

AGENDA



Revere Local School District
Revere Board Meetings
Regular November Meeting
Tuesday, November 21, 2023, 5:30 pm - 8:30 pm
Revere High School Media Center

I. CALL TO ORDER

II. ROLL CALL

Hayden Hajdu
Claudia Hower
Keith Malick
Diana Sabitsch
Courtney Stein

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS/RECOGNITIONS

Student Recognitions:

Richfield Elementary School, Presented by: Miss D'Amico, Mrs. Sucato, Mr. Stretar, and Mrs. Alaimo
Recognized for: Revere Ready
Ruby Kronenberger
Kaylee Bojdys
Lena Gurm

Bath Elementary School, Presented by: Mr. Fry and Mr. Wilson
Recognized for: Bath Morning Announcements
Prisha Anand
Riya Anand
Ellie Corman

Revere Middle School, Presented by: Ms. Hamilton, Ms. Fry and, Mr. Neubert
Recognized for: Vision of a Minuteman
Courtney Cropper
Chad Carpenter

Revere High School, Presented by: Dr. Peltz
Emerson Padgett - USEA Novice Junior Championship
Sam Lazbin - Research Project

Curriculum Presentations:

Child Sexual Abuse Prevention, Dating Violence, and Sexual Violence Prevention Curriculum Recommendation
Presented by: Mrs. Roach and Mrs. Pruchnicki

V. PUBLIC SPEAKS TO AGENDA ITEMS

VI. BOARD OF EDUCATION'S AGENDA

No items at this time.

VII. TREASURER'S AGENDA - Mr. Rick Berdine

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

The Treasurer recommends approval of the minutes from the Work Session held **October 10, 2023** and the Regular Meeting held **October 17, 2023**.

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

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

c. Five-Year Forecast, **Attachment T-3**

The Treasurer recommends that the Board of Education approve the five-year forecast based upon data and assumptions as detailed.

d. Donations, **Attachment T-4**

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

e. Purchase Orders (Then & Now), **Attachment T-5**

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

f. Asset Deletions, **Attachment T-6**

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

g. **BOARD MEMBERS' REPORTS**

Finance and Audit Committee - **Mr. Malick**

Facilities and Grounds Committee - **Mrs. Hower & Mrs. Sabitsch**

Legislative Report - **Mrs. Stein**

Cuyahoga Valley Career Center - **Mrs. Burke & Mr. Wiant**

Policy Committee - **Mrs. Hower & Mrs. Sabitsch**

Hall of Fame Committee - **Mr. Hajdu**

VIII. **SUPERINTENDENT'S AGENDA - Michael L. Tefs, Ed.D.**

1. **Certificated/Licensed Personnel**

a. Co-Curricular Non-Athletic Supplemental Contracts - 2023/2024 - Certificated

It is recommended that the Board of Education accept the **resignation** of the following, effective the 2023-2024 school year:

Kelly Peel, 6th Grade IAT Case Manager 50%

Furthermore, It is recommended that the Board of Education approve the following. *All new hires are contingent upon an approved background check and confirmation of appropriate licensure/permit, if required.*

Revere Players Band Director

Katie Pflueger

b. Athletic Supplemental Contracts 2023/2024 - Certificated

It is recommended that the Board of Education accept the **resignations** of the following, effective the 2023-2024 school year:

Ashley Ostrowski, 9th Grade Basketball Cheerleading Coach (50% - football season already completed), contingent on approving her as the 8th Grade Basketball Cheerleading Coach (50%);

Furthermore, It is recommended that the Board of Education approve the **employment** of the of the following supplemental positions. *All new hires are contingent upon an approved background check and confirmation of appropriate licensure/permit, if required.*

Ashley Ostrowski, 8th Grade Basketball Cheerleading Coach (50% - football season already completed by Chris Catanese, who is resigning from the basketball season on this agenda under classified)

c. Change in Teacher Mentor 2023/2024

It is recommended that the Board of Education accept the **resignation** of the following, effective the 2023/2024 school year:

Stacy Mamula, New to District Mentor (MP) for Kayle Toth 1% (Stacy will remain the mentor for Gabriella Fritz, previously approved on 8/15/23)

Furthermore, It is recommended that the Board of Education approve the following pairing with compensation:

New to District Mentoring Program (MP)**

**compensation as 2% of the base for the first mentee and 1% of the base for each additional mentee.

Allison McIntyre with Kayle Toth

- d. Leave of Absence (LOA)

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

Shannon Davey (Edwards) - Effective on or about 11/10/23 through 5/31/24

- e. Resignation(s)

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

Shannon Davey (Edwards) / 1st Grade Teacher / RES / Effective: 5/31/24

2. Classified Personnel

- a. New Position / Preschool Bus Aide

It is recommended that the Board of Education approve a new position of a preschool bus aide for four (4) days per week / two (2) hours per day.

- b. New Hire(s) - Classified

It is recommended that the Board of Education approve the following new hire(s). *All new hires are contingent upon an approved background check and confirmation of appropriate licensure/permit, if required:*

Kyle Vajen / Step 0 / Part-time Food Service Worker / 2.5 hours / RHS / Effective: 11/7/23 (*Kyle is also a contract school bus driver for Revere, originally approved as a driver on the 9/19/23 agenda)

- c. Resignation(s)

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

Jeanine Romito / Educational Aide / RHS / Effective: 10/17/23

- d. Substitute(s)

It is recommended that the Board of Education approve the following to be used as needed. *All new hires/substitutes are contingent upon an approved background check, verification of transcripts/years of experience and confirmation of appropriate licensure/permit, if required:*

Annie Scavuzzo / Substitute Educational Aide & Substitute Playground Aide / Effective on or after: 10/3/23

Anthony Delnegro / Substitute Educational Aide / Effective on or after: 10/24/23

April Underwood / Substitute Food Service Worker / Effective on or after: 11/5/23

- e. Co-Curricular Non-Athletic Supplemental Contracts - 2023/2024 - Classified

It is recommended that the Board of Education approve the following. *All new hires are contingent upon an approved background check and confirmation of appropriate licensure/permit, if required:*

RHS Speech & Debate
Lydia Mainzer

- f. Athletic Supplemental Contracts 2023/2024 - Classified

It is recommended that the Board of Education accept the **resignations** of the following, effective the

2023-2024 school year:

Chris Catanese, 8th Grade Basketball Cheerleading Coach (50% - football season already completed)

Furthermore, It is recommended that the Board of Education approve the **employment** of the of the following supplemental positions. *All new hires are contingent upon an approved background check and confirmation of appropriate licensure/permit, if required.*

Girls Basketball

Billy D'Amico, 8th Grade Coach (*correction from 10/17 agenda, previously approved as 7th grade coach)

Kyle Benson, 7th Grade Coach

- g. Game Worker(s) - Classified

It is recommended that the Board of Education approve the following with compensation for the 23-24 school year:

Ruby Aldrich

3. **Student Services**

- a. Additional Hours

It is recommended that the Board of Education approve the following educational aides for up to **3 hours** to accompany and support intensive needs students attending the after school dance at Revere Middle school on **10/27/23** from 2:45 - 5PM, compensation to be paid at their hourly rate:

Gerry Rich

- b. Home Instruction

It is recommended that the Board of Education approve the following to provide home instruction for a 3rd grade student who is out due to surgery, to be paid at the tutor rate for up to 25 hours.

Melissa Yoder

- c. Greenleaf Family Center, Community Services for Deaf / Service Agreement

It is recommended that the Board of Education approve the agreement for American Sign Language Interpreting Services through Greenleaf Family Center as detailed in **Attachment S-1**

- d. Cross Thread Solutions LLC (CTSOL)

It is recommended that the Board of Education approve the agreement for interpretation and translation services as detailed in **Attachment S-2**

4. **Other Business**

- a. Resolution to Update Board Policy Manual

It is recommended that the Board of Education approve the resolution to update references to the "Ohio Department of Education" or "ODE" to "Department of Education and Workforce" or "DEW" in Board Policy Manual as detailed in **Attachment OB-1**

- b. Policies - New or Revised / First Reading

The Board of Education will review the below new or revised policies detailed in **Attachment OB-2** as a first reading with the intention of approving the recommendations with a second and final reading during the December 2023 Regular Meeting:

New:

6.58 Kindergarten Program

6.59 Artificial Intelligence

6.60 Seizure Safety

9.43 Accommodation Policy Covering Employees

9.43 Form Disability

9.43 Form Religious

Revised:

4.01 Employment of Substitute Teaching Staff

6.32 School Bus Emergency and Evacuation Procedures

6.41 Transportation

6.50 Overdose Reversal Drugs

7.04 Promotion Placement and Retention

7.08 Achievement Testing Policies

7.11 Homed Education and Home Instruction

8.05 Cash in School Buildings

8.10 Uniform Federal Grant Guidance

8.13 Procurement with Federal Grant Funds

8.14 Disposal of Property

9.07 Title IX Grievance Procedure - Employee & Student

9.08 Harassment and Violence

9.11 Racial/Ethnic/National Origin/Disability/Sex/Religion Harassment and Discrimination Policy Covering Employees

9.12 Racial/Ethnic/National Origin/Religious Harassment and Discrimination Policy Covering Students

9.18 Section 504 / ADA / Title VI Grievance Procedure

9.24 Emergency Management Plan

c. Curriculum Adoption / First Read

The Board of Education will review the below recommended curriculum detailed in **Attachment OB-3** as a first reading with the intention of approving the recommendations with a second and final reading during the December 2023 Regular Meeting:

Second Step Child Prevention Curriculum for grades K-5:

Lesson 1 - Ways to stay safe

Lesson 2 - The always ask first rule

d. Revere Baseball Team Out of State Field Trip - Spring 2024

It is recommended that the Board of Education approve a trip for the Revere baseball teams (Varsity and JV) to travel to Myrtle Beach, SC from March 23, 2024 - March 27, 2024 to partake in the Ripken Experience. The team will be participating in four (4) varsity games and two (2) JV games. The trip expenses will be paid for by the players attending the trip and program fundraising.

e. Revere Softball Team Out of State Field Trip - Spring 2024

It is recommended that the Board of Education approve a trip for the Revere softball teams (Varsity and JV) to travel to Pigeon Forge, TN from March 23, 2024 - March 27, 2024 to partake in the Ripken Experience. The team will be participating in four (4) varsity games and two (2) JV games. The trip expenses will be paid for by the players attending the trip and program fundraising.

IX INFORMATIONAL ITEMS

The next Board Work Session will be held **December 5, 2023**, beginning at 5:30 PM in the Revere Administration Building Conference Room;

The next Regular Board Meeting will be held **December 12, 2023** beginning at 5:30 PM in the Revere High School Media Center.

X CONCERNS OF THE PUBLIC AND COMMUNITY ANNOUNCEMENTS

XI. ADJOURNMENT

NEW DOCUMENT

MINUTES

Revere Local School District
Revere Board Meetings
October Work Session
Tuesday, October 10, 2023, 5:30 pm - 8:30 pm
Revere Administration Building

Attachment T-1



I. CALL TO ORDER

Mr. Malick called the meeting to order at 5:30 PM

II. ROLL CALL

Hayden Hajdu
Claudia Hower
Keith Malick
Diana Sabitsch
Courtney Stein

III. PRESENTATIONS

No presentations at this time.

IV. BOARD OF EDUCATION'S AGENDA

No items at this time.

V. TREASURER'S AGENDA - Mr. Richard Berdine

No items at this time.

VI. SUPERINTENDENT'S AGENDA - Michael L. Tefs, Ed.D.

- a. Chat GPT

VII. INFORMATION/DISCUSSION ITEMS

- a. Review Agenda for the October 17, 2023 Regular Meeting.

VIII. EXECUTIVE SESSION

Res. 24-103852

Moved into Executive Session at 5:50 PM to discuss the following items:

To review specialized details of security arrangements;

To consider the employment or compensation of an employee.

Move: Courtney Stein Second: Diana Sabitsch Status: Passed

IX. The President called the Board of Education out of Executive Session at 7:20 PM

X. ADJOURNMENT

Res. 24-103853

Moved by Mrs. Sabitsch, seconded by Mr. Malick to adjourn the meeting at 7:20 PM

MINUTES

Revere Local School District
Revere Board Meetings
Regular October Meeting
Tuesday, October 17, 2023, 5:30 pm - 8:30 pm
Revere High School Media Center



I. CALL TO ORDER

Mr. Malick called the meeting to order at 5:30 PM

II. ROLL CALL

Hayden Hajdu
Claudia Hower
Keith Malick
Diana Sabitsch
Courtney Stein-Absent

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS/RECOGNITIONS

Recognitions:

Revere's National Merit Semifinalists and Commended Scholars, Presented by Dr. Peltz

Number (8) Semifinalists:

Zach Iler
Andy Long
Kish Mendpara
Katie Nowakowski
Neal Pannala
Noah Restivo
Leah Valentine
Shane Yankovitz

Number (11) Commended Scholars:

Madeline Binder
Daniel Choi
Serena Guo
Ainsley Jacquemain
Fuma Kondo
Rishit Kulkarni
Ethan Mark
Derek McBennett
Grady McGrievy
Ty Muehlfeld
Heldi Tucker

Presentations:

Solar Eclipse 2024, Presented by: Ms. Krantz and Mrs. Roach

V. PUBLIC SPEAKS TO AGENDA ITEMS

VI. BOARD OF EDUCATION'S AGENDA

- a. Revised S.R.O. Memorandum of Understanding (MOU) / Funding Agreement

Res. 24-103854

It is recommended that the Board of Education approve the revised MOU/Funding Agreement as detailed in **Attachment B-1**

Move: Diana Sabitsch Second: Claudia Hower Status: Passed

- b. Senior Rule

It is recommended that the Board of Education approve Senior Rule, as defined in policy 6.06(G), for the following student:

Sophia Moyer

Move: Hayden Hajdu Second: Claudia Hower Status: Passed

VII. TREASURER'S AGENDA - Mr. Rick Berdine

Res. 24-103856 consensus items a-e

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

The Treasurer recommends approval of the minutes from the Work Session held **September 12, 2023** and the Regular Meeting held **September 19, 2023**.

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

The Treasurer recommends approval of the Financial Report for the month of **September**.

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

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

d. Purchase Orders (Then & Now), **Attachment T-4**

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

e. Transfers and Advances

The Treasurer recommends that the Board of Education approve the following:

Transfer: \$5,034.37 from General Fund 001 to Boys' Golf Fund 300-9511 for **David Archer** in lieu of golf coach salary.

Res. 24-103856 consensus items a-e

Move: Keith Malick Second: Diana Sabitsch Status: Passed

f. **BOARD MEMBERS' REPORTS**

Finance and Audit Committee - **Mr. Malick**

Facilities and Grounds Committee - **Mrs. Hower & Mrs. Sabitsch**

Legislative Report - **Mrs. Stein**

Cuyahoga Valley Career Center - **Mrs. Burke & Mr. Wiant**

Policy Committee - **Mrs. Hower & Mrs. Sabitsch**

Hall of Fame Committee - **Mr. Hajdu**

VIII. SUPERINTENDENT'S AGENDA - Michael L. Tefs, Ed.D.

Res. 24-103857 consensus items 1.a-d and 2.a-h

1. **Certificated/Licensed Personnel**

a. Resignation(s) for Retirement

It is recommended that the Board of Education approve the following resignation(s) for retirement:

Kimberly Gerdes / 6th Grade ELA Teacher / RMS / Effective: 8/1/2024

b. Game Workers - Certificated

It is recommended that the Board of Education approve the following with compensation for the 23-24 school year:

E. Michelle Pruchnicki

c. Co-Curricular Non-Athletic Supplemental Contracts - 2023/2024 - Certificated

It is recommended that the Board of Education approve the following. *All new hires are contingent upon an approved background check and confirmation of appropriate licensure/permit, if required:*

~~David Howson~~
David Howson

RMS Speech & Debate Coach

Jodi Hetman

***Additional Speech & Debate Coach** *additional position to be fully funded by Speech & Debate Boosters
Melanie Stuthard

RHS Assistant Dramatics Director

Bob Pierson

d. Athletic Supplemental Contracts 2023/2024 - Certificated

It is recommended that the Board of Education approve the **employment** of the of the following supplemental positions. *All new hires are contingent upon an approved background check and confirmation of appropriate licensure/permit, if required:*

Boys Basketball

Dean Rahas, Head Coach

Kevin Verde, 8th Grade Coach

Phil King, 7th Grade Coach

Swim

Annie Lochridge, Head Coach

Daniel Miller, Volunteer Coach

Mckenzie Darlington, Volunteer Coach

Emily Gentithes, Volunteer Coach

Kathryn Carter, Volunteer Coach

Curtis Roden, Volunteer Coach

Wrestling

Dan Mosher, Head Coach

Jacob Welch, JV Coach

2. **Classified Personnel**

a. Change of Position(s)/Transfer(s)

It is recommended that the Board of Education accept the transfer request of **Tracy Watson** from being a Part Time Food Service Worker (2.75 hours) at RHS to being a Part Time Food Service Worker (2.75 hours) at RES, effective 10/2/23.

b. Correction in Pay and/or Position

It is recommended that the Board of Education approve corrections in pay and/or position for the following:

Kyle Vajen / Contract Bus Driver / to be paid at Step 2 / Effective: 10/10/23 (previously approved at Step 0, pending approval of his CDL on 9/19/23)

James Harrington / Substitute Bus Driver / to be paid at the Substitute Rate / Effective: 10/9/23 (previously approved at Step 0 as a contract bus driver, pending approval of his CDL on 8/15/23)

c. Return from unpaid Leave of Absence (LOA)

It is recommended that the Board of Education approve the return of **Ruth Sabol**, a contract bus driver from an unpaid LOA, effective: 10/3/23

d. New Hire(s) - Classified

It is recommended that the Board of Education approve the following new hire(s). *All new hires are contingent upon an approved background check and confirmation of appropriate licensure/permit, if required:*

Lesley Militzer / Step 0 / Part Time Food Service Worker / 3 hours / RMS / Effective: 10/4/23

Jeanine Romito / Step 0 / Full Time Educational Aide / RHS / Effective: 10/16/23

e. Substitute(s)

It is recommended that the Board of Education approve the following to be used as needed. *All new hires/substitutes are contingent upon an approved background check, verification of transcripts/years of experience and confirmation of appropriate licensure/permit, if required:*

Rebecca Voris / Substitute Educational Aide & Substitute Playground Aide / Effective: 10/5/23

Debra D'Orio / Substitute Secretary, Substitute Food Service, Substitute Lunchroom/Playground Aide & Substitute Educational Classroom Aide / Effective: 10/23/23

f. Game Workers - Classified

It is recommended that the Board of Education approve the following with compensation for the 23-24 school year:

Ryan Pruchnicki
Sharon Mulheim
Kristy Broadwater
Diane Pallotta
Bob Pallotta

g. Co-Curricular Non-Athletic Supplemental Contracts - 2023/2024 - Classified

It is recommended that the Board of Education accept the **resignation** of the following, effective August 1, 2023:

Hali Piepsny, Flags (Band) 50%

Furthermore, It is recommended that the Board of Education approve the following. *All new hires are contingent upon an approved background check and confirmation of appropriate licensure/permit, if required:*

RHS Building Computer Coordinator
Lisa Thacker

Flags (Band) *Adjustment in pay due to resignation

Keely Ryan to be paid at 100% *percentage revised from 50% approved on the 6/27/23 agenda due to resignation of Hali Piepsny.

h. Athletic Supplemental Contracts 2023/2024 - Classified

It is recommended that the Board of Education approve the **employment** of the of the following supplemental positions. *All new hires are contingent upon an approved background check and confirmation of appropriate licensure/permit, if required:*

Boys Basketball
Mike Rinn, Varsity Assistant Coach
KJ Creamer, JV Coach
Quintin Carrington, 9th Grade

Girls Basketball
Michael Coreno, Head Coach
Julia Riley, Varsity Assistant Coach
Craig Alexander, JV Coach
Bill D'Amico, 7th Grade Coach

Swim
Marianne Grandon, Assistant Coach
Chris Morris, Assistant Coach

Wrestling
Stephen Suglio, Varsity Assistant Coach
Ted Lockmiller, RMS Coach
Jake Nye, RMS Coach @50%
Nick Gayner, RMS Coach @50%
Luke Stretar, Volunteer Coach

Girls JV Golf Coach
Annie Laurie Chelovitz (last name spelling correction from the 7/18/23 agenda)

Res. 24-103857 consensus items 1.a-d and 2.a-h

Move: Keith Malick Second: Hayden Hajdu Status: Passed

3. Student Services

a. Additional Hours

Res. 24-103858

It is recommended that the Board of Education approve the following educational aides for up to **3 hours** to accompany and support intensive needs students attending the after school dance at Revere Middle school on **10/27/23** from 2:45 - 5PM, compensation to be paid at their hourly rate:

Kathy Daetwyler
Cathy Rundo;

Furthermore, it is recommended that the Board of Education approve the following educational aides for hours spent supporting intensive needs students on **9/27/23** while attending the football and volleyball games after school, compensation to be paid at their hourly rate:

Kathy Daetwyler - 2 hours
Cathy Rundo - 1.75 hours

Move: Keith Malick Second: Diana Sabitsch Status: Passed

b. Redline Advocacy Agreement

Res. 24-103859

It is recommended that the Board of Education approve the agreement as detailed in **Attachment S-1**

Move: Claudia Hower Second: Diana Sabitsch Status: Passed

4. **Other Business**

a. **Res. 24-103860**

Crystal Clinic Orthopedic Center Athletic Trainer Services Agreement 2023-2028

It is recommended that the Board of Education approve the agreement as detailed in **Attachment OB-1**

Move: Keith Malick Second: Claudia Hower Status: Passed

IX. **INFORMATIONAL ITEMS**

The next Board Work Session will be held **November 14, 2023** beginning at 5:30 PM in the Revere Administration Building Conference Room;

The next Regular Board Meeting will be held **November 21, 2023** beginning at 5:30 PM in the Revere High School Media Center.

X. **CONCERNS OF THE PUBLIC AND COMMUNITY ANNOUNCEMENTS**

XI. **EXECUTIVE SESSION**

N/A

XII. **ADJOURNMENT**

Res. 24-103861

Moved by Mr. Hajdu, seconded by Mrs. Sabitsch to adjourn the meeting at 6:02 PM

Move: Hayden Hajdu Second: Diana Sabitsch Status: Passed

NEW DOCUMENT

OCTOBER 31, 2023

Financial Report



Revere Local School District

**Richard Berdine
Treasurer**

Revere Local School District

Forecast Comparison - General Operating Fund -October 2023



	Current Month FCST Estimate	Current Month Actuals	Prior FY Month Actuals	Variance- Current Month Actuals to Estimate	Explanation of Variance
Revenue:					
1.010 - General Property Tax (Real Estate)	\$ -	\$ -	\$ -	\$ -	
1.020 - Public Utility Personal Property Tax	\$ -	\$ -	\$ -	\$ -	
1.035 - Unrestricted Grants-in-Aid	\$ 153,052	\$ 443,946	\$ 160,708	\$ 290,894	State funding increase for FY24 in State budget implemented in October with retro payments to July, estimate will be updated in November forecast
1.040 - Restricted Grants-in-Aid	\$ 14,022	\$ 25,380	\$ 12,586	\$ 11,358	State funding increase for FY24 in State budget implemented in October with retro payments to July, estimate will be updated in November forecast
1.050 - Property Tax Allocation	\$ 1,855,233	\$ 1,819,022	\$ 1,798,011	\$ (36,211)	actual receipts less than May 2023 forecast estimate
1.060 - All Other Operating Revenues	\$ 247,096	\$ 627,017	\$ 411,871	\$ 379,921	timing and increase in interest earnings, increase in TIF payments from Village of Richfield and City of Fairlawn
1.070 - Total Revenue	\$ 2,269,403	\$ 2,915,365	\$ 2,383,176	\$ 645,962	
Other Financing Sources:					
2.050 - Advances In	\$ -	\$ -	\$ -	\$ -	
2.060 - All Other Financing Sources	\$ -	\$ 40	\$ 40	\$ 40	
2.080 Total Revenue and Other Financing Sources	\$ 2,269,403	\$ 2,915,405	\$ 2,383,216	\$ 646,002	
Expenditures:					
3.010 - Personnel Services	\$ 1,857,992	\$ 2,006,438	\$ 1,938,931	\$ (148,446)	timing of supplemental payments compared to prior fiscal years
3.020 - Employees' Retirement/Insur. Benefits	\$ 789,873	\$ 763,536	\$ 730,255	\$ 26,337	timing of payments compared to prior fiscal years
3.030 - Purchased Services	\$ 482,203	\$ 744,060	\$ 403,207	\$ (261,857)	timing of payments compared to prior fiscal years, increased special education costs, increased legal services, final payments for summer maintenance projects
3.040 - Supplies and Materials	\$ 147,354	\$ 137,037	\$ 110,550	\$ 10,317	timing of payments compared to prior fiscal years
3.050 - Capital Outlay	\$ 28,571	\$ 38,037	\$ 1,087	\$ (9,466)	
3.060 - Intergovernmental	\$ -	\$ -	\$ -	\$ -	
4.300 - Other Objects	\$ 23,745	\$ 16,575	\$ 22,360	\$ 7,170	
4.500 - Total Expenditures	\$ 3,329,738	\$ 3,705,684	\$ 3,206,389	\$ (375,946)	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ -	\$ 5,034	\$ 4,487	\$ (5,034)	
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
5.050 - Total Expenditures and Other Financing Uses	\$ 3,329,738	\$ 3,710,718	\$ 3,210,876	\$ (380,980)	
Surplus/(Deficit) for Month	\$ (1,060,335)	\$ (795,313)	\$ (827,660)	\$ 265,022	
rb110323					Confidential Information - For Board Use Only - Do not Redistribute Page 15 of 146

Revere Local School District

Forecast Comparison - General Operating Fund - October 2023



Current FYTD
FCST Estimate

Current FYTD
Actuals

Prior FYTD
Actuals

Variance-
Current FYTD
Actuals to
Estimate

Explanation of Variance

Revenue:

1.010 - General Property Tax (Real Estate)

\$ 15,080,860

\$ 14,481,352

\$ 14,457,700

\$ (599,508)

TIF adjustments (\$190K) by County from paid taxes issued thus increase below in All Other Operating Revenues, tax collections less than May 2023 forecast estimate, timing of tax advances/settlement

1.020 - Public Utility Personal Property Tax

\$ 913,560

\$ 946,235

\$ 889,233

\$ 32,675

increased tax collections compared to May 2023 forecast estimate

1.035 - Unrestricted Grants-in-Aid

\$ 703,086

\$ 1,001,500

\$ 702,287

\$ 298,414

State funding increase for FY24 in State budget implemented in October with retro payments to July, estimate will be updated in November forecast

1.040 - Restricted Grants-in-Aid

\$ 52,062

\$ 59,852

\$ 50,084

\$ 7,790

1.050 - Property Tax Allocation

\$ 1,855,233

\$ 1,819,022

\$ 1,798,011

\$ (36,211)

actual receipts less than May 2023 forecast estimate

1.060 - All Other Operating Revenues

\$ 750,228

\$ 1,536,888

\$ 921,070

\$ 786,660

timing and increase in interest earnings, increase in TIF payments from Village of Richfield and City of Fairlawn

1.070 - Total Revenue

\$ 19,355,029

\$ 19,844,850

\$ 18,818,386

\$ 489,820

Other Financing Sources:

2.050 - Advances In

\$ 100,000

\$ 100,000

\$ 250,000

\$ -

2.060 - All Other Financing Sources

\$ 40

\$ 160

\$ 160

\$ 120

2.080 Total Revenue and Other Financing Sources

\$ 19,455,069

\$ 19,945,010

\$ 19,068,546

\$ 489,940

Expenditures:

3.010 - Personnel Services

\$ 7,626,887

\$ 7,566,386

\$ 7,133,138

\$ 60,501

timing of payments compared to forecast due to transition to 24 vs 26 pays, reduction in summer pay amounts due to June contract payoffs for retirees/resignees

3.020 - Employees' Retirement/Insur. Benefits

\$ 3,152,875

\$ 3,053,407

\$ 2,928,531

\$ 99,468

timing of payments compared to forecast due to transition to 24 vs 26 pays, reduction in summer insurance premium amounts due to June retirees/resignees

3.030 - Purchased Services

\$ 2,243,672

\$ 2,760,454

\$ 2,147,133

\$ (516,782)

timing of payments compared to prior fiscal years, increased special education costs, increased legal services, final payments for summer maintenance projects

3.040 - Supplies and Materials

\$ 479,567

\$ 437,091

\$ 393,055

\$ 42,476

timing of payments compared to prior fiscal years

3.050 - Capital Outlay

\$ 123,644

\$ 143,586

\$ 20,324

\$ (19,942)

timing of payments compared to prior fiscal years

3.060 - Intergovernmental

\$ -

\$ -

4.300 - Other Objects

\$ 289,515

\$ 241,614

\$ 235,815

\$ 47,901

timing of payments compared to prior fiscal years

4.500 - Total Expenditures

\$ 13,916,160

\$ 14,202,537

\$ 12,857,996

\$ (286,377)

Other Financing Uses:

5.010 - Operating Transfers-Out

\$ 575,000

\$ 580,085

\$ 520,655

\$ (5,085)

5.020 - Advances Out

\$ 100,000

\$ 100,000

\$ 100,000

\$ -

5.030 - All Other Financing Uses

\$ -

\$ -

\$ -

\$ -

5.050 - Total Expenditures and Other Financing Uses

\$ 14,591,160

\$ 14,882,622

\$ 13,478,651

\$ (291,462)

Surplus/(Deficit) FYTD

\$ 4,863,909

\$ 5,062,388

\$ 5,589,895

\$ 198,479

Revere Local School District



Revenue Analysis Report - General Operating Fund Only - FY24

	Local Revenue				State Revenue			Non-Operating*	Total Revenue
	Taxes		Interest	All Other Operating	Unrestricted Grants-in-Aid	Property Tax Allocation	Restricted Grants-in-Aid		
	Real Estate	Personal Property							
July	9,732,610	-	74,252	14,815	149,831	-	12,534	100,040	10,084,083
August	4,789,154	-	96,280	183,659	256,434	-	10,977	40	5,336,544
September	(40,412)	946,235	76,331	464,534	151,289	-	10,961	40	1,608,977
October		-	101,565	525,452	443,946	1,819,022	25,380	40	2,915,405
November	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-
January	-	-	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
Totals	\$14,481,351	\$946,235	\$348,428	\$1,188,459	\$1,001,500	\$1,819,022	\$59,852	\$100,160	\$19,945,007
% of Total	72.61%	4.74%	1.75%	5.96%	5.02%	9.12%	0.30%	0.50%	

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

Revere Local School District



Expenditure Analysis Report - General Operating Fund - FY24

	Salaries	Benefits	Services	Supplies	Equipment	Other- Dues/Fees	Intergov. Debt	Non- Operating*	Total Expenses
July	1,776,819	737,481	667,747	78,792	3,931	14,712	-	675,051	3,954,532
August	1,867,024	792,323	844,884	121,160	22,620	17,223	-	-	3,665,233
September	1,916,105	760,067	503,763	100,102	78,998	193,104	-	-	3,552,138
October	2,006,438	763,536	744,060	137,037	38,037	16,575	-	5,034	3,710,718
November	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-
January	-	-	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
TOTALS	\$7,566,386	\$3,053,407	\$2,760,453	\$437,091	\$143,586	\$241,613	\$0	\$680,085	\$14,882,621
% of Total	50.84%	20.52%	18.55%	2.94%	0.96%	1.62%	0.00%	4.57%	

*Non-Operating expenses include advances and transfers out.

Revere Local School District



October 2023

FINSUMM Financial Summary

rb110323

Fund	Fund Name	Beginning Balance 7/1/2023	Monthly Receipts	Fiscal Year To Date Receipts	Monthly Expenditures	Fiscal Year To Date Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$17,015,801.70	\$2,915,404.61	\$19,945,007.28	\$3,710,718.11	\$14,882,621.18	\$22,078,187.80	\$2,428,684.95	\$19,649,502.85
002	Bond Retirement	\$4,933,703.12	\$16,426.16	\$2,533,445.70	\$0.00	\$24,310.65	7,442,838.17	\$1,500.00	7,441,338.17
003	Permanent Improvement	\$1,818,646.35	\$82,763.09	\$973,453.88	\$776,516.66	\$2,184,742.47	607,357.76	\$155,658.50	451,699.26
006	Food Service	\$1,032,039.59	\$156,012.29	\$357,014.83	\$134,795.58	\$503,007.13	886,047.29	\$616,511.33	269,535.96
007	Special Trust	\$31,981.02	\$0.00	\$10,120.00	(\$3,000.00)	(\$2,500.00)	44,601.02	\$1,500.00	43,101.02
008	Endowment	\$19,690.78	\$91.96	\$298.66	\$0.00	\$0.00	19,989.44	\$0.00	19,989.44
009	Uniform School Supplies	\$49,663.12	\$15,147.50	\$151,415.00	\$13,009.77	\$90,407.46	110,670.66	\$17,507.76	93,162.90
018	Public School Support	\$264,117.23	\$14,250.00	\$35,565.62	\$61,771.17	\$130,051.31	169,631.54	\$34,000.75	135,630.79
019	Other Grants	\$39,064.59	\$0.00	\$0.00	\$7,293.54	\$14,167.15	24,897.44	\$21,112.40	3,785.04
022	District Agency	\$31,509.99	\$9,287.75	\$8,787.75	\$0.00	\$0.00	40,297.74	\$0.00	40,297.74
024	Employee Benefits Self-Insurance	\$6,167.40	\$4,711.73	\$18,727.46	\$3,951.90	\$21,507.24	3,387.62	\$40,514.43	(37,126.81)
026	Employee Benefits Section 125	\$207.74	\$9,355.93	\$37,333.72	\$9,735.68	\$38,559.06	(1,017.60)	\$113,403.13	(114,420.73)
200	Student Managed Activity	\$236,200.35	\$9,523.73	\$40,900.73	\$5,164.52	\$15,488.17	261,612.91	\$17,435.52	244,177.39
300	District Managed Student Activities	\$139,989.27	\$55,189.55	\$331,697.83	\$28,104.30	\$271,076.60	200,610.50	\$65,091.51	135,518.99
451	Data Communications	\$0.00	\$0.00	\$184.40	\$0.00	\$184.40	0.00	\$0.00	0.00
499	Miscellaneous State Grants	\$51,340.81	\$0.00	\$0.00	\$0.00	\$36,390.69	14,950.12	\$14,950.12	0.00
507	ESSER - CARES Act	(\$27,287.44)	\$0.00	\$130,640.57	\$214.36	\$112,305.77	(8,952.64)	\$9,920.96	(18,873.60)
516	IDEA Special Education	(\$27,434.52)	\$0.00	\$117,536.37	\$58,718.44	\$207,801.54	(117,699.69)	\$22,000.00	(139,699.69)
572	Title I	(\$9,242.88)	\$0.00	\$26,226.28	\$13,714.26	\$39,599.42	(22,616.02)	\$415.00	(23,031.02)
584	Title IV-A	(\$5,750.00)	\$0.00	\$5,750.00	\$0.00	\$0.00	0.00	\$0.00	0.00
587	Early Childhood Special Education	\$0.00	\$0.00	\$0.00	\$0.00	\$970.66	(970.66)	\$970.00	(1,940.66)
590	Title II-A	\$0.00	\$0.00	\$0.00	\$5,576.00	\$11,152.00	(11,152.00)	\$0.00	(11,152.00)
599	Miscellaneous Federal Grants	\$236,237.20	\$0.00	\$0.00	\$0.00	\$175,674.67	60,562.53	\$60,563.43	(0.90)
	Grand Totals (ALL Funds)	\$25,836,645.42	\$3,288,164.30	\$24,724,106.08	\$4,826,284.29	\$18,757,517.57	\$31,882,332.82	\$2,621,720.70	\$29,181,404.14

Revere Local School District



Approved Grant Funds for FY2024

This report is a listing of all grant funds authorized and/or received throughout fiscal year 2024.

Fund	Description	Authorized Amount	Monthly Amount Received	Amount Received FY-to-date	Amount Received Project-to-date
<i>State Grants</i>					
451/9023	Network Connectivity Supplement 2023	\$184.40	\$0.00	\$184.40	\$184.40
	<i>Total State Funds</i>	\$184.40	\$0.00	\$184.40	\$184.40
<i>Federal Grants</i>					
507/9022 & 9223	ARP ESSER	\$875,075.25	\$0.00	\$48,407.95	\$672,433.32
507/9023	ARP ESSER State Activity Supplement	\$654,486.86	\$0.00	\$0.00	\$608,474.86
507/9123	ESSER II State Activity Supplement	\$753,988.00	\$0.00	\$82,232.62	\$753,988.00
516/9023	IDEA Part B Special Education 2023	\$544,437.07	\$0.00	\$117,536.37	\$544,437.07
572/9023	Title I 2023	\$118,159.84	\$0.00	\$26,226.28	\$104,179.51
584/9023	Title IV-A 2023	\$10,000.00	\$0.00	\$5,750.00	\$10,000.00
	<i>Total Federal Funds</i>	\$2,956,147.02	\$0.00	\$280,153.22	\$2,693,512.76

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Revere Local School District



Record of Advances for FY2024

INITIAL ADVANCE INFORMATION					ADVANCE RETURN	
Date Approved	FROM Fund	TO Fund	Fund Name	Amount	Date Returned	Amount
7/19/2022	001	300/920A	Athletics	\$100,000.00	7/18/2023	\$100,000.00
7/18/2023	001	300/920A	Athletics	\$100,000.00		
TOTAL Advances				\$200,000.00		\$100,000.00
Advances Outstanding						\$100,000.00
rb110323						

Revere Local School District



Cash Reconciliation

October 31, 2023

Cash Summary Report Balance			\$ 31,803,233.93
Bank Balance:			
Huntington Bank	1,150,356.73		
	-		
	-		
		\$ 1,150,356.73	
Investments:			
Meeder Investment Managers Managed Portfolio	17,734,575.89		
STAR Ohio - General Account	13,198,192.83		
	-		
		\$ 30,932,768.72	
Petty Cash:			
Building Principals	400.00		
Athletic Director	100.00		
Bus Garage	-		
DragonFly	5,000.00		
Treasurer's Office	200.00		
		\$ 5,700.00	
Change Fund:			
Food Service Vending	717.35		
BCII Background Check Service	100.00		
	-		
	-		
		\$ 817.35	
Less: Outstanding Checks		\$ (265,611.46)	
Outstanding Deposits/Other Adjustments:			
NSF Checks To Recover	-		
Payroll Deductions To Be Remitted	-		
ACH Payments/Deposits In Transit	-		
Bank Debits & Credits Not Posted in USAS	7,618.23		
STRS Shortfall Payment In Transit	(28,415.64)		
		\$ (20,797.41)	
Bank Balance			\$ 31,803,233.93
Variance			\$ -

rb110323

Revere Local School District

October 31, 2023



Appropriation Summary

rb110323

Fund		FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
001	General Fund	\$43,379,601.00	\$193,398.89	\$43,572,999.89	\$14,882,621.18	\$3,710,718.11	\$2,428,684.95	26,261,693.76	39.73%
002	Bond Retirement	\$4,559,050.00	\$0.00	\$4,559,050.00	\$24,310.65	\$0.00	\$1,500.00	4,533,239.35	0.57%
003	Permanent Improvement	\$1,942,000.00	\$1,352,886.54	\$3,294,886.54	\$2,184,742.47	\$776,516.66	\$155,658.50	954,485.57	71.03%
006	Food Service	\$1,550,000.00	\$0.00	\$1,550,000.00	\$503,007.13	\$134,795.58	\$616,511.33	430,481.54	72.23%
007	Special Trust	\$48,900.00	\$1,000.00	\$49,900.00	(\$2,500.00)	(\$3,000.00)	\$1,500.00	50,900.00	-2.00%
008	Endowment	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	1,000.00	0.00%
009	Uniform School Supplies	\$195,950.00	\$18,210.00	\$214,160.00	\$90,407.46	\$13,009.77	\$17,507.76	106,244.78	50.39%
018	Public School Support	\$253,757.28	\$68,027.09	\$321,784.37	\$130,051.31	\$61,771.17	\$34,000.75	157,732.31	50.98%
019	Other Grants	\$20,000.00	\$6,359.55	\$26,359.55	\$14,167.15	\$7,293.54	\$21,112.40	(8,920.00)	133.84%
022	District Agency	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	1,000.00	0.00%
024	Employee Benefits Self-Insurance	\$58,000.00	\$4,433.67	\$62,433.67	\$21,507.24	\$3,951.90	\$40,514.43	412.00	99.34%
026	Employee Benefits Section 125	\$139,000.00	\$0.00	\$139,000.00	\$38,559.06	\$9,735.68	\$113,403.13	(12,962.19)	109.33%
200	Student Managed Activity	\$183,905.92	\$230.00	\$184,135.92	\$15,488.17	\$5,164.52	\$17,435.52	151,212.23	17.88%
300	District Managed Student Activities	\$543,970.12	\$37,592.67	\$581,562.79	\$271,076.60	\$28,104.30	\$65,091.51	245,394.68	57.80%
451	Ohio K-12 Network Subsidy	\$7,200.00	\$0.00	\$7,200.00	\$184.40	\$0.00	\$0.00	7,015.60	2.56%
499	Miscellaneous State Grants	\$25,752.07	\$25,588.74	\$51,340.81	\$36,390.69	\$0.00	\$14,950.12	0.00	100.00%
507	ESSER - CARES Act	\$316,128.78	\$46,012.00	\$362,140.78	\$112,305.77	\$214.36	\$9,920.96	239,914.05	33.75%
516	IDEA Special Education	\$675,951.82	\$0.00	\$675,951.82	\$207,801.54	\$58,718.44	\$22,000.00	446,150.28	34.00%
572	Title I	\$127,211.86	\$0.00	\$127,211.86	\$39,599.42	\$13,714.26	\$415.00	87,197.44	31.45%
584	Title IV-A	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	15,000.00	0.00%
587	Early Childhood Special Education	\$17,297.50	\$0.00	\$17,297.50	\$970.66	\$0.00	\$970.00	15,356.84	11.22%
590	Title II-A	\$49,616.45	\$0.00	\$49,616.45	\$11,152.00	\$5,576.00	\$0.00	38,464.45	22.48%
599	Miscellaneous Federal Grants	\$130,617.00	\$105,620.20	\$236,237.20	\$175,674.67	\$0.00	\$60,563.43	(0.90)	100.00%
Totals		\$54,240,909.80	\$1,859,359.35	\$56,100,269.15	\$18,757,517.57	\$4,826,284.29	\$2,624,533.70	\$33,731,311.50	33.33%

Revere Local School District



Check Register for Checks > \$9,999.99 October 2023

Vendor	Amount	Fund	Description
Apple Computer Inc.	\$ 254,250.00	001/003/018	Replacement ipads and headphones
GameTime	\$ 213,511.00	003	Richfield ES playground
Southway Fence Company	\$ 22,210.00	001	Richfield ES fence replacement
ESC of Northeast Ohio	\$ 116,806.16	001/516	Special education aides, preschool teachers/aides, LEP services, gifted coordinator, at-risk coordinator
Wengercorp.com	\$ 33,205.46	001	Revere MS orchestra instrument lockers
Apple Computer Inc.	\$ 101,940.00	003/018	Replacement ipads and crayons
Ohio Edison Co.	\$ 36,051.59	001	Electricity
Suburban School Transportation	\$ 21,928.99	001	Special education transportation
KRG Education Services, Inc.	\$ 14,260.00	001	Special education tuition
Red Line Advocacy LLC	\$ 69,750.00	001	Special education tuition
Rush Truck Center	\$ 226,928.00	003	Replacement school busses (2)
Alco Products, Inc.	\$ 18,112.68	001	Custodial/maintenance supplies
Effective Utility Service	\$ 18,138.75	001	Electricity
Nason Landscaping Inc.	\$ 16,225.50	001	Lawn care
Alco Products, Inc.	\$ 23,258.00	001	Carpet cleaning/floor refinishing
CDW-Government	\$ 15,298.74	001	Software license renewal
Kidslink Neurobehavioral	\$ 22,950.00	001	Special education tuition
PRN Therapy Services	\$ 28,428.69	001	OT/PT services
PSI	\$ 19,200.00	001	Nursing services
Ullman Oil Company, LLC	\$ 30,352.24	001	Diesel fuel/gasoline
Effective Utility Service	\$ 18,138.75	001	Electricity
GameTime	\$ 31,469.00	003	Richfield ES playground
Squire Patton Boggs LLP	\$ 72,764.48	001	Legal services
Ullman Oil Company, LLC	\$ 30,423.70	001	Diesel fuel/gasoline
Renhill Group, Inc.	\$ 51,068.74	001	Substitute teachers
Gordon Food Service	\$ 15,158.47	006	Food services supplies
Gordon Food Service	\$ 13,280.15	006	Food services supplies
Gordon Food Service	\$ 16,205.65	006	Food services supplies
Gordon Food Service	\$ 10,316.15	006	Food services supplies
Huntington Bank	\$ 21,470.53	various	Instructional supplies, office supplies, staff meetings, professional development workshops
Huntington Bank	\$ 13,841.31	various	Medicare contributions
Huntington Bank	\$ 15,963.50	various	Medicare contributions
SERS	\$ 63,342.00	various	Classified retirement
STRS	\$ 28,415.64	various	Certified retirement
STRS	\$ 193,464.36	various	Certified retirement
SRHCC-Dental	\$ 21,861.54	001/006	Employee benefits dental insurance
SRHCC-Medical	\$ 421,043.05	001/006	Employee benefits medical/prescription insurance
rb110323			

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NEW DOCUMENT



Revere Local School District

Five Year Forecast Financial Report

November 2023

Richard Berdine, Treasurer

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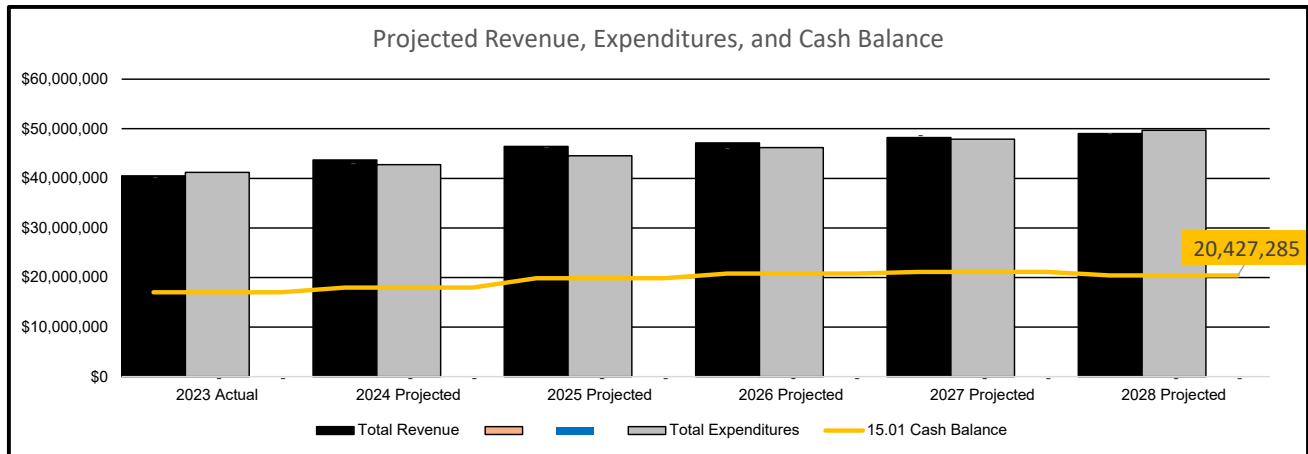
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Forecast Purpose/Objectives

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

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

Forecast Methodology - This forecast is prepared based upon historical trends and current factors. This information is then extrapolated into estimates for subsequent years. The forecast variables can change multiple times throughout the fiscal year and while cash flow monitoring helps to identify unexpected variances no process is guaranteed. The intent is to provide the district's financial trend over time and a roadmap for decisions aimed at encouraging financial sustainability and stability.



Note: Cash balance (Line 7.020) plus any existing levy modeled as renewed or new during the forecast.

Financial Forecast

	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028
Beginning Balance (Line 7.010) Plus Renewal/New Levies Modeled	17,015,802	17,978,722	19,850,161	20,801,173	21,120,959
+ Revenue	43,725,154	46,428,681	47,146,672	48,230,387	49,012,357
+ Proposed Renew/Replacement Levies	-	-	-	-	-
+ Proposed New Levies	-	-	-	-	-
- Expenditures	(42,762,234)	(44,557,242)	(46,195,660)	(47,910,601)	(49,706,031)
= Revenue Surplus or Deficit	962,920	1,871,439	951,012	319,786	(693,674)
Line 7.020 Ending Balance with renewal/new levies	17,978,722	19,850,161	20,801,173	21,120,959	20,427,285

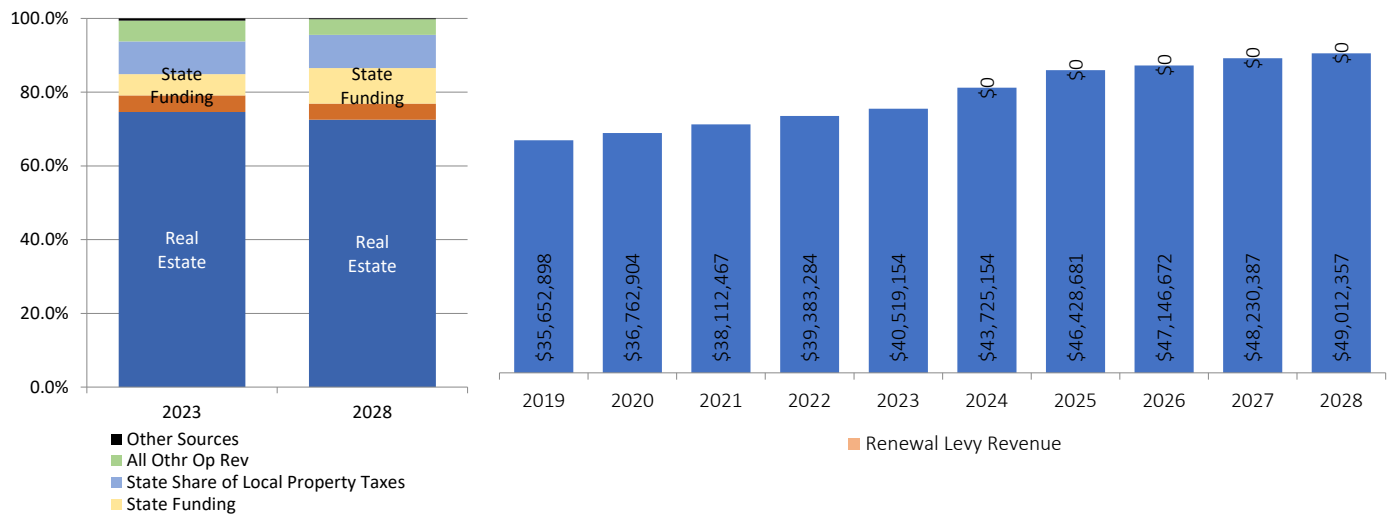
Analysis Without Renewal Levies Included:

Revenue Surplus or Deficit w/o Levies	962,920	1,871,439	951,012	319,786	(693,674)
Ending Balance w/o Levies	17,978,722	19,850,161	20,801,173	21,120,959	20,427,285

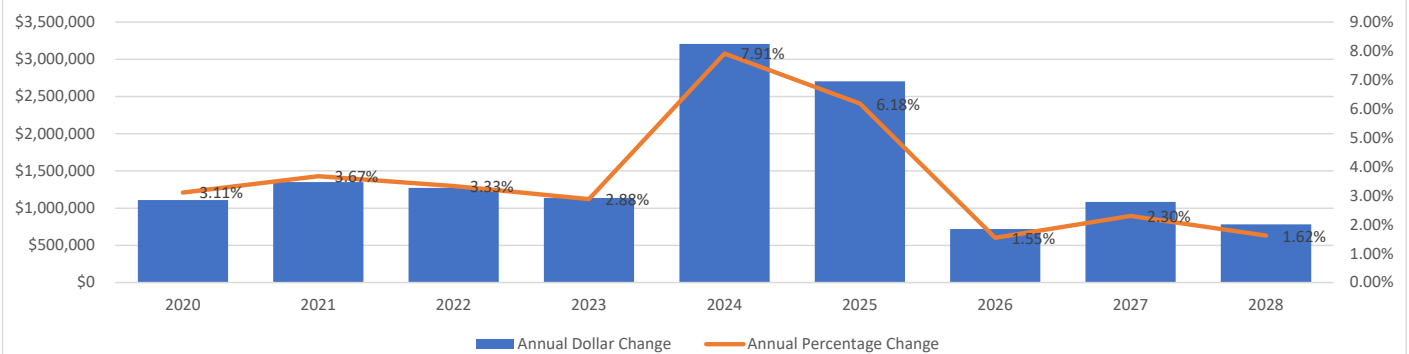
The projected balance of \$20.8 million at June 30, 2027 is significantly improved from the \$6.1 million May 2023 forecast projected balance. Deficit spending is only shown in this forecast for FY28. The projected tax revenue increase from the 2023 Summit County reappraisal accounts for much of this improved financial position, in addition to State foundation revenue growth from implementation of years three and four of the Fair School Funding Plan (FSFP) and an increase from 5% to 10% for the minimum State share in the FY24/25 biennial State budget bill. This forecast shows a projected ending cash balance for FY24 of \$17.6 million, an increase of approximately \$2.2 million over the May 2023 forecast. There are many moving parts for tax revenues, interest earnings, and increasing expenses for utilities, special education transportation, substitute teachers, legal services, and maintenance services. The District is monitoring current proposed legislation that would change the 20 mill floor and/or impose 5% caps on real property valuation growth from reappraisals. If this type of legislation as currently being discussed is ever passed into law, there will be a significant negative impact to future forecasts. Expenditure growth is a concern that must be managed, and given our existence as a service provider of education to our students, our reliance on staffing is significant and these costs are not small and are not declining. The last new operating levy passed by Revere voters occurred in May 2011, and this forecast indicates that there is no imminent need for additional operating funds.

Revenue Sources and Forecast Year-Over-Year Projected Overview

Sources of Revenue Over Time



Year-Over-Year Dollar & Percentage Change



4-Year Historical Actual Average Annual Dollar Change
Compared to 5-year Projected

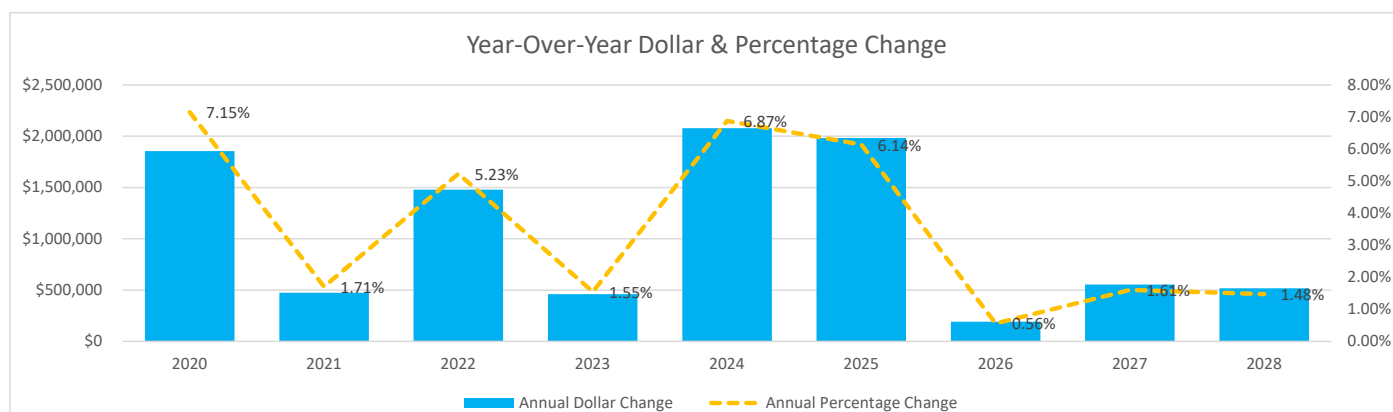
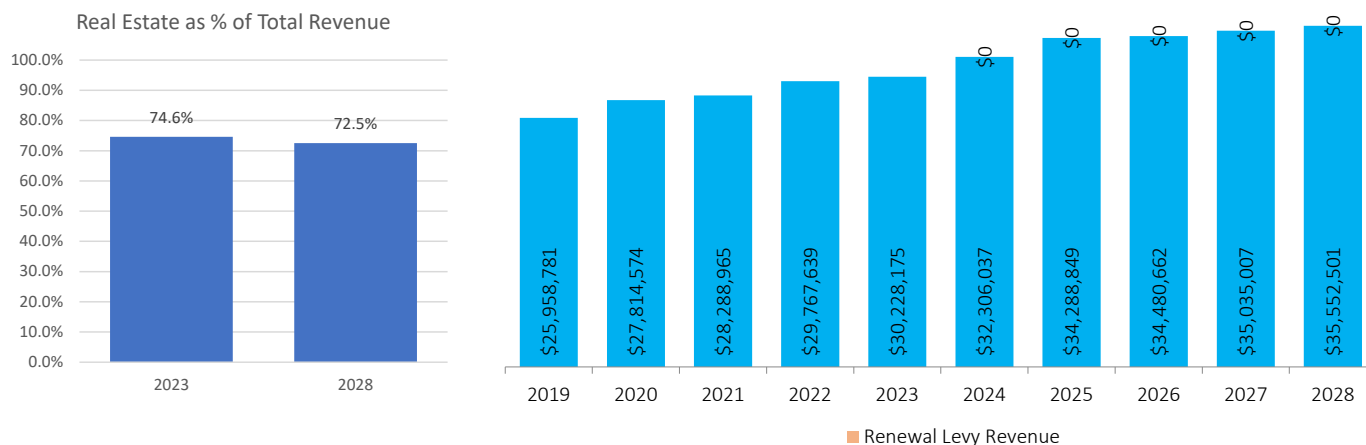
	Historical Average Annual \$\$ Change	Projected Average Annual \$\$ Change	Projected Compared to Historical Variance	Total revenues are expected to increase in FY24 and out years primarily due to the following items: additional tax collections from continuing new residential and commercial construction; tax revenue growth from the 20 mill floor being realized in 2020 for residential properties; additional tax collections from the estimated 22% increase in residential property values from the Summit County 2023 reappraisal; and increased State foundation revenue from implementation of years three and four of the Fair School Funding Plan and an increase from 5% to 10% for the minimum State share in the FY24/25 biennial State budget bill.
Real Estate	1,067,349	1,064,865	(\$2,483)	
Public Utility	\$79,142	\$62,273	(\$16,869)	
Income Tax	\$0	\$0	\$0	
State Funding	(\$151,301)	480,681	\$631,982	
Prop Tax Alloc	\$53,726	\$159,800	\$106,074	
All Other Op Rev	\$168,350	(\$38,982)	(\$207,331)	
Other Sources	(\$701)	(\$29,996)	(\$29,295)	
Total Average Annual Change	1,216,564 3.25%	1,698,641 3.91%	\$482,077 0.66%	

Note: Expenditure average annual change is projected to be >

\$1,698,737 On an annual average basis, expenditures are projected to grow faster than revenue.

1.010 - General Property Tax (Real Estate)

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



Values, Tax Rates and Gross Collections							Gross Collection Rate Including Delinquencies
Tax Yr	Valuation	Value Change	Class I Rate	Change	Class II Rate	Change	
2022	1,159,714,580	20,358,370	28.88	-	33.42	-	98.5%
2023	1,384,764,580	225,050,000	27.50	(1.38)	31.50	(1.92)	98.7%
2024	1,390,764,580	6,000,000	27.51	0.02	31.60	0.10	98.7%
2025	1,398,764,580	8,000,000	27.52	0.01	31.50	(0.10)	98.7%
2026	1,449,264,580	50,500,000	27.27	(0.24)	31.10	(0.40)	98.7%
2027	1,455,264,580	6,000,000	27.29	0.02	31.19	0.09	98.7%

General Property Tax (Real Estate) accounts for 73.88% of District revenues.

The 9.02 mill substitute levy, which eliminated two emergency operating levies totaling the same millage, passed by Revere voters in November 2019 is included for this forecast.

Revenues are projected to increase in FY24 due to additional tax collections from continuing new residential and commercial construction, tax revenue growth from the 20 mill floor being realized for residential properties with the valuation increase in 2020, and additional tax collections from the estimated 22% increase in residential property values from the Summit County 2023 reappraisal. Tax revenue growth from these impacts continues in FY25 to FY28.

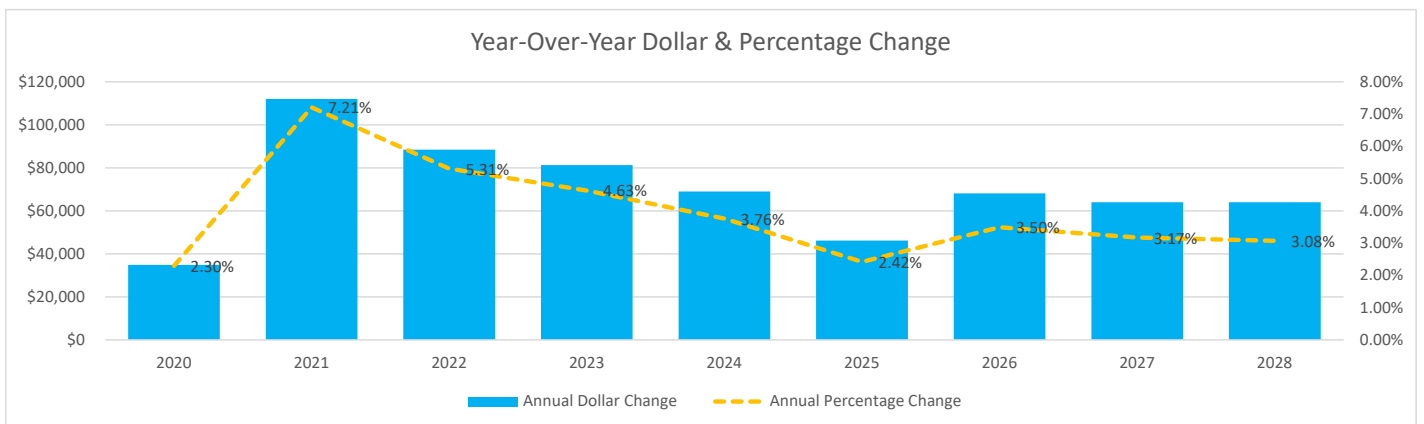
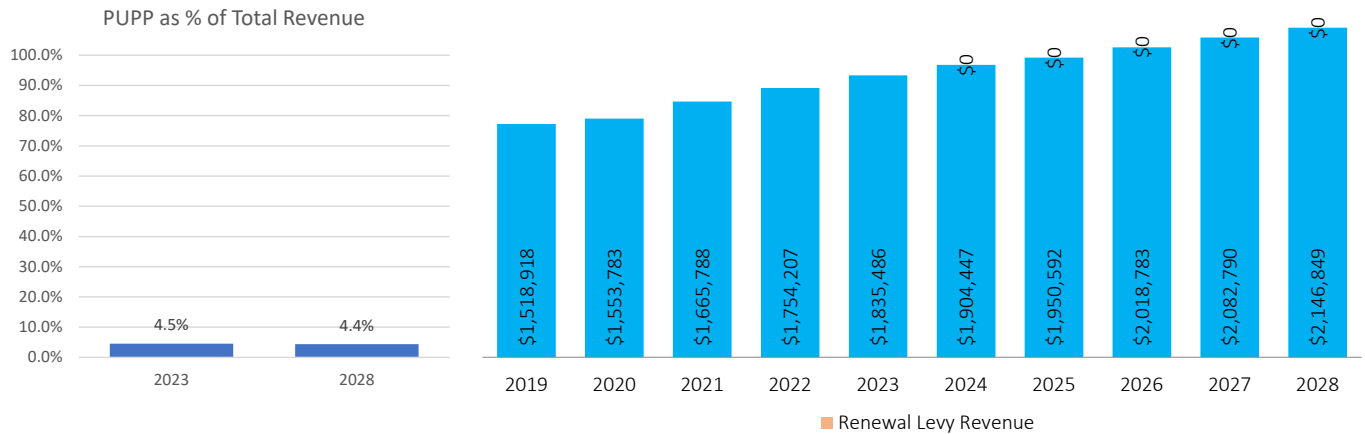
Valuations are projected to increase 19.0% overall with the 2023 triennial update. Increases of 8.7% and 9.0% occurred in the 2020 reappraisal and 2017 update. 4% growth is forecast for the 2026 reappraisal. The May 2023 forecast estimated 7.6% overall valuation growth for 2023. Residential valuations only are projected to increase 22.0% for the 2023 reappraisal.

District collected approximately 100% of estimated tax revenues for tax years 2015 through 2023 except for TIF adjustments by Summit County, and this collection rate is continued for this forecast.

*Projected % trends include renewal levies

1.020 - Public Utility Personal Property

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



Values and Tax Rates					Gross Collection Rate Including Delinquencies
Tax Year	Valuation	Value Change	Full Voted Rate	Change	
2022	32,505,810	1,834,750	58.22	0.17	100.0%
2023	33,705,810	1,200,000	56.86	(1.36)	100.0%
2024	34,905,810	1,200,000	56.86	0.00	100.0%
2025	36,105,810	1,200,000	56.85	(0.01)	100.0%
2026	37,305,810	1,200,000	56.63	(0.22)	100.0%
2027	38,505,810	1,200,000	56.64	0.00	100.0%

Public Utility Personal Property tax accounts for 4.36% of District revenues.

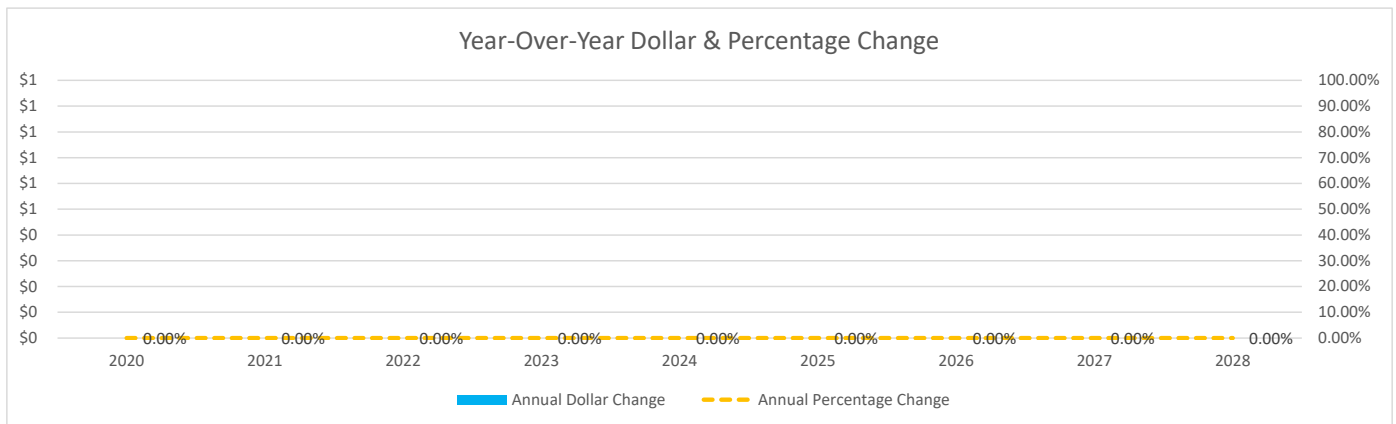
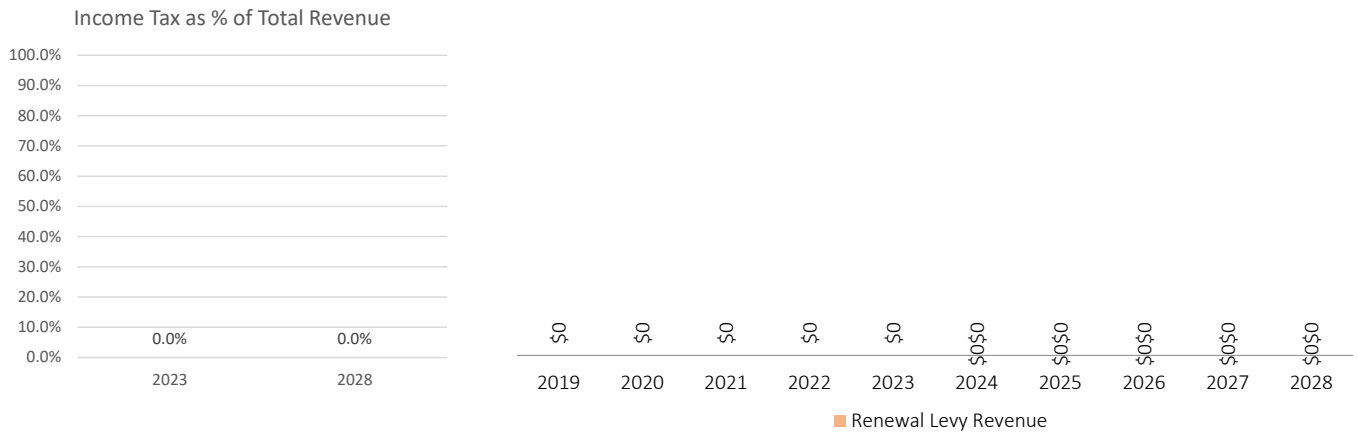
Revenues are projected to slightly increase due to valuation growth for all forecast years.

This is a tax on property valuations reported by public utility companies and is taxed at the full voted millage rate.

**Projected % trends include renewal levies*

1.030 - No Income Tax

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

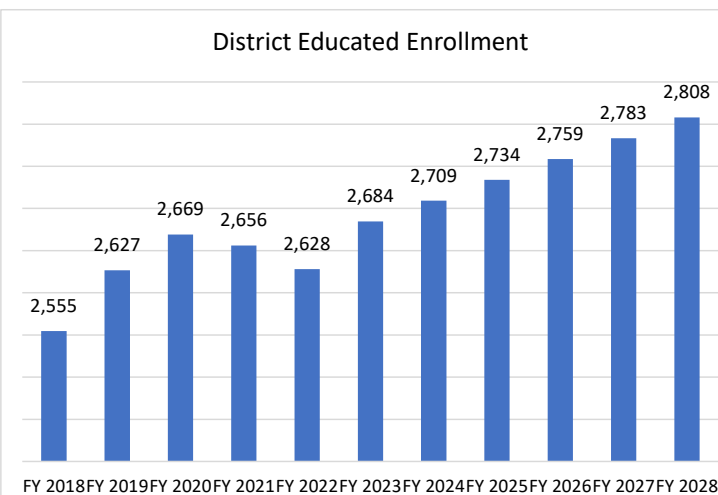
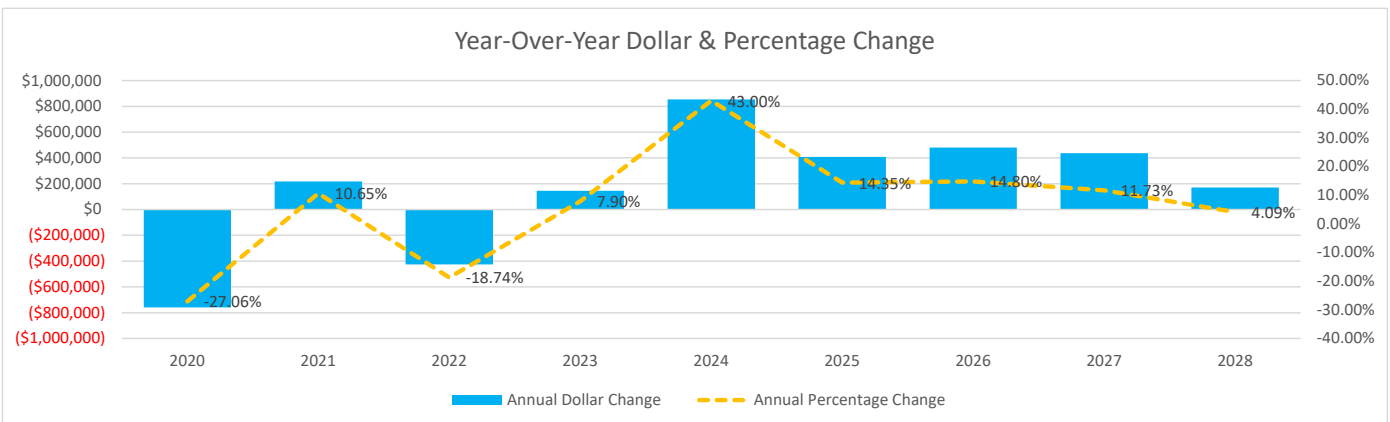
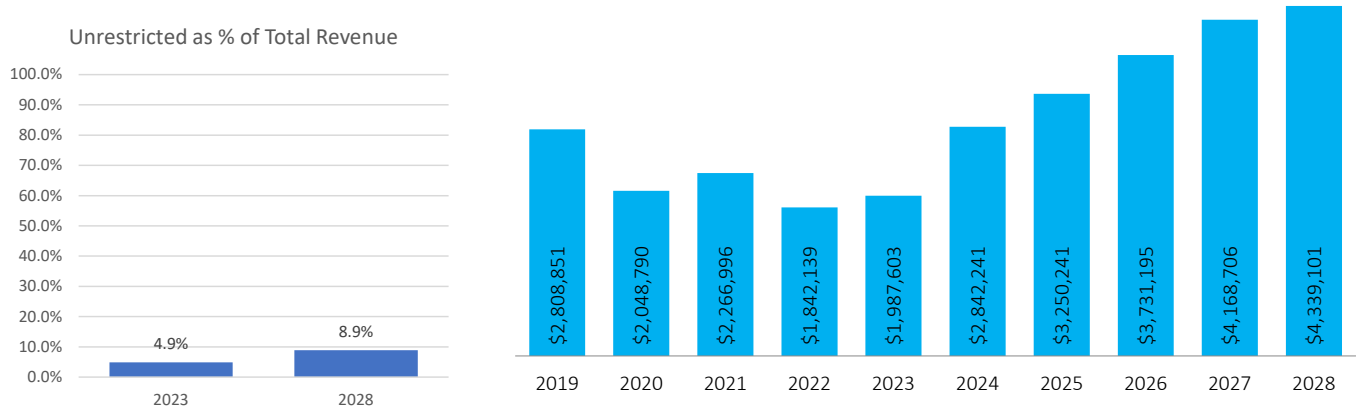


The district does not have an income tax levy.

**Projected % trends include renewal levies*

1.035 - Unrestricted Grants-in-Aid

Funds received through the State Foundation Program with no restriction.



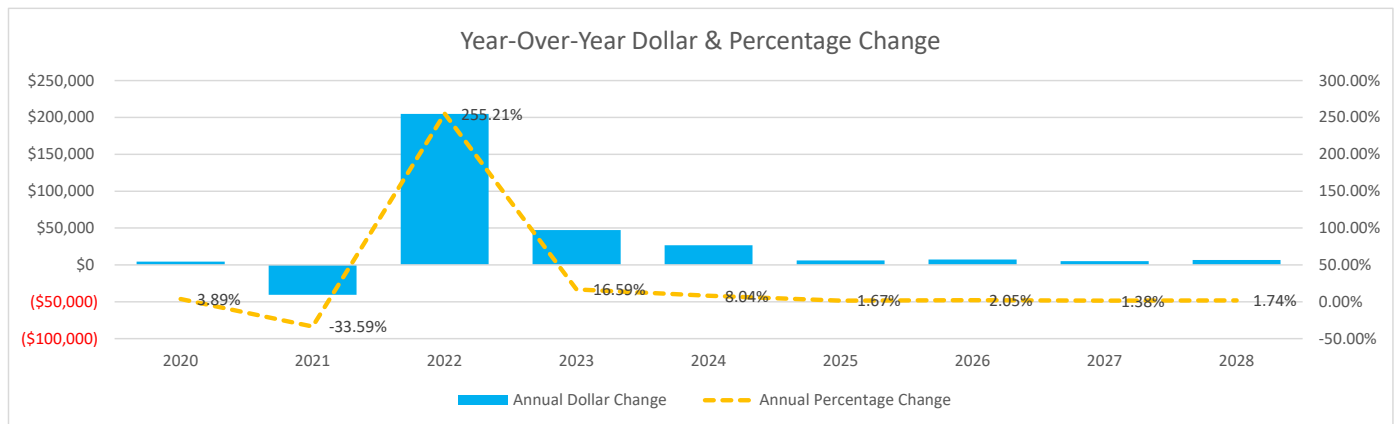
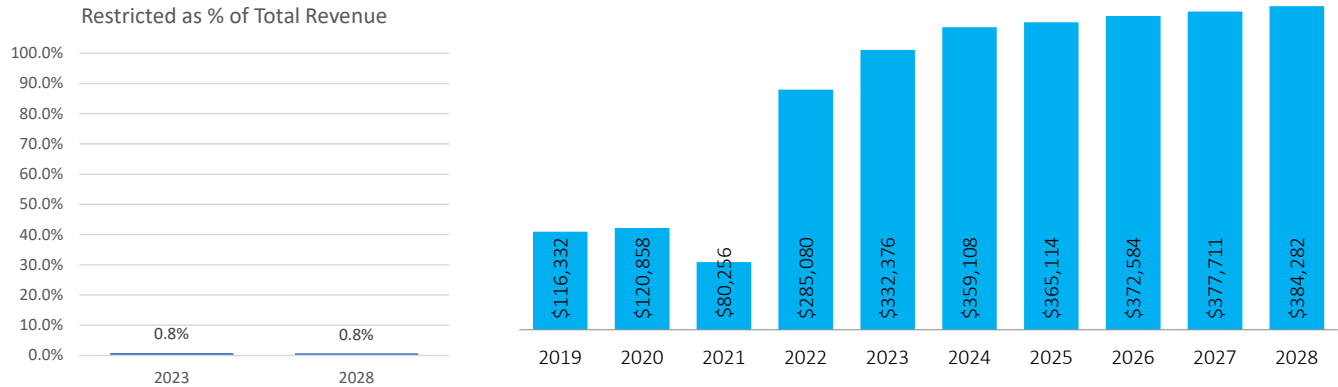
Unrestricted Grants-in-Aid accounts for 6.50% of District revenues.

State foundation revenue growth from implementation of years three and four of the Fair School Funding Plan and an increase from 5% to 10% for the minimum State share in the FY24/25 biennial State budget bill is included.

Casino revenues are included in this category.

1.040 & 1.045 - Restricted Grants-in-Aid

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

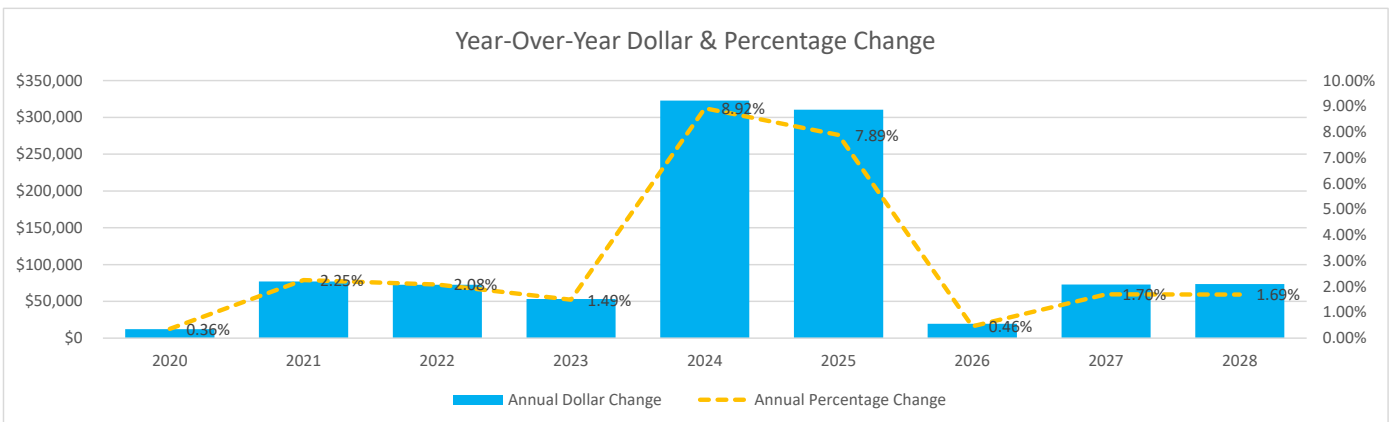
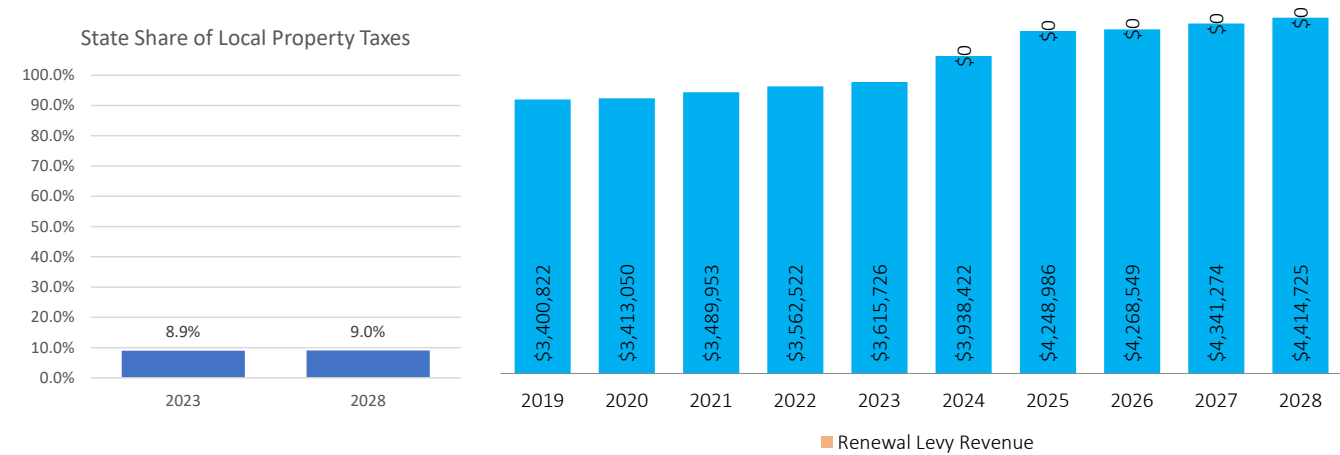


Restricted Grants-in-Aid accounts for .82% of District revenues.

Revenues are projected to remain relatively flat for all forecast years, with slight variations as foundation formula revenue totals change from unrestricted to restricted grants-in-aid. The FY22 amount increased due to coding changes incorporated in the FSFP, as well as increases in catastrophic cost special education funding reimbursement allocations in the FY22/23 State budget. This higher amount of catastrophic cost funding is continued in FY24 and out years.

1.050 - State Share of Local Property Taxes

Includes funds received for Tangible Personal Property Tax Reimbursement, Electric Deregulation, Homestead and Rollback.



State Share of Local Property Taxes accounts for 9.01% of District revenues.

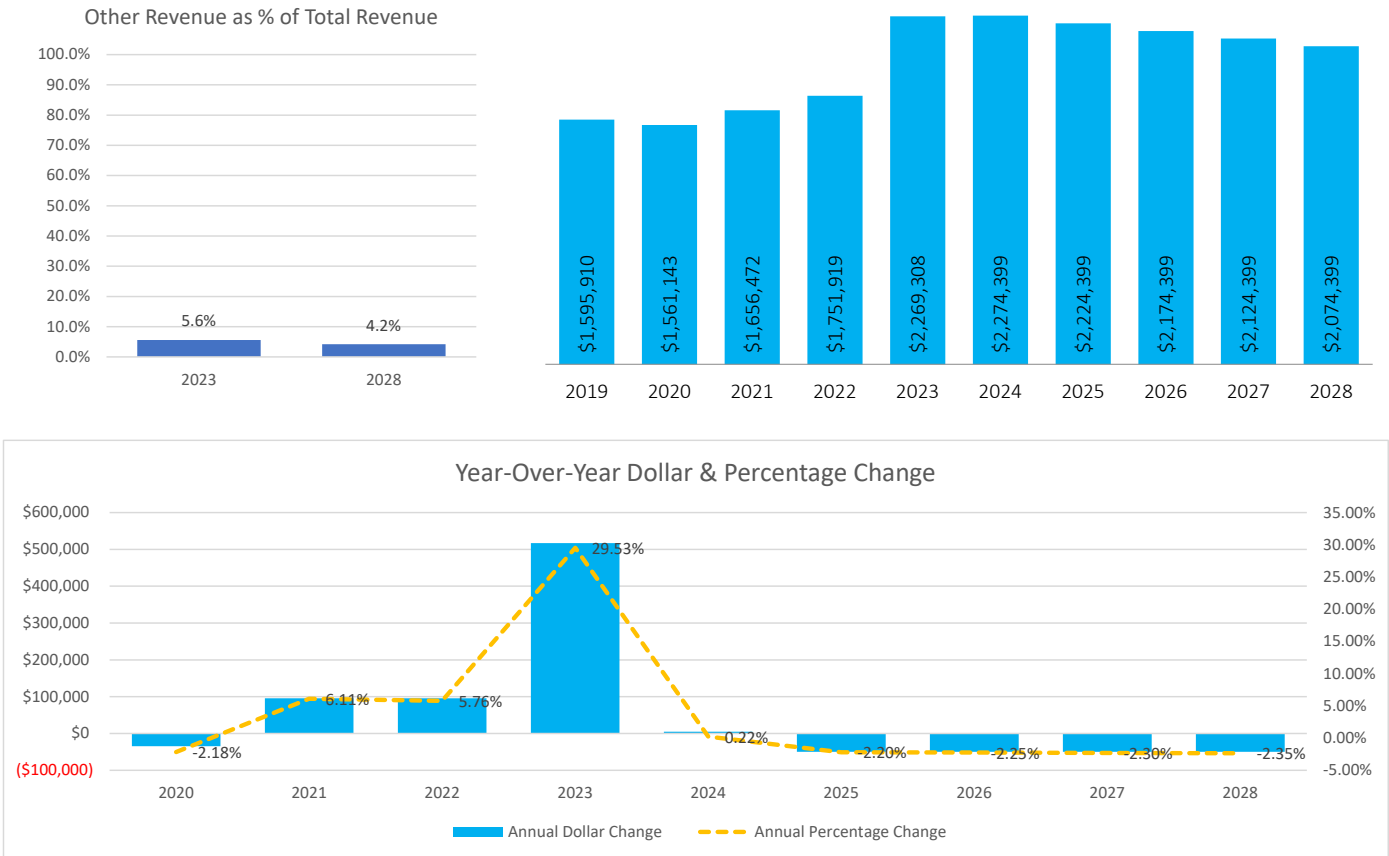
The increased amounts are related to the growth in tax revenues mentioned for line 1.010 General Property Tax.

This revenue source comes from homestead and rollback payments paid by the State on behalf of residential property tax owners. Residential, owner-occupied properties receive a 12.5% property tax reduction on existing tax levies, and residential, non-owner-occupied properties receive a 10.0% property tax reduction on existing tax levies, both of which are considered "rollback." The homestead payments made by the State help offset taxes for certain residential, owner-occupied properties wherein the owner meets certain age and income requirements. The substitute levy passed by Revere voters in November 2019 retains these payments from the State in same manner as the two emergency operating levies which were eliminated with passage of the substitute levy. As property tax collections increase, this revenue category also increases.

**Projected % trends include renewal levies*

1.060 - All Other Operating Revenues

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

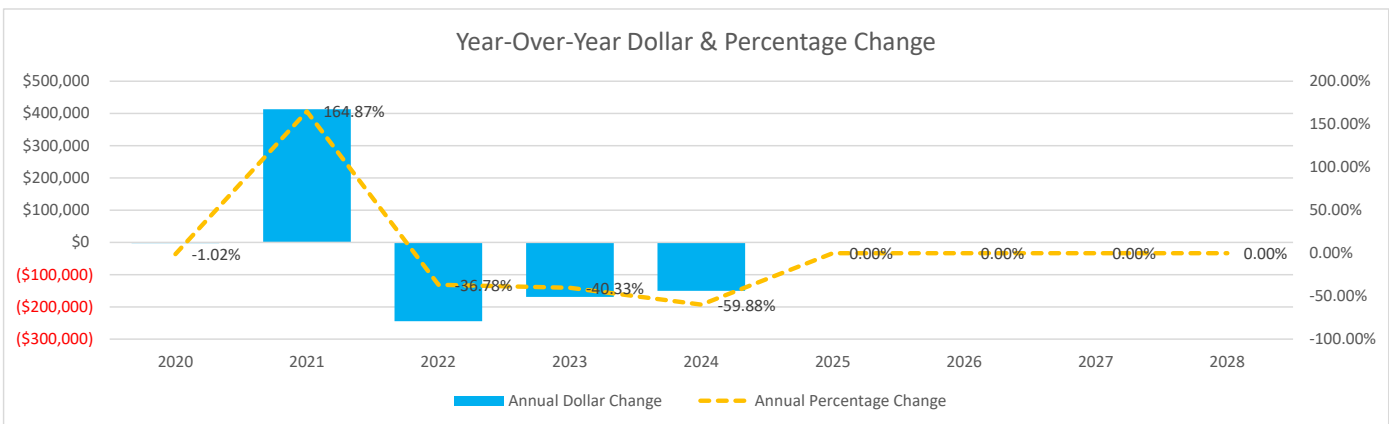
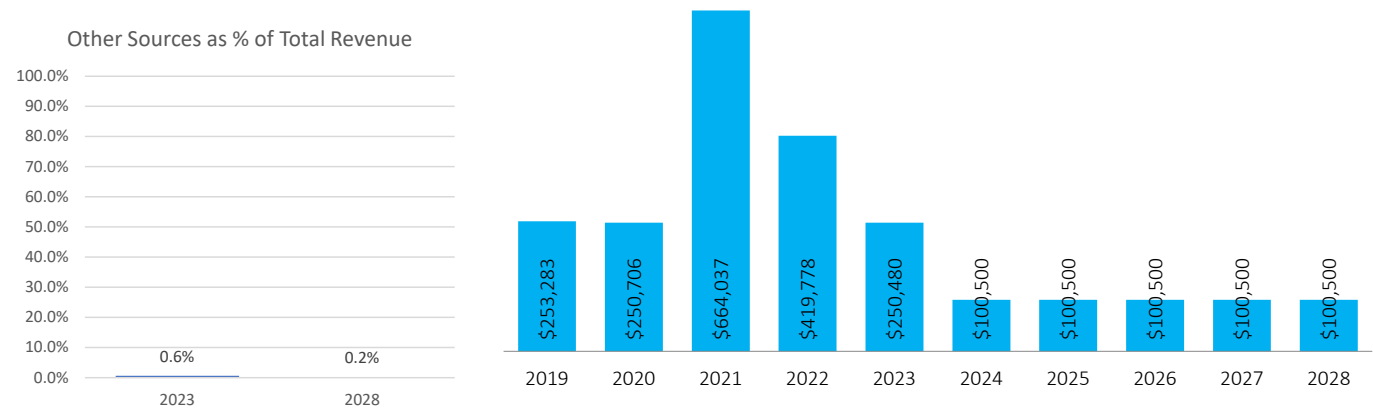


All Other Operating Revenues accounts for 5.20% of District revenues.

This category is comprised of tuition, student fees, investment earnings, mobile home taxes, and payments in lieu of taxes for Village of Richfield and City of Fairlawn (Crystal Clinic) development agreements. Investment earnings substantially increased in FY23, and are expected to remain flat for FY24. Reductions are made in FY25 to FY28 for declining balances available to invest and anticipated future lower interest rates.

2.070 - Total Other Financing Sources

Includes proceeds from sale of notes, state emergency loans and advancements, operating transfers-in, and all other financing sources like sale and loss of assets, and refund of prior year expenditures.



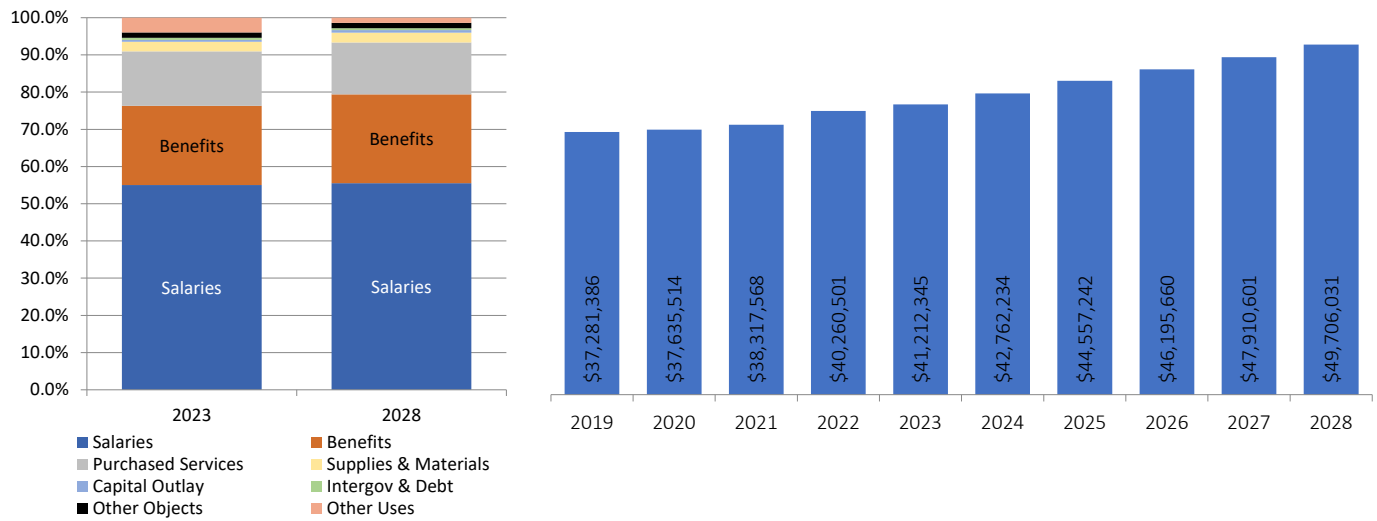
	2023	FORECASTED				
		2024	2025	2026	2027	2028
Transfers In	-	-	-	-	-	-
Advances In	250,000	100,000	100,000	100,000	100,000	100,000
All Other Financing Sources	480	500	500	500	500	500

Total Other Financing Sources accounts for .23% of District revenues.

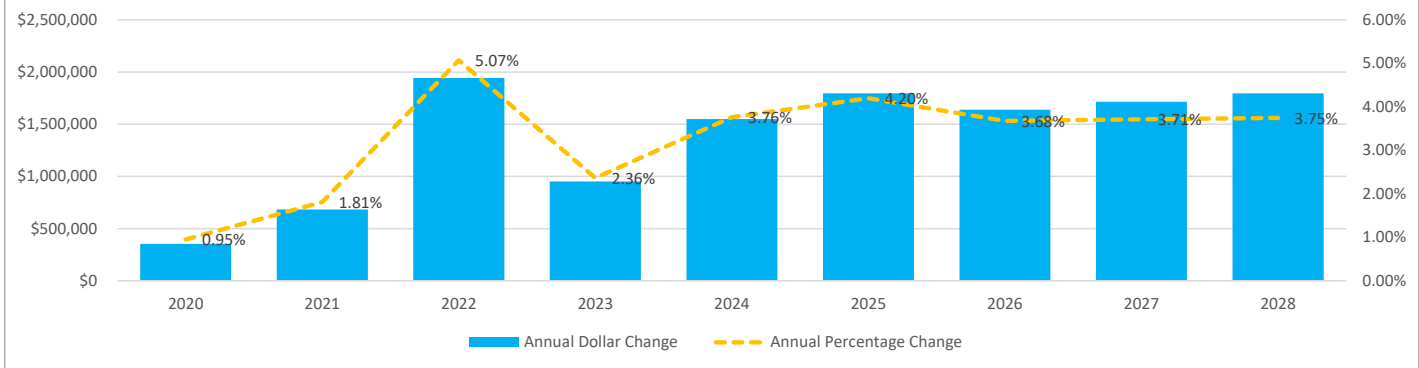
This revenue source primarily accounts for the return of advances to other funds of the District. These revenues are simply a return of temporary "loans" for cash flow purposes to these other funds, thus there is an offsetting expense in the prior or current fiscal year, resulting in no gain or loss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

Expenditure Categories and Forecast Year-Over-Year Projected Overview

Expenditure Categories Over Time



Year-Over-Year Dollar & Percentage Change



4-Year Historical Actual Average Annual Dollar Change
Compared to 5-Year Projected

	Historical Average Annual \$\$ Change	Projected Average Annual \$\$ Change	Projected Compared to Historical Variance	Total expenditures are expected to increase in FY24 from the May 2023 forecast estimate primarily due to additional special education costs from a new student placement, the need for deaf interpreter services for new students, and the addition of a part-time preschool teacher and two aides, all part of purchased services expenditure category. Special education services and out-of-district placement costs continue to increase in Purchased Services due to expanded number of students served and pricing increases. FY25 to FY28 total expenditures continue to rise primarily due to annual increases in salaries/fringes, in addition to 2% inflationary increases assumed in other categories. Purchased services estimated expenditures declined in FY22 due to changes in the FSFP for financial handling of open enrollment, community school, and Peterson Scholarship students residing in Revere, but attending other educational options. These students are now funded directly to the attending institution, rather than funded and charged to the resident public school district.
Salaries	474,579	982,993	\$508,414	
Benefits	\$140,026	\$617,772	\$477,746	
Purchased Services	\$30,645	\$181,418	\$150,774	
Supplies & Materials	\$1,257	\$48,083	\$46,826	
Capital Outlay	\$19,461	\$29,609	\$10,148	
Intergov & Debt	\$87	\$0	(\$87)	
Other Objects	\$1,502	\$27,992	\$26,490	
Other Uses	\$315,182	(\$189,131)	(\$504,313)	
Total Average Annual Change	\$982,740 2.55%	\$1,698,737 4.12%	\$715,997 1.57%	

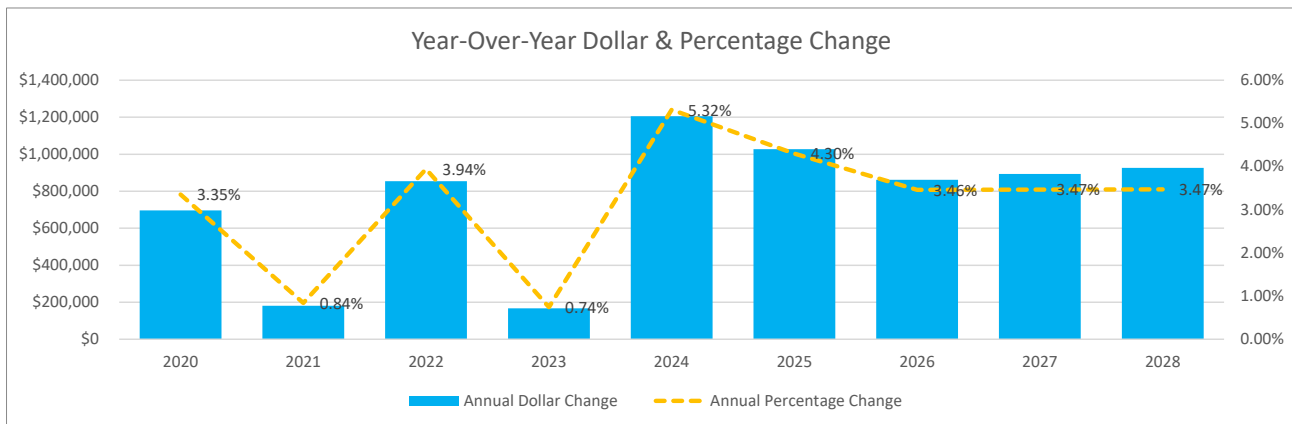
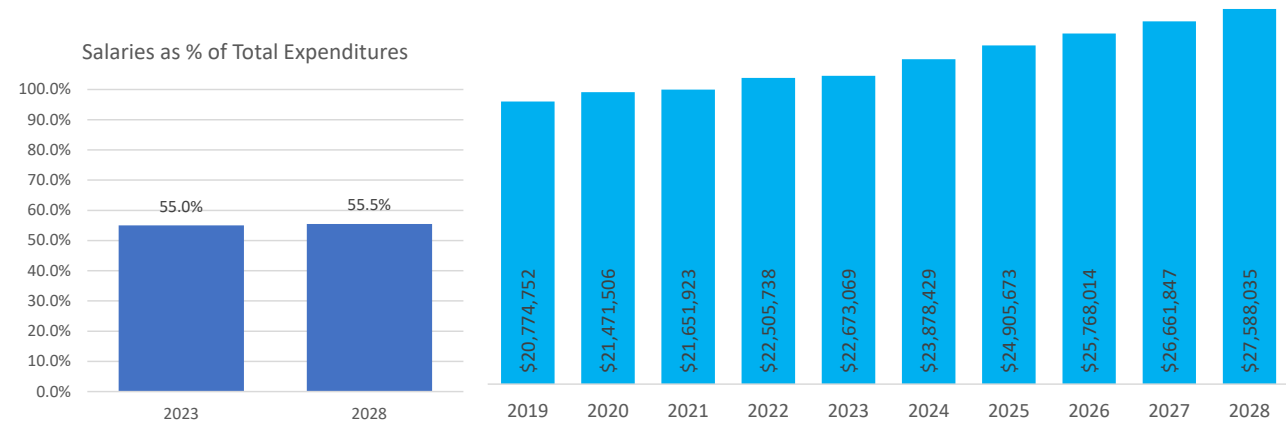
Note: Revenue average annual change is projected to

be > \$1,698,641

On an annual average basis, revenues are projected to grow slower than expenditures.

3.010 - Personnel Services

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



Personnel Services accounts for 55.84% of District expenditures.

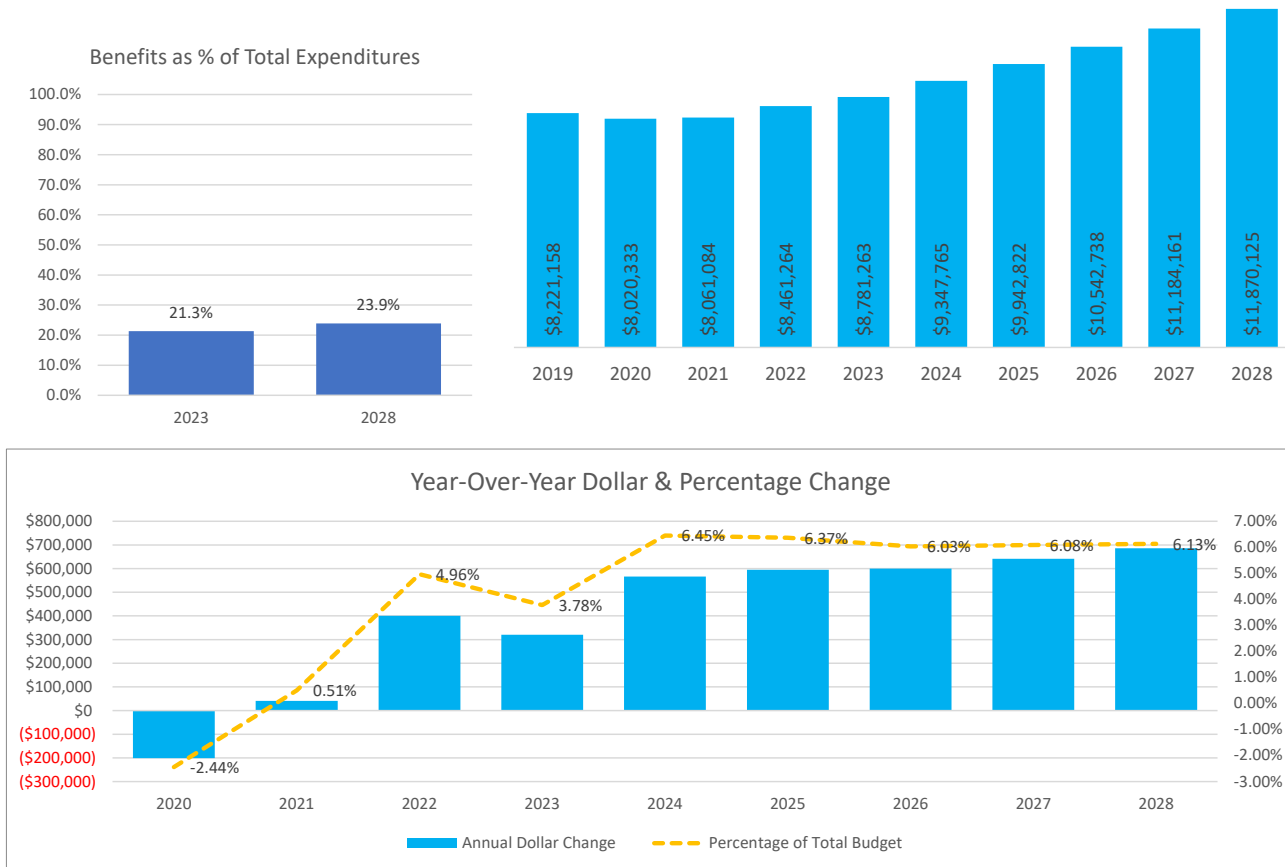
2023/2024 school year staffing counts as of September 2023 are used as the basis for this forecast. Current negotiated agreement pay increases of 2.25% in FY23 and 2% increases in FY24 and FY25 are included. Step increases are projected to add 1.9% to costs. Base and step/education increases of 2% and 1.9% respectively are included for FY26 and out years.

Five additional teaching positions (3 elementary, 1 intervention specialist, and 1 high school social studies) and one additional custodial position were included for FY23. These additional costs are partially offset by staff attrition savings. ESSER grant funds are used to offset most of the salary cost for the new teaching positions for the 2022/23 school year.

For FY24, additional positions include kindergarten (reduced 1 reading intervention teacher), .5fte ELA at RMS, STEM teacher at RES (reduced STEM aide), BES/RES guidance counselor (reduced 1 math teacher), 1 intervention specialist at RHS, 1 media center aide at RHS, additional one day per week for speech pathologist, and a psychologist.

3.020 - Employees' Benefits

Retirement for all employees, Workers Compensation, early retirement incentives, Medicare, unemployment, pickup on pickup, and all health-related insurances.



Employees' Benefits accounts for 21.86% of District expenditures.

Insurance counts and premiums for September 2023 are used for the base cost calculations, as well as the FY24 salaries which drive the retirement/medicare/workers' compensation costs. Insurance costs for positions added in FY23 and FY24 per notes in Personnel Services are included. Additionally, insurance costs for five additional dual employees reaching full-time employment status from filling two part-time positions are included.

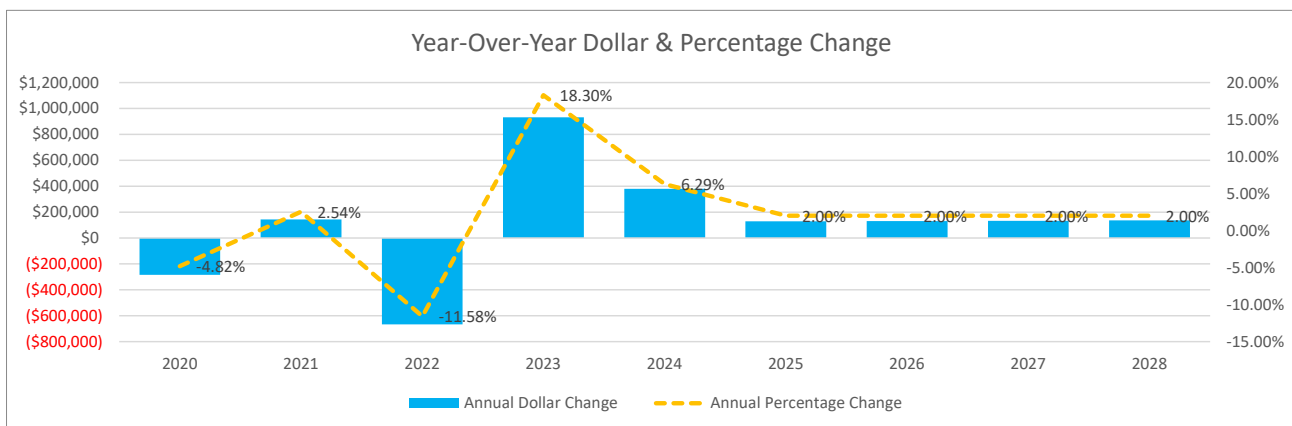
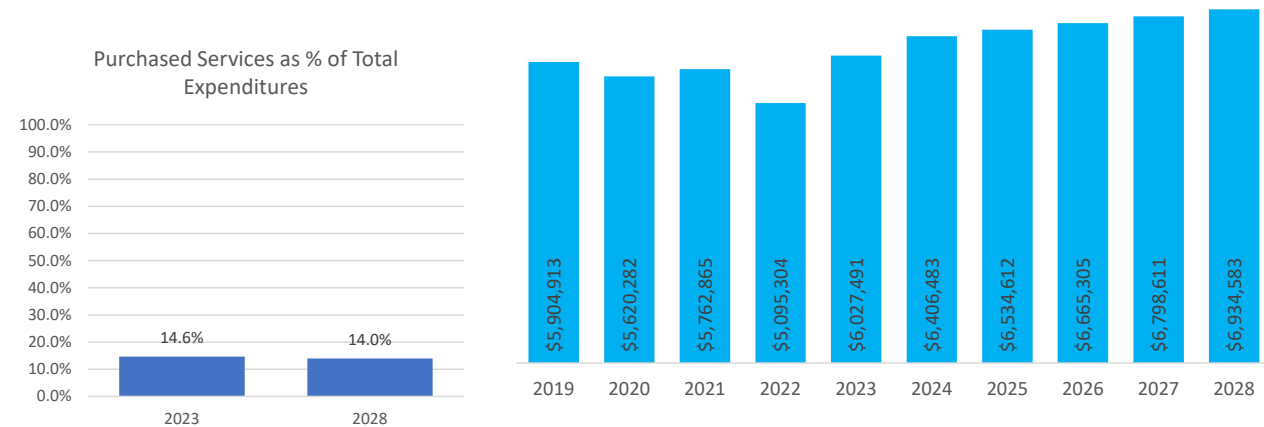
Medical and prescription insurance premiums increased 6.34% for FY24. Dental and vision premiums remain unchanged. Insurance premium increases of 8% are included for FY25 and out years.

Medical and prescription insurance premiums have changed as follows: FY23-8.9%, FY22-3.2%, FY21 – 7.02%, FY20 – (2.0%), FY19 – 6.85%, and FY18 – 9.20%. Dental premiums increased by 2.0% for FY21, with no change for FY22 to FY24. Vision premiums did not increase in recent years until the FY23 increase of 27.25%, with no increase in FY24.

All provisions of current negotiated agreements are included.

3.030 - Purchased Services

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



Purchased Services accounts for 14.98% of District expenditures.

The increased in this area are primarily due to additional special education costs from a new student placement, the need for deaf interpreter services for new students, and the addition of a part-time preschool teacher and two aides.

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

FY24 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 96% of authorized budgets being expended based upon historical review of budget utilization in prior fiscal years and current FYTD actuals.

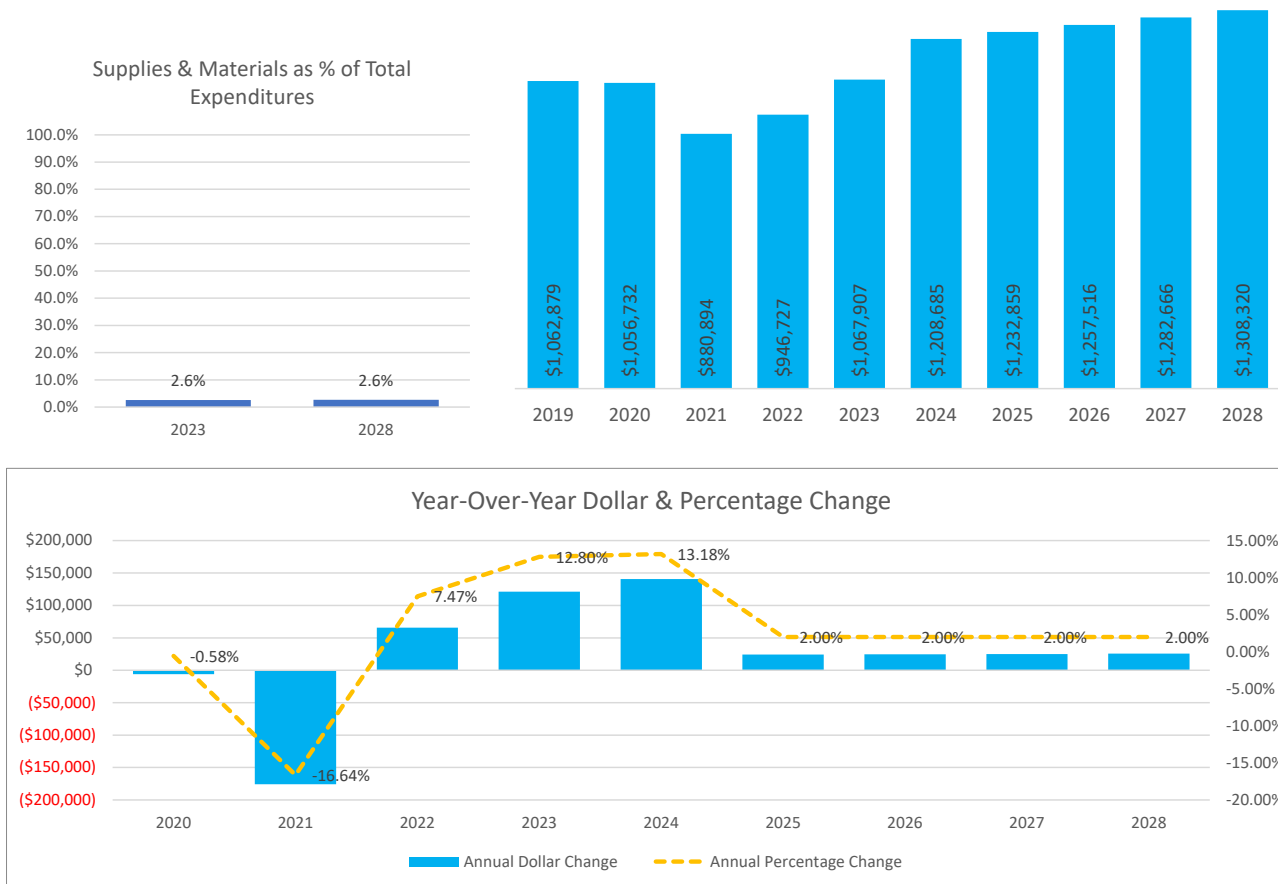
Purchased services estimated expenditures declined in FY22 due to changes in the FSFP for financial handling of open enrollment, community school, and Peterson Scholarship students residing in Revere but attending other educational options. These students are now funded directly to the attending institution, rather than funded and charged to the resident public school district. Special education services and out-of-district placement costs continue to increase.

HVAC ten-year lease purchase agreement (\$1.4 million) for high school construction approved by Board in February 2020 and executed in March 2020 with Huntington Bank increases expenditures by \$161,000 annually for FY21 to FY30.

2% inflationary growth is generally applied to all purchased services items for FY25 and out years of this forecast.

3.040 - Supplies & Materials

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



Supplies & Materials accounts for 2.83% of District expenditures.

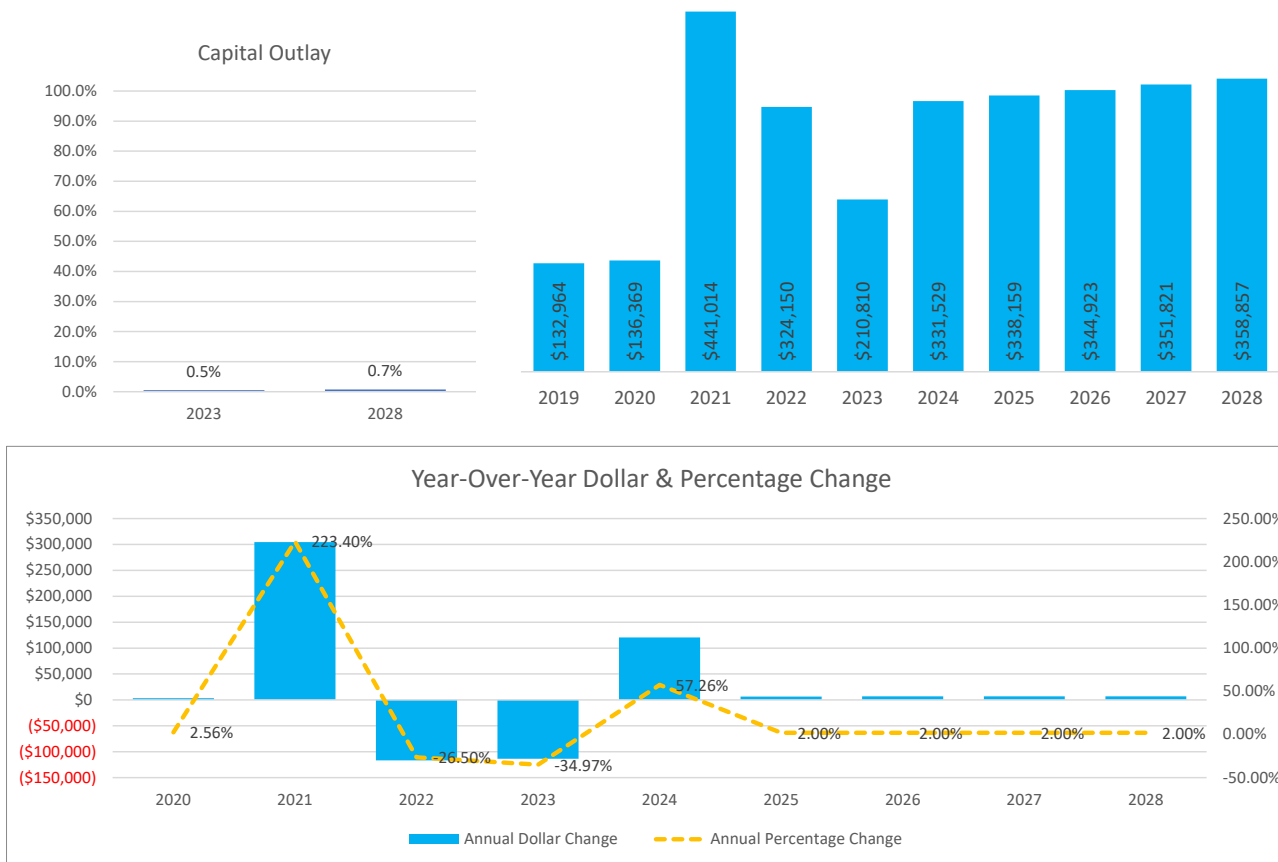
Textbooks, custodial and maintenance supplies, software, technology supplies, and paper and other building/office supplies comprise the majority of these expenditures.

FY24 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 85% of authorized budgets being expended based upon historical review of budget utilization in prior fiscal years and current FYTD actuals.

2% inflationary growth is generally applied to all supplies and materials items for FY25 and out years of this forecast.

3.050 - Capital Outlay

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



Capital Outlay accounts for 0.78% of District expenditures.

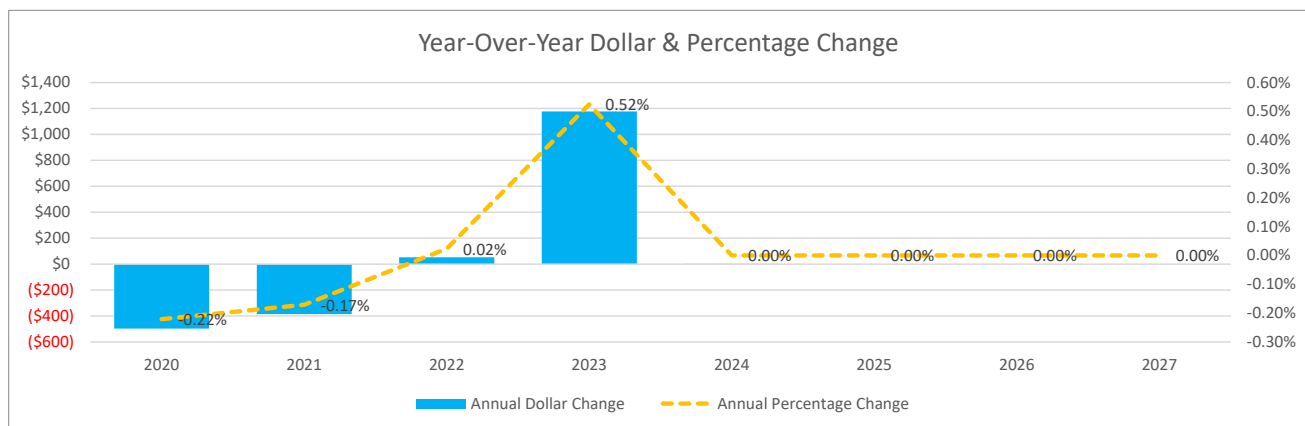
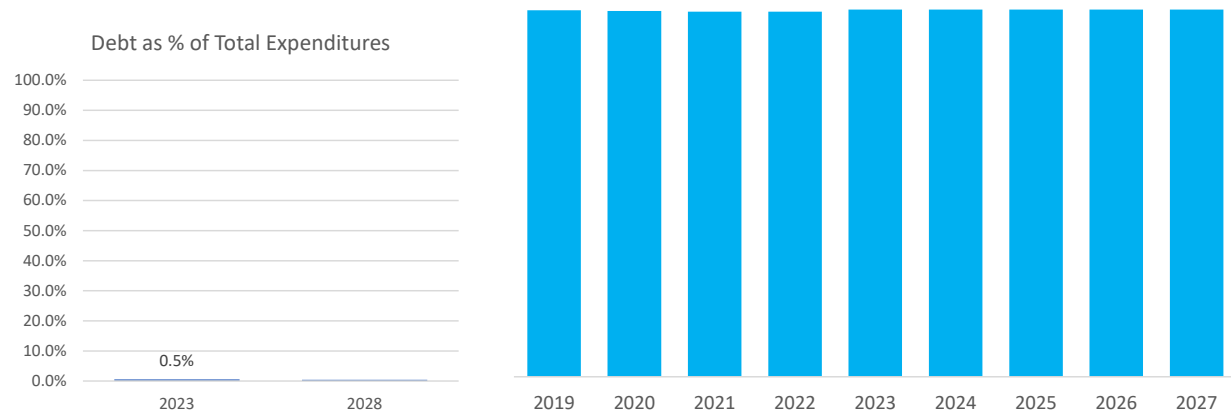
Equipment for technology and other instructional uses, custodial/maintenance, security, and transportation comprises the majority of these expenditures.

FY24 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 95% of authorized budgets being expended based upon historical review of budget utilization in prior fiscal years and current FYTD actuals.

2% inflationary growth is generally applied to all capital outlay items for FY25 and out years of this forecast.

3.060-4.060 - Intergovernmental & Debt

These lines account for pass through payments, as well as monies received by a district on behalf of another governmental entity, plus principal and interest payments for general fund borrowing.

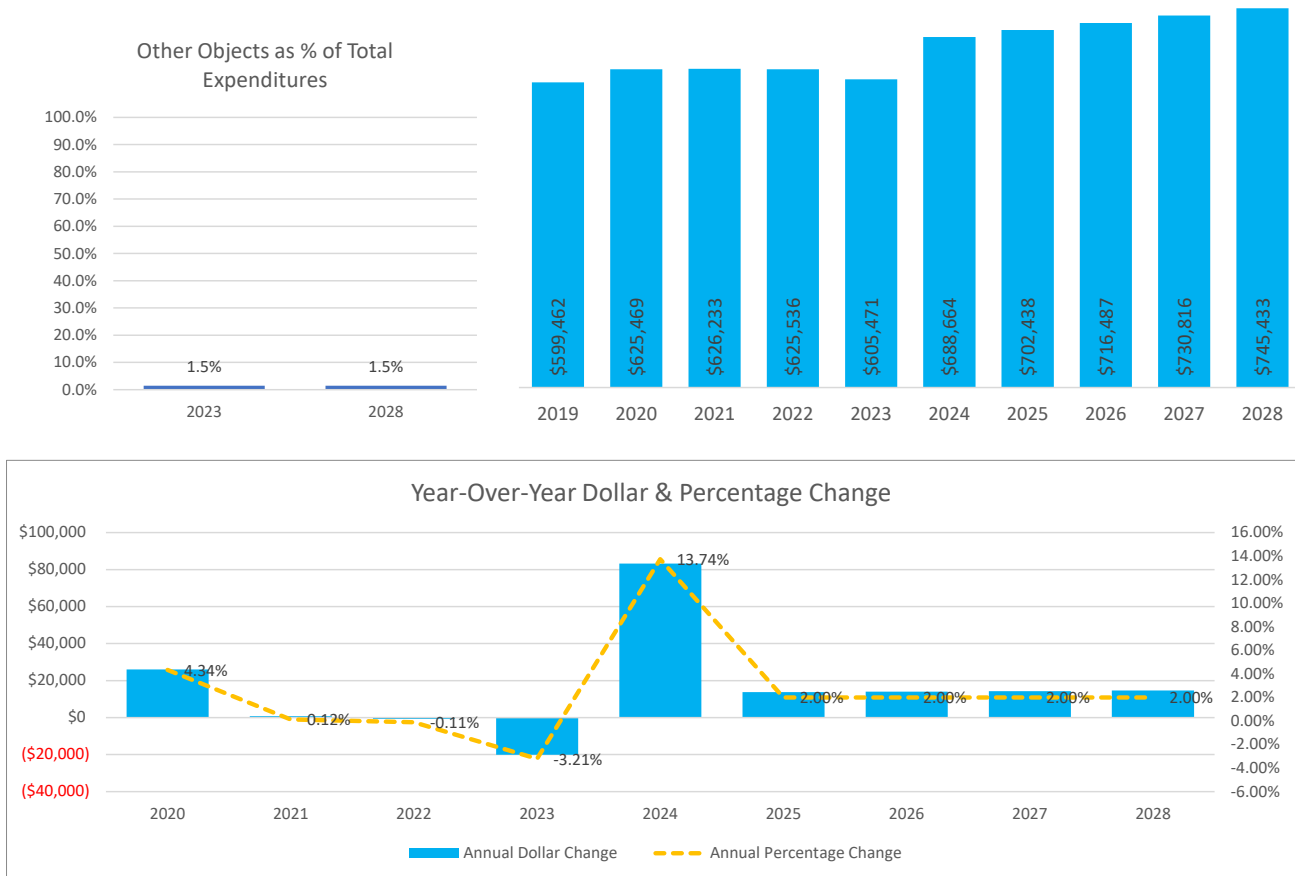


Intergovernmental & Debt accounts for .52% of District expenditures.

The District completed a House Bill 264 energy conservation project in various buildings, and the debt repayment from operational savings from reduced energy consumption occurs in this category. The District is obligated for a \$215,000 annual principal payment, and estimated annual interest of \$9,500, until December 1, 2026 (FY27). Payments for FY27 and FY26 may be eliminated and/or reduced due to investment of these annual principal funds in a "sinking fund" for debt retirement for the 15-year time period.

4.300 - Other Objects

Primary components for this expenditure line are membership dues and fees, ESC contract deductions, County Auditor/Treasurer fees, audit expenses, and election expenses.



Other Objects accounts for 1.61% of District expenditures.

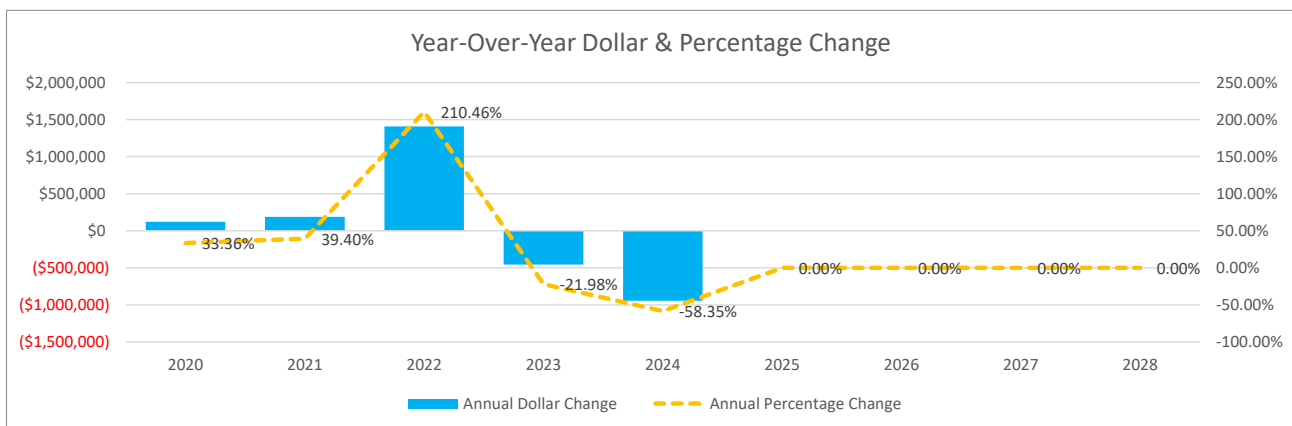
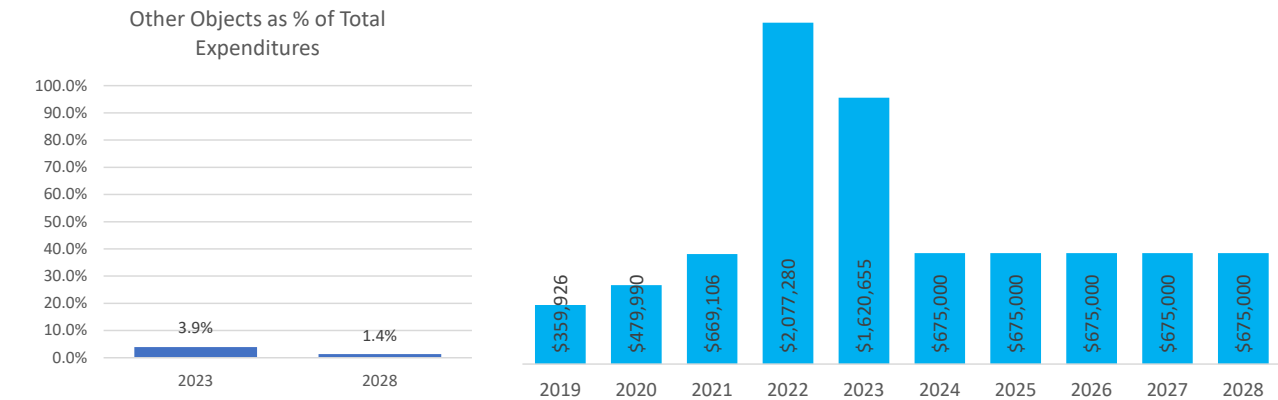
FY24 appropriations approved by the Board of Education are used as the basis for this forecast, with application of 95% of authorized budgets being expended based upon historical review of budget utilization in prior fiscal years and current FYTD actuals.

Tax collection fees charged by Summit County, liability insurance, and memberships comprise the majority of these expenditures. As tax collections continue to increase due to valuation growth from new construction, these fees will increase.

2% inflationary growth is generally applied to all other objects items for FY25 and out years of this forecast.

5.040 - Total Other Financing Uses

Operating transfers-out, advances out to other funds, and all other general fund financing uses.



	2023	2024	2025	FORECASTED		
	2023	2024	2025	2026	2027	2028
Transfers Out	1,520,655	575,000	575,000	575,000	575,000	575,000
Advances Out	100,000	100,000	100,000	100,000	100,000	100,000
Other Financing Uses	-	-	-	-	-	-

Total Other Financing Uses accounts for 1.58% of District expenditures.

Advances and transfers to food services and athletics are recorded in this category. Advances are simply a temporary "loan" for cash flow purposes to these other funds, thus there is offsetting revenue in the current or subsequent fiscal year, resulting in no gain or loss to the District. Transfers are permanent allocations of resources to the receiving funds, used to help offset operating costs. Transfers will be made in the next fiscal year to only provide funding for the actual operating deficit from the prior fiscal year. Estimates for annual transfers to food services and athletics are typically \$150,000 and \$100,000; however, these amounts are reduced for FY23 to FY25 due to covid pandemic financial assistance received by these two programs in FY22. This represents general fund savings for the District.

For FY23, the transfer amount to athletics and food services is \$0. FY24 to FY28 includes \$75,000 for athletics and \$0 for food services.

FY24 to FY28 transfer amount also includes: \$200,000 for technology needs including classroom technology upgrades at Richfield ES and Revere MS to mirror state-of-the-art equipment at Bath ES and Revere HS, STEM, robotics, AP computer science, and 1:1 technology replacements/additions; and, \$300,000 for roof repairs needed at Richfield ES and Revere MS.

The advance amount included for FY24 to FY28 is for athletics.

Revere Local School District

Five Year Forecast

Fiscal Year:	Actual	FORECASTED				
	2023	2024	2025	2026	2027	2028
Revenue:						
1.010 - General Property Tax (Real Estate)	30,228,175	32,306,037	34,288,849	34,480,662	35,035,007	35,552,501
1.020 - Public Utility Personal Property	1,835,486	1,904,447	1,950,592	2,018,783	2,082,790	2,146,849
1.030 - Income Tax	-	-	-	-	-	-
1.035 - Unrestricted Grants-in-Aid	1,987,603	2,842,241	3,250,241	3,731,195	4,168,706	4,339,101
1.040 - Restricted Grants-in-Aid	332,376	359,108	365,114	372,584	377,711	384,282
1.050 - State Share-Local Property Taxes	3,615,726	3,938,422	4,248,986	4,268,549	4,341,274	4,414,725
1.060 - All Other Operating Revenues	2,269,308	2,274,399	2,224,399	2,174,399	2,124,399	2,074,399
1.070 - Total Revenue	40,268,674	43,624,654	46,328,181	47,046,172	48,129,887	48,911,857
Other Financing Sources:						
2.010 - Proceeds from Sale of Notes	-	-	-	-	-	-
2.020 - State Emergency Loans and Adv	-	-	-	-	-	-
2.040 - Operating Transfers-In	-	-	-	-	-	-
2.050 - Advances-In	250,000	100,000	100,000	100,000	100,000	100,000
2.060 - All Other Financing Sources	480	500	500	500	500	500
2.070 - Total Other Financing Sources	250,480	100,500	100,500	100,500	100,500	100,500
2.080 - Total Rev & Other Sources	40,519,154	43,725,154	46,428,681	47,146,672	48,230,387	49,012,357
Expenditures:						
3.010 - Personnel Services	22,673,069	23,878,429	24,905,673	25,768,014	26,661,847	27,588,035
3.020 - Employee Benefits	8,781,263	9,347,765	9,942,822	10,542,738	11,184,161	11,870,125
3.030 - Purchased Services	6,027,491	6,406,483	6,534,612	6,665,305	6,798,611	6,934,583
3.040 - Supplies and Materials	1,067,907	1,208,685	1,232,859	1,257,516	1,282,666	1,308,320
3.050 - Capital Outlay	210,810	331,529	338,159	344,923	351,821	358,857
Intergovernmental & Debt Service	225,679	225,680	225,680	225,680	225,680	-
4.300 - Other Objects	605,471	688,664	702,438	716,487	730,816	745,433
4.500 - Total Expenditures	39,591,690	42,087,235	43,882,242	45,520,661	47,235,601	48,805,352
Other Financing Uses						
5.010 - Operating Transfers-Out	1,520,655	575,000	575,000	575,000	575,000	575,000
5.020 - Advances-Out	100,000	100,000	100,000	100,000	100,000	100,000
5.030 - All Other Financing Uses	-	-	-	-	-	-
5.040 - Total Other Financing Uses	1,620,655	675,000	675,000	675,000	675,000	675,000
5.050 - Total Exp and Other Financing Uses	41,212,345	42,762,234	44,557,242	46,195,660	47,910,601	49,480,352
6.010 - Excess of Rev Over/(Under) Exp	(693,191)	962,920	1,871,439	951,012	319,786	(467,995)
7.010 - Cash Balance July 1 (No Levies)	17,708,993	17,015,802	17,978,722	19,850,161	20,801,173	21,120,959
7.020 - Cash Balance June 30 (No Levies)	17,015,802	17,978,722	19,850,161	20,801,173	21,120,959	20,652,964
		Reservations				
8.010 - Estimated Encumbrances June 30	193,399	350,000	350,000	350,000	350,000	350,000
9.080 - Reservations Subtotal	-	-	-	-	-	-
10.010 - Fund Bal June 30 for Cert of App	16,822,403	17,628,722	19,500,161	20,451,173	20,770,959	20,302,964
Rev from Replacement/Renewal Levies						
11.010 & 11.020 - Renewal Levies	-	-	-	-	-	-
11.030 - Cumulative Balance of Levies	-	-	-	-	-	-
12.010 - Fund Bal June 30 for Cert of Obligations	16,822,403	17,628,722	19,500,161	20,451,173	20,770,959	20,302,964
Revenue from New Levies						
13.010 & 13.020 - New Levies	-	-	-	-	-	-
13.030 - Cumulative Balance of New Levies	-	-	-	-	-	-
15.010 - Unreserved Fund Balance June 30	16,822,403	17,628,722	19,500,161	20,451,173	20,770,959	20,302,964

NEW DOCUMENT

Attachment T-4

LIST OF DONATIONS RECEIVED BY THE REVERE LOCAL SCHOOL DISTRICT November, 2023

CASH DONATIONS

- | | | |
|----|--|------------|
| 1. | To: Bath Elementary School for CVEEC Camp
From: Anthony Modarressian | \$1,000.00 |
| 2. | To: Revere School District
From: Truenorth "Giving Pump" campaign | \$1,005.91 |
| 3. | To: Bath Elementary School
From: Bath PTA for 3 students to attend CVEEC Camp | \$ 420.00 |

EQUIPMENT / OTHER DONATIONS

NA

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

NEW DOCUMENT

Then and Now
November 21, 2023

Attachment T-5

Check Number	Paid To	Check Date
147977	BULLSEYE ACTIVEWEAR	10-11-23
147939	CRISIS PREVENTION INSTITUTE IN	10-06-23
147944	DWA Recreation Inc	10-06-23
147937	COLONIAL PHARMACY	10-06-23
400467	H-I TRANSLATING & INTERPRETING	10-30-23
400428	PSI	10-19-23
969199	HUNTINGTON NATIONAL BANK	10-24-23
400427	PRN THERAPY SERVICES INC	10-19-23
400490	Ullman Oil Company, LLC	10-30-23
400485	SQUIRE PATTON BOGGS LLP	10-30-23

Check Amount

3,354.75
3,698.00
4,450.00
5,920.00
6,900.00
19,200.00
21,470.53
28,428.69
30,423.77
72,764.48

NEW DOCUMENT

From: Ogrosky, Eva <eogrosky@revereschools.org>

Sent: Monday, November 6, 2023 9:31 AM

To: Brenda Moll <bmol@revereschools.org>

Cc: Michael Critchfield <mccritchfield@revereschools.org>

Subject: Re: LAST CALL: Reminder: Board Agenda Items for November 21st / DEADLINE: NOVEMBER 9TH

Good morning, Brenda;

Facilities would like to add to the agenda, the disposing of an upright piano that is at Richfield Elementary School.

Thank you,

Eva

NEW DOCUMENT

**Greenleaf Family Center, Community Services for the Deaf
Service Agreement**

GFC: Community Services for the Deaf, a program of Greenleaf Family Center
DESCRIPTION: Sign Language Interpreting Services

This agreement is entered into by and between Revere Local Schools hereinafter called Client and Greenleaf Family Center Community Services for the Deaf (CSD), 580 Grant Street, Akron, OH 44311, hereinafter called GFC to provide **sign language interpreting services** to residents of Summit, Medina, Wayne, Portage, and Holmes Counties.

Acceptance of this agreement of services is evidence of the intent to comply with the Americans with Disabilities Act (ADA) of 1990, Title III. A public accommodation shall furnish appropriate auxiliary aids and services where necessary to ensure effective communication with individuals with disabilities, 28 C.F.R. 36.303(c). A comprehensive list of auxiliary aids and services required by the ADA is set forth in this regulation, and includes, for deaf and hard of hearing individuals:

Qualified interpreters, note takers, computer-aided transcription services, written materials, telephone handset amplifiers, assistive listening devices, assistive listening systems, a telephone compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunication devices for deaf persons (TDD), videotext displays, or other effective methods of making aurally delivered materials available to individuals with hearing impairments 28 C.F.R. 36.303(b) (1).

A qualified interpreter is one who can interpret effectively, accurately and impartially. A qualified interpreter must be fluent in spoken English and the language most readily understood by the deaf consumer. This may include American Sign Language (ASL) and a variety of Signed English systems. All CSD interpreters meet the definition of qualified as outlined in the ADA.

TERM:

This agreement shall commence November 6, 2023 and expire June 30, 2024. Either party may terminate this Agreement with or without cause upon thirty (30) days prior written notice to the other party.

SERVICES:

GFC will provide Sign Language Interpreting Services to individuals identified by the Client. Interpreters provided by GFC will satisfy the definition of a qualified sign language interpreter as outlined by Americans with Disabilities Act regulations.

FINANCIAL CONSIDERATION:

During the term of this agreement Client shall review the invoice(s) and authorize payments to GFC for interpreting services rendered. All appointments are charged a minimum two hour rate using the rates listed on the Contract Attachment. After the two hour minimum, additional time is billed in 15 minute increments using the same rate.

Standard Hourly Service*: Client will pay for standard office hours, 8:00 a.m. – 6:00 p.m. for the two hour minimum. Appointments exceeding two hours are charged in 15 minute increments using this same hourly rate.

Legal Hourly Service*: Client will pay for normal office hours, 8:00 am – 6:00 p.m. for the two hour minimum. Appointments exceeding two hours are charged in 15 minute increments using this same hourly rate.

Evening and Weekend Hourly Service*: Client will pay for evening office hours from 6:00 pm until 8:00 am Monday through Thursday evenings. Appointments exceeding two hours are charged in 15 minute increments using this same hourly rate.

Emergency Service and Holiday Rates*: Client will pay for emergency service and holiday rates for all emergency interpreting requests and all legal holidays. Emergency service rates also include a \$30 (one time) emergency scheduling fee. Appointments exceeding two hours are charged in 15 minute increments using this same hourly rate.

SPECIAL CONSIDERATIONS:

*For cancellations with less than 24 hours' notice during normal business hours (8:30 am – 4:30 pm) Monday through Friday excluding legal holidays), client will be charged 50% of the expected paid rate. This includes cancellations upon arrival.

*Should the individual fail to show for the scheduled appointment within thirty minutes, GFC will leave and the Client will be charged 50% of the expected paid rate for the no show.

*During the winter months, severe weather can cause a number of last minute cancellations. These cancellations are beyond anyone's control. GFC will not bill for cancellations due to severe weather conditions.

EXTENDED SERVICE AREA:

Drive time from Akron to the service location will be charged at the hourly rate. Extended service area is defined as outside of our five county service area, however when GFC is able to locate an interpreter from the local area, we will not charge for the extended service area rate.

EVIDENCE OF SERVICE:

GFC will submit a monthly invoice to the Client within thirty (30) days of services rendered. The Client will coordinate with internal and external affiliates and submit payment promptly to GFC, within thirty (30) days. GFC reserves the right to charge a late fee of 1½% per month, to a maximum of 18% annually.

SIGNATURES OF AUTHORIZED AGENTS:

Printed Name (School Official)

Printed Name (GFC Official)

Printed Title (School Official)

Printed Title (GFC Official)

Signature (School Official)

Signature (GFC Official)

Date (School Official)

Date (GFC Official)

NEW DOCUMENT



Attachment S-2

Cross Thread Solutions LLC
5734 Westminister Dr, Solon, OH 44139-1979
Phone: 440-317-0580 **Fax:** 440-505-4827
Email: trans@ctsol.com **Website:** www.ctsol.com

INTERPRETING SERVICES AGREEMENT

This Interpreting Services Agreement ("Agreement") is made effective as of Nov 1, 2023, by and between Cross Thread Solutions LLC ("Company"), located at 5734 Westminister Dr, Solon, OH 44139 and Revere Local Schools ("Client"), whose address 3496 Everett Rd, Richfield, OH 44286, individually referred to as "Party" and collectively referred to as "Parties."

Parties acknowledge that the promises made by Client and Company set forth below constitute full and adequate mutual consideration. Based on such mutual consideration.

Parties agree as follows:

Services and Code of Ethics: Parties are engaged in the business of interpreting services ("Services") and agree to comply with the American Translators Association ("ATA") Code of Ethics and Professional Practice.

For purposes of this Agreement, "interpreting" means spoken or oral translation in any mode (simultaneous, consecutive, sight, as liaison interpreter, etc.), whether performed on site (with or without equipment), or remotely.

Duration of Agreement: The duration of this agreement is for the period Nov 01, 2023, to June 30, 2024.

There are 3 tiers of languages. Please see the tables at the end of the agreement.

Languages not listed will be quoted prior to scheduling.

Compensation and Payment: Client agrees to pay Company the fee(s) set forth in this project assignment for Services, which is:

In-Person Interpretation

1. **Minimum Charge 2 hours**
 - a. Tier 1 - \$52 per hour
 - b. Tier 2 - \$57 per hour
 - c. Tier 3 - \$60 per hour
2. **Additional time over 2 hours**
 - a. Tier 1 - \$52/hr in 30-minute increments
 - b. Tier 2 - \$57/hr in 30-minute increments
 - c. Tier 3 - \$60/hr in 30-minute increments
3. **Round trip mileage reimbursement @ federal rate (currently @ 0.655/mile, to and from interpreter's residence)**
4. **Tolls & Parking at actuals if incurred (receipts will be provided)**



Cross Thread Solutions LLC
5734 Westminster Dr, Solon, OH 44139-1979
Phone: 440-317-0580 **Fax:** 440-505-4827
Email: trans@ctsol.com **Website:** www.ctsol.com

Scheduled Zoom/Teams/Webex/Telephone Interpretation

5. **Minimum Charge 1.5 hours**
 - a. Tier 1 - \$52 per hour
 - b. Tier 2 - \$57 per hour
 - c. Tier 3 - \$60 per hour
6. **Additional time over 1.5 hours**
 - a. Tier 1 - \$52/hr in 30-minute increments
 - b. Tier 2 - \$57/hr in 30-minute increments
 - c. Tier 3 - \$60/hr in 30-minute increments

Cancellation Fees:

For In-Person Interpretation

In the event an assignment is cancelled after being confirmed with less than 24 hours' notice, where Contractor is expected to reserve the scheduled time, then Contractor's fee is payable for a minimum of:

- 2 hours at the designated rates stated above (all tiers)

Scheduled Zoom/Teams/Webex/Telephone Interpretation

In the event an assignment is cancelled after being confirmed with less than 24 hours' notice, where Contractor is expected to reserve the scheduled time, then Contractor's fee is payable for a minimum of:

- Tier 1 and 2: 1.5 hours at the designated rates above
- Tier 3: 2 hours at the designated rates stated above

Document Translations:

1. Tier 1 Languages - \$0.28/source word
2. Tier 2 and 3 Languages - \$0.35/source word
3. Languages not listed will be quoted on request.
4. Minimum fee per document is \$75.
5. Typical delivery time is 5-7 business days. Large documents will be quoted on a case-by-case basis.
6. If translated documents are needed in less than 5 days, a \$75/document rush fee will apply. Rush fees on large documents will be quoted on a case-by-case basis.

Telephone and Video Remote Interpretation Service (24/7/365) - Optional

Opt-in (circle one) Yes or No Initial: _____

If you opt-in to use our telephone and video remote interpretation services, there will be a monthly minimum billing of \$50/- for each month and will be offset against the actual usage. The actual payment due will be either the monthly minimum or the actual monthly bill whichever is higher.



Cross Thread Solutions LLC
5734 Westminster Dr, Solon, OH 44139-1979
Phone: 440-317-0580 **Fax:** 440-505-4827
Email: trans@ctsol.com **Website:** www.ctsol.com

If you do not opt for the monthly contract, you may still use the service, but the rates will be higher.
Contact trans@ctsol.com for an access code and rates.

Telephone Interpretation - available 24/7/365 - over 200 languages – OPT-IN

1. \$1.75/minute (10 minute minimum)
2. Additional time over 10 minutes - \$1.75/minute in 5-minute increments
3. You will have access to a toll-free number and a unique access code

Video Remote Interpretation - available 24/7/365 - over 30 languages – OPT-IN

1. \$3.25/minute (15 minute minimum) - For America Sign Language
2. \$2.30/minute (15 minute minimum) - For all other languages
3. Additional time over 15 minutes - \$3.25/minute in 10-minute increments - For American Sign language
4. Additional time over 15 minutes - \$2.30/minute in 10-minute increments - For all other languages
5. You can access this service from any laptop, smartphone or tablet device and a unique access code

For video and telephone interpretation services, we can assign unique access codes to each location / department to track usage at a highly granular level.

Telephone Interpretation - available 24/7/365 - over 200 languages – OPT-OUT

1. \$2.20/minute (15 minute minimum)
2. Additional time over 10 minutes - \$2.20/minute in 5-minute increments
3. You will have access to a toll-free number and a unique access code

Video Remote Interpretation - available 24/7/365 - over 30 languages – OPT-OUT

1. \$3.60/minute (20 minute minimum) - For America Sign Language
2. \$2.60/minute (20 minute minimum) - For all other languages
3. Additional time over 15 minutes - \$3.60/minute in 10-minute increments - For American Sign language
4. Additional time over 15 minutes - \$2.60/minute in 10-minute increments - For all other languages
5. You can access this service from any laptop, smartphone or tablet device and a unique access code

Payments:

Client must make payment in full within 15 days upon receipt of invoice.

Indemnification: Client shall protect Company, and their respective officers, employees and agents, from and against all claims, loss, damage, liability and lawsuits (including reasonable attorneys' fees) arising from any breach of this Agreement by Client. This provision shall survive the termination of this Agreement.



Cross Thread Solutions LLC
5734 Westminster Dr, Solon, OH 44139-1979
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Notwithstanding anything to the contrary, except in case of willful misconduct or gross negligence, Company's entire liability to Client for damages or other amounts arising out of or in connection with the Services provided by Company hereunder shall not exceed the total amount of payments made by Client to Company under this Agreement.

Confidentiality: Information is deemed Confidential Information if, given the nature of Client's business, a reasonable person would consider such information confidential. Company agrees:

(a) to exercise the same degree of care as he/she accords to his/her own confidential information, but in no case less than reasonable care, and

(b) to use Confidential Information Which Client provides to Company only for the performance of Services for Client and not for Company's own benefit.

Notwithstanding any other provision in this Agreement, Client has the right to terminate this Agreement in the event of any breach of this provision.

The Client commits to neither contact nor solicit services from any interpreters, directly provided by the Company under this contract during the agreement and for a period of two years from the date of termination of this agreement.

Termination: Either Party may terminate this Agreement at any time upon 2 days' written notice sent to the other. using the contact information provided in the Notification section below. In the event of such termination, the Parties agree to act in good faith toward one another during the notice period.

Choice of Law: The laws of the State of Ohio will govern the validity of this Agreement and the interpretation of the rights and duties of the Parties.

Notification: Either Party can provide notice to the other Party using the following contact information:

Name of Company: Cross Thread Solutions LLC

Company Postal Address: 5734 Westminster Dr, Solon, OH 44139

Company E-mail Address: trans@ctsol.com; Phone: 440-317-0580; Fax: 440-505-4827

Client Name: Revere Local Schools

Client Postal Address: 3496 Everett Rd, Richfield, OH 44286

Client Contact & E-mail Address: Abby Kassel, akassel@revereschools.org

Client Phone #: 330-523-3138

The individuals executing this Agreement on behalf of Company and Client, by signing below, warrant and represent that they have the authority to execute this Agreement and bind their respective parties.

IN WITNESS WHEREOF, the parties execute this Agreement by their authorized representatives on the dates set forth below.

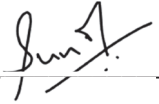


Cross Thread Solutions LLC
5734 Westminster Dr, Solon, OH 44139-1979
Phone: 440-317-0580 **Fax:** 440-505-4827
Email: trans@ctsol.com **Website:** www.ctsol.com

By: _____

Date: _____

Cross Thread Solutions LLC
Sunil Narahari

By: Sunil Narahari 

Date: Oct 30, 2023



Language Tiers

Tier 1

Tier 2

Tier 3

Arabic		Afghani		ASL
Bengali		Albanian		Cambodian
Cantonese		Amheric		Dinka
Chinese		Armenian		Dutch
French		Bahasa		Filipino/Tagalog
Gujarati		Bosnian		Fujianese
Hindi		Brazilian Portuguese		Haka Chin
Iraqi		Bulgarian		Hmong
Kinyarwanda		Burmese		Italian
Kirundi		Creole		Jamaican
Malayalam		Croatian		Japanese
Mandarin		Dari		Korean
Nepali		Farsi		Krahn
Oriya		German		Krio
Portuguese		Greek		Kurdish
Punjabi		Haitian Creole		Mai Mai
Romanian		Hebrew		Persian
Russian		Hungarian		Susu
Sangho		Karen		Toisanese
Saudi Arabic		Laotian		Uzbek
Senegalese		Lithuanian		Vietnamese
Serbian		Macedonian		Wolof
Shanghainese		Marshallese		
Shona		Masalit		
Somali		Mon		
Spanish		Mongolian		
Swahili		Pashto		
Syrian		Pohnpeian		
Tamil		Polish		
Telugu		Rohingya		
Urdu		Tagalog		
		Thai		
		Tigrinya		
		Turkish		
		Ukrainian		
		Uzbek		
		Yoruba		

NEW DOCUMENT

**RESOLUTION TO
UPDATE REFERENCES TO THE “OHIO DEPARTMENT OF EDUCATION”
TO THE “DEPARTMENT OF EDUCATION AND WORKFORCE”
IN BOARD POLICY MANUAL**

The Board of Education of the Revere Local School District, Summit County, Ohio, met in regular open session on the _____ day of _____ 2023, at the offices of said Board, with the following members present:

The Treasurer advised the Board that the notice requirements of R.C. 121.22 and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

_____ moved the adoption of the following resolution:

WHEREAS, through Ohio House Bill 33, which was signed by the Governor on July 3, 2023, the Ohio Legislature has changed the name of the Ohio Department of Education to the “Department of Education and Workforce”; and

WHEREAS, references to the “Ohio Department of Education” or “ODE” are found throughout the District’s current Board Policy Manual; and

WHEREAS, it is most efficient to authorize a change in the references to the Ohio Department of Education and/or ODE to the Department of Education and Workforce and/or DEW in the Board Policy Manual as a whole, rather than making such authorization on a policy-by-policy basis.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Revere Local School District, Summit County, Ohio, that:

Section 1: References in the District’s Board Policy Manual to the Ohio Department of Education and/or ODE shall be changed to Department of Education and Workforce or DEW.

Section 2: It is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of the Board and of any of its committees that resulted in such formal action were in meetings open to the public or otherwise in compliance with all legal requirements.

_____ seconded the motion, and upon roll call, the vote resulted as follows:

_____	_____
_____	_____

Motion passed and adopted this ____ day of _____ 2023.

Board President

ATTEST:

Treasurer

NEW DOCUMENT

KINDERGARTEN PROGRAM

The Revere Local School District offers both a half-day and a full-day option for kindergarten programming. The half-day option is free for eligible students who reside within the District. The full-day kindergarten program tuition is determined on a yearly basis.

At the time of registration for full-day kindergarten, the parent or guardian is required to pay a non-refundable deposit that is equivalent to one month's tuition. This deposit will be refunded only if the child moves out of the District prior to attending the first month of kindergarten.

Ten monthly tuition payments are due on the first day of each month. The non-refundable registration deposit will be applied to the first month's payment (August). The balance of the tuition shall be paid in nine (9) additional monthly installments, due the first of each month: September 1st through May 1st. A one month payment discount is available for those full-day kindergarten student's families who wish to "pay in full" and will complete the Full Day Kindergarten Program through the end of the academic year. The District's Kindergarten Tuition Agreement signed by families, prior to the start of kindergarten year, further outlines the payment procedures, including payment deadlines. If paying monthly, tuition payment is due on the first day of each month. If a parent or guardian fails to meet their tuition financial obligation by the sixth day of each month, full-day program attendance will be denied to the student, and the child will be automatically placed into a half-day program. Upon full payment of the overdue tuition, a student shall be reinstated to the full-day program once during a school year. Should a second instance of not paying the monthly tuition occur by the first day of a subsequent month, the student will be removed from full-day programming for the remainder of the school year. All previous payments for the full-day program will not be refunded. Deposits for the full-day program will require a check/money order equal to one month's tuition. Subsequent payments can be made through the payment platform or software authorized by the district.

Full-Day Kindergarten Scholarship

Full-day kindergarten program scholarships are based upon family incomes, familial housing situations, and services required for students. All decisions made by the administration are final.

The awarding of scholarships in regards to family income will be based upon verification that a family satisfies the criteria outlined in the Income Eligibility Guidelines developed by the U.S. Department of Agriculture for families that qualify for the Federal "Free and Reduced Lunch Program" (42 U.S.C. §1741 et. seq.). Families that qualify may apply for a tuition scholarship. Those that are approved for Reduced Lunch fees will receive a scholarship equivalent to 50% of the total tuition. Those that qualify for the Free Lunch Program will receive a scholarship equivalent to 100% of the tuition. The parent or guardian must complete, sign, and return the Application for the Federal Free and Reduced Price Lunch Program to the Food Services Supervisor's Office prior to the scholarship being awarded.

In regards to familial housing situations, families may qualify for the full scholarship if they are considered homeless, as outlined under the McKinney-Vento Homeless Assistance Act.

Scholarships for full-day programming may also be awarded for students who qualify for multiple services as identified in the child's Individual Education Program (IEP). The Student Services Director will oversee eligibility for a full day scholarship award. If a student qualifies for an IEP after the start of the school year and is deemed eligible for a scholarship by the Student Services Director at that time due to services needed for the child, the monthly tuition fees will be waived at the date of the start of the IEP for that child.

Applicants will be notified in writing of a scholarship award, and tuition adjustments will be made in the District's payment platform after notification of the scholarship award.

Adopted: _____

ARTIFICIAL INTELLIGENCE

For purposes of this policy, artificial intelligence (“AI”) refers to technology that imitates human intelligence for problem solving and learning. Students who use AI must do so ethically and responsibly to enhance their learning in ways that do not compromise instructional objectives or academic integrity. The following principles shall apply to the use of AI by students:

- While AI may be used to supplement, aid, and/or assist students in their academic work, it should not be used as a substitute for a student’s own critical thinking, analysis, and/or compositional creations, nor shall it be used in a way which otherwise undermines the instructional objectives of an assignment, as determined by the teacher.
- Teachers retain discretion to determine the extent to which AI use is appropriate in the completion of student work. Teachers may allow its use under certain conditions with prior approval, or allow its use for certain tasks but not others. In cases where AI is used, that fact should be documented and disclosed by the student in a manner consistent with the teacher’s expectations. Students who have any doubt whether their intended use of AI for a particular assignment would violate this Board Policy or the teacher’s expectations must consult with their teacher for guidance and clarification prior to completing the assignment.
- The use of AI in violation of this Board Policy or in violation of any restriction or limitation imposed by a teacher shall be considered an act of academic dishonesty as outlined in Board Policy 6.19 – Code of Student Conduct, and may result in disciplinary action as outlined in that policy. Students using AI are responsible for any violations of law, Board policy, classroom rules, or other regulations that may be violated through the use of such technology.
- The District’s use of AI, including the adoption or recommendation of tools, applications, and services which employ such technology, will comply with Board policy and applicable law, including but not limited to the Children’s Internet Protection Act (CIPA) and the Children’s Online Privacy Protection Act (COPPA).

Adopted: _____

SEIZURE SAFETY

A. The school nurse, or another District employee if the District does not have a school nurse, acting in collaboration with a student's parents or guardian, shall create an individualized seizure action plan for each student enrolled in the District who has an active seizure disorder diagnosis. Such plan shall include all of the following components:

1. A written request signed by the parent, guardian, or other person having care or charge of the student, to have one or more drugs prescribed for a seizure disorder administered to the student;
2. A written statement from the student's treating practitioner providing the drug information required by R.C. 3313.713(C)(2) for each drug prescribed to the student for a seizure disorder; and
3. Any other component required by the state board of education.

A seizure action plan is effective only for the school year in which the written request was submitted, must be renewed at the beginning of each school year, and shall be maintained in the office of the school nurse or school administrator if the District does not employ a full-time school nurse.

B. The school nurse, or a school administrator if the District does not employ a school nurse, shall notify a school employee, contractor, and volunteer in writing regarding the existence and content of each seizure action plan in force if the employee, contractor, or volunteer does any of the following:

1. Regularly interacts with the student;
2. Has legitimate educational interest in the student or is responsible for the direct supervision of the student; or
3. Is responsible for transportation of the student to and from school.

C. The school nurse, or a school administrator if the District does not employ a school nurse, shall identify each individual who has received training in the administration of drugs prescribed for seizure disorders, and shall coordinate seizure disorder care at that school and ensure that all staff identified in Section B above are trained in the care of students with seizure disorders.

D. A drug prescribed to a student with a seizure disorder shall be provided to the school nurse or another person at the school who is authorized to administer it to the student if

the District does not employ a full-time school nurse. The drug shall be provided in the container in which it was dispensed by the prescriber or a licensed pharmacist.

E. Training

At least one employee at each school building, aside from a school nurse, must be trained on the implementation of seizure action plans every two (2) years. The District shall provide and arrange for the training, which shall be consistent with the requirements of R.C. 3313.7117. The training must include and be consistent with guidelines and best practices established by a nonprofit organization that supports the welfare of individuals with epilepsy and seizure disorders, such as the Epilepsy Alliance Ohio or Epilepsy Foundation of Ohio or other similar organizations as determined by the Ohio Department of Education, and address all of the following:

1. Recognizing the signs and symptoms of a seizure;
2. The appropriate treatment for a student who exhibits the symptoms of a seizure;
3. Administering drugs prescribed for seizure disorders, subject to R.C. 3313.713.

Such seizure training program shall not exceed one (1) hour and shall qualify as a professional development activity for the renewal of educator licenses, including activities approved by the District's professional development committee under R.C. 3319.22(F).

Each person employed as an administrator, guidance counselor, teacher, or bus driver must complete a minimum of one (1) hour of self-study training or in-person training on seizure disorders not later than October 3, 2023. Any such person employed after that date shall complete the training within ninety (90) days of employment. The training shall qualify as a professional development activity for the renewal of educator licenses, including activities approved by the District's professional development committee under R.C. 3319.22(F).

LEGAL REFS: R.C. 3313.7117

Adopted: _____

ACCOMMODATION POLICY COVERING EMPLOYEES

It is the intent of the Board of Education to comply with the reasonable accommodation provisions of federal laws and regulations with regard to religion and disability. This policy applies to the Board of Education, its administrative, teaching, and non-teaching employees.

Accommodations for Employee's with Disabilities

Definitions

As used in this policy, the following terms have the indicated meaning:

- Disability: A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
- Major life activities: Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
- Major bodily functions: Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability organic brain syndrome, emotional or mental illness.
- Substantially limiting: Means significantly restricted in the ability to perform either a class of jobs or a broad range of jobs in various classes as compared to the average person having comparable training, skills, and abilities. The inability to perform a single, particular job does not constitute a substantial limitation in the major life activity of working.
- Direct threat: A significant risk to the health, safety, or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
- Qualified individual: An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- Reasonable accommodation: Includes any changes to the work environment and *may* include making existing facilities readily accessible to and usable by individuals with

disabilities, job restructuring, modified work schedules, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, and other similar accommodations for individuals with disabilities.

- Undue hardship: An action requiring significant difficulty or expense by the Board. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
 - The nature and cost of the accommodation.
 - The overall financial resources of the Board in the provision of the reasonable accommodation, the effect on expenses and resources, or the impact of such accommodation on the operation of the school.
 - The educational mission of the Board, including the composition, structure, and functions of the workforce; administrative, or fiscal relationship of the school facility involved in making the accommodation to the employee.
- Essential functions of the job: Term refers to those job activities that are determined by the Board to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such.

Accommodation Procedures for Employees with Disabilities

The Board requires all employees requesting reasonable accommodation to complete and submit to the Superintendent the Board's Request For Accommodation Form. All requests for reasonable accommodations will also be required to submit certification of disability status from a health care provider at the applicant's own expense.

If the employee is determined to be disabled, the Superintendent will meet with the employee and engage in a good-faith interactive process to determine reasonable accommodations for the employee.

If the employee is determined not to be disabled or the request can not be fulfilled, the employee will be contacted by the Superintendent, and discussion will occur relating to the specifics of the determination that the employee is not disabled.

If the employee rejects the proposed accommodation, or the Superintendent's determination that the employee is not disabled, he or she may appeal the Superintendent's decision to the Board.

Accommodations for Employee's Religious Beliefs

An employee whose religious beliefs or practices conflict with his or her job, work schedule, or with the Board's policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation must submit a written request for the accommodation to the Superintendent. The written request will include the type of religious conflict that exists and the employee's suggested accommodation.

The Superintendent will evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available that is reasonable and that would not create an undue hardship that results in more than a de minimis cost to the Board. An accommodation *may* be using paid leave or leave without pay, allowing an exception to the dress and appearance code that does not affect safety requirements, or for other aspects of employment.

The Superintendent and employee will meet to discuss the request and decision on an accommodation. If the employee accepts the proposed religious accommodation, the Superintendent will implement the decision. If the employee rejects the proposed accommodation, he or she may appeal the Superintendent's decision to the Board.

Adopted: _____

[District Letterhead]

Request For Disability Accommodation

Date: _____

Employee's Name: _____

Phone: _____

Email: _____

Job title: _____

Describe the nature, extent and duration of your disability:

Describe the job function you are having difficulty performing:

Describe the accommodations you believe are needed to enable you to perform the essential functions of this job:

Provide the name, address, telephone and fax numbers of your health care provider. The provider may receive a request from us for information regarding your impairment/disability and recommendations for accommodations.

If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore? • Yes • No

If yes, please explain.

Have you had any accommodations in the past for this same limitation? • Yes • No

If yes, what were they and how effective were they?

Is your accommodation request time sensitive? • Yes • No

If yes, please explain.

Attach any supporting documentation that may be helpful in evaluating this request for accommodation.

I authorize the release of information regarding my disability to Board management as deemed necessary by human resources to facilitate this request for accommodation.

Employee signature: _____

Date: _____

[District Letterhead]

Request For Religious Accommodation

Date: _____

Employee's Name: _____

Phone: _____

Email: _____

Job title: _____

Requested accommodation (job change, schedule change, dress/appearance code exception, etc.):

Length of time the accommodation is needed: _____

Describe the religious belief or practice that necessitates this request for accommodation:

Describe any alternate accommodations that might address your needs:

I have read and understand the Board's policy on religious accommodation. My religious beliefs and practices, which result in this request for a religious accommodation, are sincerely held. I understand that the accommodation requested above may not be granted but that the Board will attempt to provide a reasonable accommodation that does not create an undue hardship on the Board. I understand that the Board may need to obtain supporting documentation regarding my religious practice and beliefs to further evaluate my request for a religious accommodation.

Employee signature: _____

Date: _____

EMPLOYMENT OF SUBSTITUTE TEACHING STAFF

The Superintendent shall maintain a list of qualified substitute teachers who may be called upon to replace regular teachers who may be absent. Such a list shall be provided to the principal of each school.

Insofar as possible, principals or designees will call on teachers on the substitute list for the subjects for which they are listed. A teacher whose name does not appear on the substitute list may not be employed in the schools. Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program. Substitute teachers should familiarize themselves with the main requirements of the course of study. If the substitute remains for a short period, it is better to improve understanding of processes already presented rather than to start a new one.

The Superintendent shall have full authority to assign substitute teachers to their areas of certification and competence.

A substitute employed on a day-to-day basis shall be entitled only to the wages approved by the Board of Education on a per diem basis and to no other benefits.

Unless the procedure has already been performed by another entity, the Superintendent shall conduct a criminal records check, in accordance with Ohio law, on a candidate for employment as a substitute teacher.

Pursuant to R.C. 3319.102, the Board may employ an individual who does not hold a post-secondary degree as a substitute teacher, provided that the individual also meets the following requirements:

1. The individual is a graduate of a high school ~~or has a statement of high school equivalence.~~
2. The individual is **at least 21 years of age.** ~~deemed to be of good moral character.~~
3. The individual successfully completes a criminal records check as prescribed in R.C. 3319.39.

LEGAL REFS: O.R.C. §§3319.08; 3319.10; **3319.102**

Adopted: _____

Revere Local School District
Board of Education 4.01
Policy Manual
Chapter IV – Instructional Personnel

SCHOOL BUS EMERGENCY AND EVACUATION PROCEDURES

The safety of students is a primary concern of the Board of Education. This policy is intended to address safety issues and emergency procedures relating to the transportation of students.

A. **Medical Emergency Procedures:**

In the event of an emergency requiring medical attention to a student that might result in the need for EMS services on a school bus, the following procedure shall be used:

1. Stop the bus in a safe area and turn on the hazard lights.
2. **Use ~~personal~~ cell phone to** ~~The bus driver will~~ call 911. **Only after being disengaged from 911,** ~~The bus driver will then~~ contact the bus garage **and state the nature of the emergency.**
 - ~~a. If contact is not successful, use one of the following procedures:~~
 - ~~(1) Send two students to the nearest house with the prepared emergency slip.~~
 - ~~(2) Flag down an oncoming motorist and give them the prepared emergency slip.~~
 - ~~b. Student's age, bus location, and the nature of the emergency, may necessitate decisions and/or adjustment by the driver regarding this procedure.~~
3. Attend to the needs of the student (according to your ability).
4. Wait for EMS, police and/or an administrator's directive before moving bus.
5. Check the student's medical emergency form for further information or instructions.

B. **Accident Procedures:**

In the event that a bus is involved in an accident, the following procedures shall be followed:

1. The bus should not be moved unless directed to do so by the law enforcement agency.
2. The bus driver must make a decision as to whether an emergency evacuation must be done and what type to implement.
 - a. If no dangerous situation is present, students should remain on the bus and be assured that everything will be all right.
 - b. Evacuate students immediately if a dangerous situation is present (fire, smoke, etc.)
 - c. No student shall be released to anyone without proper authorization by school officials or law enforcement officials.
3. The bus driver should check for any injuries.
 - a. Apply basic first-aid procedures.
 - b. Obtain assistance from by-standers.
4. The appropriate school officials, law enforcement officials, and emergency services shall be notified:
 - a. Use **personal** cell phone to contact 911.
 - b. ~~a.~~ **Only after being disengaged from 911,** cContact the bus garage and state the nature of the emergency and location.
 - ~~b. If contact is unsuccessful, send two students to the nearest phone with prepared emergency slip.~~
 - ~~c. The bus garage will call the appropriate law enforcement agency and 911 emergency.~~
5. The scene of the accident should be protected from further accident or injury by employing safety devices (flares, etc.).

6. The bus driver shall collect and record data essential to the preparation of required reports.
 - a. The information must include but not be limited to the following:
 - (1) Have student emergency forms ready if necessary.
 - (2) Date, time, and place of accident.
 - (3) Bus vehicle information.
 - (4) Other vehicle's information (driver's name, license number and name of insurance company).
 - (5) Injured persons.
 - (6) Damage to property.
 - (7) Description of accident.
 - (8) Witnesses.
 - (9) List of all students on bus.
 - (10) Weather condition.
 - (11) Visibility.
 - (12) Road condition.
 - b. All accident information shall only be shared with school officials and law enforcement officials.
7. Upon return to the bus garage, the driver shall complete the following reports:
 - a. School Bus Accident Form.
 - b. State of Ohio Motor Vehicle accident report.
 - c. Phone accident information to insurance carrier.

C. Disability of driver:

In the event of injury or disability of the bus driver, these procedures will be followed:

1. School bus emergency evacuation drills are practiced three times a year with regular bus riders.
 - a. Line leaders are trained to perform certain tasks to assist a disabled driver, if necessary.
 - b. Students are trained to take the emergency slip to the nearest home, and to operate the radio.

D. School Bus Failure:

In the event of a mechanical breakdown of a school bus, the driver shall follow these procedures:

1. Make a decision whether students need to be evacuated. Assure them that everything will be all right.
2. The appropriate school officials shall be notified or emergency slip procedures listed earlier in this policy.
3. Secure the bus from accidents by use of warning devices, hazard lights, flares, etc.
4. The bus garage will be responsible for securing alternate equipment and repairing and recovering the disabled school bus.

E. Inclement Weather Conditions:

In the event of school closings, delayed starts and/or early dismissals, drivers will be notified. Parents and students will be notified through local radio/TV stations.

F. Tornado:

In the event of tornado sightings and/or warnings, the following shall be used:

1. If a tornado warning is received, school buses shall not be loaded or put in transit until the “all clear” is announced.

2. All bus drivers and students shall seek shelter inside the school building in designated areas.
3. Protection of students on buses in transit to or from school is the primary responsibility of the bus driver. As soon as the driver becomes aware of a warning or visually observes a tornado, the driver shall take the following actions:
 - a. Find the nearest public building, such as a fire station, police station, school, etc., or a ravine or ditch.
 - b. Evacuate the bus taking the first aid kit and student emergency forms.
 - c. After danger has passed, the driver shall check students for shock or injury.
 - d. Administer first aid and request assistance.
 - e. Contact the bus garage to report the nature of the situation.
 - f. If assistance is not needed, board the students on bus and take them to their destinations.

G. Evacuation:

The bus driver shall organize and conduct three emergency exit drills for all students who ride school buses to and from school.

1. Each of the following three emergency procedures shall be conducted at least once annually:
 - a. Everyone exits through the front door.
 - b. Everyone exits through the rear emergency door.
 - c. Front half exits through the front and the rear half exits through rear door.
2. All drills shall be arranged and scheduled by the Administration in cooperation with the building principal at each school. Bus drivers will conduct the sessions.

3. Drills shall be held on school property, if possible.
4. The driver shall stay in the bus during evacuation drills. The parking brake must be set, the ignition turned off, the key removed, and transmission set in gear or park.
5. Students shall not take lunch boxes, books, etc., when leaving the bus.
6. Students shall assemble at a distance of at least one hundred (100) feet from bus in an “emergency drill” and remain there until given further directions.
7. Emergency evacuation of disabled students may require modification of the above procedures.
8. The school bus driver shall demonstrate and explain all other emergency exits: i.e., windows, roof hatches, side doors, emergency air release on doors, etc.; not used during the three prior emergency exits described in this policy.

H. Communication:

1. Parents

In the event of a medical emergency, bus accident, disability of driver, or tornado, parents will be contacted as soon as possible by a School Administrator or designated District personnel.

2. Media

The Superintendent or designee will serve as the District’s spokesperson regarding all dissemination of information to the media.

LEGAL REFS: O.A.C. 3301-83-15

Adopted: _____

TRANSPORTATION

Transportation between home area and school will be provided for each resident child attending a State-approved, nonpublic school in accordance with O.R.C. §3327.01. Transportation for students experiencing homelessness will be provided in accordance with the McKinney-Vento Act, 42 U.S.C. §11431 et seq.

General Provisions

- A. All provisions of law, State Department of Education regulations, and local Board of Education regulations pertaining to transportation shall be in effect and shall be applied uniformly to all resident students.
- B. All determination of distances shall be made by authorized Board personnel, and such determination shall govern the application of these policies.
- C. All determinations of distance shall be by the closest dedicated route and shall be to the edge of the school lot line from the edge of the home lot line.
- D. The supervision of students while riding the bus is the direct responsibility of the driver. Transportation will be denied to students whose conduct is such as to disturb good order and discipline. Such students will be referred to the appropriate principal for such other discipline as may be deemed necessary. The safety of all the students must be the primary concern in such instances.
- E. No ineligible student may be transported at any time without specific authorization from the Superintendent or his/her designee. There is no provision in law for the transportation of ineligible students with or without payment of fees.
- F. All exceptions will be granted for a period of one year only and will be reviewed on an annual basis.
- G. Exceptions granted by the Administration will be documented in writing, including rationale for exceptions, to the Board for informational purposes only.
- H. All students must ride their regularly scheduled bus to and from school unless they have a written request from their parent or legal guardian describing an emergency or unusual situation. This note must be presented to the building principal on the morning of the request. All students eligible for bus service will be assigned to a bus route with one designated stop location. Students are only permitted to ride the bus to and from that one designated bus stop. No bus passes will be granted to ride on a different bus, or to an alternate stop, except in the event of an emergency.

- I. Where shared parenting is ordered by a court, and both parents have been named as the residential parent, then both parents' homes shall be named as the child's primary residence for school purposes, so long as both parents reside in the District. The District shall provide transportation for the children of said parents to either of their homes, as agreed upon in writing by the parents, consistent with the court order.
- J. No student can be transported outside of the attendance area for his/her school. In an emergency situation, the student can be transported to another location in the attendance area. The student will be dropped off at the established stop closest to the location that is desired.
- K. The District shall not reduce the transportation it provides to students that it is not required to transport under O.R.C. §3327.01, but that it chooses to transport, during a school year after the first day of that school year.
- L. Unless excepted by O.R.C. §3327.01, the District shall provide transportation to students enrolled in a community school or nonpublic school on each day in which that school is open for operation with students in attendance, regardless of whether the District's own schools are open for operation with students in attendance on that day.
- M. Students receiving transportation shall be delivered to their respective public and nonpublic schools not sooner than 30 minutes prior to the beginning of school and District transportation will be available to pick them up not later than 30 minutes after the close of their respective schools each day.
- N. **The District shall provide transportation as a related service for all children with disabilities living in the District who are enrolled in a nonpublic school if the District is provided with supporting documentation from the child's individual education program or an individual service plan.**

School Bus Transportation Program

In accordance with the standards prescribed by the Ohio Department of Education, the Board shall present a school bus riding program to all students in Kindergarten through third grade who are offered bus transportation. Students in Kindergarten through third grade that transfer into the school system will also be provided bus safety instruction. The program shall consist of instruction in bus rider behavior, school bus safety, and the potential problems and hazards associated with school bus ridership.

Students Experiencing Homelessness

- A. Transportation shall be provided homeless children and youth to and from the child's school of origin, if requested by the child's parent or guardian or the liaison on behalf of an unaccompanied youth.
- B. For transportation other than to the school of origin, transportation services shall be provided homeless children and youth that are comparable to services offered to other students.
- C. The District shall work to eliminate transportation issues that act as barriers to the enrollment of homeless children.

Community School and Chartered Non-Public School Transportation

- A. Each community school or chartered nonpublic school shall establish the school's start and end times for a particular school year not later than the first day of April prior to that school year, and shall provide such start and end times to the District if it expects the District will be responsible for providing transportation to eligible enrolled students that school year.
- B. The District shall use those start and end times to develop a transportation plan, including transportation routes and schedules, for eligible students who enrolled in a community or chartered nonpublic school and shall provide such transportation plan to the community or chartered nonpublic school within 60 days after receiving the information. If a school provides the start and end times to the District after the first day of April but before the first day of July, the District shall attempt to provide a transportation plan to the school by the first day of August of that school year.
- C. For any eligible student who enrolls in a community or chartered nonpublic school after the first day of July prior to that school year, the District shall develop a transportation plan, including transportation routes and schedules, for that student within fourteen business days of receiving a request for transportation services from the student's parent or guardian.

LEGAL REFS: 42 U.S.C. §11431 et seq.; O.R.C. §§3327.01; 3327.016; 3327.16

Adopted: _____

OVERDOSE REVERSAL DRUGS

The District may obtain and maintain a supply of overdose reversal drugs, including any instruments or devices used to administer such drugs, for use in emergency situations to assist an individual who is apparently experiencing an opioid-related overdose.

Maintenance of Overdose Reversal Drugs

The District's maintenance of overdose reversal drugs shall adhere to the following conditions:

1. The overdose reversal drugs shall be in their original manufacturer's packaging;
2. The overdose reversal drug's packaging shall contain the manufacturer's instructions for use; and
3. The overdose reversal drugs shall be stored in accordance with the manufacturers' or distributors' instructions.

Instructions to Individuals Accessing Overdose Reversal Drugs

Any individual who accesses the District's supply of overdose reversal drugs shall be provided instructions regarding emergency administration of such drugs, including the specific instruction to summon emergency services.

Replacing Overdose Reversal Drugs

Not later than the next workday following an individual's access to and use of an overdose reversal drug, or such drug's expiration if applicable, the District shall attempt to contact a manufacturer or distributor of such drug and make arrangements for the procurement of a replacement supply of such drug.

Limitation of Liability

Pursuant to O.R.C. §3715.50, if the authority to access and use overdose reversal drugs in accordance with this Board Policy is exercised in good faith, the person exercising the authority is not subject to administrative action or criminal prosecution and is not liable for damages in a civil action for injury, death, or loss to person or property for an act or omission that arises from exercising that authority. After an overdose reversal drug has been dispensed or personally furnished, the person is not liable for or subject to any of the following for any act or omission of the individual to whom the drug is dispensed or personally furnished: damages in any civil action, prosecution in any criminal proceeding, or professional disciplinary action.

LEGAL REFS: O.R.C. §3715.50

Adopted: _____

PROMOTION, PLACEMENT AND RETENTION

The educational curriculum as adopted by the Board of Education is designed to enable students to progress from grade to grade.

Promotion, placement, or retention of students in kindergarten through grade eight will be based on the student's academic progress, mental ability, social and emotional growth, chronological age, testing information, and teacher recommendation. These factors will be carefully weighed by the professional staff and parents.

In grades nine through 12, promotion or retention will be determined by credits earned.

Promotion or Retention Of Third Grade Students

- A. No student shall be promoted to fourth grade who attains a score of less than the level of achievement designated by the State Board of Education (the "State Board") for the assessment to measure skill in English language arts at the end of third grade, unless one of the following applies:
1. The student is an English learner who has been enrolled in United States schools for less than two full school years and has had less than two years of instruction in an English as a second language program.
 2. The student's individualized education program ("IEP") exempts the student from retention under this division.
 3. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education ("ODE").
 4. All of the following apply:
 - a. The student is a child with a disability entitled to special education and related services;
 - b. The student has taken the third grade English language arts achievement assessment;
 - c. The student's IEP or Section 504 plan shows that the student has received intensive remediation in reading for two school years but still demonstrates a deficiency in reading;
 - d. The student previously was retained in any of grades kindergarten to three;

- e. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three.
- 5. a. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three.
- b. A student who is promoted under paragraph A.5.a. of this policy shall continue to receive intensive reading instruction in grade four. The instruction shall include an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies for the student that have been successful in improving reading among low-performing readers.
- 6. **On or after October 3, 2023, the student’s parent or guardian, in consultation with the student’s reading teacher and building principal, requests that the student, regardless of if the student is reading at grade level, be promoted to the fourth grade. If promoted, the student shall continue to receive intensive reading instruction until the student is able to read at grade level.**

B. Mid-Year Promotion

A student who is retained in third grade shall be eligible for mid-year promotion to the fourth grade upon demonstrating the following:

- 1. Participation in remediation services offered or approved by the District; and
- 2. Reading proficiency at or above grade level, as demonstrated by the results of a state test or a District-approved alternate assessment.

Promotion may occur as soon as a student meets the above criteria and is not limited to mid-year promotions only.

Children of Military Families

Pursuant to O.R.C. §3301.60, children of military families who transfer from a public school district in another state (the “sending state”) shall be enrolled in the grade level commensurate with their grade level in the prior district regardless of age. The District shall honor placement of such a student in an educational program (for example, gifted education program, English as a Second Language (ESL) program, vocational education program) based on educational assessments conducted at the student’s prior district or the student’s participation and placement

in like programs at the prior district. The District may perform its own evaluations to ensure the appropriate placement for such students.

Truancy

Any student who is truant for more than ten percent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade shall not be promoted to the next grade level unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

As used in this policy, "academically prepared" means that the principal, in conjunction with the appropriate teacher(s), has reviewed the student's work and records and has concluded that, in the principal's judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

The final decision of promotion, placement, or retention will rest with the Superintendent. The Superintendent or designee shall report information to ODE in the prescribed manner.

LEGAL REFS.: O.R.C. §§3301.60; 3301.0710; 3313.608; 3313.609
O.A.C. §3301-35-04

Adopted: _____

ACHIEVEMENT TESTING POLICIES

The District, in its program of Ohio Achievement Testing, adheres to all rules, regulations and guidelines issued by the Ohio Department of Education (“ODE”). Questions or uncertain issues are verified and/or clarified when necessary through communication with the Bureau of Assessment and other appropriate state agencies on an as needed basis. The District, likewise amends and adjusts its testing program as appropriate and directed by the ODE. District coordinators and administrators maintain awareness of changes through attendance at related meetings sponsored by the ODE and other agencies.

Security Provisions

All test questions and test related materials are considered secure for the length of time established by law and are subject to both the Administrative and Revised Code of the State of Ohio.

It is unethical and illegal to use any secure materials to prepare students for the test or to assist students who have failed the test. Test materials may not be reproduced during the period of time established by Ohio law.

No person shall teach students the answers to specific test questions, copy or otherwise reproduce secure test materials for use by students, change students’ responses on the answer sheets, or in any other way cheat or assist a student to cheat. Further, individuals are prohibited from revealing to any student any specific question that the person knows is part of an assessment, obtaining prior knowledge of the contents of an assessment, using prior knowledge of the contents of an assessment to assist students in preparing for the assessment, and/or failing to comply with any rule adopted by the ODE regarding security protocols for an assessment.

The Superintendent or his/her designee(s) are authorized to have access to the test materials. The Superintendent/designee shall be responsible for ensuring that all test security provisions are met while test materials are in the District and/or in the building. Therefore, the Superintendent or his/her designee(s) shall be responsible for receiving and keeping all test materials in a secure location; disseminating materials to teachers, coordinators, examiners, or proctors; overseeing test procedures; collecting all tests and answer sheets; and overseeing the shipping of test materials to the site(s) at which scoring and reporting services will be provided.

Test monitors are assigned by the Superintendent or designee, who shall identify by name the person so assigned, which shall be made known to all staff. Only test monitors are permitted in the testing rooms with students during a test administration session, including a make-up session, and no one else is to have access to testing materials.

Handling and Tracking of Test Materials

These procedures shall apply from the time and point of receipt of test materials until the time and point of shipping test materials to the scoring contractor. These procedures shall further apply from the time and point of receipt in a building prior to testing, until after the last regular test administration session when the test materials are returned to the District's central collection location.

Testing materials sent to the school will be opened only by the building test coordinator.

Test materials will be stored in a secure, locked room until testing begins.

Test materials will be unpacked, counted, and organized for testing by the District coordinator and designated assistants.

Test materials shall be personally delivered to other buildings by the District coordinator or designated assistants. Materials shall be returned by the building coordinators or designated assistants to the District coordinator at the conclusion of testing.

Test administrators and room monitors will determine that all test materials are returned to them before students are permitted to leave the testing rooms. Any discrepancies shall be reported immediately to the building and District coordinator.

Under no circumstances, except building emergencies, shall the test administrators leave the testing room unsupervised. In the event of an emergency, students should place the answer sheet inside the test booklet and leave all materials at their desks. The room will be locked by the test administrator.

After testing is completed each day, all test materials will be returned to the building coordinator and will be secured while not in use.

After all testing is completed, the answer sheets and booklets will be counted and packed by the District coordinator and designated assistants.

Materials will be stored in a secure location until pick-up by the carrier is completed.

Not later than seven (7) calendar days after the completion of a test administration period, all nonscorable used and unused test booklets, unused secure answer documents, and any other materials specified by the ODE, shall be shipped to the specified location in accordance with the directions provided by the designated scoring service provider.

Duties of Test Coordinators

Persons designated as test coordinators shall:

1. Ensure that all test security provisions are complied with while test materials remain at the school.
2. Ensure that all test provisions are complied with while each online and/or paper/pencil test administration session, including makeup session, is in progress.
3. Account for all test materials, including booklets, by serial number, CDs containing translations of the tests, English language proficiency listening and speaking CDs, and answer documents.

Violations of Test Security

The following prohibited behaviors will be reported immediately to the building and District coordinators.

- removal of any test materials from the testing rooms
- possession of a test booklet other than that given to each student during testing
- possession of written or other material pertaining to the test questions
- use of calculators on grades 6, 7, and 8 achievement tests and the Ohio Graduation tests in math and science
- giving or receiving assistance on the test
- looking at someone else's answer document
- marking items for a test which was administered earlier
- any other behavior which indicates cheating

Test monitors and proctors should attempt to verify each other's observations of violations when possible using reasonable and non-disruptive methods. Additionally, the examiners shall describe in writing as comprehensively as possible the circumstances of the alleged violation.

Once reported to the building coordinator, the alleged incident will be investigated in consultation with the appropriate principal.

Penalties for Confirmed Security Violations

Students confirmed of cheating or assisting another to cheat will have their test(s) invalidated and may be subject to further discipline. Parents will be notified in writing of the incident and the ODE will be notified of the violation within ten calendar days.

Employees failing to follow security provisions may be subject to suspension or termination of employment. The State Board of Education may seek the suspension of a teaching certificate and prosecution under the state criminal code may occur. The ODE shall be notified of the security violation within ten calendar days.

Students and employees accused of violations, including but not limited to violations of test security provisions or any alleged unethical testing practice, will be provided due process according to established District procedures and in accordance with any applicable collective bargaining agreement.

Publication of these security provisions is required by the state of Ohio. The procedures outlined in this policy shall be communicated in writing and discussed during presentations each school year with employees who have access to secure test materials, students who are being tested, and with any other person authorized to be present in a test room and/or have access to any secure test materials, which shall occur by October 1st. Students and staff shall be reminded orally of these provisions prior to the beginning of each test administration period by a test coordinator and test administrator.

Access to Results

Not later than June 30th each school year, the District shall provide a student's parents with the student's score on any state assessment administered to the student in that school year by doing either of the following:

- 1. Sending the scores to the parent by mail or electronic mail; and/or**
- 2. Posting the scores in a secure portal on the District's website that the parent may access.**

~~Parents and students will be informed of results in a timely manner following the District's receipt of them.~~ Records will be kept in the student's file. Those persons having legal access to student academic information will also have access to Proficiency Test scores.

LEGAL REFS.: O.R.C. §§3301.0710; 3319.151; 3319.99; **3313.6029**
O.A.C. 3301-13-05

Adopted: _____

HOME EDUCATION and HOME INSTRUCTION

This Board of Education policy applies to those students who are “home instructed” pursuant to O.R.C. §3313.5312, and students who are defined as “home education” students pursuant to O.A.C. §3313-34-01. In both circumstances, these students are usually not already enrolled in the District, even on a part-time basis, as they are being taught at home, typically by a parent or guardian. This policy does not apply to students defined as “home instruction” students pursuant to O.R.C. §3323.12, which are children with a disability who are unable to attend school, even with the help of special transportation. Such children are already enrolled in school, but are being taught at home.

HOME EDUCATION/HOME INSTRUCTION

Enrollment

The District shall enroll or re-enroll students who have been home educated/home instructed without discrimination or prejudice. Home educated/home instruction students may not elect to be enrolled as part-time students.

Grade Placement

Home instruction/home education students seeking admission into the District may be required to take competency examinations. The purpose of these examinations is to determine the proper grade placement for these students.

A. Grades K-8

Based on a review of the competency examination (if required), the most recent annual academic assessment report, and other home education records and evaluation information, the Superintendent will place the student in the grade level requested in accordance with O.R.C. §3319.01. If the student experiences any academic problems, school personnel shall request a parental meeting to review placement and any other options.

B. Grades 9-12

Based on a review of the competency examination (if required), the most recent annual academic assessment report, and other home education records and evaluation information, the Superintendent will tentatively place the student in the grade level requested in accordance with O.R.C. §3319.01, pending final determination of credits earned.

Permanent grade placement will be determined by the Superintendent in accordance with O.R.C. §3319.01, upon review of a competency evaluation (if required), transcripts, final determination of course credits earned, and/or the results of any nationally normed, standardized achievement tests taken by the student, and a conference with the student and/or parent(s).

Approval of Credits

Credit will be granted for any course appearing on a transcript from a correspondence school recognized and accepted by the District.

In the absence of an official transcript, credit will be granted upon the student's passing a comprehensive final exam from the previous school year for each specific course.

The District will be responsible for providing, administering, and scoring the exam(s).

Class Rank

The grade point average (GPA) of home education students who re-enroll in the District after the ninth grade will be based on years of attendance in the high school only and will necessitate a special notation or removal from honors classification. Such students will not be eligible for honors status distinctions such as the National Honors Society or an Honors Diploma.

Graduation

To be eligible for graduation, the student must meet the conditions of this policy, as outlined above, and meet all other graduation requirements of the District and the state of Ohio.

Access to District Materials and Services

- A. The District may provide educational textbooks, materials, supplemental materials, or supplies with non-enrolled students.
- B. Home educated students are not eligible for technology or technology services provided by the District – i.e., Internet accounts, etc. (*"acceptable use"* agreement).
- C. Requests for services mandated by an active IEP must be made by a parent/guardian to the Superintendent or his/her designee. The student should be enrolled and counted in the District's ADM. An IEP conference should be held to write the details of the delivery service (time, place, etc.) and describe the educational plan for home education. A special excuse from Compulsory Attendance Laws from the Superintendent would have to be created.
- D. Home educated students do not qualify for auxiliary services.

- E. Testing, for purposes of academic assessment, as required by this Board policy to enroll a student into the proper grade within the District, shall occur at a District facility at the same time as enrolled students. Such testing expenses shall be borne by the District. Any independent test administration will be at the expense of the parent.

It is the parent's responsibility to request testing dates and places from District Administration.

Extracurricular Activities

A home instruction/home education student, who would otherwise be assigned to the District, and who is being taught at home pursuant to OAC §3301-34-01, shall be afforded the opportunity to participate in any extracurricular activity offered by the District at the school to which the student would be assigned, as determined by the Superintendent under O.R.C. §3319.01, based on the student's age and academic performance.

The Superintendent may afford a home instruction/home education student who is not entitled to attend school in the District the opportunity to participate in any extracurricular activity offered by the District, if the district to which the home instruction/home education student is entitled to attend does not offer that extracurricular activity.

A home instruction/home education student must be of appropriate age and grade level, as determined by the Superintendent, to participate in any extracurricular activity. Further, a home instruction/home education student must fulfill the same nonacademic and financial requirements as any other participant, and must fulfill either of the following academic requirements:

- (1) If the student received home instruction/home education in the preceding grading period, the student shall meet any academic requirements established by the State Board of Education ("State Board") for the continuation of home instruction/home education.
- (2) If the student did not receive home instruction/home education in the preceding grading period, the student's academic performance during the preceding grading period must have met all academic standards for eligibility to participate in the program established by the District.

Eligibility for a student who leaves a school district mid-year for home instruction/home education shall be determined based on an interim academic assessment issued by the district in which the student was enrolled based on the student's work while enrolled in that district.

Any student who commences home instruction/home education after the beginning of a school year and who is, at the time home instruction/home education commences, ineligible to participate in an extracurricular activity due to failure to meet academic standards or any other requirements of the District, shall not participate in the extracurricular activity until the student meets the academic requirements established by the State Board for continuation of home instruction/home education as verified by the Superintendent. No student shall be eligible to participate in extracurricular activities in the same semester in which the student was determined ineligible.

Notice of Home Education

The term “home education” means the education of a child between the ages of six and eighteen years of age that is directed by the child’s parent. Within five calendar days after commencing home education, and by August 30th each year thereafter, the parent or guardian of a District student receiving a home education must transmit a notice to the Superintendent providing the following:

- 1. the parent’s name and address;**
- 2. the child’s name; and**
- 3. an assurance that the child will receive education in English language arts, mathematics, science, history, government, and social studies.**

The Superintendent will provide a written acknowledgment of his/her receipt of the notice to the parent or guardian not later than 14 calendar days after receiving the notice.

LEGAL REFS.: O.R.C. §§3321.04; **3321.042**; 3313.5312; 3319.01
O.A.C. §3313-34-01

Adopted: _____

CASH IN SCHOOL BUILDINGS

All moneys collected shall be receipted, accounted for, and deposited with the Treasurer or properly designated depository every 24 hours. In the event that the person in charge of an activity is unable to deposit the money within 24 hours, the money shall be accounted for and deposited in the building safe of each school. If a safe is not available, then the money must be deposited in the fiscal office's safe. If the amount does not exceed \$1,000.00, the money can be held no longer than one (1) business day after receipt before being deposited. If the amount is more than \$1,000.00, or the money cannot be adequately safeguarded, it shall be deposited on the next business day following the date of receipt.

The District shall permit an individual to pay cash for a ticket to an athletic event, play, musical, or any other school-related event or activity that the District conducts, sponsors, or participates in and for which the District charges admission to attend. If the District does not accept cash payment from an individual who wishes to purchase a ticket to an event on the date of that event, the District shall grant that individual a free ticket if there are still tickets available and the individual demonstrates that the individual has enough cash to cover the full cost of the ticket.

If the District offers concessions for sale at a school-affiliated event, it shall provide at least one location where an individual may pay cash for concessions and, if concessions are sold on multiple floors, at least one location on each floor that accepts cash payment.

LEGAL REFS.: O.R.C. §§9.38; **3313.5319**

Adopted: _____

UNIFORM FEDERAL GRANT GUIDANCE

This policy shall apply to the District's receipt and use of Federal grant awards.

I. PAYMENT

The District shall minimize the time elapsing between the transfer of funds from the United States Treasury or a pass-through entity and the disbursement by the District, whether payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall make timely payments to contractors in accordance with relevant contract provisions.

Use of Resources Before Requesting Cash Advance Payments

To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.

Use of Banks and Other Institutions as Depositories of Advanced Payments

The District shall account for the receipt, obligation, and expenditure of funds. The District shall deposit and maintain advance payments of Federal funds in insured accounts whenever possible. Advance payments of Federal awards shall be maintained in interest-bearing accounts, unless the following apply:

1. The District receives less than \$250,000 in Federal awards per year;
2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances;
3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources; or
4. A foreign government or banking system prohibits or precludes interest bearing accounts.

Interest earned amounts up to \$500 per year may be retained by the District for administrative expenses. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts shall be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either the

Automated Clearing House (ACH) network or a Fedwire Funds Service payment. ~~Remittances must include pertinent information of the payee and nature of payment in the memo area (often referred to as “addenda records” by financial institutions), as that will assist in the timely posting of interest earned on federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from the Automated Standard Application for Payments (ASAP), the National Science Foundation (NSF), or another federal agency payment system.~~

For returning interest on federal awards paid through PMS, the Board shall:

- 1. Provide an explanation stating that the refund is for interest;**
- 2. List the PMS Payee Account Number(s) (PANs);**
- 3. List the federal award number(s) for which the interest was earned; and**
- 4. Make returns payable to: Department of Health and Human Services.**

For returning interest on federal awards not paid through PMS, the Board shall:

- 1. Provide an explanation stating that the refund is for interest;**
- 2. Include the name of the awarding agency;**
- 3. List the federal award number(s) for which the interest was earned; and**
- 4. Make returns payable to: Department of Health and Human Services.**

Submitted remittances shall comply with the requirements of 2 C.F.R. §200.305.

II. FINANCIAL MANAGEMENT

Direct and Indirect Costs

1. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and

infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program).

2. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, and accounting.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

- A. Administrative or clerical services are integral to a project or activity.
- B. Individuals involved can be specifically identified with the project or activity.
- C. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
- D. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Ohio Department of Education or the pass-through entity.

Costs

Except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowed under Federal awards:

1. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
2. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
5. Be determined in accordance with generally accepted accounting principles (GAAP), except as otherwise provided for in 2 C.F.R. §200.403.
6. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period.
7. Be adequately documented.

Financial Management System

The District's financial management system, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, shall be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The District's financial management system shall provide for the following:

1. Identification, in its accounts, of all federal awards received and expended and the federal programs under which they were received. Federal program and federal award identification must include, as applicable, the **Assistance Listings, Catalog of Federal Domestic Assistance (CFDA)** title and number, federal award identification number and year, name of the federal agency, and name of the pass-through entity, if any.

2. Accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the reporting requirements set forth in 2 C.F.R. §§~~200.327~~ 200.328 **and 200.329**.
3. Records that identify adequately the source and application of funds for federally-funded activities. These records shall contain information pertaining to federal awards, authorizations, **financial** obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
4. Effective control over, and accountability for, all funds, property, and other assets. The District shall adequately safeguard all assets and assure that they are used solely for authorized purposes.
5. Comparison of expenditures with budget amounts for each Federal award.

III. COMPENSATION – PERSONAL COSTS

Compensation for personal services includes all remuneration, paid currently or accrued, for services of Board employees rendered during the period of performance under the Federal award, including, but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, as set forth in 2 C.F.R. §200.431. Costs of compensation are allowable to the extent that they satisfy the specific requirements of 2 C.F.R. §200.430 and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policies of the District, as consistently applied to both Federal and non-Federal activities;
2. Follows an appointment made in accordance with the District's written policies and meets the requirements of Federal statute, where applicable; and
3. Is determined and supported as provided in 2 C.F.R. §200.430(i), when applicable.

Compensation for employees engaged in work on Federal awards will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of the District. In cases where the kinds of employees required for Federal awards are not found in the other activities of the District, compensation will be considered reasonable to the extent that it is comparable to that paid for similar work in the labor market in which the District competes for the kind of employees involved.

Standards for Documentation of Personnel Expenses

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

1. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. Be incorporated into the official records of the District;
3. Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
4. Encompass both Federally assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records in accordance with the District's written policies;
5. Comply with the established accounting policies and practices of the District; and
6. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

LEGAL REFS: 2 C.F.R. §§200.302; 200.303; 200.305; 200.327; 200.328; 200.403; 200.430; 200.431

Adopted: _____

PROCUREMENT WITH FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for with federal funds or District matching funds shall be made in accordance with all applicable federal, state, and local statutes and/or regulations, the terms and conditions of the federal grant, and Board policy.

The Superintendent shall maintain a procurement and contract administration system in accordance with the “Procurement Standards” set forth in §§2 C.F.R. 200.317-.326~~7~~ for the administration and management of federal grants and federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District’s Uniform Grant Guidance Board policy.

Board employees, officers, and agents who have purchasing authority shall abide by the standards of conduct governing conflicts of interest and governing the actions of employees, officers, and agents engaged in the selection, award, and administration of contracts set forth in Board policy and Ohio Ethics Law. Specifically, no employee, officer, or agent of the District shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the District shall neither solicit nor accept gratuities, favors, or anything beyond nominal monetary value from contractors or parties to sub-agreements. Disciplinary action may be implemented for violations of this policy. No Federal appropriated funds shall be used to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

The District shall avoid acquisition of unnecessary or duplicative items. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. To foster greater economy and efficiency, the District may enter into state and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Contract Provisions

Procurement contracts shall, at a minimum, include the terms and conditions that are required by the applicable federal procurement regulations.

For spending related to the child nutrition program funds, contracts shall require the following clauses: termination for cause and convenience, contract work hours/safety standards, Davis Bacon Act provisions, rights to interventions made under a contract, debarment and suspension,

and the Byrd Anti-Lobbying Amendment language for contracts worth \$100,000 or more. To the extent required by law, the District shall require that the person awarded a contract satisfy the bonding requirements set forth in the applicable federal regulations.

The District and vendor shall comply with the Buy American Provision for all solicitations and contracts that involve the purchase of food, per USDA Regulations (7 CFR Part 250 and 7 CFR Part 210). The District and vendor shall utilize, to the maximum extent practicable, “domestic commodities and products,” which means an agricultural commodity that is produced in the United States, and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. This requirement shall be included in bid specifications; contract monitoring; and verifying cost and availability of domestic and nondomestic foods using data in the USDA Agricultural Marketing Service.

Administration

One or more District employees or contractors shall be delegated responsibility for the administration of all procurement contracts and for ensuring that the party awarded the contract satisfies the terms of the procurement contract, and shall ensure that all solicitations include, either verbatim, or by reference, the equal opportunity clause provided under 41 CFR 60-1.4(b) for contracts worth \$10,000 or more.

Competition

All procurement transactions shall be conducted in a manner that encourages full and open competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business;
2. Requiring unnecessary experience and excessive bonding requirements;
3. Noncompetitive contracts to consultants that are on retainer contracts;
4. Noncompetitive pricing practices between firms or between affiliated companies;
5. Organizational conflicts of interest;
6. Specifying only a ‘brand name’ product instead of allowing for an “equal” product to be offered and describing the performance or other relevant requirements of the procurement;

7. Any arbitrary action in the procurement process.

The District shall not use statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except where an applicable federal statute expressly mandates or encourages a geographic preference. When the District is contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

If the District uses a pre-qualified list of persons, firms or products to acquire goods and services, such list shall include enough qualified sources as to ensure maximum open and free competition.

Solicitation Language

All solicitations must incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall utilize one of the following methods of procurement:

1. Micro-Purchases

The aggregate dollar amount does not exceed the threshold **set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1** ~~established in 2 C.F.R. §200.67~~ or by the Office of Federal Financial Management, whichever is greater. To the extent practicable, the District will distribute such purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive bids if the Board considers the price reasonable **based on research, experience, purchase history, or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the Board.**

2. Small Purchases

The aggregate dollar amount **exceeds the micro-purchase threshold, but** does not exceed the simplified acquisition threshold set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 and in accordance with 41 U.S.C. 1908 (2 C.F.R. §200.88). Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

3. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment requires competitive bidding under Ohio law or Board policy, and when the aggregate dollar amount exceeds the simplified acquisition threshold set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 and in accordance with 41 U.S.C. 1908 (2 C.F.R. §200.88).

In order for sealed bidding to be feasible, the following conditions shall be present:

- A. A complete, adequate, and realistic specification or purchase description is available;
- B. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- C. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- A. Bids shall be solicited in accordance with the provisions of state law and Board policy. Bids shall be solicited from an adequate number of qualified suppliers, providing them sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
- B. The invitation for bids, which will include product/contract specifications and pertinent attachments, must define the items and/or services required in order for the bidder to properly respond.
- C. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

- D. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
- E. The Board reserves the right to reject any or all bids for sound documented reason(s).

4. ~~Competitive~~ Proposals

Procurement by competitive proposal is normally conducted with more than one (1) source submitting an offer and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- A. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. **Proposals shall be solicited from an adequate number of sources.** Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- ~~B. Proposals shall be solicited from an adequate number of sources.~~
- ~~BE.~~ The District shall use its written method for conducting technical evaluations of the proposals received and for **making selections** ~~selecting recipients.~~
- ~~CD.~~ Contracts shall be awarded to the responsible **offeror firm** whose proposal is most advantageous to the **District program**, with price and other factors considered.
- ~~DE.~~ The District may use competitive proposal procedures for qualifications based procurement of architectural/engineering (A/E) professional services whereby **offeror's competitors'** qualifications are evaluated and the most qualified **offeror competitor** is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms **that** are a potential source to perform the proposed effort.

5. Noncompetitive Proposals

There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if ~~Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when~~ one or more of the following circumstances apply:

- A. The item is available only from a single source
- B. The public exigency or emergency for the requirement will not permit a delay resulting from **publicizing a** competitive solicitation
- C. The federal awarding agency or pass-through entity expressly authorizes **a noncompetitive procurement proposals** in response to a written request from the District
- D. After solicitation of a number of sources, competition is determined to be inadequate

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of the Simplified Action Threshold established in **48 CFR Subpart 2.1** ~~2-C.F.R. §200.88~~, or by the Office of Federal Financial Management, whichever is greater, including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only after a determination that no other contract is suitable if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of (1) the actual costs of materials; and (2) direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency.

Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The Board will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District. Consideration will be given to such matters as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts.

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. In accordance with 2 C.F.R. §180.300, for contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the federal government's System for Award Management; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor.

Bid Protest

The following procedure shall be used to resolve disputes relating to procurements.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request for Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but not be limited to rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms

The District will take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms, as identified by the U.S. Department of Labor, are used, when possible. Affirmative steps will include:

1. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
2. Assuring that small and minority businesses and women’s business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women’s business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women’s business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in Sections (1) through (5) above.

LEGAL REFS.: 2 C.F.R. §§200.317 – ~~.327~~ **.326**

M-18-18, Implementing Statutory Changes to the Micro-Purchase and the Simplified Action Thresholds for Financial Assurance, Office of Federal Financial Management, June 20, 2018

Adopted: _____

DISPOSAL OF PROPERTY

When the Board decides to dispose of real or personal property that it owns in its corporate capacity and that exceeds in value Ten Thousand Dollars (\$10,000.00), it shall sell the property at public auction, after giving at least thirty (30) days' notice of the auction by publication in a newspaper of general circulation in the District, by abbreviated publication as provided in O.R.C. §7.16, or by posting notices in five (5) of the most public places in the District. The Board may offer real property for sale as an entire tract or in parcels.

When the Board has offered real or personal property for sale at public auction at least once, and the property has not been sold, the Board may sell it at a private sale. Regardless of how it was offered at public auction, at a private sale, the Board shall, as it considers best, sell real property as an entire tract or in parcels, and personal property in a single lot or in several lots.

If the Board decides to dispose of real or personal property that it owns in its corporate capacity and that exceeds in value Ten Thousand Dollars (\$10,000.00), it may sell the property to the adjutant general; to any subdivision or taxing authority under O.R.C. §5705.01, township park district, board of park commissioners under O.R.C. Chapter 755, or park district under O.R.C. Chapter 1545; to a wholly or partially tax-supported university, university branch, or college; to a nonprofit institution of higher education that has a certificate of authorization under O.R.C. 1713; to the governing authority of a chartered nonpublic school; or to the board of trustees of a school district library, upon such terms as are agreed upon. The sale of real or personal property to the board of trustees of a school district library is limited, in the case of real property, to a school district library within whose boundaries the real property is situated, or, in the case of personal property, to a school district library whose boundaries lie in whole or in part within the District.

If the Board decides to trade as a part or an entire consideration, an item of personal property on the purchase price of an item of similar personal property, it may trade the same upon such terms as are agreed upon.

The President and the Treasurer of the Board shall execute and deliver deeds or other necessary instruments of conveyance to complete any sale or trade of property under this Policy.

Except as provided in O.R.C. §§3313.412 and 3313.413, when the Board has identified a parcel of real property that it determines is needed for school purposes, the Board may, upon a majority vote of the members of the Board, acquire that property by exchanging real property that the Board owns in its corporate capacity for the identified real property, or by using real property that the board owns in its corporate capacity as part or an entire consideration for the purchase price of the identified real property. Any exchange or acquisition made pursuant to this division shall be made by a conveyance executed by the President and the Treasurer of the Board.

Except as provided in O.R.C. §§3313.412 and 3313.413, if the Board decides to dispose of real property, prior to disposing of that property, it shall first offer that property for sale to the governing authorities of the start-up community schools established under O.R.C. Chapter 3314, and the board of trustees of any college-preparatory boarding school established under O.R.C. Chapter 3328, that are located within the territory of the District. The Board shall offer the property at a price that is not higher than the appraised fair market value of that property as determined in an appraisal of the property that is not more than one year old. If more than one community school governing authority or college-preparatory boarding school board of trustees accepts the offer made by the Board, the Board shall sell the property to the governing authority or board that accepted the offer first in time. If no community school governing authority or college-preparatory boarding school board of trustees accepts the offer within sixty (60) days after the offer is made, the Board may dispose of the property.

Private Sale or Waste Removal of Personal Property

The Superintendent is authorized to dispose of personal property that the Board owns in its corporate capacity, which does not exceed in value Ten Thousand Dollars (\$10,000.00), through private sale or through normal waste removal procedures. Disposal of property should serve the public interest and benefit the District. In determining whether and how to dispose of property, the Superintendent shall consider the following factors:

1. Whether the property is needed and regularly used;
2. Whether the property can be repaired;
3. Whether replacement parts for the property are readily available;
4. The cost efficiency of repairing the property versus replacing it;
5. Whether retaining the property creates a health or safety hazard;
6. The likelihood of the property being sold for more than a nominal sum.

The Superintendent shall notify the Board, during its monthly meeting, of his/her intention to sell or dispose of property, the aggregate value of which is reasonably estimated to exceed One Thousand Dollars (\$1,000.00). The Superintendent shall provide the Board with the reason(s) for the intended disposal and the intended method of disposal. Should a majority of the Board object to the Superintendent's intended disposal or method of disposal, the Superintendent shall not dispose of the property, or shall not dispose of the property by his/her intended method, as indicated by the Board.

Donating Board Property

When the Board has property that it finds, by resolution, is not needed for District use, is obsolete, or is unfit for the use for which it was acquired, the Board may donate that property if the fair market value of the property is, in the opinion of the Board, Two Thousand Five Hundred Dollars (\$2,500.00) or less.

The property may be donated to an eligible nonprofit organization that is located in Ohio and is exempt from federal income taxation pursuant to 26 U.S.C. §501(a) and (c)(3). Before donating any property, the Board shall adopt a resolution expressing its intent to make unneeded, obsolete, or unfit-for-use school district property available to these organizations. The resolution shall include guidelines and procedures the Board considers to be necessary to implement the donation program and shall indicate whether the District will conduct the donation program or the Board will contract with a representative to conduct it. If a representative is known when the resolution is adopted, the resolution shall provide contact information such as the representative's name, address, and telephone number.

The resolution shall include within its procedures a requirement that any nonprofit organization desiring to obtain donated property shall submit a written notice to the Board or its representative. The written notice shall include evidence that the organization is a nonprofit organization that is located in Ohio and is exempt from federal income taxation pursuant to 26 U.S.C. §501(a) and (c)(3); a description of the organization's primary purpose; a description of the type or types of property the organization needs; and the name, address, and telephone number of a person designated by the organization's governing board to receive donated property and to serve as its agent.

After adoption of the resolution, the Board shall ~~publish, in a newspaper of general circulation in the District, or through abbreviated publication as provided in O.R.C. §7.16, notice of its intent to donate unneeded, obsolete, or unfit-for-use District property to eligible nonprofit organizations. The notice shall include a summary of the information provided in the resolution and shall be published twice. The second notice shall be published not less than ten (10) nor more than twenty (20) days after the previous notice. A similar notice also shall be posted~~ continually **post**, in the Board's office and on its website, **notice of its intent to donate school district property that is unneeded, obsolete, or unfit for use to eligible nonprofit organizations.**

The Board or its representative shall maintain a list of all nonprofit organizations that notify the Board or its representative of their desire to obtain donated property and that the Board or its representative determines to be eligible, in accordance with the requirements set forth in this section and in the donation program's guidelines and procedures, to receive donated property.

The Board or its representative also shall maintain a list of all District property the Board finds to be unneeded, obsolete, or unfit for use and to be available for donation. The list shall be posted

continually in a conspicuous location in the Board's office and on its website. An item of property on the list shall be donated to the eligible nonprofit organization that first declares to the Board or its representative its desire to obtain the item, unless the Board previously has established, by resolution, a list of eligible nonprofit organizations that shall be given priority with respect to the item's donation. Priority may be given on the basis that the purposes of a nonprofit organization have a direct relationship to specific District purposes of programs provided or administered by the Board. A resolution giving priority to certain nonprofit organizations with respect to the donation of an item of property shall specify the reasons why the organizations are given that priority.

Members of the Board shall consult with the Ohio ethics commission, and comply with Chapters 102 and 2921 of the Ohio Revised Code, with respect to any donation to a nonprofit organization of which a Board member, any member of a Board member's family, or any business associate of a Board member is a trustee, officer, board member, or employee.

LEGAL REFS.: O.R.C. §3313.41

Adopted: _____

TITLE IX GRIEVANCE PROCEDURE
EMPLOYEE AND STUDENT

The Board of Education shall not discriminate on the basis of sex in the educational programs or activities of the District that receive federal financial assistance. The Board hereby designates the following employee as the Title IX Coordinator for the District:

Coordinator of Human Resources
3496 Everett Road
Richfield, OH 44286

The Title IX Coordinator's duties shall include, but not be limited to, coordinating the District's effort to comply with and carry out its responsibilities under Title IX and carry out an investigation of any complaint communicated to the District alleging its noncompliance with Title IX or alleging any uses which would be prohibited by Title IX in accordance with the procedures set forth hereinafter. The Title IX Coordinator may be assisted by such additional personnel as from time to time may be appointed.

Complaints involving alleged discrimination on the basis of sex in any program or activity that receives federal financial assistance, whether carried out by District employees, students, or third parties, shall be handled in accordance with the following procedure unless a policy has been adopted to deal with the specific discrimination. If a more specific policy exists, that policy shall be followed.

Step 1:

Any student or employee who has a complaint of alleged sex discrimination shall attempt promptly to resolve the complaint by discussion with the building principal or immediate supervisor in case of classified employees. If the building principal or immediate supervisor is the subject of the complaint, the complaint should be filed with the Title IX Coordinator. If the Title IX Coordinator is the subject of the complaint, the complaint can be filed directly to the Board. The complaint should be in writing and describe, in as much detail as possible, the facts of the situation. The principal or supervisor shall keep a written record of the discussion and provide a copy to the student or employee involved.

Step 2:

If the complaint is not resolved in Step 1, the complainant may, within ten (10) calendar days after receiving an answer, file the complaint in writing with the Title IX Coordinator and mail a copy to the principal or supervisor involved. The Title IX Coordinator shall arrange a meeting to discuss the complaint within ten (10) calendar days after receiving the written complaint, and subsequent meetings may be scheduled as agreed to by both parties. The Title IX Coordinator shall conduct an adequate, reliable, and impartial investigation of complaints, and shall allow the

complainant to identify witnesses and other evidence. The Title IX Coordinator shall give a written answer to the complainant by certified mail, return receipt requested, within ten (10) calendar days after the final meeting regarding the complaint. A copy of the written answer shall also be provided to the accused and the building principal or supervisor.

Step 3:

If the decision rendered by the Title IX Coordinator does not resolve the complaint to the satisfaction of the complainant or the accused, such person can, within ten (10) calendar days, appeal in writing to the Board. The notice of appeal shall be sent to the Title IX Coordinator and a copy filed with the Treasurer of the Board. Failure to file such appeal within ten (10) calendar days from the receipt of the written memorandum of the Title IX Coordinator's action on said grievance shall be deemed a waiver of the right to appeal. The Superintendent shall place the matter on the agenda for the next meeting of the Board to be held within thirty (30) days, and the complainant and the accused shall be advised in writing of the time, place, and date of the meeting.

The complainant and the accused shall receive written notice of the meeting no less than five (5) calendar days in advance of the meeting. The Board shall act upon such appeal officially no later than its next regular meeting following the meeting with the complainant. Copies of the final decision shall be sent to the complainant, the accused, the Title IX Coordinator, and the building principal or supervisor. The decision of the Board shall be final.

If the grievance cannot be resolved through the above procedure, a request for an official interpretation may be filed with the U.S. Department of Education – Office for Civil Rights, **1350 Euclid Avenue – Suite 325, Cleveland, OH 44115-1812.** ~~Bank One Center, Room 750, 600 Superior Avenue East, Cleveland, Ohio 44114-7650.~~

If discrimination in violation of Title IX is found to have occurred, steps will be taken to prevent its reoccurrence and to remedy its effects on the complainant, and others, if appropriate. The District will use a “preponderance of the evidence” standard to determine whether a hostile environment exists.

LEGAL REFS: 34 C.F.R. 106.8

Adopted: _____

HARASSMENT AND VIOLENCE

Harassment and violence by students or staff in the school environment can substantially interfere with their ability to learn, perform, work, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, in any school, during transit to or from school, or during any school sponsored activity or event that constitutes harassment or violence involving either students or staff shall be strictly prohibited. Any such conduct, communication, activity, or practice should be immediately reported to the building principal or other appropriate administrator. All reports shall be investigated as soon as possible in accordance with the policies applicable to the harassment which is the subject of the complaint.

This policy shall be included in all student and staff handbooks.

Conduct Not Covered By This Policy:

This policy does not apply to instances of sexual discrimination or sexual harassment. All student complaints of sexual harassment or discrimination should be made in accordance with the Board's Title IX grievance procedure.

This policy does not apply to instances of student harassment based on racial/ethnic/national origin/religion. All student complaints of harassment based on racial/ethnic/national origin/religion should be made in accordance with the Board's racial/ethnic/national origin/religion policy covering students.

This policy does not apply to instances of student harassment based on disability discrimination or harassment. All student complaints of harassment based on disability discrimination or harassment should be made in accordance with the Board's 504/ADA policy covering students.

This policy does not apply to instances of staff harassment based on racial/ethnic/national origin/disability/sex/religion. All staff complaints of harassment based on racial/ethnic/national origin/sex/disability/religion should be made in accordance with the Board's racial/ethnic/national origin/sex/disability/religion harassment and discrimination policy covering employees or the Board's Title IX grievance procedure covering employees.

Adopted: _____

**RACIAL/ETHNIC/NATIONAL ORIGIN/DISABILITY/SEX/RELIGION HARASSMENT
AND DISCRIMINATION POLICY COVERING EMPLOYEES**

It is the intent of the Board of Education to comply with the nondiscrimination provisions of federal laws and regulations with regard to race, color, national origin, religious, disability, and sex (including pregnancy, sexual orientation, and gender identity) discrimination and sexual harassment. This policy prohibits discrimination or harassment directed at Board employees.

Each **employee in the District** ~~employee~~ has a responsibility to maintain a workplace and educational environment free from harassment. Harassment or offensive conduct at school or school related functions is prohibited.

This policy applies to the Board of Education, its administrative, teaching, and non-teaching employees.

Racial/Ethnic/National Origin/Disability/Sex/Religion Harassment and Discrimination

No employee shall, on the basis of his or her race, ethnicity, **disability, sex, religious beliefs**, or national origin, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

No person shall be disadvantaged or treated unfairly by the Board or any of its personnel or students on the basis of race, ethnicity, **sex, disability, religion**, or national origin, whether intentionally or otherwise, in any activity at any level of the operations of the District.

It is unlawful to discriminate against an employee or applicant for employment because of their race, ethnicity, religion, disability, sex, or national origin in regard to hiring, termination, promotion, compensation, or any other term, condition, or privilege of employment. It is also unlawful to make employment decisions based on stereotypes and assumptions about abilities, traits, or the performance of individuals of certain groups.

In accordance with this policy, “discrimination” means either of the following:

- 1. Failure or refusal to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to the individual’s compensation, terms, conditions, or privileges of employment, because of such individual’s race, color, religion, sex, disability, or national origin; or**
- 2. Limiting, segregating, or classifying employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect the individual’s status as an employee because of such individual’s race, color, religion, sex, disability, or national origin.**

Racial/Ethnic/National Origin/**Religion/Disability/Sex** Harassment

Racial/ethnic/national origin/**religion/disability/sex** harassment may be any behavior, verbal or physical, which is imposed by an employee or student on an employee because of race, national origin, ~~or~~ ethnic background, **religion, sex, or disability** which is intimidating, offensive, abusive, threatening, or unwelcomed and which causes or contributes to a racially/ethnically/national origin/**religion/sex or disability**-based hostile environment.

Such a hostile environment exists when acts of harassment are sufficiently numerous, severe, or pervasive to impair or alter an individual's school or workplace environment. The existence of a hostile environment is to be judged from the viewpoint of a reasonable person in the victim's situation under all of the existing circumstances.

Such harassment may include, but is not limited to:

1. Racial/ethnic/national origin/**religion/sex/disability**-oriented verbal "kidding" or demeaning racial/ethnic innuendos, teasing, jokes or remarks of a racial/ethnic/**religious/sexual** nature.
2. Writing graffiti and/or slogans depicting racial/ethnic/**religious/disability/sexual** slurs or racially/ethnically/**religious/disability/sexually** derogatory sentiments.
3. **Unwelcome sexual advances, requests for sexual favors, offensive remarks about a person's sex, and other verbal or physical harassment of a sexual nature.**
4. **A supervisor requesting sexual favors in return for job benefits.**
5. Racial/ethnic/national origin/**religion/sex/disability-oriented** motivated intimidation and/or physical violence or threats of physical violence.

Conduct Not Covered By This Policy:

For the purpose of this policy, discrimination and harassment does not include:

1. **Petty slights, annoyances, and isolated incidents (unless extremely serious); or**
2. **Teasing, casual comments, or single instances of inappropriate conduct. For inappropriate behavior to rise to the level of illegal harassment, it must be unwelcomed or unwanted. It also must be severe (meaning very serious) or pervasive (meaning that it happened frequently).**

Conduct that does not meet the definition of discrimination or sexual harassment under this policy, may be reported and addressed under the Board's Violence and Harassment Policy.

Racial/Ethnic/National Origin Discrimination

~~It is unlawful to discriminate against an employee or applicant for employment because of his/her race, ethnicity, or national origin in regard to hiring, termination, promotion, compensation, or any other term, condition, or privilege of employment. It is also unlawful to make employment decisions based on stereotypes and assumptions about abilities, traits, or the performance of individuals of certain racial groups.~~

Investigation of Harassment and/or Discrimination

In order to prevent, deter, or correct **harassment** ~~such a hostile environment~~ or concern about ~~such~~ discrimination, it is the responsibility of the administrative personnel to investigate any charges of racial/ethnic/national origin/**disability/sex** harassment or discrimination when brought to their attention and take appropriate corrective action.

1. Complaint Procedure

- a. The staff member desiring to file a harassment/discrimination complaint must present the complaint, **verbally or** in writing, to **their Building Administrator ;** ~~the Title VI Coordinator~~. The ~~Administrator Coordinator~~ or his/her designee shall investigate the matter unless otherwise designated by the Board.
- b. If the ~~Administrator Coordinator~~ is the employee alleged to have engaged in the harassment/discrimination, the complaint shall be sent directly to the Superintendent. The **Administrator or Superintendent Coordinator** will either conduct the investigation set out below, or appoint an investigator in his/her place.
- c. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligation and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

2. Investigation

- a. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment/discrimination, and the Board's interest in a prompt and fair investigation.

- b. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- c. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment/discrimination has occurred. The investigation shall include **interviewing the complainant, respondent, and relevant witnesses. The investigator may request, but is not required to obtain, written statements from the complainant, respondent, and relevant witnesses. The investigator shall also review relevant documentation and may use a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment/discrimination has occurred.**

3. Post-Investigation Procedures

- a. Upon conclusion of the investigation, the investigator shall issue a written report. Although the facts and circumstances of a particular investigation may require an investigation to continue beyond 45 school days, it is recommended that the investigation and a report of the findings be completed within that time frame. The report shall include a determination of whether the accused was found to have engaged in harassment/discrimination, ~~was found not to have engaged in harassment/discrimination,~~ or whether the investigation was inconclusive. The report shall be issued to the complainant **and the respondent**. A copy of the report shall also be sent to the Superintendent or his/her designee.
- b. A finding of no harassment/discrimination or inconclusive evidence shall end the investigation.
- c. If harassment/discrimination is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment/discrimination is eliminated for the victim and other individuals affected by the harassment/discrimination and to correct its discriminatory effects on the complainant and others, if appropriate.

4. Discipline

If harassment/discrimination is found to have occurred, the person who engaged in such harassment/discrimination may be disciplined. The discipline must be reasonably calculated to end the harassment/discrimination. Any discipline must include a directive that the employee not engage in such harassment/discrimination in the future.

~~The Superintendent shall appoint the Title VI and Title VII Coordinator for Non-Discrimination for the District.~~

School employees will be notified at least annually of their responsibility to report all instances of possible racial/ethnic/national origin/**religious or sexual** discrimination or harassment of which they become aware and to whom such a report shall be made.

A violation of the foregoing policy shall be grounds for discipline according to the Ohio Revised Code and any applicable negotiated agreement.

It is Board policy that all reports of such harassment will be thoroughly investigated, and violations of this policy will be treated as serious disciplinary infractions. No employee shall be subjected to adverse employment action in retaliation for any good faith report of harassment/discrimination or participating in an investigation about harassment/discrimination under this policy. Limited disclosure may be necessary to complete a thorough investigation.

Nothing in this policy shall prohibit an employee from filing a report of sexual harassment/discrimination with the District's Title IX Coordinator pursuant to the Board's Title IX Grievance Policy. If an employee elects to file a complaint of sexual discrimination/harassment under this policy, the Board shall investigate the complaint under the investigative standards discussed above and the standards laid out in the Board's Title IX Grievance Policy to determine if the alleged conduct violates either or both policies.

Nothing in this policy shall prohibit an employee from filing a report of violations of Section 504 of the Rehabilitation Act of 1973 pursuant to the Board's 504/ADA Grievance Procedure.

If the grievance cannot be resolved through the above procedure, a request for an official interpretation may be filed with the Equal Employment Opportunity Commission, Anthony J. Celebrezze Federal Building, 1240 East 9th Street, Cleveland, OH 44199 and/or the Ohio Civil Rights Commission, 1350 Euclid Avenue – Suite 325, Cleveland, OH 44115-1812.

LEGAL REFS: 42 U.S.C. §12101; 42 U.S.C. §2000e; O.R.C. §4112

Adopted: _____

**RACIAL/ETHNIC/NATIONAL ORIGIN/RELIGIOUS HARASSMENT AND
DISCRIMINATION POLICY COVERING STUDENTS**

Each student has a responsibility to maintain an educational environment free from harassment. Harassment or offensive conduct at school or school related functions is prohibited.

Racial/Ethnic/National Origin Harassment and Discrimination

No student shall, on the basis of his or her race, ethnicity, national origin, **or religion**, be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of any educational right, privilege, advantage, or opportunity.

No person shall be disadvantaged or treated unfairly by the Board of Education or any of its personnel or students on the basis of race, ethnicity, ~~or~~ national origin ~~ethnicity~~, **or religion**, whether intentionally or otherwise, in any activity at any level of the operations of the District.

Racial/Ethnic/National Origin/Religious Harassment

Racial/ethnic/national origin, **or religion** harassment may be any behavior, verbal or physical, which is imposed by an employee or student on a student because of race, national origin, ~~or~~ ethnic background, **or religion** which is intimidating, offensive, abusive, threatening or unwelcomed and which causes or contributes to a racially/ethnically/national origin/**religious** based hostile environment.

Such a hostile environment exists when acts of harassment are sufficiently numerous, severe, or pervasive to impair or alter an individual=s school environment. The existence of a hostile environment is to be judged from the viewpoint of a reasonable person in the victim=s situation under all of the existing circumstances.

Such harassment may include, but is not limited to:

1. Racial/ethnic/national origin/**religious**-oriented verbal “kidding” or demeaning racial/ethnic innuendos, teasing, jokes, or remarks of a racial/ethnic/**national origin/religious based** nature.
2. Writing graffiti and/or slogans depicting racial/ethnic/**national origin/religious-related** slurs or racially/ethnically derogatory sentiments.
3. Racial/ethnic/national origin/**religious** motivated intimidation and/or physical violence or threats of physical violence.

Racial/Ethnic/National Origin/**Religious** Discrimination

It is unlawful to discriminate against a student because of his/her race, ethnicity, ~~or~~ national origin, **or religion**.

Conduct Not Covered By This Policy:

For the purpose of this policy, discrimination and harassment does not include petty slights, annoyances, and isolated incidents (unless extremely serious). Teasing, casual comments, or single instances of inappropriate conduct do not fall under this policy. For inappropriate behavior to rise to the level of illegal harassment, it must be unwelcomed or unwanted. It must also be severe (meaning very serious) or pervasive (meaning that it happened frequently).

Conduct that does not meet the definition of discrimination or harassment under this policy may be reported and addressed under the Board's Harassment and Violence Policy.

This policy does not apply to instances of sexual discrimination or sexual harassment. All student complaints of sexual harassment or discrimination should be made in accordance with the Board's Title IX Grievance Procedure for students.

This policy does not apply to instances of disability discrimination or harassment. All student complaints of disability harassment or discrimination should be made in accordance with the Board's Section 504/ADA Grievance Procedure.

Investigation of Harassment and/or Discrimination

In order to prevent, deter, or correct such a hostile environment or concern about such discrimination, it is the responsibility of the administrative personnel to investigate any charges of racial/ethnic/national origin/**religious** harassment or discrimination when brought to their attention and take appropriate corrective action.

1. Complaint Procedure

- a. The student desiring to file a harassment/discrimination complaint must present the complaint, in writing, to the **building administrator** ~~Title VI Coordinator~~. If the student verbally complains to a staff member regarding such harassment, the staff member is required to report the complaint to the **administrator** ~~Coordinator~~. The **administrator** ~~Coordinator~~ or his/her designee shall investigate the matter unless otherwise designated by the Board.
- b. If the **administrator** ~~Coordinator~~ is the employee alleged to have engaged in the harassment/discrimination, the complaint shall be sent directly to the

~~Superintendent. The Coordinator will either conduct the investigation set out below, or appoint an investigator in his/her place.~~

- c. **The administrator will either conduct the investigation set out below or appoint an investigator in his/her place.**
- de. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligation and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

2. Investigation

- a. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment/discrimination, and the Board's interest in a prompt and fair investigation.
- b. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- c. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment/discrimination has occurred. The investigation **may, with the agreement of the parties, shall** include a conference with the accused and the complainant. **The investigation shall include interviewing the complainant, respondent, and relevant witnesses. The investigator may request, but is not required to obtain, written statements from the complainant, respondent, and relevant witnesses. The investigator also shall review relevant documentation and may use** any and all other methods which are considered necessary to determine whether harassment/discrimination has occurred.

3. Post-Investigation Procedures

- a. Upon conclusion of the investigation, the investigator shall issue a written report. Although the facts and circumstances of a particular investigation may require an investigation to continue beyond 45 school days, it is recommended that the investigation and a report of the findings be completed within that time frame. The report shall include a determination of whether the accused was found to have engaged in harassment/discrimination, was found not to have engaged in harassment/discrimination, or whether the investigation was inconclusive. The

report shall be issued to the complainant or to the complainant's parents. A copy of the report shall also be sent to the Superintendent or his/her designee.

- b. A finding of no harassment/discrimination or inconclusive evidence shall end the investigation.
- c. If harassment/discrimination is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment/discrimination is eliminated for the victim and other individuals affected by the harassment/discrimination and to correct its discriminatory effects on the complainant and others, if appropriate.

4. Discipline

If harassment/discrimination is found to have occurred, the person who engaged in such harassment/discrimination may be disciplined, up to and including suspension or expulsion of students. The discipline must be reasonably calculated to end the harassment/discrimination, up to and including suspension or expulsion of students. Any discipline must include a directive that the student or employee not engage in such harassment/discrimination in the future.

~~The Superintendent shall appoint the Title VI Coordinator for Non-Discrimination for the District.~~

School employees will be notified at least annually of their responsibility to report all instances of possible racial/ethnic/national origin discrimination or harassment of which they become aware and to whom such a report shall be made.

It is Board policy that all reports of such harassment will be thoroughly investigated, and violations of this policy will be treated as serious disciplinary infractions. No student shall be subjected to retaliation for any good faith report of harassment/discrimination or participating in an investigation about harassment/discrimination under this policy. Limited disclosure may be necessary to complete a thorough investigation.

LEGAL REFS: 42 U.S.C. §2000d

Adopted: _____

SECTION 504/ADA/TITLE VI GRIEVANCE PROCEDURE

It is the intent of the Board of Education to comply with the nondiscrimination provisions of federal laws and regulations with regard to disability. Neither the Board nor its employees shall discriminate against any student or individual entitled to participate in the educational programs or activities of the District, or in the employment of District personnel.

The Board hereby designates the Superintendent or his/her designee as the District's Compliance Officer. ~~The address of the District's Compliance Officers are~~ the Director of Student Services and the Director of Human Resources and Communication. ~~The telephone number is (330) 666-4155.~~ Their telephone number is (330) 659-6111.

~~Abby Kassel,~~	~~Karen Arbogast~~
~~Director of Student Services~~	~~Director of Human Resources and Communication~~
~~330-523-3138~~	~~330-523-3114~~
~~akassel@revereschools.org~~	~~karbogast@revereschools.org~~

~~The District's Compliance Officer will coordinate efforts to comply with this policy. If the complaint involves either the Compliance Officer or Superintendent, the District may appoint a designee or external coordinator as appropriate. A complaint against either Compliance Officer, may be submitted to the Superintendent at mtefs@revereschools.org and a complaint against the Superintendent may be submitted to the Board President.~~

Grievance Procedure

This grievance procedure may be used for a complaint alleging a violation of Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, or Title VI of the Civil Rights Act of 1964. A copy of the District's grievance procedure may be obtained from the District's Compliance Officers.

~~A person who believes s/he has a valid basis for a grievance may discuss the grievance informally and on a verbal basis with the District's Compliance Officer, who shall in turn investigate the complaint and reply with the answer to the complaint. S/He may initiate formal procedures according to the following steps.¶~~

Step 1 – **Receiving the Complaint**~~District's Compliance Officer Conference.~~ A person who believes he/she has a valid basis for a grievance ("Complainant") may initiate a grievance by making a written request ("Complaint") for a conference with the District's Compliance Officer to discuss the ~~C~~complaint and seek resolution. The request shall fully describe the grievance, citing the specific circumstances or areas of dispute which have resulted in the complaint, and be filed as soon as possible, but not longer than ten (10) days after disclosure of the facts giving rise to the grievance. The District's Compliance Officer shall **review the Complaint and determine whether it timely alleges a violation of Section 504**

or Title VI. If the Complaint is untimely or does not allege facts that – if proven – would constitute a violation of the aforementioned anti-discrimination laws, the Compliance Officer may dismiss the Complaint and notify Complainant of this determination. This decision is not subject to further appeals.

Step 2 **Investigation:** If the Complaint is not dismissed, the Compliance Officer will schedule a conference with the Complainant. Absent a request for an extension or other unusual circumstances, this conference will take place within seven (7) school days of receiving the Complaint. ~~conduct the conference within five school days following receipt of the request.~~ The Compliance Officer will conduct additional interviews, including with individuals identified as respondent(s) to the Complaint and witnesses, if applicable. ~~The District's Compliance Officer will state in writing his/her decision to the individual within five school days following the conference.~~

Step 2-3 – **Decision:** The Compliance Officer will use a preponderance of the evidence standard to determine whether the evidence demonstrates that the allegations are substantiated. Absent extension requests or other unusual circumstances, the Compliance Officer will prepare a written decision within twenty-eight (28) school days of the Complaint's submission.

If it is determined that the Complainant was subjected to unlawful discrimination or retaliation, the Compliance Officer 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.

Step 4 – **Appeal to the Superintendent.** If the grievance is not resolved satisfactorily at Step 1, the ~~District's~~ Compliance Officer's decision may be appealed in writing to the Superintendent. ~~(If the Superintendent is the District's Compliance Officer, Step 2 will be skipped. The Appeal is to Step 3.)~~ The appeal must be made within five (5) school days following the receipt of the District's Compliance Officer's decision. The Superintendent 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. This decision is final.

¶

~~Step 3 – Appeal to the Board of Education. If the grievance is not satisfactorily resolved through Step 1, a written appeal may be made to the Board. The grievance must be filed with the Superintendent's Office within five school days of the Superintendent's written decision at Step 2. The Board or its designee will conduct a hearing regarding the alleged grievance within 30 school days of filing of the appeal. The parties can agree to extend the time for the hearing. The Board or designee shall give the complainant a full and fair opportunity to present evidence relevant to the issues raised by the grievance. The complainant may, at his/her own expense, be assisted or represented by individuals of their choice, including legal counsel. The Board or designee will make a written decision to the District's Compliance Officer and complainant within ten school days of the hearing.~~¶

Informal Resolution: Depending on the nature of the allegations, the Compliance Officer may offer an informal resolution process at any time after receiving a Complaint. Such a process may include informal mediation, remedial or supportive measures, or/and other dispute resolution alternatives. Participation in the informal resolution process is voluntary and may be opted out of by any party at any time.

Due Process Hearing Procedure

1. If a Complaint involves identification, evaluation, or placement of a student under Section 504, a parent or guardian may request a due process hearing under this law. This request can be made at any time and is not subject to the grievance procedure described above.
2. When a request for a due process hearing is received, the aggrieved party will have the opportunity to receive a hearing conducted by an impartial hearing officer ("IHO") (i.e. by a person not employed by the Board, not involved in the education or care of the child, and not having a personal or professional interest which would conflict with his/her objectivity in the hearing).

~~A person filing a grievance may also file a complaint at any time with the U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue, East, Suite 750, Cleveland, Ohio 44114 2611.~~¶

3. The parties can agree to refer the due process issue to mediation **if available**. The mediator may be selected from the Office for Exceptional Children, **if provided at no charge by ODE; the Ohio Department of Education and Workforce Development.**
4. The District may maintain a list of IHOs, which may include IDEA hearing officers, attorneys, and Directors of Special Education outside the District. The District's Compliance Officer will appoint an IHO from that list and the costs of

the hearing shall be borne by the District. The appointment of an IHO will be made within 15 school days after the request for a due process hearing is received.

5. A party to a due process hearing shall have:
 - a. The right to be accompanied and advised by counsel and by individuals with special knowledge or training with respect to the problems of children with disabilities, at that party's expense;¶
 - b. The right to present evidence, confront, and cross-examine witnesses;
 - c. The right to a written or electronic verbatim record of such hearing; and
 - d. The right to written findings of fact and decisions.
6. The IHO shall conduct the due process hearing within a reasonable period of time (i.e. not to exceed 90 school days of the request for such a hearing, unless this time-frame is mutually waived by the parties or is determined by the IHO to be impossible to comply with due to extenuating circumstances).
7. The IHO will give the parent and/or student written notice of the date, time and place of the hearing. Notice will be given no less than 21 school days prior to the date of the hearing, unless otherwise agreed to by the parties.
8. The person filing the grievance may be represented by another person of his/her choice, including an attorney, at his or her expense.
9. The IHO shall make a full and complete record of the proceedings.
10. The IHO shall render a decision in writing to the parties within 30 school days following the conclusion of the hearing. The decision will include findings of fact.
11. Appeal of the IHO's decision may be made to a Federal court of competent jurisdiction.
12. ~~Either party shall have a right to appeal the decision of the IHO upon filing a written request for an appeal within 15 days of the date of the IHO's written decision. The appeal request must be timely filed with the District's Compliance Officer.¶~~
13. ~~In the request for an appeal, the requesting party shall specifically set forth the reasons the party feels the decision of the IHO is either contrary to and not supported by the evidence, or is otherwise contrary to law.¶~~
14. ~~The appeal shall be heard by another IHO, who shall be appointed by the~~

~~District's Compliance Officer.~~ ¶

Retaliation is strictly prohibited. This means that District employees or students may not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by anti-discrimination laws or because an individual has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under these laws.

Individuals have a right to file a complaint with the United States Department of Education Office for Civil Rights (OCR) at any time. OCR may be contacted at 1350 Euclid Ave, Suite 325, Cleveland, OH 44115. 216-522-4970; TDD (216) 522-4944, OCR.Cleveland@ed.gov; <http://www.ed.gov/ocr>.

Except in extraordinary circumstances, 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.

¶

Adopted: August 1, 2017

Revised: [insert new date here]

EMERGENCY MANAGEMENT PLAN

The Administration shall develop a comprehensive emergency management plan, in accordance with rules adopted by the State Board of Education, and in accordance with O.R.C. §5502.262.

Protocol for Threat Assessment Teams

Each school building serving grades six through 12 shall have a threat assessment team. Upon appointment, and once every three years thereafter, each threat assessment team member shall complete an approved threat assessment training program from the list maintained by the Department of Public Safety. Each building shall include proof of completion of an approved training program by each team member in the building's emergency management plan submission to the Director of Public Safety. Each team shall be multidisciplinary, when possible, and may include school administrators, mental health professionals, school resource officers, and other necessary personnel.

Anonymous Reporting of Threats

The District shall register with the SaferOH tip line operated by the Department of Public Safety or enter into an agreement with an anonymous reporting program of the District's choosing. The District shall submit the following disaggregated data to the Ohio Department of Education and to the Department of Public Safety at the end of each school year:

- 1. The number and type of disciplinary actions taken in the previous school year as a result of anonymous reports;**
- 2. The number and type of mental wellness referrals as a result of anonymous reports;**
- 3. The race and gender of the students subject to the disciplinary actions and mental wellness referrals as a result of anonymous reports;**
- 4. Any other information the Department of Education or the Department of Public Safety determines necessary.**

Copies of the emergency management plan, including all records related to the plan, and building blueprints are not a public record pursuant to §149.433 and §5502.262 of the Revised Code.

LEGAL REFS: O.R.C. §§149.433; 5502.262

Adopted: _____

NEW DOCUMENT

*Child Protection Unit***Kindergarten Scope and Sequence****Kindergarten Scope and Sequence**

Lesson	Concepts	Objectives—Students will be able to:
Lesson 1: Ways to Stay Safe	Adults should take care of you and keep you safe. The Ways to Stay Safe are: - Recognize: Is it safe? What's the rule? - Report: Tell an adult. - Refuse: Say words that mean no. Following the Never-Never Rules helps you stay safe.	- Identify common safety rules (Never-Never Rules) for guns, fire, riding on wheels, crossing streets, riding in a car, water, sharp tools, and dogs - Recognize safe and unsafe situations - Demonstrate applying the Ways to Stay Safe in response to scenarios - Apply assertiveness skills in response to scenarios where they need to refuse to break a Never-Never Rule
Lesson 2: The Always Ask First Rule	Always ask a parent or the person in charge first. (Always Ask First Rule) Following the Always Ask First Rule helps you stay safe.	- Demonstrate following the Always Ask First Rule in response to scenarios - Identify the person they should ask first in response to scenarios - Demonstrate assertively saying who they should ask first in response to scenarios

*Child Protection Unit***Grade 1 Scope and Sequence****Grade 1 Scope and Sequence**

Lesson	Concepts	Objectives—Students will be able to:
Lesson 1: Ways to Stay Safe	Adults should take care of you and keep you safe. The Ways to Stay Safe are: - Recognize: Is it safe? What's the rule? - Report: Tell an adult. - Refuse: Say words that mean no. Following the Never-Never Rules helps you stay safe.	- Identify common safety rules (Never-Never Rules) for guns, fire, riding on wheels, crossing streets, riding in a car, water, sharp tools, and dogs - Recognize safe and unsafe situations - Demonstrate applying the Ways to Stay Safe in response to scenarios - Apply assertiveness skills in response to scenarios where they need to refuse to break a Never-Never Rule
Lesson 2: The Always Ask First Rule	Always ask a parent or the person in charge first. (Always Ask First Rule) Following the Always Ask First Rule helps you stay safe.	- Demonstrate following the Always Ask First Rule in response to scenarios - Identify the person they should ask first in response to scenarios - Demonstrate assertively saying who they should ask first in response to scenarios

Grade 2 Scope and Sequence

Lesson	Concepts	Objectives—Students will be able to:
Lesson 1: Ways to Stay Safe	Adults should take care of you and keep you safe. The Ways to Stay Safe are: - Recognize: Is it safe? What's the rule? - Report: Tell an adult. - Refuse: Say words that mean no. Following the Never-Never Rules helps you stay safe.	- Identify common safety rules (Never-Never Rules) for guns, fire, riding on wheels, crossing streets, riding in a car, water, sharp tools, and dogs - Recognize safe and unsafe situations - Demonstrate applying the Ways to Stay Safe in response to scenarios - Apply assertiveness skills in response to scenarios where they need to refuse to break a Never-Never Rule
Lesson 2: The Always Ask First Rule	Always ask a parent or the person in charge first. (Always Ask First Rule) Following the Always Ask First Rule helps you stay safe.	- Demonstrate following the Always Ask First Rule in response to scenarios - Identify the adult they should ask first in response to scenarios - Demonstrate assertively saying who they should ask first in response to scenarios

Grade 3 Scope and Sequence

Lesson	Concepts	Objectives—Students will be able to:
Lesson 1: Ways to Stay Safe	Adults should take care of you and keep you safe. The Ways to Stay Safe are: - Recognize: Is it safe? What's the rule? - Report: Tell an adult. - Refuse: Say words that mean no. Following the Never-Never Rules helps you stay safe.	Identify common safety rules (Never-Never Rules) for guns, fire, riding on wheels, crossing streets, riding in a car, water, sharp tools, and dogs Recognize safe and unsafe situations Demonstrate applying the Ways to Stay Safe in response to scenarios Apply assertiveness skills in response to scenarios where they need to refuse to break a Never-Never Rule
Lesson 2: The Always Ask First Rule	Always ask a parent or the person in charge first. (Always Ask First Rule) Following the Always Ask First Rule helps you stay safe.	Demonstrate following the Always Ask First Rule in response to scenarios Identify the adult they should ask first in response to scenarios Demonstrate assertively saying who they should ask first in response to scenarios

Grade 4 Scope and Sequence

Lesson	Concepts	Objectives—Students will be able to:
Lesson 1: Keeping Yourself Safe	When you're on your own or just with friends, you are responsible for your own safety. It's important to know what to do and who to contact in case of emergency. Ways to Stay Safe: • Recognize: Is it safe? • Report: Tell an adult. • Refuse: Say words that mean no.	• Apply the Ways to Stay Safe in response to scenarios
Lesson 2: Always Ask First	Always ask a parent or the person in charge first before going somewhere, doing something, or accepting something from someone. (Always Ask First Rule) Following the Always Ask First Rule helps you stay safe. If you are on your own, waiting until you can ask first will help you keep yourself safe.	• Identify how to apply the Always Ask First Rule in response to scenarios • Identify how to use the Ways to Stay Safe in response to scenarios

Grade 5 Scope and Sequence

Lesson	Concepts	Objectives—Students will be able to:
Lesson 1: Keeping Yourself Safe	When you're on your own or just with friends, you are responsible for your own safety. It's important to know what to do and who to contact in case of emergency. Ways to Stay Safe: • Recognize: Is it safe? • Report: Tell an adult. • Refuse: Say words that mean no.	• Apply the Ways to Stay Safe in response to scenarios
Lesson 2: Always Ask First	Always ask a parent or the person in charge first before going somewhere, doing something, or accepting something from someone. (Always Ask First Rule) Following the Always Ask First Rule helps you stay safe. If you are on your own, waiting until you can ask first will help you keep yourself safe.	• Identify how to apply the Always Ask First Rule in response to scenarios • Identify how to use the Ways to Stay Safe in response to scenarios