300.00	
004 9098	BUILDING FUND - PROPERTY SALE							
22,765.90	0.00	0.00	0.00	0.00	22,765.90	0.00	22,765.90	
006 0000	FOOD SERVICES							
16,475.53	181,496.08	298,215.50	114,644.37	261,355.25	53,335.78	63,513.92	10,178.14-	
007 9000	BANQUET FUND							
1,121.51	0.00	0.00	0.00	0.00	1,121.51	0.00	1,121.51	
007 9306	SENIOR MEMORIAL FUND							
2,574.69	0.00	0.00	0.00	2,000.00	574.69	0.00	574.69	
007 9310	PAPPANO MEMORIAL SCHOLARSHIP FUND							
4,000.00	0.00	0.00	0.00	750.00	3,250.00	0.00	3,250.00	
007 9311	THE ERIC MORANT MEMORIAL FUND							
3,420.00	0.00	0.00	0.00	750.00	2,670.00	0.00	2,670.00	
007 9355	LUEPTOW ART FUND							
223.13	0.00	0.00	223.13	223.13	0.00	0.00	0.00	

Date: 11/04/2014
Time: 1:19 pm

REVERE LSD - 050054
Financial Report by Fund/SCC
REVERE LOCAL - OCTOBER 31, 2014

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Fund #	Fund Description	FYTD	MTD	FYTD	Current	Current	Unencumbered Bank
Begin Balance	MTD Receipts	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance Code
007 9370	PAULETT MEMORIAL SCHOLARSHIP FUND						
1,719.00	0.00	0.00	0.00	1,500.00	219.00	0.00	219.00
007 9382	MICHAEL LUKITY MEMORIAL FUND						
782.02	0.00	0.00	0.00	0.00	782.02	0.00	782.02
007 9383	TOTTEN TEAM SCHOLARSHIP						
1,000.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
007 9387	BANAS CHEERLEADING SCHOLARSHIP						
500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00
007 9388	Teacher Excellence Award						
2,009.31	0.00	0.00	0.00	0.00	2,009.31	0.00	2,009.31
007 9389	The Christenson Foundation Robert Gilbert II						
3,000.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00
007 9390	WALKER FINE ARTS SCHOLARSHIP						
1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
007 9391	PATRICK ALFIERI LIVES SCHOLARSHIP FUND						
32,248.82	0.00	0.00	0.00	3,000.00	29,248.82	0.00	29,248.82
007 9392	The Jennifer Lyn Mears Library Memorial Fund						
950.00	0.00	0.00	0.00	0.00	950.00	0.00	950.00
007 9393	Express Employment Professional Scholarship						
750.00	0.00	0.00	0.00	750.00	0.00	0.00	0.00
007 9394	JAMES BENNETT WASHINGTON DC MEMORIAL FUND						
841.00	0.00	0.00	0.00	0.00	841.00	0.00	841.00
007 9395	Bath Business Association Scholarship Fund						
500.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00
007 9396	Ted R. Munsey Memorial Scholarship						
0.00	0.00	5,220.00	0.00	500.00	4,720.00	0.00	4,720.00
008 9360	MYRON WINDER SCHOLARSHIP						
17,161.33	0.73	2.90	0.00	0.00	17,164.23	0.00	17,164.23
009 9100	UNIFORM SCHOOL SUPPLIES - BATH SCHOOL						
40,511.24	1,120.00	12,180.00	0.00	3,354.70	49,336.54	0.00	49,336.54
009 9200	UNIFORM SCHOOL SUPPLIES - HILLCREST SCHOOL						
26,327.56	1,280.00	23,620.00	8,853.35	10,756.17	39,191.39	1,209.34	37,982.05

Date: 11/04/2014
Time: 1:19 pm

REVERE LSD - 050054
Financial Report by Fund/SCC
REVERE LOCAL - OCTOBER 31, 2014

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Fund #	Fund Description	Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Bank Fund Balance Code
009 9400	UNIFORM SCHOOL SUPPLIES - MIDDLE SCHOOL	315.12	2,315.00	25,605.00	1,638.89	21,184.02	4,736.10	2,236.96	2,499.14
009 9500	UNIFORM SCHOOL SUPPLIES - HIGH SCHOOL	3,194.33	2,644.50	64,583.22	3,377.50	33,410.10	34,367.45	9,001.05	25,366.40
012 0000	ADULT EDUCATION	973.25	0.00	0.00	0.00	0.00	973.25	0.00	973.25
014 0000	SPECIAL ROTARY FUND	6,112.12	0.00	0.00	0.00	0.00	6,112.12	0.00	6,112.12
018 9100	PUBLIC SCHOOL SUPPORT - BATH SCHOOL	24,040.89	2,251.94	3,432.93	3,127.12	3,311.64	24,162.18	651.00	23,511.18
018 9200	PUBLIC SCHOOL SUPPORT - HILLCREST SCHOOL	33,594.40	3,922.69	4,688.85	1,603.24	6,156.22	32,127.03	3,414.95	28,712.08
018 9400	PUBLIC SCHOOL SUPPORT - MIDDLE SCHOOL	45,695.39	2,777.37	3,366.88	751.26	2,410.40	46,651.87	3,226.28	43,425.59
018 9500	PUBLIC SCHOOL SUPPORT - HIGH SCHOOL	10,656.68	5,612.73	6,851.76	1,475.36	6,217.54	11,290.90	3,111.08	8,179.82
019 9204	CHAMBER GRANT	393.58	0.00	0.00	0.00	0.00	393.58	0.00	393.58
022 0000	DISTRICT AGENCY FUND - UNCLAIMED MONEY	4,575.28	0.00	0.00	0.00	0.00	4,575.28	0.00	4,575.28
024 0000	EMPLOYEE BENEFITS, SELF-INSURANCE	99.63	1,924.06	7,600.12	1,252.72	13,788.57	6,088.82-	19,139.28	25,228.10-
026 9001	EMPLOYEE BENEFITS: MEDICAL/DENTAL	6,158.84	332,702.93	1,311,270.70	333,210.78	1,311,322.12	6,107.42	407.86	5,699.56
026 9002	FLEXIBLE SPENDING PLAN	24,360.72	5,669.90	22,679.60	4,768.17	32,343.23	14,697.09	18,821.02	4,123.93-
026 9003	EMPLOYEE HEALTH CARE	134,949.44	0.00	0.00	859.34	859.34	134,090.10	853.81	133,236.29
200 9212	CLASS OF 2012	1,000.00	0.00	0.00	0.00	38.50	961.50	0.00	961.50
200 9213	CLASS OF 2013	19,196.65	0.00	0.00	0.00	5,625.00	13,571.65	0.00	13,571.65

Date: 11/04/2014
Time: 1:19 pm

REVERE LSD - 050054
Financial Report by Fund/SCC
REVERE LOCAL - OCTOBER 31, 2014

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Fund #	Fund Description		FYTD	MTD	FYTD	Current	Current	Unencumbered Bank
Begin Balance	MTD Receipts	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance Code	
200 9214 CLASS OF 2014								
2,994.07	0.00	30.00	0.00	0.00	3,024.07	0.00	3,024.07	
200 9215 CLASS OF 2015								
2,812.07	1,146.00	2,227.00	515.00	2,020.00	3,019.07	0.00	3,019.07	
200 9216 CLASS OF 2016								
1,602.66	0.00	0.00	0.00	0.00	1,602.66	0.00	1,602.66	
200 9217 CLASS OF 2017								
1,670.63	0.00	361.29	0.00	0.00	2,031.92	0.00	2,031.92	
200 9218 CLASS OF 2018								
500.00	0.00	97.25	0.00	0.00	597.25	0.00	597.25	
200 9317 NATIONAL HONOR SOCIETY								
7,597.56	0.00	0.00	0.00	2,188.50	5,409.06	85.00	5,324.06	
200 9318 LANTERN								
842.19	0.00	0.00	0.00	0.00	842.19	511.00	331.19	
200 9320 MIDDLE SCHOOL STUDENT COUNCIL								
3,853.08	0.00	0.00	96.99	165.60	3,687.48	707.50	2,979.98	
200 9321 HIGH SCHOOL STUDENT COUNCIL								
8,303.63	9,135.00	9,325.18	640.00	3,323.44	14,305.37	4,036.33	10,269.04	
200 9322 REVERE PLAYERS								
29,157.26	3,045.00	3,195.00	210.73	674.83	31,677.43	6,673.86	25,003.57	
200 9323 YEARBOOK								
6,022.70	2,140.00	3,125.00	0.00	0.00	9,147.70	0.00	9,147.70	
200 9350 INSTRUMENTAL MUSIC								
289.10	0.00	0.00	0.00	0.00	289.10	0.00	289.10	
200 9365 ART CLUB								
1,302.61	0.00	0.00	259.60	259.60	1,043.01	0.00	1,043.01	
200 9370 NATIONAL ART HONOR SOCIETY								
1,091.45	0.00	0.00	223.13-	276.87	814.58	280.00	534.58	
200 9375 CHESS CLUB								
181.12	0.00	0.00	0.00	0.00	181.12	10.00	171.12	
200 9380 KEY CLUB								
3,367.98	250.00	401.00	0.00	87.60	3,681.38	122.06	3,559.32	

Date: 11/04/2014
Time: 1:19 pm

REVERE LSD - 050054
Financial Report by Fund/SCC
REVERE LOCAL - OCTOBER 31, 2014

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Fund #	Fund Description	Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Bank Fund Balance Code
200 9390	INTERNATIONAL CLUB	1,063.26	0.00	0.00	19.98	66.09	997.17	83.91	913.26
200 9395	PROJECT LOVE	1,476.42	541.60	541.60	0.00	1,200.00	818.02	0.00	818.02
200 9400	MARKETING EDUCATION	2.58	0.00	0.00	0.00	0.00	2.58	0.00	2.58
300 0000	NON-STUDENT MANAGEMENT FUND	120.00	0.00	0.00	0.00	0.00	120.00	0.00	120.00
300 920A	ATHLETICS - #300 NON-STUDENT MANAGEMENT FUND	31,567.54	68,053.34	89,149.58	23,968.02	62,925.88	57,791.24	37,025.65	20,765.59
300 9230	CHORAL	1,501.65	0.00	0.00	0.00	0.00	1,501.65	0.00	1,501.65
300 9330	C.A.R.E.	92.12	0.00	0.00	0.00	0.00	92.12	0.00	92.12
300 9501	FOOTBALL	3,548.15	500.00	12,157.00	4,539.35	8,202.29	7,502.86	5,875.96	1,626.90
300 9502	VOLLEYBALL	3,124.70	75.00	1,359.00	199.38	1,125.51	3,358.19	2,500.00	858.19
300 9503	BOYS SOCCER	8,564.01	180.00	555.00	274.70	816.34	8,302.67	5,569.25	2,733.42
300 9504	GIRLS SOCCER	5,382.11	180.00	2,085.61	150.00	4,721.56	2,746.16	712.01	2,034.15
300 9505	BOYS TENNIS	1,337.99	0.00	75.00	123.18	172.89	1,240.10	161.36	1,078.74
300 9506	GIRLS TENNIS	5,146.07	39.00	959.98	1,393.28	1,393.28	4,712.77	176.00	4,536.77
300 9507	WRESTLING	1,953.96	2,027.00	5,575.00	222.89	222.89	7,306.07	6,246.48	1,059.59
300 9508	CHEERLEADING	5,894.73	0.00	0.00	550.00	1,138.70	4,756.03	1,406.00	3,350.03
300 9509	BOYS BASKETBALL	10,901.29	7,830.00	14,954.00	684.24	3,493.88	22,361.41	13,200.10	9,161.31

Date: 11/04/2014
Time: 1:19 pm

REVERE LSD - 050054
Financial Report by Fund/SCC
REVERE LOCAL - OCTOBER 31, 2014

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Fund #	Fund Description		FYTD	MTD	FYTD	Current	Current	Unencumbered Bank
	Begin Balance	MTD Receipts	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance Code
300 9510	GIRLS BASKETBALL							
	1,345.24	0.00	4,734.00	0.00	0.00	6,079.24	5,163.88	915.36
300 9511	BOYS GOLF							
	262.53	0.00	0.00	0.00	0.00	262.53	52.50	210.03
300 9513	BASEBALL							
	3,257.08	0.00	0.00	1,212.48	1,260.14	1,996.94	1,828.70	168.24
300 9514	SOFTBALL							
	3,702.33	1,155.00	1,155.00	0.00	267.00	4,590.33	1,793.29	2,797.04
300 9515	SWIMMING							
	1,810.29	0.00	0.00	83.25	523.25	1,287.04	1,724.36	437.32-
300 9517	CROSS COUNTRY							
	733.84	0.00	1,656.00	0.00	1,649.85	739.99	200.00	539.99
300 9519	BOYS TRACK							
	1,346.26	0.00	150.00	0.00	54.30	1,441.96	0.00	1,441.96
300 9520	GIRLS TRACK							
	130.85	0.00	0.00	0.00	100.00	30.85	129.00	98.15-
300 9521	BOYS LACROSSE							
	4,391.50	0.00	0.00	500.00	2,487.50	1,904.00	0.00	1,904.00
300 9522	GIRLS LACROSSE							
	2,203.03	0.00	0.00	0.00	247.97	1,955.06	0.00	1,955.06
300 9524	DANCE TEAM							
	2,011.44	0.00	0.00	0.00	0.00	2,011.44	0.00	2,011.44
300 9525	OHSA TOURNAMENTS							
	2,501.19	12,321.00	12,321.00	0.00	2,438.19	12,384.00	5,271.00	7,113.00
300 9526	ROBOTICS							
	801.93	6,395.00	6,395.00	0.00	0.00	7,196.93	0.00	7,196.93
401 9213	AUX. SERVICES-OLD TRAIL							
	0.04	0.00	0.00	0.00	0.00	0.04	0.00	0.04
401 9214	AUX. SERVICES-OLD TRAIL							
	36,755.05	0.00	0.00	0.00	29,894.81	6,860.24	0.00	6,860.24
401 9215	AUX. SERVICES-OLD TRAIL							
	0.00	1.08	89,353.82	27,509.72	84,475.11	4,878.71	172,673.10	167,794.39-

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(FINSUM)

Fund #	Fund Description		FYTD	MTD	FYTD	Current	Current	Unencumbered Bank
Begin Balance	MTD Receipts	Receipts	Expenditures	Expenditures	Fund Balance	Encumbrances	Fund Balance Code	
516 9214	IDEA SPECIAL ED- PART B (7/1/13-6/30/14							
31,048.57	536.07-	52,311.37	0.00	83,359.94	0.00	0.00	0.00	
516 9215	IDEA Part B- (7/1/14-6/30/15)							
0.00	48,438.36	48,438.36	22,292.24	44,584.48	3,853.88	0.00	3,853.88	
516 9314	PARENT MENTOR - (7/1/13-6/30/14							
41.07	0.00	0.00	0.00	0.00	41.07	0.00	41.07	
516 9315	PARENT MENTOR - (7/1/14/6/30/15)							
0.00	0.00	0.00	2,383.25	3,336.73	3,336.73-	15,847.94	19,184.67-	
572 9202	TITLE I - FY02							
1,459.42	0.00	0.00	0.00	0.00	1,459.42	0.00	1,459.42	
572 9214	TITLE I - FY2014 (7/1/13-6/31/14)							
10,111.37	6,795.71	16,795.71	0.00	26,907.08	0.00	0.00	0.00	
572 9215	TITLE I - FY2015 (7/1/14-6/30/15)							
0.00	34,601.73	34,601.73	18,399.33	35,085.52	483.79-	1,713.14	2,196.93-	
573 9200	TITLE VI(CHAPTER 2)-FY00							
124.89	0.00	0.00	0.00	0.00	124.89	0.00	124.89	
584 9201	DRUG FREE GRANT - FY01							
10.56	0.00	0.00	0.00	0.00	10.56	0.00	10.56	
590 9214	TITLE IIA - FY2014 (7/1/13-6/30/14)							
1,821.00	1,821.00-	1,821.00-	0.00	0.00	0.00	0.00	0.00	
590 9215	TITLE IIA - FY2015 (7/1/14-6/30/15)							
0.00	13,428.14	13,428.14	5,618.76	11,237.52	2,190.62	0.00	2,190.62	
GRAND TOTALS:								
24,505,472.75	2,912,902.17	19,736,580.21	3,085,736.99	14,436,388.60	29,805,664.36	4,645,868.53	25,159,795.83	

FORM SM-2

DATE: 11/04/2014
TIME: 13:24:32OHIO DEPARTMENT OF EDUCATION - OFFICE OF SCHOOL MANAGEMENT ASSISTANCE
ANNUAL SPENDING PLAN (CURRENT OPERATION - GENERAL FUND ONLY - O.R.C. 5705.391)

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SCHOOL DISTRICT: REVERE LSD - 050054

IRN # 050054 COUNTY: Summit
Revere LSD October 2014

FISCAL YEAR: 2015 MONTH: 10

	MONTHLY ESTIMATE	MONTHLY ACTUAL	MONTHLY DIFFERENCE	FISCAL YTD ESTIMATE	FISCAL YTD ACTUAL	FISCAL YTD DIFFERENCE
REVENUES						
01.010 General Property (Real Estate)	200,000	0	200,000-	13,230,937	13,030,937	200,000-
01.020 Tangible Personal Property Tax	0	0	0	0	0	0
01.030 Income Tax	0	0	0	0	0	0
01.035 Unrestricted Grants-in-Aid	180,000	183,163	3,163	835,943	839,106	3,163
01.040 Restricted Grants-in-Aid	0	210	210	10,000	135,814	125,814
01.045 Restricted Grants-in-Aid - SFSF	0	0	0	0	0	0
01.050 Property Tax Allocation	0	1,690,090	1,690,090	0	1,690,090	1,690,090
01.060 All Other Operating Revenue	50,000	48,405	1,595-	395,937	394,342	1,595-
01.070 Total Revenue	430,000	1,921,868	1,491,868	14,472,817	16,090,289	1,617,472
OTHER FINANCING SOURCES						
02.010 Proceeds from Sale of Notes	0	0	0	0	0	0
02.020 State Emergency Loans & Advancements (Approved)	0	0	0	0	0	0
02.040 Operating Transfers-In	0	0	0	0	0	0
02.050 Advances-In	0	0	0	17,000	17,000	0
02.060 All Other Financing Sources	0	72,028	72,028	1,957	73,985	72,028
02.070 Total Other Financing Sources	0	72,028	72,028	18,957	90,985	72,028
02.080 Total Revenues and Other Financing Sources	430,000	1,993,896	1,563,896	14,491,774	16,181,274	1,689,500
EXPENDITURES						
03.010 Personal Services	1,420,000	1,429,384	9,384	6,432,957	6,442,341	9,384
03.020 Employees' Retirement/Insurance Benefits	575,000	494,467	80,533-	2,397,598	2,317,065	80,533-
03.030 Purchased Services	293,424	290,005	3,419-	2,036,878	2,033,459	3,419-
03.040 Supplies and Materials	200,000	64,397	135,603-	442,382	306,779	135,603-
03.050 Capital Outlay	75,000	20,215	54,785-	382,213	327,428	54,785-
03.060 Intergovernmental	0	0	0	0	0	0
04.010 Debt Service: All Principal (Historical)	0	0	0	0	0	0
04.020 Debt Service: Principal - Notes	0	0	0	0	0	0
04.030 Debt Service: Principal - State Loans	0	0	0	0	0	0
04.040 Debt Service: Principal - State Advancements	0	0	0	0	0	0
04.050 Debt Service: Principal - HB 264 Loans	0	0	0	0	0	0
04.055 Debt Service: Principal - Other	0	0	0	0	0	0
04.060 Debt Service: Interest and Fiscal Charges	0	0	0	0	0	0
04.300 Other Objects	10,000	14,579	4,579	212,822	217,401	4,579
04.500 Total Expenditures	2,573,424	2,313,047	260,377-	11,904,850	11,644,473	260,377-
OTHER FINANCING USES						
05.010 Operating Transfers - Out	0	0	0	0	0	0
05.020 Advances - Out	150,000	150,000	0	150,000	150,000	0
05.030 All Other Financing Uses	0	0	0	0	0	0
05.040 Total Other Financing Uses	150,000	150,000	0	150,000	150,000	0
05.050 Total Expenditure and Other Financing Uses	2,723,424	2,463,047	260,377-	12,054,850	11,794,473	260,377-
06.010 Excess Rev & Oth Financing Sources over(under) Exp &	2,293,424-	469,151-	1,824,273	2,436,924	4,386,801	1,949,877
07.010 Beginning Cash Balance	23,277,821	23,403,425	125,604	18,547,473	18,547,473	0
07.020 Ending Cash Balance	20,984,397	22,934,274	1,949,877	20,984,397	22,934,274	1,949,877
08.010 Outstanding Encumbrances	2,000,000	2,056,297	56,297	2,000,000	2,056,297	56,297

FY2015									
REVERE LOCAL SCHOOLS FOOD SERVICE ENTERPRISE-FUND #006									
Monthly Cash Flow Spending Plan Report									
INCOME									
BEGINNING BALANCES	\$16,475.53	(\$24,150.39)	(\$38,618.02)	(\$13,515.93)					
Interest Earnings					\$0.00				
Student Lunch Sales	\$265.30	\$44,182.74	\$55,739.73	\$63,025.20	\$163,212.97	(NOTE: Does not include cash revenue of \$363.85)			
Student A-La-Carte Sales		\$1,974.60	\$11,937.57		\$13,912.17	(NOTE: Does not include cash revenue of \$13,194.93)			
Student Milk Sales		\$61.50	\$708.00		\$769.50	(NOTE: Does not include cash revenue of \$771.00)			
Adult Lunch Sales		\$114.30	\$1,314.77		\$1,429.07	(NOTE: Does not include cash revenue of \$1,470.50)			
Catering - Bath					\$0.00				
Catering - Hillcrest					\$0.00				
Catering - RMS					\$0.00				
Catering - RHS				\$3,329.92	\$3,329.92				
Miscellaneous					\$0.00				
Vending Commissions - RMS		\$13.11	\$161.40	\$73.25	\$247.76				
Vending Commissions - RHS	\$19.69		\$178.71	\$260.57	\$458.97				
State Subsidy					\$0.00				
Federal Subsidy				\$14,807.14	\$14,807.14				
Transfers In					\$0.00				
Initial Advance In				\$100,000.00	\$100,000.00				
Refund/Prior Year Expenditure	\$48.00				\$48.00				
Advances In					\$0.00				
TOTALS RECEIPTS	\$332.99	\$46,346.25	\$70,040.18	\$181,496.08	\$298,215.50				
EXPENDITURES									
Administrative Supply					\$0.00				
Regular Salaries	\$23,409.20	\$35,113.83	\$22,597.41	\$25,737.55	\$106,857.99				
Overtime/Extra Time			\$1,423.06	\$630.71	\$2,053.77				
Leaves/Holiday			\$50.76	\$54.21	\$104.97				
Severance					\$0.00				
Substitutes			\$675.78	\$1,369.47	\$2,045.25				
Benefits	\$14,070.26	\$15,825.87	\$20,191.08	\$14,671.80	\$64,759.01				
SURcharge					\$0.00				
Management Services		\$2,748.50			\$2,748.50				
Repair/Maintenance	\$185.00	\$138.60		\$1,697.17	\$2,020.77				
Travel/Meetings		385.49			\$385.49				
Food/Supplies	\$3,294.45	\$6,601.59		\$70,483.46	\$80,379.50				
New Equipment 500					\$0.00				
New Equipment 200					\$0.00				
New Equipment 100					\$0.00				
New Equipment 400					\$0.00				
Dues/Fees					\$0.00				
Return of Advance					\$0.00				
TOTALS EXPENDITURES	\$40,958.91	\$60,813.88	\$44,938.09	\$114,644.37	\$261,355.25				
ENDING BALANCES	(\$24,150.39)	(\$38,618.02)	(\$13,515.93)	\$53,335.78					
ENCUMBERANCES	\$12,058.94	\$59,134.05	\$60,334.05	\$63,513.92					
UNENCUMBERED BAL	(\$36,209.33)	(\$97,752.07)	(\$73,849.98)	(\$10,178.14)					

New Document

**LIST OF DONATIONS
RECEIVED BY THE REVERE LOCAL SCHOOL DISTRICT
11/18/14**

CASH DONATIONS

1. To: Revere Schools, \$1,000.00, to cover the cost of approximately 29 ft. of 8 ft. black chain link fencing installed around the Field House.
From: Revere All Sports Booster Club
2. To: Revere Athletics, \$250.00 to support the Revere High School Wrestling Team.
From: DMA, Inc.
3. To: Revere High School, \$450.00, to replace the picnic tables outside of the cafeteria. The tables will be purchased from CVCC and constructed by students.
From: Eric and Sue Ellen Espinal
4. To: Revere Robotics, \$6,000.00, to support the District's Robotics program.
From: Anonymous Donor

EQUIPMENT / OTHER DONATIONS

1. To: Revere Schools, \$2,000.00, the cost to repair the existing Batting Cage located by the High School Athletic Fields.
From: Jim Randall, Northeast Ohio Fence & Deck Co.

* Donation values for contributions other than cash are provided by donor and not established by the District.

New Document

INVENTORY CONTROL FORM

Attachment T-4

PART 1: To be completed by purchaser

Inventory Action: Addition () Deletion (X) → x
Correction () Transfer ()

Purchase Order # _____

Received Date _____

BARCODE TAG # 6140

Location:

BLDG. #	FLOOR #	ROOM #
HES		

Description: ITEM NAME DVD/VHS Combo (Library)
BRAND NAME Toshiba
SERIAL # AD13949460A
MODEL # _____

Verification of barcode tag placement:

10/27/2014
date

signature
Julie Gulley
printed name

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

Part 2: To be completed by the Treasurer's Office

Asset Class _____

Life _____

Acq Cost _____

Equip Code _____

Fund
Func

Product Part # _____

Entered on Inventory system by: _____
signature

for transfers only

	Bldg.	Room
From:	HES	
To:		
Tag #:		

INVENTORY CONTROL FORM

PART 1: To be completed by purchaser

Inventory Action:

Addition ()
Correction ()

Deletion (X)
Transfer ()

Board approved date: _____

Purchase Order # _____

Received Date _____

BARCODE TAG #

--

for transfers only

	Bldg.	Room
From:		
To:		
Tag #:		

Location:

BLDG. #	FLOOR #	ROOM #

Description:

ITEM NAME

Laser Printer

BRAND NAME

Dell

SERIAL #

CN-CN4386-48730-49E-2RCO

MODEL #

Dell Laser Printer 1700n

Verification of barcode tag placement:

signature

date

printed name

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

Part 2: To be completed by the Treasurer's Office

Asset Class

--

Life

--

Acq Cost

--

Equip Code

--

Fund

--

Func

--

Product Part #

--

Entered on Inventory system by:

signature

AHS AUDITORY DISPOSAL

Sound Board	Mackie SR 32.4	219228	2788	yes
Amplifier	QSC RMX 850	70530620	7076	yes
CD 5 Disc Changer	Sony	8819097	9611	yes
Cassette Duel Player	AIWA ADWX 805	70827118	9611	yes
CD Player	Denon DN-6004	9061513646	9611	yes
Mini Verbe	Alesis	00202050331	9611	yes
Compressor	DBX 266XL	39830	9612	yes
Amplifier Stereo Power	EV 7200	964790066	9612	yes
Crossover	DOD 835 Series 2	IC57EC-10013	9612	yes
Mix/Max	Royce RM81	9743272	9612	yes
Power Distribution System	All-Pro Sound PB 4x4	3161378		yes
Power Distribution System	All-Pro Sound PB 4x4	2340694		yes
Power Distribution System	Mid Atlantic PD-9151R	5011306		yes
Antenna Distribution	ATW-D12A Differity VHF	210120		yes
Antenna				yes
Antenna				yes
Equalizer	EV EQ-131 Octave Equalizer	953690027		yes
Amplifier Stereo Power	EV 7200	964790004	9612	yes
Power Base	Crown Power Base-2	A047727	9612	yes
Receiver	Sennheiser EW 100 Diversity Receiver w/Waist Transmitter	U117217	4903	yes
Receiver	Sennheiser EW 100 Diversity Receiver w/Waist Transmitter	U117236	4904	yes
Receiver	Sennheiser EW 100G2 Diversity Receiver w/Waist Transmitter	104802		yes
Receiver	Sennheiser EW 100G2 Diversity Receiver w/Waist Transmitter	104906		yes
Receiver	Sennheiser EW 100G2 Diversity Receiver w/Waist Transmitter	105392		yes
Receiver	Sennheiser EW 100G2 Diversity Receiver w/Waist Transmitter	105394		yes
Receiver	Sennheiser EW 100G2 Diversity Receiver w/Waist Transmitter	105396		yes
Receiver	Audio Technica ATW-R12 Diversity Receiver w/Waist Transmitter T-35	6400348	6095	yes
Receiver	Audio Technica ATW-R12 Diversity Receiver w/Waist Transmitter T-35	7373475	6094	yes
Receiver	Audio Technica ATW-R12 Diversity Receiver w/Waist Transmitter T-35	7370177	6092	yes
Receiver	Audio Technica ATW-R12 Diversity Receiver w/Waist Transmitter T-35	7280403		yes
Receiver	Audio Technica ATW-R12 Diversity Receiver w/Waist Transmitter T-35	6400569		yes
Receiver	Audio Technica ATW-R12 Diversity Receiver w/Waist Transmitter T-35	7X80038		yes
Receiver	Audio Technica ATW-R12 Diversity Receiver w/Waist Transmitter T-35	7370261		yes
Receiver	Audio Technica ATW-R2100A Diversity Receiver w/ Waist Transmitter	R11445280	Reverse Players	yes

Receiver	Audio Technica ATW-R2100A Diversity Receiver w/ Waist Transmitter	R12079650	Revere Players	yes
Receiver	Audio Technica ATW-R2100A Diversity Receiver w/ Waist Transmitter	R11445210	Revere Players	yes
Producer	EV DH 2A High Frequency Producer	970312195		no?
Producer	EV DH 2A High Frequency Producer	970312198		no?
Speaker Horn	Fraser F-333-590-R Horn	30104		no?
Producer	EV Low Frequency Bass encloser TL 15	9707A0445		no?
FeedBack Exterminator	Sabine FBX 1020 Feedback Exterminator	1008357		no?
Rack System Holder	Rack for components-Medium size/Gray			
Rack System Holder	Rack for components Medium size/Black			
Rack System Holder	Rack for components Tall Size/Black			
Rack System Holder	Rack for components Small Size/Black			
Rack System Holder	Rack for components Small Size/Black			
Ceiling Mount Speakers				
Ceiling Mount Speakers				
Wall Mount Annoucement Speakers				
Wall Mount Annoucement Speakers				
Receiver	Audio Technica ATW-R12 Diversity Receiver w/Waist Transmitter T-35	7330100	6093	no
Receiver	Audio Technica ATW-R12 Diversity Receiver w/Waist Transmitter T-35	1120003	6094	no
Receiver	Audio Technica ATW-R12 Diversity Receiver w/Waist Transmitter T-35	2210097		no

Parent Mentor Grant Resources to be taken out of inventory

Assessment of Children and Youth with Special Needs 0-205-37203-1

The Ziggurat Model 1-931282-36-6

The Social Skills Picture Book 1-885477-91-0

Assessment of Exceptional Students 0-205-30612-8

Let's Fix the Kids

Freeing Your Child from Anxiety 978-0-7679-1492-5

Test Anxiety 1-887943-63-3

Transforming the Difficult Child 0-9670507-0-7

The Out of Sync Child has Fun 0-399-52843-1

Understanding Temperament 1-884734-32-4

Tough Love

Raising Blaze 0-06-000433-9

The Owner's Manual for the Brain 1-885167-41-5

Nature's Prozac 0-13-243338-9

Stop Struggling with your Teen 0-14-01-0604-9

You're Going to Love This Kid 1-557666148

The Complete Learning Center Book 0-87659-174-8

Do-Watch-Listen-Say 1-55766-453-6

Raising Children without Losing Your Voice or Mind 978-1-934490-17-4

Adolescence and Other Temporary Mental Disorders 978-1-934490-12-9

It's so Much Work to be Your Friend 0-7936-9051-x

Earobics Home 1 & 2 0-669-52442-5

Navigating the Social World 1-932565-02--7

Too Soon Old, Too Late Smart 1-4193-6356-5

Raising Your Spirited Child 0-06-092328-8

Siblings Without Rivalry 0-380-70527-3

Adolescence Isn't Terminal 0-8423-5288-0

Dyslexia: My Life 0-9643087-1-1

(2) Transition Education and Services 0-205-41642x

The Boy Who Loved Windows 0-7382-0966-x

Driven To Distraction 0-679-42177-7

My Multicultural Education 0-07-236953-1

Interventions for Academic and Behavior Problems II 0-932955-87-8

Incorporating Social Goals in the Classroom 1-85302-967x

Making a Difference 0-89079-871-0

1001 Great Ideas 1-932565-19-1

(2) Honorable Intentions

Help 4ADD@High School 0-9660366-1-1

Auditory Processing of "WH" Words 1-886143-28-5

A Planning Guide to the Preschool Curriculum 0-88076-001-x

Assessing Learners with Special Needs 0-13-117990-x

Interactions 0-8013-1521-2

Answers to Distraction 0-679-43973-0

Inclusive Education 0-335-20724-3

Alternate Assessment 0-205-30615-2

Navigating the Social World 1-885477-82-1

Behavioral Intervention 0-89079-683-1

Teaching Students 0-205-30628-4

Cases in Special Education 0-07-232271-3

Enzymes for Autism 0-9725918-7-7

The Friendship Factor 0-14-200189-9

Bully Proofing Your Child 1-57035-247-x

Perfect Targets 1-931282-18-8

Asperger Syndrome and Bullying 978-1-84310-846-7

Understanding Your Child's Puzzling Behavior 978-0-9794982-0-6

Communicate With Your Child 0-9709647-0-6

Parent Coaching Cards 0-9664163-0-9

Teach Me Language 0-9657565-0-5

Assessing Students with Special Needs 0-13-140819-4

Including Students with Special Needs 0-205-33192-0

The Out of Sync Child 0-399-52386-3

Driven to Distraction 0-684-80128-0

Getting Your Parents off Your Back 1-883980-01-1

Life's Greatest Lessons 0-7432-3782-x

Accommodations in Higher Education 1-57230-323-9

Activity Schedules 0-933149-93-x

Right from the Start 1-890627-02-x

Active Parenting Now 1-880283-49-2

Eating an Artichoke 978-1-85302-711-6

Helping Children with Autism Learn 978-0-19-532506-5

Homework Heroes 0-7432-2259-8

Exploring Feelings 1-932565-22-1

Inclusive Classrooms 0-13-113628-3

(2) Curious Incident of the Dog in the Night-Time 0-385-51210-4

SCOPE 0-9707241-0-1

Teenagers Preparing for the Real World 0-9644456-0-3

My Child Loses Control 0-590-36680-7

The Explosive Child 0-06-093102-7

Learning to Slow Down and Pay Attention 1-55798-456-5

Autism and PDD 0-684-83164-3

What Does Everbody Else Know That I Don't 1-886941-34-3

Problem Solver Guide for Students with ADHD 1-886941-29-7

ADD in Adults 0-87833-779-2

The Don't Give Up Kid 1-884281-10-9

Child Behavior 0-06-092276-1

Unlock the Einstein Inside 1-4243-0480-6

ADHD and Driving 0-9708813-0-4

What Kids Need to Succeed 1-5742-030-9

Working Together For a Brighter Future 1-88547727-7

Relationship Development Intervention with Young Children 1-84310-714-7

(2)Autism...Now What? 0-9706581-6-8

A Guide to Scientific Nutrition for Autism

(2)Right Brained Children in a Left Brained World 0-684-84793-0

You Mean I'm not Lazy, Stupid or Crazy?! 0-684-81531-1

Writing Social Stories VHS 1-885477-62-7

Answers to Questions Teachers Ask About Sensory Integration 1-931615-03-9

Is This Your Child? 0-688-11907-7

Raising a Thinking Preteen 0-8050-599-1

The Anxiety and Phobia Workbook 1-57224-003-2

School, Family, and Community Partnerships 978-1-4129-5902

Managing Your Mind 0-19-510379-3

How to Behave 0-9653012-0-6

(2)Special Educator's 109 Diagnostic Tests 0-87628-893-x

Dare To Discipline 0-8423-0507-6

Overcoming Senior Moments 0-9701110-9-6

Nutrition for Sport and Exercise 0-8342-0882-2

Who's Raising Whom? 1-883980-00-3

The Out-of-Sync Child VHS 1-885477-72-4

Understanding the Defiant Child VHS 1-57230-166-x

Managing the Defiant Child VHS 1-57230-248-8

(2)Assessing the General Curriculum 0-7619-7670-1

A Work in Progress 0-9665266-0-0

The Primal Teen 0-385-50339-3

New Document

Attachment T-5

November 19, 2014

November 19, 2014

Prepared For:
REVERE LOCAL SCHOOLS
JUSTIN MILLER
3496 EVERETT RD
Alton, OH 44333-
(330)523-3119
Reference ID: 71 A Six DT

Presented By:
RUSH TRUCK CENTER, AKRON
Tom Osborne
2697 GILCHRIST RD.
AKRON OH 44306-4411
(330)796-0600

Thank you for the opportunity to provide you with the following quotation on a new IC Corporation vehicle. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.

Model Profile	
2016 INTEGRATED CE 8 BUS (PB105)	
APPLICATION:	School Transportation
MISSION:	Requested GVWR: 29800, Calc. GVWR: 29800 Calc. Start / Grade Ability: 23.30% / 1.87% @ 55 MPH Calc. Gearred Speed: 81.3 MPH 9.27 MPG @ 55 MPH Wheelsbase: 276.00, CA: N/A, Axle to Frame: 139.00 (MaxForce DT) EPA 10, 230 HP @ 2200 RPM, 620 lb-ft Torque @ 1300 RPM, 2400 RPM Governed Speed, 230 Peak HP (Max) (Allison 2500, PTO) 5th Generation Controls; Wide Ratio, 8-Speed, With Double Overdrive; Less PTO Provision, Less Retarder, With 33,000-lb GVW & GCW Max. School Bus Omit Item (Clutch & Control) (Mentor MFS-10-122A) 14-Spin Type, 10,000-lb Capacity (Navistar Select) Single Reduction, 10,800-lb Capacity, 190 Wheel Ends Gear Ratio: 5.57 (2) 11R22.5 G881 HSA (GOODYEAR) 497 rev/mile, load range G, 14 ply (4) 11R22.5 G881 HSA (GOODYEAR) 497 rev/mile, load range G, 14 ply (International) Ride Optimized Suspension (ROS); 21,000-lb Capacity, 9.25" Ride Height, With Shock Absorbers Cab schematic 272NB Location 1: 4421, School Bus Yellow (Std) Location 2: 4422, School Bus Yellow Non Reflective (Nrf) Chassis schematic N/A
FUEL ECONOMY:	
DIMENSION:	
ENGINE, DIESEL:	
TRANSMISSION, AUTOMATIC:	
CLUTCH:	
AXLE, FRONT NON-DRIVING:	
AXLE, REAR, SINGLE:	
TIRE, FRONT:	
TIRE, REAR:	
SUSPENSION, REAR, AIR, SINGLE:	
PAINT:	

Vehicle Specifications	
2016 INTEGRATED CE 8 BUS (PB105)	
Code	Description
PB10500	Base Chassis, Model INTEGRATED CE 8 BUS with 276.00 Wheelbase, N/A CA, and 139.00 Axle to Frame.
1570	TOW HOOK, FRONT (2) Frame Mounted
1CAC	FRAME RAILS High Strength Low Alloy Steel (50,000 PSI Yield); 10.125" x 3.052" x 0.312" (257.2mm x 77.4mm x 8.0mm); 480, 1" (1219mm) Maximum GAL
	Includes
	: CHASSIS PAINT Chassis Painted Prior to Body Mounting
	: FRAME RAILS All holes Laser Aligned and Machine Punched, Powder Coated Prior to Full Assembly, Assembled in Fixture using "Grade 8" Bolts
	: FRAME REINFORCEMENT, SPECIAL 3.30" x 1.80" x 0.312" x 31.50" Inverted "L" in Front Shock Absorber Mounting Area
11LE	BUMPER, FRONT Full Width, Aerodynamic, Heavy Duty, Steel
	Includes
	: BUMPER, FRONT THICKNESS 1/4 inch
1LNT	CROSSING GATE, FRONT Omit Item
	Includes
	: CROSSING GATE, FRONT Matches Contour of Bumper
15AM	CROSSMEMBER, REAR, AF (2)
1WGE	WHEELBASE RANGE 276" (700cm) Only
2ASH	AXLE, FRONT NON-DRIVING (Mentor MFS-10-122A) 1-Spin Type, 10,000-lb Capacity
	Includes
	: AXLE, FRONT SQUARING to Plus or Minus .015 inch, using a Special Fixture to Assure Parallelism of Springs
	Notes
	: The following features should be considered when calculating Front GAWR: Front Axles; Front Suspension; Brake System; Brakes, Front Air Cam; Wheels; Tires.
	SUSPENSION, FRONT, SPRING Parabolic, Taper Leaf; 10,000-lb Capacity; With Shock Absorbers
	Includes
	: SPRING PINS Bolt and Nut Type
	: SPRING PINS Rubber Bushings, Maintenance-Free
	Notes
	: The following features should be considered when calculating Front GAWR: Front Axles; Front Suspension; Brake System; Brakes, Front Air Cam; Wheels; Tires.
4002	BRAKE, PARKING Omit Item
4061	BRAKE SYSTEM, AIR Dual System for Straight Truck Applications
	Includes
	: BRAKE LINES Color and Size Coded Nylon
	: DRAIN VALVE Twist-Type
	: DUST SHIELDS, FRONT BRAKE
	: DUST SHIELDS, REAR BRAKE
	: GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster
	: PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel
	: PARKING BRAKE VALVE For Truck
	: QUICK RELEASE VALVE Bendix On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4
	: SLACK ADJUSTERS, FRONT Automatic
	: SLACK ADJUSTERS, REAR Automatic
	: SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4
	Notes
	: Rear Axle is Limited to 19,000-lb GAWR with Code 04091 BRAKE SYSTEM, AIR and Code 04NCL BRAKES, REAR, AIR CAM Regardless of Axle/Suspension Ordered.
	: Rear Axle is Limited to 20,000-lb GAWR with Code 04091 BRAKE SYSTEM, AIR and Code 04NCS BRAKES, REAR, AIR CAM Regardless of Axle/Suspension Ordered.
4AZA	AIR BRAKE ABS (Bendix AntiLock Brake System) Full Vehicle Wheel Control System (4-Channel)
4EBT	AIR DRYER (Bendix AD-IP) With Heater
4ESX	BRAKE CHAMBERS, FRONT AXLE (Haldex) 20 Sqn
4EVL	BRAKE CHAMBERS, REAR AXLE (Haldex) 30/30 Sqn 30/30 Spring Brake
	Includes
	: BRAKE CHAMBERS, SPRING (2) Rear Parking; WITH TRUCK BRAKES, All 4x2, 4x4; WITH TRACTOR BRAKES: All 4x2, 4x4; 6x4 & 6x6 with Rear Tandem Axles Less Than 46,000-lb. or GVWR Less Than 54,000-lb.

Inventory Vehicle 1 Proposal: 1395-01

Inventory Vehicle 2 Proposal: 1395-01

Vehicle Specifications	
2016 INTEGRATED CE 8 BUS (PB105)	
Code	Description
4JCG	BRAKES, FRONT, AIR CAM S-Cam; 15.0" x 4.0"; Includes 20 Sqn. In. Long Stroke Brake Chambers
	Notes
	: Front Axle with 14,000-lb GAWR is Limited to 13,200-lb GAWR when used in Conjunction with 15" BRAKES, FRONT, AIR CAM
4LAA	SLACK ADJUSTERS, FRONT (Haldex) Automatic
4LGA	SLACK ADJUSTERS, REAR (Haldex) Automatic
4NOB	BRAKES, REAR, AIR CAM S-Cam; 16.5" x 7.0"; Includes 30/30 Sqn. In. Long Stroke Brake Chamber and Spring Actuated Parking Brake
	Notes
	: The following features should be considered when calculating Front GAWR: Front Axles; Front Suspension; Brake System; Brakes, Front Air Cam; Wheels; Tires.
4SBC	AIR COMPRESSOR (Bendix T-10 550) 13.2 CFM Capacity
5706	STEERING COLUMN Tilt
5CAL	STEERING WHEEL 2-Spoke, 18" Diam., Black
5PRR	STEERING GEAR (TRW/Ross) 7.5-80 Power
7BDV	EXHAUST SYSTEM Single, Horizontal Aftertreatment Device Frame Mounted Right Side, Includes Long Horizontal Tail Pipe
	Includes
	: NOTE: The Horizontal Tailpipe Includes a Temperature Control Device
7YBK	TAIL PIPE Long Horizontal, Exits Right Side Through Bumper
7WZY	SWITCH, FOR EXHAUST Manual Regen Switch Relocated to Flasher Plate
8000	ELECTRICAL SYSTEM 12-Volt, Standard Equipment
	Includes
	: FUSES, ELECTRICAL SAE Blade-Type
	: HAZARD SWITCH Push On/Push Off, Located on Top of Steering Column Cover
	: HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever
	: MISCELLANEOUS FEATURES Modular, Loom Protected, Crammets in all Applicable Body Openings.
	Assembled in Computer Assisted Fixture which Verifies Continuity and Correct Assembly Prior to Installation
	: PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light
	: STARTER SWITCH Electric, Key Operated
	: TURN SIGNAL FLASHER
	: TURN SIGNAL SWITCH Self-Canceling with Lane Change Feature
	: TURN SIGNALS, FRONT Includes Reflector; Flush Mounted
	: WINDSHIELD WIPER SWITCH 2-Speed with Wisk and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever
	: WIRING, CHASSIS Color Coded and Continuously Numbered
8541	HORN, ELECTRIC (2) Disc Style
8GGR	ALTERNATOR (Bosch LH200) Brush Type, 12 Volt 200 Amp. Capacity, Pad Mount
8MEZ	BATTERY SYSTEM (International) Maintenance-Free, (2) 12-Volt 1850CCA Total
8TKK	BATTERY BOX Steel, With Sliding Tray, 25.25" Wide, for Standard Batteries, Mounted Left Side Behind Front Axle Perpendicular to Frame Rail
8WFB	HEADLIGHTS Halogen, Composite Aero Design for Two Light System; Includes Daytime Running Lights
8WTK	STARTING MOTOR (Delco Remy 3MT Type 300) 12 Volt, less Thermal Over-Crank Protection
8WUW	INDICATOR, LOW COOLANT LEVEL With Audible Alarm
8WXB	HEADLIGHT WARNING BUZZER Sounds When Head Light Switch is on and Ignition Switch is in "Off" Position
8XAH	CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III With Trip Indicators, Replaces All Fuses
	Except For 5-Amp Fuses
8WAB	HOOD TILT ASSIST (EASY TILT) Mechanical
8WAY	FRONT END Tiling, Fiberglass, With Three Piece Construction
	Includes
	: AIR INTAKE SYSTEM Integrated Pre-Cleaning System to Enhance Air Filter Life
	: GRILLE Removable; Fiberglass Painted Hood Color
	: SPLASH SHIELD Integral with Front End Assembly
	: CHASSIS PAINT Full Chassis
10020	PAINT SCHEMATIC, PT-1 Two Tons, Design 272.
10072	PAINT, NON-REFLECTING Non-Reflecting Paint
10651	PAINT TYPE Urethane, One or Two Colors. Other than Incon or International.
10788	KEYS - ALL ALIKE Fleet, Ignition Only
10947	

Inventory Vehicle 3 Proposal: 1395-01

Vehicle Specifications	
2016 INTEGRATED CE 8 BUS (PB105)	
Code	Description
10WBE	KEYS - ALL ALIKE, ID Z-001
11001	CLUTCH Omit Item (Clutch & Control)
12NUL	ENGINE, DIESEL (MaxForce DT) EPA 10, 230 HP @ 2200 RPM, 620 lb-ft Torque @ 1300 RPM, 2400 RPM Governed Speed, 230 Peak HP (Max)
	Includes
	: AIR COMPRESSOR AIR SUPPLY LINE Naturally Aspirated (Air Brake Chassis Only)
	: ANTI-FREEZE Rad Shell Rotella Extended Life Coolant; -40 Degrees F to -40 Degrees C; for MaxForce and Navistar Engines
	: COLD STARTING EQUIPMENT Intake Manifold Electric Grid Heater with Engine ECM Control
	: CRUISE CONTROL, Electronic Controls Integral to Steering Wheel
	: ENGINE OIL DRAIN PLUG Magnetic
	: ENGINE SHUTDOWN Electric, Key Operated
	: FUEL FILTER Included with Fuel/Water Separator
	: FUEL/WATER SEPARATOR Fuel/Water Separator and Fuel Filter in a Single Assembly; With Water-in-Fuel Sensor, Engine Mounted
	: GOVERNOR Electronic
	: OIL FILTER, ENGINE Spin-On Type
	: WET TYPE CYLINDER SLEEVES
12THI	FAN DRIVE (Horion Drivemaster) Direct Drive Type, Two Speed With Residual Torque Device for Disengaged Fan Speed
	Includes
	: FAN Nylon
12UAY	RADIATOR Aluminum; 2-Row, Cross Flow, Over Under System, 817 Sqn In. Covered, With 262 Sqn CAC, With In Tank Oil Cooler
	Includes
	: DEAERATION SYSTEM with Surge Tank
	: HOSE CLAMPS, RADIATOR HOSES Gates Shrink Band Type; Thermoplastic Coolant Hose Clamps
	: RADIATOR HOSES Premium, Rubber
12UON	THROTTLE, HAND CONTROL Electronic
	Notes
	: Cruise Control Switches Mounted on Steering Wheel are Non-Illuminated.
12UNK	FEDERAL EMISSIONS EPA, ORD and GHS Certified for Calendar Year 2014; MaxForce DT Engines
12VBR	AIR CLEANER With Service Protection Element
	Includes
	: GAUGE, AIR CLEANER RESTRICTION Air Cleaner Mounted
12VWN	CRUISE CONTROL, Electronic
	Notes
	: Cruise Control Switches Mounted on Steering Wheel are Non-Illuminated.
12WVH	GOVERNOR Electronic Road Speed Type; for Electronic Engines and Bus Models; With 55 MPH Default
12WAE	HOSE CLAMPS, RADIATOR HOSES Constant Torque, for Engine Hoses 1.0" I.D. and Over
12WTH	BLOCK HEATER, ENGINE (Phillips) 120 Volt/250 Watt; With "Y" Cord From Socket in Standard Location, For a Dealer Installed Oil Pan Heater, With Extended Life Coated Metal/Plastic/Metal Oil Pan
	Includes
	: BLOCK HEATER SOCKET Receptacle Type; Mounted in Center Through Front Bumper
	Notes
	: MPF material is single sheet composite with two layers of sheet metal sandwiching plastic material. MPF material has electro-deposition prime coat with powder coating for the final finish coat.
12WZE	EMISSION COMPLIANCE Federal, Does Not Comply With California Clean Air Title Regulations
13ARV	TRANSMISSION, AUTOMATIC (Allison 2500, PTO) 5th Generation Controls; Wide Ratio, 8-Speed, With Double Overdrive; Less PTO Provision, Less Retarder, With 33,000-lb GVW & GCW Max. School Bus
	Includes
	: OIL FILTER, TRANSMISSION Mounted on Transmission
13WEL	TRANSMISSION OIL PAN Magnetic in Oil Pan
13WYK	SHIFT CONTROL PARAMETERS Allison Load Based Shift Schedules (LBSS)
14AJU	AXLE, REAR, SINGLE (Navistar Select) Single Reduction, 19,800-lb Capacity, 190 Wheel Ends . Gear Ratio: 5.57

Inventory Vehicle 4 Proposal: 1395-01

Vehicle Specifications 2015 INTEGRATED CE S BUS (PB105)		November 19, 2014
Code	Description	
147BS	SUSPENSION, REAR, AIR, SINGLE (International) Ride Optimized Suspension (ROS); 21,000-lb Capacity, 9.25" Ride Height, With Shock Absorbers Notes : The following features should be considered when calculating Rear GVWR: Rear Axles; Rear Suspension; Brake System; Brakes, Rear Air Cam; Brake Shoes, Rear; Special Rating, GVWR; Wheels; Tires. FUEL/WATER SEPARATOR With Thermostatic Fuel Temperature Controlled Electric Heater, and Filler Restriction/Change Indicator, Includes Standard Equipment Water-in-Fuel Sensor FUEL TANK Top Draw, Rectangular Steel, 95 U.S. Gal., 246 L with Protective Cage, Mounted Right Side Notes : Requires 193" WB Min. FLOOR COVERING Transmission Cover, Floor Mats and Seat COWL Flat Back GAUGE CLUSTER English With English Electronic Speedometer Includes : GAUGE CLUSTER (5) Engine Oil Pressure (Electronic), Water Temperature (Electronic), Fuel (Electronic), Tachometer (Electronic), Voltmeter : ODOMETER DISPLAY, Miles, Trip Miles, Engine Hours, Trip Hours, Fault Code Readout : WARNING SYSTEM Low Fuel, Low Oil Pressure, High Engine Coolant Temp, and Low Battery Voltage (Visual and Audible)	
16HGH	GAUGE, OIL TEMP, ALLISON TRAN	
16H1E	GAUGE, AIR CLEANER RESTRICTION (Filter-Minder) With Black Bezel Mounted in Instrument Panel	
16H1T	AMMETER 150 Amp	
16H1K	IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster	
27DMA	WHEELS, FRONT (Acrylic) DISC; 22.5" Painted Steel, 2 Hand Hole, 10 Stud (265.75MM BC) Hub Potted, Flanged Nut, Metric Mount, 6.25 DC Rims; With Steel Hubs Includes : PAINT IDENTITY, FRONT WHEELS Black (Rims Painted Gray) Notes : Compatible Tire Sizes: 11R22.5, 12R22.5, 255/70R22.5, 255/60R22.5, 265/70R22.5, 275/70R22.5, 275/60R22.5, 295/75R22.5, 295/60R22.5	
28DMA	WHEELS, REAR (Acrylic) DUAL DISC; 22.5" Painted Steel, 2 Hand Hole, 10 Stud (265.75MM BC) Hub Potted, Flanged Nut, Metric Mount, 6.25 DC Rims; With Steel Hubs Includes : PAINT IDENTITY, REAR WHEELS Black Notes : Compatible Tire Sizes: 11R22.5, 12R22.5, 255/70R22.5, 255/60R22.5, 265/70R22.5, 275/70R22.5, 275/60R22.5, 295/75R22.5, 295/60R22.5	
26580	WHEEL SEALS, FRONT (International) Oil-Lubricated Wheel Bearings	
47AGG	BODY, BUS Conventional; 78" Headroom, 32.8" Body Length, +9 Section Front, 71 Passenger, 276 WB	
47AJB	BODY CERTIFICATION TAG Mylar Label	
47AJC	BODY TAG, METAL Capable to Include the Total Number of Passengers	
47AJV	STEP, FRONT ENTRANCE DOOR 27 1/4" Depth; 14ga Steel Includes : STEP, FRONT ENTRANCE DOOR OPENING, 35 inch Width; Continuous Bottom to Top	
47APR	HEADLINER, BODY Conventional; 25 1/4" x 34 1/4" Body Length, Perforated Full Length With Sound Insulation Full Length	
47APX	FASTENERS, HEADLINER Screws	
47ARH	BOWS, ROOF 14 ga., One Piece Construction Includes : BOWS, ROOF Positioned Floor Line to Floor Line, Threaded Through Roof Strainers and Drip Rail	
47ARP	LIGHT BARS Plastic	
47ASG	SKIRT, BODY for Conventional, 14 1/2", 16ga Includes : SKIRT, BODY Extra Smooth Steel Supported by Floor Gussets	
47AUR	TIE DOWNS, BODY Grade 8 Bolts, Every Body Section Includes : TIE DOWNS, BODY with Formed Tab that Fits into Floor Structure to Prevent Turning	

Inventory Vehicle 5 Proposal: 1395-01

Vehicle Specifications 2015 INTEGRATED CE S BUS (PB105)		November 19, 2014
Code	Description	
47AXT	RUB RAILS, BODY (4) Conventional; Steel, 31/2", 31 1/4", 32 5/8", 33 5/8", 34 1/2", 34 1/4", Body Length, Includes Snow Rail Includes : RUB RAILS Full Length, Primer Coated (Both Sides), Attached to Body without Cuts or Splices BODY, REAR Includes Emergency Door Includes : DOOR, REAR EMERGENCY with Concealed Hinges : HEADER BUMPER Padded, Mounted Over Rear Door; Upholstered to Match Passenger Seat Color SIDE SHEET, BODY, EXTERIOR Conventional, 16ga., Smooth, 31/2", 31 1/4", 32 5/8", 33 5/8", 34 1/2", 34 1/4", Body Length FLOOR, BODY With Wheel Wells RAILS, WRAP-AROUND, FLOOR At Floor Level To Radi SUPPORTS, REAR BUMPER Bolted to Frame 47BAU BUMPER, REAR Painted; 12" High, 3 1/8" Thick, With 7" Hole for Exhaust 47BAW TOW HOOK, LEFT REAR (01) 47SAX TOW HOOK, RIGHT REAR (01) 47BBH LINING, SIDE INTERIOR, LOWER Embossed Steel, Clear Coated 47BBZ SEALER Extra; SideWall to Floor, in Wheel Pocket Area, and Rear Wall to Floor 47DBE FASTENERS, REAR DOOR Lag Screws, Rear Door To Body 47DBA COVER, REAR DOOR INSIDE HANDLE Partial Coverage 47DBP DOOR, ENTRANCE, FRONT Air, Outward Opening, With Split Pane Glass Includes : DOOR, ENTRANCE, FRONT Aluminum Frame with Pin Style Hinges, Ball Bearing Assisted, Interchangeable Top and Bottom Glass 47DBE HANDLE, ASSIST, ENTRANCE DOOR Outside Entrance 47DDH HOLD BACK, REAR DOOR Stationary, No Cables, With Plastic Cover 47DOU LATCH, REAR DOOR One Point Slide Bar, Cam Operated, with One Inch Stroke 47DEY HANDLE, EXTERIOR, REAR Emergency Door; Yellow 47DNN SWITCH, LOCATION Left of Driver; Includes Master Flasher, Amber Flasher, and 2 Position Door Control 47DZA DUMP VALVE, AIR DOOR Interior, Above & Forward of Entrance Door, With Decals 47ESM HOLD DOWN, BATTERY For (2) Standard Size Batteries 47KDC MONITOR, POST TRIP INSPECTION (Leave No Student Behind) Accessory Controlled, With Push Button Alarm Disable at Rear of Bus Prompts Driver to Walk to Back of Bus and Push Button in Light Bar to Deactivate System 47LAI INSULATION, ROOF AND SIDES 1.5", All Models 47MBA UNDERCOAT, BODY Fire Resistant, Water Based, TT-C-730 Spec Includes : UNDERCOATING Performed Before and After Mounting on Chassis 47MJR LETTERS, DOOR, REAR Decals; "EMERGENCY DOOR", 2" Black Letters Inside and Outside 47MIL LETTERS, SIGN, REAR Decal, "STOP", 10" Black Letters 47MNT ARROW, RR DOOR, INSIDE Decal, Red, 7 1/2" Stroke, Indicating Handle Direction 47MPD LETTERS, SCHOOL BUS FRONT/REAR Decal, "SCHOOL BUS", With 6" Black Reflective Letters, Reflective V82, On Front and Rear Cap 47MSA STRIPING, PERIMETER, REAR Emergency Door; Reflective, Yellow 47MSE STRIPING, REAR END Reflective 2" 47MSJ STRIPING, ROOF HATCH, FRONT Yellow Decal, Perimeter, Reflective 47MSK STRIPING, ROOF HATCH, REAR Yellow Decal, Perimeter, Reflective 47MSS STRIPING, SEATLINE 2" Reflective V82, Yellow 47MTY WIRING DIAGRAM Schematic, Electrical Includes : ACCESS PANEL for Wiring Diagram Schematic Located on Body Exterior; Below Driver Window 47MVA LETTERS, HEADER Decal; "WATCH YOUR STEP", 1" Black, Above Windshield 47MVC LETTERS, STEPWELL Decal, "WATCH YOUR STEP", 2.5" Black, Behind Door on Step Riser 47NAB PAINT RUB RAILS 0001 Canyon Black 47NGM LETTERS, FUEL LID, Paint, "DIESEL FUEL", 2" Black, on Fuel Filler Door 47NGT PAINT HOOD TOP 4422 Yellow, Non-Reflecting 47NGW SEAL, RUB RAILS Top Edge, All Rails 47NJA PAINT COLOR, BODY EXTERIOR 4421 Yellow, SEMS	

Inventory Vehicle 6 Proposal: 1395-01

Vehicle Specifications		November 19, 2014
2015 INTEGRATED CE S BUS (PB105)		
Code	Description	
47NLM	PAINT FLASHER BACKGRD 0001 Canyon Black	
47NLS	PAINT COLOR, BUMPER Rear; 0001 Canyon Black	
47NKL	PAINT, RUB RAIL Flange to Flange	
47NKA	PAINT COLOR, BODY INTERIOR S364 Spring White	
47NMG	OPERATING INSTR, REAR Decal, Inside Rear Emergency Door	
47NNA	LETTERS, K/O WINDOW, LEFT (01) Decal Set, "EMERGENCY EXIT", Black Inside and Outside	
47NNY	LETTERS, K/O WINDOW, RIGHT (01) Decal Set, "EMERGENCY EXIT", Black, Inside and Outside	
47NRR	STRIPING, K/O WINDOW, LEFT (01) Perimeter, Reflective V82	
47NRT	STRIPING, K/O WINDOW, RIGHT (01) Perimeter, Reflective V82	
47NTE	LOGO, ROOF LINE Decal; King and Shield, First Body Section, Above Driver Window and Entrance Door Over Driver Window and Entrance Door	
47NUN	DECAL SPECIAL SAFETY EQUIPMENT for the State of Ohio, "SCHOOL SAFETY ZONE"	
47NUR	REFLECTORS, PATCH (3) 7" x 14" Reflective White and Silver Patches, (1) on Front Bumper Center, Mounted on 8"x15" Plate, (2) on Body Rear Below Standard Light Group	
47PCD	HANDLE, ASSIST Windshield Side Mounted, Left and Right, Chrome, With Certain Mirrors Only	
47SBS	SUB FLOOR, PLYWOOD Conventional; B-C Exterior Grade, Less Sealed Edges, 5/8", 5 Ply, for 31 1/2", 31 1/4", 32 5/8", 33 5/8", 34 1/2", 34 1/4", Body Length	
48ACN	SEAT BELT, DRIVER, COLOR With Blaze Orange Seat Belt Webbing	
48ANE	WINDOW, ENTRANCE DOOR, TOP Laminated, Clear	
48ANL	WINDOW, ENTRANCE DOOR, BOTTOM Laminated, Clear	
48ANT	WINDOW, DRIVER Laminated, Clear	
48APL	WINDOW, STOPS 12" Opening, Only With 78" Headroom	
48ARU	WINDOW, SASH (20) 27" Sections, 6"x 23" Opening	
48ASP	WINDOW, SASH +9 SECTIONS (2) 9"x 32 1/4" Opening	
48BAG	WINDOW, K/O, LEFT (01) Vertical Hinge	
48BEN	SHOULDER RAILS, PADDED Conventional Bus; With 31 1/2", 32 5/8", 33 5/8", 34 1/2", 34 1/4", Body Length	
48BJA	COLOR, WINDOW FRAME, PASS Passenger Window, Natural Aluminum Finish	
48BKN	WINDOW, K/O, RIGHT (01) Vertical Hinge	
48CCJ	WINDOW, PASSENGER, TINT Clear, Tempered Glass	
48GHC	HEATER, DRIVER 90,000 BTU, with Defroster and Without Rear Heat Duct	
	Includes	
	: AIR FILTER	
	: HEATER HOSES Premium	
	: HOSE CLAMPS, HEATER HOSE Mabea Constant Tension Clamps	
48NAT	FITTINGS, AIR SEAT for Driver Seat	
48PAM	WINDSHIELD 3 Flat Pieces, 73% Light, With Band	
48PAV	WHEEL POCKET COVER Plastic, ABS	
48PAY	AISLE POSITION Center, for balanced seating	
48PBB	FLOOR COVERING, COLOR Black	
48PHF	UPHOLSTERY, PASS SEATS, TYPE Prevail, 42 oz., for (23-24) Seats	
48PKG	FAN, DEFOG LEFT REAR HOSE Constant Torque for Heater System	
48PKN	FAN, DEFOG FAR RIGHT (01) Black, Mounted Right Above Windshield, Forward Entrance Door, 2-Speed Switch in Panel	
48PKR	FAN, DEFOG LEFT REAR 8.5" Diam., Black, Mounted Left of Center Post, 2-Speed Switch in Panel	
48PMJ	HEATER, PASS, LT REAR 84,600 BTU	
	Includes	
	: AIR FILTER	
48PMS	HEATER, STEPWELL 60,000 BTU	
	Includes	
	: AIR FILTER	
48PNW	HEATER, WATER PUMP (2MPU 12) Self Priming, With Plastic Housing	
48PPJ	HEATER CUT OFF, VALVE INSIDE Brass, Forward of Driver Heater	
48PPV	HEATER CUT OFF, VALVE Gate 3/4"	
48PPS	ROOF VENT, FRONT Static	
48PUP	FLOOR COVERING, TRIM Omit	
48PUT	NUTS, BELT MOUNTING Standard Nuts For Seat Belt Mounting	
48PVA	UPHOLSTERY, DRIVER SEAT, STYLE Plain, With Cloth Insert	
48PVK	UPHOLSTERY, DRIVER SEAT, COLOR Drivers Seat, Brown	

Inventory Vehicle 7 Proposal: 1395-01

Vehicle Specifications 2015 INTEGRATED CE S BUS (PB105)		November 19, 2014
Code	Description	
48PWA	UPHOLSTERY, PASS SEATS, COLOR Brown, for Seats, Benches and Head Bumpers	
48PVR	UPHOLSTERY, DRIVER SEAT, TYPE Prevail, 42 oz.	
48PPD	UPHOLSTERY, BARRIER, TYPE (1-2) Prevail, 42 oz.	
48RAE	BARRIER, CRASH, AFT ENTRY DOOR 39", 1 Lag	
48RAL	BARRIER, CRASH, AFT DRIVER 39", 1 Lag	
48RET	PANEL, MODESTY, AFT ENTRANCE DR Mounted Under Barrier	
48RGE	HAND RAIL, ENTRANCE DOOR, FWD Stainless Steel; Curved	
48RCR	HAND RAIL, ENTRANCE DOOR, AFT Stainless Steel, 4", Above Step	
48RLX	CUSHION, SEAT 15" Depth Includes : WARRANTY Four Years UPHOLSTERY, SEAT, STITCHING Single Includes : WARRANTY Two Years	
48RYW	SEAT, DRIVER (National 2000) Air Suspension, High Back With Integral Headrest, Cloth, Isolated, With 2 Position Front Cushion Adjustment, 5 to 17 Degree Seat Back Adjustment, Mechanical Lumbar Support, Includes Additional Back Padding For School Bus Use Includes : SEAT BELT, DRIVER Adjustable D-Loop Seat Belt, Single Locking Retractor STEP TREADS (Koroseal) Pebble Top With Whisk Nosing, With Non-Metal Backing	
48RZJ	SEAT, PASS, LT, 25 1/2" LEG (01)	
48SDU	SEAT, PASS, LT, 35 1/2" LEG (11) Notes : BTI Seating System Base Seal, Refillable, Contact IC Bus Application Engineering for more information. SEAT, PASS, RT, 35 1/2" LEG (12) Notes : BTI Sealing System Base Seal, Refillable, Contact IC Bus Application Engineering for more information.	
48SKN	ROOF HATCH, FRONT (Transpec 1975-028-121-03) With Outside Release, With English Decals	
48UCP	ROOF HATCH, REAR (Transpec 1975-028-121-03) With Outside Release, With English Decals	
48UCR	SEAT BACK, PASSENGER High Back	
48USV	FLOOR COVERING, TYPE Koroseal, One Piece, Vinyl, All Body Lengths, Black	
49047	BODY PLAN, APPROVED VARIATION Number 047	
49AAV	LIGHT, ENTRY DOOR Light Mounted in Skirt Behind Entrance Door, Wired To Step Light	
49AAB	LIGHTS, BACK UP (2) 7" Diameter, Clear	
48ACU	LIGHTS, DIRECTIONAL, REAR (2) 7" Amber, Without Arrow	
48ADA	LIGHTS, DIRECTIONAL, SIDE (2) (Warning) Arrow Type, Amber, One Each Side First Section Behind Entrance Door	
49ADC	LIGHTS, WARNING (8) Quartz Halogen Beams, 7", 2 Front, 2 Rear, Red and Amber Lights	
49ADX	LIGHTS, TAIL, LICENSE PLATE (2) 4" Red With Light Window	
49AEK	LIGHTS, MARKER, FRONT, REAR (4) Two Amber Front and Two Red Rear, Arrow Type Single 1500 Hour 200 Bulb Each Light	
49AEU	LIGHTS, STOP (2) and Tail, 7" dia., Red	
49AHV	LIGHT, STROBE, STOP SIGN, FRT In Use Of Flashing Lights Furnished With Stop Sign, Specialty	
49AJH	CONNECTION, LIGHTS Cluster, Clearance and Side Marker To Tail Lights	
49AMD	SWITCH, DRIVER PANEL, TYPE Rocker	
49AMJ	ALARM BACKING (Ezzo #575) 107 db	
49AMT	CIRCUIT, PROTECTION Breakers, Manual Reset in Lieu of Fuses Includes : ACCESS PANEL for Body and Chassis Fuses/Circuit Breakers Located on Body Exterior; Below Driver Window	
49AMV	SWITCH, REAR DOOR BUZZER for Emergency Door	
49ANH	SWITCH, MAGNETIC, DISCONNECT Master, Ignition Operated, All Body Circuits	
49ANU	SOURCE, POWER 12 Volt DC, Mounted On Dash	
49APA	LIGHT, DRIVER, CEILING Deluxe, With Separate Switch, Mounted in Light Bar	
49APB	LIGHTS, DOME Rectangular Recessed Type; Stagger Mounted in Light Bars Includes : WARNING HARNESS Main Body Wiring Harness Accessed by Removing Dome Light LIGHT, STEP Wired to Clearance Lights	
49ARN		

Inventory Vehicle 8 Proposal: 1395-01

Vehicle Specifications
2016 INTEGRATED CE S BUS (PB105)

November 19, 2014

Vehicle Specifications
2016 INTEGRATED CE S BUS (PB105)

November 19, 2014

Code	Description
49ASW	CONNECTION/DOME LIGHTS,BUZZER All Except Driver's Dome Lights Activated by Any Emergency Exit
49AWG	SPEAKER, OUTSIDE Horn, PA, Mounted on Right Rail Under Step Well
49AWS	SPEAKERS AND WIRING (2) Flush Mounted in Light Bar
49BCM	FLASHER SYSTEM (8) Warning Lights, 8-Lamp System, Electronic Relay Flasher, Sequential Operation, Red Lights Activate after Amber Lights With Door Open
49BCR	LIGHT, EXTERIOR, CHECK Automatically Activates Lights for Pre Trip Inspection
49GMA	STOP ARM, FRONT (Specially 2900) Air, Hi Intensity, LED Strobe Lights
49BRD	LIGHTS, MARKER, SIDE Intermediate, Amcrest, Black Top Centered, Single Bulb, 3cp, 1500 HR Bulb, Centered; Required for Units 30 Foot or Longer
49BXN	SWITCH, RED, OVERRIDE WARNING Vimed Hot, With ESC, Mounted Left of Driver
49CKA	LIGHT, INDO, WARNING LIGHTS Red and Amber, Located Right of Driver
49DBR	HOOD, WARNING LAMP (4) Black, 8-Lamp System, One Hood Above Two Lights
49DDA	RADIO, ENTERTAINMENT (Panasonic) AM/FM-MPLX Stereo With Antenna and Cable, and Public Address, 4 Speaker
49DDC	LIGHTS, CLUSTER (Truck Lite 07045A & 07045R) LED: Amber Front and Red Rear
49DDO	WIRING, WARNING LIGHTS for Warning Lights, Lamp Position to Red & Amber Indicators
49ECB	MIRROR, INSIDE 10" x 30", Clear
49EGN	MIRROR, CROSS VIEW, EXTERIOR Heated, Stainless Steel, Rosco
	Includes
	: MIRROR MOUNT Attached to Body with Metal Backing Plates
49EHU	MIRROR, REAR VIEW, EXTERIOR Heated, Stainless Steel, Double Nickel
49ENK	VISOR, INTERIOR, LEFT FRONT 6" x 30", Transparent, For Left Windshield
49ETN	KIT, FIRST AID No. 925, 24 UNIT, Ohio
49EWM	LIGHT, STROBE ECCO 6550C, low profile, double flash, 4.9" high
49GAU	KIT, BODY FLUID Ohio, Metal Box
49GBV	WINDSHIELD WIPERS (2) Cowl Mounted
	Includes
	: WINDSHIELD WIPERS CONTROL Single Motor, Overlapping Wipe Pattern
49GCZ	COMPARTMENT, OVER WINDSHIELD With Latch, No Lock, No Buzzer, Centered Over Windshield
49GOA	LATCH, DOOR BULKHEAD Spring Latch, for Bulkhead Mounted Safety Compartment or Destination Sign Access Door
49GEC	REFLECTORS AND FUSEE KIT in Driver Area
49GGE	FIRE EXTINGUISHER, DRIVER AREA 5 lb 2A-40BC Minimum With Flexible Hose and Metal Nozzle
49GFN	REFLECTORS, REAR (2) 3", Red, Adhesive Back
49GHR	REFLECTORS, SIDE, REAR (2) 3", Red, Adhesive Back
49GHV	REFLECTORS, SIDE, FRONT (2) 3", Amber, Adhesive Back, 1 At Drivers Window Left, 1 At Entrance Door Right
49GHX	REFLECTORS, SIDE, INTERMEDIATE (2) 3" Amber, 1 Each Side, Below The Third Rub Rail From the Top, Adhesive Back
49GKM	SAFETY TRIANGLES Omit, for States that Do Not Require more than one Set of Safety Triangles.
49GKZ	FUEL FILLER DOOR With Non-Locking Latch
49GUK	FENDERS, RUBBER, REAR (2)
49GUM	INSPECTION PLATE Fuel Sending Unit 8" x 6" Steel
49GUU	CHECK VALVE, WINDSHIELD WASHER Supply Line
49GLX	MUD FLAPS, FRONT WHEELS (2) Rubber
49GVC	MUD FLAPS, REAR WHEELS (2) Rubber; Behind Rear Wheels
49GWW	WINDSHIELD WASHER KIT, 6 Quart Capacity, Bottle
	Includes
	: WINDSHIELD WASHER ELECTRICAL CONNECTIONS Sealed and Locking Type
49MZY	SWITCH, NOISE SUPPRESSION Actuator Legend States, "NOISE SUPP", for Separate Solenoid, With Black Switch in Panel
49TBU	BODY PLAN, NON-SPECIAL NEEDS Conventional; 32' 8" Body Length, +9 Section Front, 71 Passenger, 276" WB, DK0015A000
49UDR	STATE OF OPERATION Ohio
7372138107	(2) TIRE, FRONT 11R22.5 G881 HSA (GOODYEAR) 497 rev/mile, load range G, 14 ply
7372138107	(4) TIRE, REAR 11R22.5 G881 HSA (GOODYEAR) 497 rev/mile, load range G, 14 ply
080001	MISCELLANEOUS Misc

Inventory Vehicle

9

Proposal: 1395-01

Inventory Vehicle

10

Proposal: 1396-01

Financial Summary
2016 INTEGRATED CE S BUS (PB105)

November 19, 2014

Description	(US DOLLAR)	Price
Net Sales Price:		\$60,491.00
Approved by Seller:		Accepted by Purchaser:
Official Title and Date		Firm or Business Name
Authorized Signature		Authorized Signature and Date
This proposal is not binding upon the seller without Seller's Authorized Signature		
		Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

New Document

Revere Schools Administration
P. O. Box 340
Bath, Ohio 44210

Audiology Services Agreement

This Audiology Services Agreement ("Agreement") is entered into effective as of the First day of August, 2014, between Children's Hospital Medical Center of Akron, Department of Family Child Learning Center ("Children's") and Revere School District ("District").

Whereas, District desires to enter into an arrangement with Children's whereby Children's will provide Audiology Services to their students during the 2014-2015 school year through Family Child Learning Center, and

Whereas, Children's employs or otherwise retains persons who are qualified and trained to furnish audiology services to District ("Provider") and is willing to make the Provider available to District.

Now, therefore, in consideration of the mutual covenants herein contained and for other good and valuable consideration, the parties hereby agree as follows:

Article I. Children's Obligations

1.1 Services. In exchange for the payments made to it by the District pursuant to Section 2.1 Children's agrees to make Provider available to provide audiology services to students of District (the "Services"). Children's shall provide an audiologist to provide Services for up to **Ten (10)** days from **August 1, 2014 through June 30, 2015**. Services will be provided at various schools operated by the District, as agreed upon by the parties.

1.2 Periodic Meetings. The parties agree that representatives from the District and Children's will meet from time to time to discuss the efficient administration of the Services provided hereunder.

1.3 Children's Employees. The parties understand and agree that the Provider shall be and will remain throughout the term of the Agreement Children's employee. As such, Children's will be solely responsible for the Provider's wages. Further, Children's shall have sole authority regarding the direction and discipline of the Provider and any benefits, and regarding all employment policies, procedures and practices.

1.4 Compliance. Children's shall ensure that Provider meets the District standards and policies and procedures applicable to the provision of Services.

Article II. Obligations

2.1 Consideration. Children's will submit quarterly an invoice for the allowable costs for the performance of work hereunder. District must receive the final invoice no later than sixty days after the expiration of the project period. Invoices shall be submitted to **Revere Schools Administration, Attention: Dr. Chris Kovach, P. O. Box 340, Bath, Ohio 44210**. The District's total obligation to

Children's under this Agreement is Five Thousand Five Hundred Dollars (\$5,500.00) in exchange for Children's making Provider(s) available to furnish the Services to the District.

2.2 Services. District shall provide all facilities, services, equipment, and supplies necessary for the provision of Services by Provider hereunder.

2.3 No Hire Covenant. District agrees that it shall not, during the term of this Agreement and for a period of eighteen (18) months following the termination of this Agreement for any reason, directly or indirectly hire, employ, retain or otherwise engage any Provider who at any time provide Services hereunder.

2.4 Retirement Program Obligations. To the extent the Provider is eligible to participate in any state school employee retirement program(s), District is responsible for receiving from Children's any required employee and employer contributions to such program(s), for remitting such contributions to such programs, for enrollment of the Provider, and for all other administrative duties required by applicable law.

Article III. Insurance

Each party shall retain liability for, and shall provide for insurance against, acts and omissions related to the services provided by such party's personnel or any party with whom they contract to provide services on behalf of such party. Each party may provide such liability insurance through a program of self-insurance in such amounts and under such terms as determined in the discretion of each party, but in no event shall such insurance coverage be less than One Million Dollars (\$1,000,000.00) per incident and Three Million Dollars (\$3,000,000.00) annual aggregate.

Article IV. Term and Termination

4.1 Term of Agreement. The term of this Agreement shall be for one school year commencing on August 1, 2014, and ending on the last school day in 2015, and will automatically renew for consecutive one (1) school year terms unless either party provides notice of intent not to renew at least ninety (90) days in advance of the expiration of the then current term.

4.2 Termination for Cause. Either party may terminate this Agreement if the other party materially breaches this Agreement. Termination will be effective after alleged breaching party has received written notification from the non-breaching party describing such alleged breach in detail and the alleged breaching party has not cured such breach within thirty (30) days from the receipt of such notice.

4.3 Termination without Cause. Either party may terminate this Agreement without cause during the term of this Agreement by providing ninety (90) days advance written notice to the other party.

4.4 Consequences of Termination. Upon termination of this Agreement for any reason, neither party shall have any further obligations hereunder except for obligations accruing prior to the date of termination and obligations that are expressly made to extend beyond the term of this Agreement, including, without limitation, the obligation of District to compensate Children's for Services provided through the date of termination in accordance with Section 2.1.

Article V. Miscellaneous

5.1 Amendments. This Agreement may not be amended except by a written amendment executed by both of the parties hereto.

5.2 Entire Agreement. There are not other agreements or understanding, either oral or written, between the parties affecting this Agreement, except as otherwise specifically provided for or referred to herein. This Agreement cancels and supersedes all previous agreements between the parties relating to the subject matter covered by this Agreement.

5.3 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio.

5.4 Severability. Every provision of this Agreement is intended to be severable. In the event that any provision of this Agreement is rendered illegal, invalid or unenforceable by a federal or state law, rule or regulation, or declared illegal, invalid or unenforceable by any court of competent jurisdiction, the remaining provisions hereof shall remain in full force and effect.

5.5 Headings. Headings are used herein solely for the convenience of the parties and are not part of this Agreement.

5.6 Waiver of Breach. The waiver by a party of a breach of or default under any term or provision of this Agreement by the other party shall not operate or be construed as a waiver of any subsequent breach or default under the same or any other term or provision of this Agreement by that party.

5.7 Force Majeure. Neither party shall be liable or deemed to be in default for any delay or failure in performance under this Agreement or other interruption of service deemed to result, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, failure of transportation, strikes or other work interruptions by either party's employees or any other similar cause beyond the reasonable control of either party.

5.8 No Third Party Beneficiaries. None of the provisions of this Agreement are for the benefit of or are enforceable by any third party.

5.9 Student Health Records. All student health records shall be the sole and exclusive property of District, subject to any access and copying rights as provided by law. Children's will have reasonable access to such books, records and other materials and information as necessary to perform Services under this Agreement and for other lawful purposes both during and after the term of this Agreement. District will retain all books, records and other materials developed and maintained hereunder for the time periods required by applicable law and generally accepted record keeping practices. District and Children's shall at all times comply with all applicable laws, rules and regulations relating to the confidentiality of medical and Student records.

5.10 Anti-discrimination Clause. Acceptance of this Agreement is evidence of each party's intent to comply with Title VI-VII of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act and all similar laws which prohibit discrimination because of race, color, national origin, disability, age, sex, religion, and political affiliation in any fact of a party's operation except where such discrimination is a bona fide, documented business necessity.

In Witness Whereof, District and Children's have caused this Agreement to be executed effective as of August 1, 2014.

Children's Hospital Medical Center of Akron

By: _____
Grace Wakulchik, RN, MSN, MBA

Title: Vice President of Operations, Chief Operating Officer

Date: _____

District: Revere Schools Administration

Name

Title: _____

Date: _____

BUDGET SUMMARY

Sandra Domoracki, Au.D. Audiologist	Ten (10) days @ \$550/day	\$5,500.00
--	---------------------------	------------

TOTAL CONTRACT AMOUNT		\$5,500.00
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*Includes mileage at rate of \$.50 per mile

**Includes Secretarial support from staff
at Family Child Learning Center

New Document

EDUCATIONAL SERVICE CENTER OF CUYAHOGA COUNTY
Inter-district Service Area Contract
2014-2015 School Year

A contract entered into between the **REVERE LOCAL SCHOOLS**, and the Governing Board of the Educational Service Center of Cuyahoga County (hereinafter referred to as "Board") and located at 6393 Oak Tree Blvd., S. Independence Ohio 44131.

In consideration of the promises and terms contained and pursuant to the provisions of Sections 3313.17, 3313.841, 3313.842, 3313.91 and 3323.08 of the Ohio Revised Code, the Board agrees to provide to the Service Area the following services for the term of the 2014-2015 school year commencing July 1, 2014 and concluding June 30, 2015. The Board shall provide the services in the fields stated on the attached for the designated days.

TEACHING FIELD	DAYS	NON-TEACHING FIELD	DAYS	ADMINISTRATIVE FIELD	DAYS
Teacher of the Visually Impaired (\$91.50 hourly rate)	As Needed				

The Superintendent of the Educational Service Center of Cuyahoga County has the right to assign personnel to perform the contracted services.

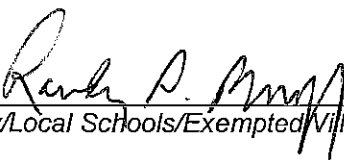
The terms of this contract shall automatically terminate at the conclusion of the school year as stated above.

The Board shall invoice the Service Area for all net costs (not covered by state and federal funds) to employ the personnel specified herein. Said net costs shall include cost of employee leave and substitute personnel, SERS surcharge (if any), salary, workers' compensation, unemployment compensation, severance, Medicare, retirement, liability insurance, life insurance, and health benefits attributable to the Board plus an administrative fee. Should any subsequent unemployment compensation or severance claim be made by an employee covered under this contract, the Service Area school district herein receiving the services shall be so liable for their proportionate share of the employee's claim. The Service Area accepts the responsibility of conducting annual evaluation (s) of administrative, classified and certified employees pursuant to Section 3319.01, 3319.02, 3319.11 and 3319.111 of the Ohio Revised Code.

It is further agreed that contract costs and adjustments (plus or minus) based on unanticipated increases / reductions in State funds will be made prior to June 30, 2015. All applicable federal and state laws, regulations and/or rules shall govern the implementation of the services provided pursuant to this agreement.

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

By:

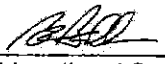

 City/Local Schools/Exempted Village Superintendent

City/Local Schools/Exempted Village Treasurer

Date _____ Board Resolution # _____

By:


 Educational Service Center Superintendent


 Educational Service Center Treasurer

Date: 5-22-14 Board Resolution # 2014-5-08

New Document



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Attachment **3**

BOARD OF EDUCATION

SCHOOL DISTRICT

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REVISED POLICY - VOL. 32, NO. 2

NONDISCRIMINATION AND
EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate on the basis of race, color, national origin, sex (+) (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

[NOTE: School Districts are advised to appoint both a male and a female CO in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The COs may also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinator. Additionally, by appointing two (2) COs, there should always be a CO available to investigate a claim of discrimination that pertains to the other CO.]

SUPERINTENDENT

(Name)

(School District Title)

(Telephone Number)

(Office Address)

(E-mail Address)

TREASURER

(Name)

(School District Title)

(Telephone Number)

(Office Address)

(E-mail Address)



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The names, titles, and contact information of these individuals will be published annually:

- () in the staff handbooks.
- () in the School District Annual Report to the public.
- () on the School District's web site.
- () on each individual school's web site.
- () in the School District's calendar.

X BOARD POLICY

~~The Superintendent shall appoint and publicize the name of the~~ **The COs** ~~compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The Compliance Officer(s)~~ **COs** shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts. **A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.**



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Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other District-level official so that the Board may address the conduct. Any administrator, supervisor, or other District-level employee or official who receives such a complaint shall file it with the CO () at his/her first convenience ~~X~~ within two (2) school days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.



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Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the employee within two (2) business days to advise him/her of the Board's intent to investigate the wrongdoing.

Investigation and Complaint Procedure (See Form 1422 F2)

Any employee who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights, the Ohio Civil Rights Commission ("OCRC") or Equal Employment Opportunity Commission ("EEOC").



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Informal Complaint Procedure

The goal of the informal complaint procedure is to stop quickly inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the parties (the alleged target of the discrimination/retaliation and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Employees who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to one of the COs; and/or (3) to the Superintendent or other District-level employee.



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All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide employees who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.**
- B. Distributing a copy of Policy 1422 - Non-Discrimination as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works.**
- C. If both parties agree, the CO may arrange and facilitate a meeting between the individual claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.**

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy. (See Policy 8310)



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Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process shall be implemented.

An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"), may file a formal complaint, either orally or in writing, with a principal, the CO, Superintendent, or other District-level employee. Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a principal, Superintendent, or other District-level employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.



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Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person who allegedly engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 1422 - Non-Discrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.



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At the conclusion of the investigation, the CO or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. () The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or the designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, she/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.



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X

The decision of the Superintendent shall be final.

OR

[]

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The Complainant may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).



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During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against an employee, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.



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Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

R.C. 4112.01, 4112.02

A.C. 3301-35-03(A)

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

34 C.F.R. Part 110 (7/27/93)

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C., 2000e, et seq., Civil Rights Act of 1964

29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended

29 C.F.R. Part 1635

Change of Document (NEOLA Policies)



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REVISED POLICY - VOL. 33, NO. 1

EVALUATION OF PRINCIPALS AND OTHER ADMINISTRATORS

Application

This policy shall apply to all persons employed by the Board of Education in a position requiring licensure as an administrator. This definition excludes school counselors but includes professional pupil services personnel and administrative specialists (or equivalent positions) who spend less than fifty percent (50%) of their time teaching or otherwise working directly in the presence of students.

This policy shall also apply to all persons employed in positions not requiring administrative licensure, but whose job duties enable them to be considered either a "supervisor" or "management level employee" as defined in R.C. 4117.01.

Procedures

General Requirements

The Superintendent shall implement a program of regular evaluation for all administrative personnel which includes the following elements:

- A. The evaluation process shall fairly attempt to measure the administrator's effectiveness in performing the duties set forth in his/her job description.
- B. A written evaluation document shall be produced for each evaluation. Each administrator shall be evaluated at least once annually.
- C. The evaluation shall be conducted by the Superintendent or his/her designee (such designation may be oral or in writing) prior to the Board's consideration of contract renewal or non-renewal, the Superintendent shall review the results of the evaluation process with the Board.



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Specific Requirements for Building Principals and Assistant Principals

In addition to the above, procedures for the evaluation of District building principals and assistant principals will be based upon comparable standards as set forth in the policy adopted by the Board for the evaluation of teachers pursuant to R.C. 3319.111,

(M) which adopts the Ohio Teacher Evaluation System (OTES)

but tailored to address the duties and responsibilities of building principals and assistant principals and the environment in which they work. The Superintendent is authorized to develop administrative guidelines for the procedural and substantive evaluation of building principals and assistant principals consistent with this policy and State law

(M) and is further authorized to access the Ohio Principal Evaluation System (OPES) model as a resource in the development and maintenance of an evaluation process which is weighted equally on student growth measures and performance on the standards of the profession for principals and assistant principals.

Evaluation Instruments

The Superintendent may, in his/her discretion, utilize a single evaluation instrument for all administrative positions, instruments particularized for each position, or a combination of both types of instruments.

Evaluation instruments shall be developed and/or utilized by the Superintendent as s/he may determine in his/her best professional judgment and may be modified from time-to-time by the Superintendent in the exercise of such professional judgment. Specific Board approval of the evaluation instruments or modifications to such instruments shall not be required.



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Basis for Evaluation

Each evaluation shall fairly attempt to measure the administrator's effectiveness in performing the duties of his/her job description.

Evaluations may be based upon the direct formal observations of the administrator, but may also consider informal or incidental observations and other relevant information which is within the knowledge of or brought to the attention of the evaluator. Out-of-school conduct may be considered if such conduct impairs the individual's effectiveness as an administrator or as a role model for students and staff.

Observations and Conferences

A pre-evaluation conference may be conducted if deemed necessary or advisable by the evaluator.

Formal observations may be made of the administrator, either announced or unannounced, but shall not be a required element of the evaluation process. Whether formal observations are appropriate to the position shall be determined by the evaluator on a case-by-case basis.

Following any formal observations and/or gathering of other evaluative data, and before finalizing any evaluation report, the evaluator shall arrange a post-evaluation conference at which the results of the evaluation process are discussed with the administrator. To the extent that any weaknesses or deficiencies have been identified in the evaluation process, the evaluator shall offer suggestions for improvement. Identified weaknesses and suggestions for improvement shall be identified in the evaluation report, but shall not be a required element of any evaluation.



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A final written evaluation report shall be produced in a manner deemed appropriate by the evaluator, in consultation with the administrator. This evaluation report may be combined with the evaluation instruments, or may be a separate document. The evaluation report shall be signed and dated by the administrator and the evaluator at the conclusion of the post-evaluation conference. The signature of the administrator shall not necessarily indicate that s/he agrees with the evaluator's comments or conclusions, but only that s/he has been made aware of such comments or conclusions. A copy of the evaluation report shall be provided to the administrator.

The final evaluation report for an administrator in the last year of his/her contract shall include the Superintendent's intended recommendation to the Board concerning the renewal or non-renewal of the contract.

Number and Timing of Evaluations

A. **Administrator Not in Final Year of Contract**

An administrator not in the final year of his/her contract shall be evaluated at least once during the school year. A written copy of the evaluation report shall be provided to the administrator no later than the end of the administrator's contract year as defined by the administrator's annual salary notice.

B. **Administrator in Final Year of Contract**

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

 The Board may elect not to evaluate a principal who was on leave from the School District for fifty percent (50%) or more of the school year and/or submitted notice of retirement that was accepted by the Board no later than December 1st of the year of the evaluation.



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Meeting with Board

Each administrator shall be provided the opportunity to meet with the Board in executive session prior to the Board's action on his/her contract. In this meeting, the Board shall discuss its reasons for considering the renewal or non-renewal of the contract. The administrator may be accompanied by a representative of his/her choosing at the meeting. However, no witnesses or other persons may appear with or on behalf of the administrator without the express permission of the Board.

Written notice of the right to have such a meeting with the Board shall be provided in accordance with law to each administrator whose contract is expiring at the conclusion of the current school year.

Written Rebuttal

The administrator may, at any time following the receipt of an evaluation report, submit a written rebuttal, not to exceed three (3) pages in length, which shall be promptly attached to the evaluation report and any copies of the evaluation report which are retained in the District's records or submitted to the Board for its consideration.

Legal Effect

This policy and the procedures contained herein shall not create a legal expectancy of continued employment or a property interest in continued employment, and shall not be deemed a part of any individual administrator's contract or otherwise a contractual obligation of the Board.

To the extent that any of the procedures contained herein exceed the requirements of Ohio law, such procedures shall not be construed as a pre-condition to contract non-renewal and shall not prevent the Board from proceeding with a contract non-renewal which otherwise satisfies the minimum requirements of Ohio law.

R.C. 3319.02, 3319.111, 3319.112, 4117.01

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NEW POLICY - VOL. 32, NO. 2

PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

The Board of Education provides coverage to eligible employees under self-funded group health plans. The Board has established the following self-funded group health plans:

- ☒ Medical Plan
- ☒ Prescription Drug Plan
- ☒ Dental Plan
- ☐ Vision Plan
- ☐ Employee Assistance Plan
- ☐ Long-term Care Plan (not long-term disability)
- ☐ Health Flexible Spending Accounts (FSA)
- ☐ Other; specify _____

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Certain health information maintained by these group health plans is afforded significant protection by this Federal law.

The Board hereby appoints TREASURER to serve as the Privacy Official of the group health plans. The Board delegates authority to the Privacy Official to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the use and disclosure of Protected Health Information. In the event that the HIPAA Privacy Rule is subsequently amended, the Privacy Official is directed to recommend to the Board necessary amendments to the policies and procedures.



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The Board also acknowledges that the HIPAA Security Rule requires the group health plan(s) to implement various security measures with respect to electronic Protected Health Information. The Board hereby appoints TREASURER to serve as the Security Official of the group health plans. The Board delegates authority to the Security Official to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the security of electronic Protected Health Information, if applicable. In the event that the HIPAA Security Rule is subsequently amended, the Security Official is authorized to recommend to the Board necessary amendments to the policies and procedures.

The Board further delegates authority to the Privacy Official and/or the Security Official to undertake such other actions as provided by the administrative guidelines in effect from time to time. The Privacy Official and/or Security Official shall report his/her progress to the Board upon request. The Board reserves the right to revoke any or all delegations set forth in this policy at any time and for any reason.

X

Since the Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties (CMP) for violations of the HIPAA Privacy Rule and the HIPAA Security rule, the Board agrees to indemnify and hold harmless the Privacy Official and Security Official for any CMP imposed upon the Privacy Official or Security Official in connection with the performance of his/her duties for the group health plans. Notwithstanding the foregoing language, the Board shall not indemnify the Privacy Official or Security Official in the event the CMP was imposed as the result of intentional misconduct or gross negligence by the Privacy Official or Security Official.

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 1320d-5(a)(1)

45 U.S.C. 160.102(a), 164.308(a)(2), 164.530(a), 164.530(i)

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NEW POLICY - VOL. 32, NO. 2

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

The Board of Education provides coverage to eligible employees under fully insured group health plans. The Board has established the following fully insured group health plans:

- ☐ Medical Plan
- ☐ Prescription Drug Plan
- ☐ Dental Plan
- ☒ Vision Plan
- ☐ Employee Assistance Plan
- ☐ Long-term Care Plan (not long-term disability)
- ☐ Other; specify _____

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.

The Board also acknowledges that these fully insured group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic Protected Health Information in accordance with the HIPAA Security Rule.

The Board hereby appoints TREASURER to serve as the Security Official of the group health plans. The Board delegates authority to the Security Official to perform an information technology risk analysis and to develop risk management procedures, if necessary.



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The Security Official shall review the insurer's internal policies and procedures implementing various security measures required by the HIPAA Security Rule with respect to electronic Protected Health Information. All of the group health plans' functions are carried out by the insurer and the insurer owns and controls all of the equipment and media used to create, maintain, receive, and transmit electronic Protected Health Information relating to the group health plans. Accordingly, the insurer is in the best position to implement the technical, physical, and administrative safeguards required by the HIPAA Security Rule. The Security Official may elect to utilize, as administrative guidelines, the insurer's own policies addressing security measures for the group health plans' electronic Protected Health Information, as appropriate.

The fully insured group health plans established by the Board shall:

- A. Refrain from taking any retaliatory action against any individual for exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.
- B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.
- C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
- D. Provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.



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Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.
- B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.
- C. Information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

45 C.F.R. 160.102(a), 164.530(g), 164.530(h), 164.530(j), 164.530(k), 164.404

45 C.F.R. 164.406, 164.408, 164.502, 164.520(a)

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REVISED POLICY - VOL. 32, NO. 2

SECTION 504/ADA

PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board of Education prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.



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The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.



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Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)").

[NOTE: School Districts may want to consider appointing both a male and a female District Compliance Officer in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. Additionally, by appointing two (2) District Compliance Officers, there should always be a Compliance Officer available to investigate a claim that pertains to the other Compliance Officer.]

SUPERINTENDENT
(Name)

TREASURER
(Name)

(School District Title)

(School District Title)

(Telephone Number)

(Telephone Number)

(Office Address)

(Office Address)

(E-mail)

(E-mail)

The name(s), title(s), and contact information of this/these individual(s) will be published annually:

- ☐ in the staff handbooks.
- ☐ in the School District Annual Report to the public.
- ☐ on the School District's web site.
- ☐ on each individual school's web site.
- ☐ in the School District's calendar

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District Compliance Officer

~~The following person(s) is/are designated as the District Section 504 Compliance Officer(s)/ADA Coordinator(s) ("District Compliance Officer(s)"):~~

_____ (Name(s) and/or Title(s))

_____ (address)

_____ (phone number)

_____ (facsimile number)

_____ (e-mail)

The District Compliance Officer(s) **(is) (are)** responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer(s).



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The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. **See below.**

Training

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's Compliance Officer(s) will be posted throughout the District, and published in the District's recruitment statements or general information publications.



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Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with a District Compliance Officer within the time limits specified below. The District's Compliance Officer is available to assist individuals in filing a complaint.



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Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the District Compliance Officer.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the District Compliance Officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the District Compliance Officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the District Compliance Officer for good cause.
- C. The District Compliance Officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The District Compliance Officer will provide the complainant with a written disposition of the complaint within ten (10) work days. If no decision is rendered within ten (10) work days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The District Compliance Officer shall maintain the District's files and records relating to the complaint.



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- D. The Superintendent will, within ten (10) work days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.**

The Superintendent will render his/her decision within ten (10) work days of the hearing.

- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.**

- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.**

If it is determined that the complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

**U.S. Department of Education
Office for Civil Rights
Cleveland Office
1350 Euclid Avenue
Suite 325
Cleveland, Ohio 44115
(216) 522-4970
FAX: (216) 522-2573
TDD: (216) 522-4944
E-mail: OCR.Cleveland@ed.gov
Web: <http://www.ed.gov/ocr>**



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Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

29 C.F.R. Part 1630

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

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REVISED POLICY - VOL. 33, NO. 1

CURRICULUM DEVELOPMENT

The Board of Education recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum development established by the Superintendent.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as:

- (✓) the courses of study, subjects, classes, and organized activities provided by the school;
- () all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;
- () learning activities approved by the Board for individuals or groups of students and expressed in terms of specific instructional objectives or class periods;
- (✓) the plan for learning necessary to accomplish the educational goals of the District;
- () all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District;
- (✓) lessons, units of instruction, and assessments that are aligned with prescribed academic content standards.



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The Board directs that the curriculum of this District provide instruction in courses required by statute and Ohio Department of Education regulations and shall be consistent with the District's philosophy and goals. **Further, the Superintendent shall provide an opportunity for parents to review the selection of textbooks and reading lists, instructional materials, and the academic curriculum of the District.**

The curriculum shall:

- ☒ allow for the development of individual talents and interests as well as recognize that learning styles of students may differ;
- ☐ provide for continuous and cumulative learning through effective articulation at all levels;
- ☒ utilize a variety of learning resources to accomplish the educational goals;
- ☐ emphasize principles of democracy and ethics in appropriate parts of the curriculum for students in all grades;
- ☐ provide for the use of phonics in the teaching of reading in grades K - 3;
- ☐ as well as in grades _____
- ☐ encourage students to utilize guidance and counseling services in their academic and career planning.

As educational leader of the District, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

The Superintendent shall make progress reports to the Board

- ☐ annually.
- ☒ periodically.

The Superintendent may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program and to better ensure accomplishment of the District's educational goals.



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The Superintendent shall report each such innovative program to the Board along with its objectives, evaluative criteria, and costs.

(✓) before it is initiated.

- ☐ The Board encourages, where it is feasible and in the best interest of the District, participation in programs of educational research.
- ☐ The Board directs the Superintendent to pursue actively State and Federal aid in support of the District's innovative activities.

R.C. 3301.07, 3301.079, **3313.21, 3313.212**, 3313.60, 3313.602, 3313.843

R.C. 3315.07 3317.023, 3317.11, 3319.02

A.C. 3301-99-01, 3301-35-02

Change of Document (NEOLA Policies)



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REVISED POLICY - VOL. 32, NO. 2

NONDISCRIMINATION AND
ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex ~~(-)~~ (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to ~~their membership in the Protected Classes, race, color, national origin, sex, disability, age~~ (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.



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In order to achieve the aforesaid goal, the Superintendent shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to verify that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations;
2. verify that facilities are made available, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;



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D. District Support

verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, and guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

[NOTE: School Districts are advised to appoint both a male and a female CO in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The COs may also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinator. Additionally, by appointing two (2) COs, there should always be a CO available to investigate a claim of discrimination that pertains to the other CO.]

SUPERINTENDENT
(Name)

(School District Title)

(Telephone Number)

(Office Address)

(E-mail Address)

DIRECTOR STUDENT
(Name) SERVICES

(School District Title)

(Telephone Number)

(Office Address)

(E-mail Address)



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The names, titles, and contact information of these individuals will be published annually:

- () in the parent/student and staff handbooks.
- () in the School District Annual Report to the public.
- () on the School District's web site.
- () on each individual school's web site.
- () in the School District's calendar.

4 BOARD POLICY

The ~~CO~~Superintendent shall appoint and publicize the name of the compliance officer(s) who is/ are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, **retaliation** or denial of equal access. The ~~CO~~compliance Officer(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public. **A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.**

The Superintendent shall annually attempt to identify children with disabilities, ages 3-22, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).



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Reports and Complaints of Unlawful Discrimination and Retaliation

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO () at his/her first convenience ~~X~~ within two (2) school days.

Members of the School District community, which includes students or third parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy 2260 investigation and provide him/her with a copy of the resulting written report.



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The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the student, if age eighteen (18) or older, or the student's parents if the student is under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.



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Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"). The Cleveland Office of the OCR can be reached at 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

Informal Complaint Procedure

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is only available in those circumstances where the parties (the alleged target of the discrimination and individual(s) alleged to have engaged in the discrimination) agree to participate in it.



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Students who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the COs.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.



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The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy 2260 - Non-Discrimination as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the CO may arrange and facilitate a meeting between the student claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy and/or Student records policy. (See Policy 8310 and Policy 8330)



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Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant") may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District employee at the student's school, the CO, Superintendent, or another District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a teacher, Principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.



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If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person alleged to have engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation. () A Principal will not conduct an investigation unless directed to do so by the CO.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent") that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 2260 - Non-Discrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.



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Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used. () The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.



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If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, she/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.



The decision of the Superintendent shall be final.

OR

[] A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The Complainant may be represented, at his/her own cost, at any of the above described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a Complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.



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Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

All records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the *Family Educational Rights and Privacy Act* or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.



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Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.



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Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

A.C. 3301-35-02(A)

R.C. 3301.0711, 3302.01, 3302.03, 3313.61, 3313.611, 3313.612, 3317.03

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

29 C.F.R. Part 1635

34 C.F.R. Part 110 (7/27/93)

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979

Title III of the No Child Left Behind Act of 2001

Change of Document (NEOLA Policies)



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REVISED POLICY - VOL. 32, NO. 2

SECTION 504/ADA

PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation in, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.



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The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Ohio law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.



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Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)").

[NOTE: School Districts may want to consider appointing both a male and a female District Compliance Officer in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. Additionally, by appointing two (2) District Compliance Officers, there should always be a Compliance Officer available to investigate a claim that pertains to the other Compliance Officer.]

SUPERINTENDENT

(Name)

(School District Title)

(Telephone Number)

(Office Address)

(E-mail Address)

DIRECTOR OF STUDENT

(Name) SERVICES

(School District Title)

(Telephone Number)

(Office Address)

(E-mail Address)



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The name(s), title(s), and contact information of this/these individual(s) will be published annually:

- ☐ in the parent/student and staff handbooks.
- ☐ in the School District Annual Report to the public.
- ☐ on the School District's web site.
- ☐ on each individual school's web site.
- ☐ in the School District's calendar.

☒ BOARD POLICY

Building Principals shall serve as Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officers").

District Compliance Officer

~~The following person(s) is/are designated as the District Section 504 Compliance Officer(s)/ADA Coordinator(s) ("District Compliance Officer(s)");~~

~~Title: _____~~

~~School: _____~~

~~Address: _____~~

~~Phone: _____~~

~~Facsimile Number: _____~~

~~E-mail: _____~~

The District Compliance Officer(s) **[is] [are]** responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer.



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The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. **See below.** The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing. **See AG 2260.01B.**

Training

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.



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Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who **have a physical or mental impairment that substantially limits one or more major life activities**, ~~are disabled within the definition of Section 504~~, regardless of the nature or severity of their disabilities.

~~If a student has a physical or mental impairment that significantly limits one or more major life activities, the Board will provide the student with a free appropriate public education.~~ An appropriate education, may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For disabled students who are not eligible for specially designed instruction under the IDEIA, the **special education and** related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan.

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home.

The Board will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Non-academic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and non-academic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.



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Notice

Notice of the Board's policy on nondiscrimination in education practices and the identity of the District's Compliance Officer(s) will be posted throughout the District, and published in the District's recruitment statements or general information publications.

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), parents and students will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, students and their parents will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation or educational placement of persons with disabilities, and their right to examine relevant education records.

Internal complaints and requests for due process hearings must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint or the request for a hearing, and offer possible solutions to the dispute. The complaint or request for due process hearing must be filed with a District Compliance Officer within specified time limits. The District's Compliance Officer is available to assist individuals in filing a complaint or request.



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Internal Complaint Procedures

An internal complaint may be filed by a student and/or parent. A student and/or parent may initiate the internal complaint procedure when s/he/they believe that a violation, misapplication or misinterpretation of Section 504 has occurred. Additionally, the following procedure may be used for any disagreement with respect to actions regarding the identification, evaluation, or educational program or placement of students who are identified as disabled or believed to be disabled pursuant to Section 504, and are not eligible under the IDEIA, except in the case of disciplinary actions where the provisions of the Student Code of Conduct apply. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights or requesting a due process hearing.

Step 1 **Investigation by the Building Compliance Officer:** A student or parent may initiate an investigation by filing a written internal complaint with the Building Compliance Officer. The complaint should fully describe the circumstances giving rise to the dispute and how the child is adversely affected. The complaint must be filed as soon as possible, but not longer than thirty (30) calendar days after disclosure of the facts giving rise to the complaint. The Building Compliance Officer shall conduct an impartial investigation of the complaint. As part of the investigation, the Building Compliance Officer shall permit the complainant to present witnesses and other evidence in support of the complaint. The investigation shall be completed within fifteen (15) school days of the written complaint being filed. The Building Compliance Officer will notify the complainant in writing of his/her decision.

Step 2 **Appeal to the District Compliance Officer:** If the complaint is not resolved satisfactorily at Step 1, the student or parent may appeal the Building Compliance Officer's decision in writing to the District Compliance Officer. The appeal must be made within five (5) school days following receipt of the Building Compliance Officer's decision. The District Compliance Officer will review the case, may conduct an informal hearing, and will notify all parties in writing of his/her decision within ten (10) school days of receiving the appeal.



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Step 3 If the complaint is not resolved satisfactorily at Step 2, the student or parent may request a due process hearing, provided the complaint involves an issue related to the identification, evaluation, or placement of the student.

If it is determined that the Complainant was subjected to unlawful discrimination, the Building and District COs must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

OCR Complaint

At any time, if a student or parent believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

**U.S. Department of Education
Office for Civil Rights
Cleveland Office
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
(216) 522-4970
FAX: (216) 522-2573
TDD: (216) 522-4944
E-mail: OCR.Cleveland@ed.gov
Web: <http://www.ed.gov/ocr>**

Except in extraordinary circumstances, the OCR does not review the result of individual placement and other educational decisions, so long as the District complies with the "process" requirements of Subpart D of Section 504.



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Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

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DELETE POLICY - VOL. 32, NO. 2

SCHOOL-TO-WORK PROGRAM

The Board of Education strongly supports the School-to-Work Opportunities Act as a vehicle to help the District prepare students more effectively for the world of work. Through this legislation, the District will be able to provide students with the following learning experiences needed to develop career-related knowledge, attitudes, and skills as well as life-long learning skills:

- A. School-based Learning which includes career awareness, exploration, and counseling and the integration of academic and vocational learning.
- B. Work-based Learning which provides students with a planned program of job training and/or various types of work experiences that are coordinated with school-based learning.
- C. Connecting Activities which are designed to ensure that there is effective correlation and coordination between what students learn in school and what they learn at worksites.

The Superintendent is authorized to design and implement school-to-work activities and programs, both independently for this District and in cooperation with other districts, that create the three (3) types of learnings described above. In addition, s/he should take the steps necessary to implement Board Policy 9555-Partnerships with Business and also ensure that the District is participating actively in alliances, consortia, and/or committees that are coordinating school-to-work initiatives in this area.

The Superintendent's guidelines for the development and implementation of school-to-work activities/programs need to provide for the following concerns of the Board:

- ☐ Proposals are submitted to obtain planning and/or implementation funds from the State and other sources, when available and appropriate.
- ☐ Informed parental consent will be obtained for any out-of-district activities such as career-awareness trips, job shadowing, work experiences, and the like.
- ☐ Proper supervision is being provided all students when they are participating in learning activities in off-school sites.



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- [] All students are being provided appropriate opportunities to participate in school-to-work activities.
- [] Emphasis is being placed throughout the program on the development/reinforcement of a high-quality work ethic by every student.
- [] Each learning activity/program will have defined objectives with clear correlation to career preparation and a means for assessing how well each student is achieving the objectives.
- [] All activities/programs will comply with associated Board policies and District guidelines as well as applicable federal/State laws.

As appropriate to a particular program initiative, the Superintendent may request waivers from the State on certain statutory or regulatory provisions that are contained in the Elementary and Secondary Education Act and the Carl D. Perkins Vocational and Applied Technology Act.

The Superintendent shall keep the Board informed periodically on the progress of the District toward the goals of this important program.

Public Law 103-239, School-to-Work Initiatives Act of 1994

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REVISED POLICY - VOL. 33, NO. 1

DISTRICT-SPONSORED CLUBS AND ACTIVITIES

The Board of Education believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131.

For purposes of this policy, curricular-related activities are defined as those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the Superintendent.

Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.



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[Note: Selection of the first option precludes selection of the second option]

Option #1

- ☐ The Board expressly declines to create a limited open forum for clubs and activities, initiated by students, that cannot meet one of the four criteria stated above.

Option #2

- ☒ The Board shall allow nondistrict-sponsored, student clubs and activities during noninstructional time, in accordance with the provisions in Policy 5730 -- Equal Access For Nondistrict-Sponsored, Student Clubs and Activities.

END OF OPTIONS

- ☒ Noncurricular student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however will not:
- ☒ assume any responsibility for the planning, conducting, or evaluating of such activities;
 - ☒ provide any funds or other resources;
 - ☒ allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours s/he is functioning as a member of the staff.

No nondistrict-sponsored organization may use the name of the School District or any other name which would associate an activity with the District.



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In order to be eligible for any co-curricular, interscholastic and noninterscholastic extra-curricular activity, a student

☒ must have maintained at least a 2.5 grade-point average

☐ must not have received a failing grade in any course

for the ☐ semester(s) ☐ grading period prior to the ☐ semester ☒ grading period in which s/he wishes to participate. Students who are educated at home or enrolled in nonpublic schools are eligible to participate in accordance with Policy 9270. **Students attending community or STEM schools may participate in extra-curricular activities in accordance with Policy 2430.02.**

☐ An exception may be made by the principal if the student has been participating in an intervention program and has shown satisfactory progress toward achieving the minimum grade-point average.

If a student who becomes ineligible under these standards improves his/her grade point average during the current ☐ semester ☐ grading period enough to meet the eligibility standard, s/he may be reinstated

☐ at the beginning of the next ☐ semester ☐ grading period.

☐ after more ☐ semester(s) ☐ grading period(s) with an acceptable grade point average.

☐ and no failing grades.

Students identified as disabled under R.C. Chapter 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for [a] course[s], given the individual student's disability.

Whenever a student becomes a member of a District-established student group or national organization such as National Honor Society, in order to remain a member, s/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or organization.

Keep
curricular
eligibility
language



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- [[Any student who has not made a passing score on all required sections of State-mandated tests after ____ attempts shall be ineligible to participate in any extra-curricular activity, including athletics.

[Note: The following should be selected, if at all, only if the District provides intervention programs to help students pass the proficiency tests at times that would conflict with participation in the extra-curricular activity.]

- [[The Board believes a student who has not passed these tests would be better served using the time that s/he would be participating in his/her interscholastic or non-interscholastic extra-curricular activity to participate in one or more of the District's intervention programs for assisting students to pass the required tests.

- [[However, if a parent believes that his/her child may be unduly affected by his/her lack of participation in a particular interscholastic or noninterscholastic extra-curricular activity, s/he may come to the school and sign a waiver that will release the student from this proficiency test eligibility rule and allow him/her to participate in an activity. The parent shall be informed, prior to signing the waiver, that State law does not allow a student to receive a high school diploma unless s/he has passed all State testing requirements.

The Athletic Director and/or Principal shall require that each student athlete, who participates in either an interscholastic or intramural sport, submits Form 2431 F1 and Form 2431 F2 signed by the student and his/her parent or guardian, or by a person having care or charge of the student, affirming that each has received the Ohio Department of Health's concussion and head injury information sheet. The forms shall be signed and submitted on an annual basis. No student may practice or compete in interscholastic or intramural athletics until Form 2431 F1 and Form 2431 F2 are received by the Athletic Director or Principal.

Students shall be fully informed of the curricular-related and extra-curricular activities available to them and of the eligibility standards established for participation in these activities. Students will be further informed that participation in these activities is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policy 5610.05 - Prohibition from Extra-Curricular Activities). District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

*Keep
current
language*



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The Superintendent shall prepare administrative guidelines to implement a program of curricular-related clubs and activities and of extra-curricular activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

| R.C. 3313.53, **3313.537**, 3313.539, 3313.664, 3315.062
A.C. 3301-35-03

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REVISED POLICY - VOL. 33, NO. 1

PARTICIPATION OF COMMUNITY/STEM SCHOOL STUDENTS IN
EXTRA-CURRICULAR ACTIVITIES

A student **enrolled in** ~~an grade seven through twelve, who is enrolled in a District-sponsored community school established under R.C. Chapter 3314 or in a science, technology, engineering, and mathematics ("STEM") school established under Chapter 3326~~ and entitled to attend school in the District under R.C. 3313.64 or R.C. 3313.65,

() —shall be provided with the opportunity to participate in any extra-curricular activities, ~~including interscholastic athletics~~ offered by the District.

The eligible community or STEM school student may participate in any extra-curricular activities offered by the school building to which the student would otherwise be assigned. In the event the District operates more than one (1) school building at the student's grade level, the student may participate in those extra-curricular activities offered by the school building to which the student would otherwise be assigned by the Superintendent in accordance with R.C. 3319.01.

~~[] A student from a community or STEM school who is not entitled to attend school in the District under R.C. 3313.64 or R.C. 3313.65 may participate in an extracurricular activity offered by the District, provided that the school in which the student is enrolled does not offer the extracurricular activity, and that the extracurricular activity is not interscholastic athletics or interscholastic contests or competition in music, drama, or forensics.~~



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~~[Note: the following should be selected only if the Board intends to require community school students to enroll in a course in the District in order to participate in extra-curricular activities.]~~

- ~~() shall be provided with the opportunity to participate in any extra-curricular activities, including interscholastic athletics, offered by the District, provided that, as a condition of participating in such activities, the community school student enrolls and participates in at least one (1) academic course in the District. The student will be required to enroll in a course at the same school building offering the extra-curricular activity and will be placed in such course once all other students who are assigned to such school building have enrolled in such course. If the course is full, the student may select and enroll in another course in the building offering the activity.~~

~~The eligible community or STEM school student may participate in any extra-curricular activities offered by the school building to which the student would otherwise be assigned. In the event the District operates more than one (1) school building at the student's grade level, the student may participate in those extra-curricular activities offered by the school building to which the student would otherwise be assigned by the Superintendent in accordance with R.C. 3319.01. If a student attends a community school operated by another school district or sponsored by an entity other than a school district, s/he will not be permitted to participate in an extra-curricular activity in the District.~~



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Eligibility Requirements

In order to participate in any extra-curricular activity, an eligible community or **STEM** school student **must be of the appropriate age and grade level, as determined by the District's Superintendent.** The student will also be subject to the same eligibility requirements (i.e., academic and nonacademic eligibility standards and financial requirements) applied to all other students ~~participants of the District as specified in Board policy, administrative guidelines, the student handbooks and/or the Athletic Handbook.~~ No eligible community or **STEM** school student will be charged any fees in excess of those fees charged to other students for participation in the same extra-curricular activity. **Further, the District will not impose any additional rules upon a student participating under this policy, if those rules do not apply to other students participating in the same extracurricular activity.**

R.C. 3313.537

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REVISED POLICY - VOL. 33, NO. 1

ADOPTION OF TEXTBOOKS

It is the legal responsibility of the Board of Education to approve all textbooks used as part of the educational program of this District. No such textbook will be approved which is not on a list duly filed in the Office of the Superintendent of Public Instruction.

The Board shall, at a regular meeting, select **the textbooks to be used in the schools of this District.**

(+) ~~from a list adopted by the Educational Service Center Board of Education~~ **(Local only)**

~~the textbooks to be used in the schools of this District.~~

✓ Teachers are permitted to create instructional materials, including textbooks, that are consistent with the curriculum adopted by the Board for use in the teacher's classroom. The Superintendent shall verify the teacher-prepared instructional materials are consistent with the Board-adopted curriculum.

Furthermore, it is the legal responsibility of the Board to provide the duly adopted, required textbooks to students who are enrolled in the District free of charge. Textbooks may be in a printed and bound or electronic format. An "electronic textbook" is defined as computer software, interactive videodisc, magnetic media, CD-ROM, computer courseware, on-line service, electronic medium, or other means of conveying information to the student or otherwise contributing to the learning process through electronic means.

A student or his/her parent(s) may purchase a copy of the duly-adopted textbook, regardless of format, for the District's purchase price, including shipping and handling () **plus ten percent (10%).**

Substitution, alteration, or revision of any textbook within four (4) years of its selection and adoption shall require a four-fifths (4/5's) vote of the Board.

✓ The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration.

✓ The Board shall consider for approval only those textbooks which have been selected and recommended for their consideration by the Superintendent.



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The staff should continually research new sources and types of supplementary text materials and explore their innovative use.

The Superintendent shall develop a plan for the review and recommendation of textbooks to ensure staff participation and that **parents and** members of the community are consulted, where appropriate, in the selection process.

[] The Board shall establish a parental advisory committee to facilitate parent review of these materials.

In considering the approval of any proposed textbook, the Board recommends that the following factors be considered as part of any review process:

- ✓ suitability for the maturity level and educational accomplishment of the students who will be using the book
- ✓ freedom from bias
- ✓ relationship to the course of study
- ✓ extent to which the content will make it possible for the student to achieve the learning objectives of the course of study and the educational outcomes of the District
- ✓ extent of inter-grade continuity
- ✓ impact on community standards of taste
- ✓ manner of selection
- ✓ cost
- ✓ appearance and durability

A list of all approved textbooks shall be maintained by the Superintendent and made available for the use of the professional staff.

| R.C. 3313.21, 3313.212, 3329.01 et seq.
A.C. 3301-35-03(B)

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REVISED POLICY - VOL. 33, NO. 1

SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT

The Board of Education shall provide instructional materials and equipment, within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the school.

✓ Teachers are permitted to create instructional materials that are consistent with the curriculum adopted by the Board for use in the teacher's classroom. The Superintendent shall verify the teacher-prepared instructional materials are consistent with the Board-adopted curriculum.

The Superintendent shall develop administrative guidelines for the selection and maintenance of all educational and instructional materials and equipment. **The guidelines shall include a plan for the review of instructional materials by staff and parents.** In addition s/he shall periodically, provide for a systematic review, by the Board, of the District's educational resources in order to ensure that they are appropriate for the current educational program. Any revisions that occur should be a result of the school-improvement process.

✓ Students shall be held responsible for the cost of replacing any materials or property which are lost or damaged through their negligence.

✓ Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in shop activities where the product becomes the property of the student.

R.C. 3313.21, 3313.212, 3329.05
A.C. 3301-35-03 (B)

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REVISED POLICY - VOL. 33, NO. 1

ABSENCES-RELEASED TIME FOR RELIGIOUS INSTRUCTION

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements of the State.

Students may be provided "released time" from school to attend a course in religious instruction conducted by a private entity off District property, provided that the following requirements are met, such students will not be considered absent when the:

- A. student's parent or guardian gives consent in writing;
- B. sponsoring entity maintains attendance records and makes them available to the District;
- C. sponsoring entity provides and assumes liability for the student; and
- D. student assumes responsibility for any missed school work.

Transportation of students to and from Released Time instruction is the complete responsibility of the sponsoring entity, the parent, guardian, and/or student. The Board of Education, its members, and employees are immune from liability for any injuries arising from transportation to and from Released Time instruction. Further, no Board funds will be expended for, and no District personnel shall be involved in the provision of religious instruction.

Students shall not be excused from a core curriculum subject course to attend Released Time instruction.



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[OPTION]

- [] High school students may earn up to two (2) units of high school credit for coursework completed during Released Time instruction. Such credits may substitute for credits required pursuant to R.C. 3313.603(C)(8).**

The Board will evaluate the course based on secular criteria including, but not limited to:

- A. the number of hours of instructional time;**
- B. a review of the course syllabus that reflects course requirements and materials used;**
- C. the assessment methods used in the course; and**
- D. the instructor's qualifications, which shall be similar to the qualification of other teachers in the District.**

The decision as to whether to provide credit for a specific Released Time religious instruction course will be neutral as to religious content and will not involve any test for religious content or denominational affiliation.

[END OF OPTION]

~~Upon the signed request of a student's parent, the Board will allow exceptions to the student's continuous attendance at school for religious instruction outside the school building by an authorized church or religious organization for no more than 120 minutes per week. For attendance purposes, the student shall be considered to be in attendance at school during such religious instruction.~~

~~A student must be properly registered and a copy of such registration must be filed with the principal.~~

~~The time for release for religious instruction or education shall be arranged by the principal. S/He will also assure the appropriate continuance of the instructional program in the public school during such release times.~~



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No solicitation for attendance at religious instruction shall be permitted on District premises. No staff member shall encourage or discourage participation in any religious instructional program.

Attorney General's Opinion 88-001

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REVISED POLICY - VOL. 32, NO. 2

PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

The Board of Education provides coverage to eligible employees under self-funded group health plans. The Board has established the following self-funded group health plans:

- ☒ Medical Plan
- ☒ Prescription Drug Plan
- ☒ Dental Plan
- ☐ Vision Plan
- ☐ Employee Assistance Plan
- ☐ Long-term Care Plan (not long-term disability)
- ☐ Health Flexible Spending Accounts (FSA)
- ☐ Other; specify _____

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Certain health information maintained by these group health plans is afforded significant protection by this Federal law.

The Board hereby appoints TREASURER to serve as the Privacy Protection ~~Officer~~**Official** of the group health plans. The Board delegates authority to the Privacy Protection ~~Officer~~**Official** to develop, **propose to the Board**, and implement the internal policies and procedures for the group health plan(s) relating to the use and disclosure of Protected Health Information. In the event that the HIPAA Privacy Rule is subsequently amended, the Privacy Protection ~~Officer~~**Official** is **directed to recommend to the Board** authorized to make necessary amendments to the internal policies and procedures.



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~~The Privacy Protection Officer shall develop administrative guidelines necessary to implement this policy.~~

~~The Privacy Protection Officer shall report his/her progress to the Board upon request.~~

The Board also acknowledges that the HIPAA Security Rule requires the group health plan(s) to implement various security measures with respect to electronic Protected Health Information. The Board hereby appoints TREASURER to serve as the Security Official of the group health plans. The Board delegates authority to the Security Official to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the security of electronic Protected Health Information, if applicable. In the event that the HIPAA Security Rule is subsequently amended, the Security Official is authorized to recommend to the Board necessary amendments to the policies and procedures.



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The Board further delegates authority to the Privacy Official and/or the Security Official to undertake such other actions as provided by the administrative guidelines in effect from time to time. The Privacy Official and/or Security Official shall report his/her progress to the Board upon request. The Board reserves the right to revoke any or all delegations set forth in this policy at any time and for any reason.

X

Since the Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties (CMP) for violations of the HIPAA Privacy Rule and the HIPAA Security rule, the Board agrees to indemnify and hold harmless the Privacy Official and Security Official for any CMP imposed upon the Privacy Official or Security Official in connection with the performance of his/her duties for the group health plans. Notwithstanding the foregoing language, the Board shall not indemnify the Privacy Official or Security Official in the event the CMP was imposed as the result of intentional misconduct or gross negligence by the Privacy Official or Security Official. ~~Since the Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties (CMP) for violations of the HIPAA Privacy Rule, the Board agrees to indemnify and hold harmless the Privacy Protection Officer for any CMP imposed upon him/her in connection with the performance of his/her duties for the group health plans. Notwithstanding the foregoing language, the Board shall not indemnify the Privacy Protection Officer in the event the CMP was imposed as the result of intentional misconduct or gross negligence by the Privacy Protection Officer.~~

~~The Board reserves the right to revoke any or all delegations set forth in this policy at any time for any reason.~~

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 1320d-5(a)(1)

45 U.S.C. 160.102(a), 164.308(a)(2), 164.530(a), 164.530(i)

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PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

The Board of Education provides coverage to eligible employees under fully insured group health plans. The Board has established the following fully insured group health plans:

- ☐ Medical Plan
- ☐ Prescription Drug Plan
- ☐ Dental Plan
- ☒ Vision Plan
- ☐ Employee Assistance Plan
- ☐ Long-term Care Plan (not long-term disability)
- ☐ Other; specify _____

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.

The Board also acknowledges that these fully insured group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic Protected Health Information in accordance with the HIPAA Security Rule.

The Board hereby appoints TREASURER to serve as the Security Official of the group health plans. The Board delegates authority to the Security Official to perform an information technology risk analysis and to develop risk management procedures, if necessary.



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The Security Official shall review the insurer's internal policies and procedures implementing various security measures required by the HIPAA Security Rule with respect to electronic Protected Health Information. All of the group health plans' functions are carried out by the insurer and the insurer owns and controls all of the equipment and media used to create, maintain, receive, and transmit electronic Protected Health Information relating to the group health plans. Accordingly, the insurer is in the best position to implement the technical, physical, and administrative safeguards required by the HIPAA Security Rule. The Security Official may elect to utilize, as administrative guidelines, the insurer's own policies addressing security measures for the group health plans' electronic Protected Health Information, as appropriate.

The fully insured group health plans established by the Board shall:

- A. Refrain from taking any retaliatory action against any individual ~~from~~ **for** exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.
- B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.
- C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
- D. **Provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.**



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Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.
- B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.
- C. **Information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.**

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

45 C.F.R. 160.102(a), 164.530(g), 164.530(h), 164.530(j), 164.530(k), 164.404

45 C.F.R. 164.406, 164.408, 164.502, 164.520(a)

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REVISED POLICY - VOL. 32, NO. 2

SECTION 504/ADA

PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board of Education prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.



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The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.



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Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)").

[NOTE: School Districts may want to consider appointing both a male and a female District Compliance Officer in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. Additionally, by appointing two (2) District Compliance Officers, there should always be a Compliance Officer available to investigate a claim that pertains to the other Compliance Officer.]

SUPERINTENDENT
(Name)

TREASURER
(Name)

(School District Title)

(School District Title)

(Telephone Number)

(Telephone Number)

(Office Address)

(Office Address)

(E-mail)

(E-mail)

The name(s), title(s), and contact information of this/these individual(s) will be published annually:

- ☐ in the staff handbooks.
- ☐ in the School District Annual Report to the public.
- ☐ on the School District's web site.
- ☐ on each individual school's web site.
- ☐ in the School District's calendar

☒ BOARD POLICY



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The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. **See below.**

Training

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's Compliance Officer(s) will be posted throughout the District, and published in the District's recruitment statements or general information publications.



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Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with a District Compliance Officer within the time limits specified below. The District's Compliance Officer is available to assist individuals in filing a complaint.



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Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the District Compliance Officer.**
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the District Compliance Officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the District Compliance Officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the District Compliance Officer for good cause.**
- C. The District Compliance Officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The District Compliance Officer will provide the complainant with a written disposition of the complaint within ten (10) work days. If no decision is rendered within ten (10) work days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The District Compliance Officer shall maintain the District's files and records relating to the complaint.**



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- D. The Superintendent will, within ten (10) work days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.**

The Superintendent will render his/her decision within ten (10) work days of the hearing.

- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.**

- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.**

If it is determined that the complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

**U.S. Department of Education
Office for Civil Rights
Cleveland Office
1350 Euclid Avenue
Suite 325
Cleveland, Ohio 44115
(216) 522-4970
FAX: (216) 522-2573
TDD: (216) 522-4944
E-mail: OCR.Cleveland@ed.gov
Web: <http://www.ed.gov/ocr>**



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Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

29 C.F.R. Part 1630

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

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