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WADSWORTH CITY SCHOOL DISTRICT
BOARD OF EDUCATION

WADSWORTH, OHIO

REGULAR STATED MEETING
MONDAY, NOVEMBER 18, 2024, 7:00 P.M.
JAMES R. MCILVAINE PERFORMING ARTS CENTER, 625 BROAD STREET

AGENDA

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Motion for Approval and Signing of Minutes

V. Student/Staff Recognition

A. November Students of the Month

Student	Grade	School
Deacon Pearson	04	Franklin Elementary School
Brynn Villers	04	Isham Elementary School
Arlo Sondles	04	Lincoln Elementary School
River Hill	04	Overlook Elementary School
Marshelle Ornberg	04	Valley View Elementary School
Jaxson Jenkins	05	Grizzly Academy
Ian Burke	06	Central Intermediate School
Kai Shepard	08	Wadsworth Middle School
Cayden Sponsler-Mason	12	WHS Career-Technical
Claire Harig	12	Wadsworth High School

VI. Administrative Discussion Items, Presentations, and Updates

A. Presentation: Five-Year Financial Forecast by Mr. Doug Beeman, Treasurer
B. Presentation: Summary of Themes in the WCS Employee Survey by Sara Kopacko, Student Well-Being/Mental Health Coordinator, representing the Whole Child Team
C. Discussion: Review Board of Education Policy 5136, Personal Communication Devices, Including Compliance With New Requirements Enacted Into Law Through Ohio House Bill 250

D. Nutrition Standards
E. Special Education Rating
F. Varsity Boys Soccer Recognition
G. November 8, 2024 Professional Development Day

VII. Public Participation

VIII. Administrative Items

A. Personnel Consent Items

1. Employments (Recommendations are contingent upon each individual receiving his/her license from the Ohio Department of Education, with a license effective date of July 1, 2024, if he/she does not already have the said license and successfully meeting all other pre-employment requirements of the board.)

a) Non-teaching Employees

(1) Chrissy Minard, eff. 11/4/2024
(2) Halle Sterrett, eff. 10/29/2024
(3) Lura Watkins, eff. 10/24/2024
(4) Michelle Wooley, eff. 10/28/2024
(5) Ashlee Hamrick
(6) Renee Kozma

b) Certified Substitutes

(1) Victoria Albanese, eff. 10/28/2024
(2) Karen Hamilton, eff. 8/19/2024
(3) Marta Moore, eff. 11/11/2024

c) Classified Substitutes

(1) Chandra Anstine, eff. 10/30/2024
(2) Kelly Borden, eff. 10/22/2024
(3) Christopher Brown
(4) Karla Gipson, eff. 10/18/2024
(5) Jeffery Jenkins, eff. 11/18/2024

d) Supplemental Contracts

(1) Richard (Brody) Adams, 7th Grade Boys Basketball Coach
(2) Cindy Beeman, WMS Esports (Fall)
(3) Anna Bowling, National Forensic Asst. Coach (All Events)

(4) Stephanie Colecchi, WMS Asst. Cheerleading Coach (Volunteer), eff. 11/11/2024
(5) Scott Formhals, WMS Esports (Winter)
(6) Heidi McCune, Wheelchair Basketball Head Coach
(7) Kayla VanKirk, Power of the Pen Asst. Coach

e) Volunteers

Elizabeth Antal	Julie King	Lorie Saiben
Bonnie Cork	Brittani Kinnan	Tiffany Shriver
Menetta Craddock	Brittany Livingston	Sara Steinkerchner
Nicole Doyle	Kristen McShane	Ola Thuestad
Kristin Elchico	Andrea Mottice	Tracie VanArnam
Christina Feiler	Jessica Pfahler	Mark Wapenaar
Paul Grant	Melissa Pipa	Rebecca Williams
Roger Havens	Jennifer Robinson	Danielle Zuidema
Katie Heiple		

f) Athletic Contest Workers

Patti Allen	Alicia Innocenti	Sherri Moore
Cindy Beeman	Tom Jackson	Charlie Ries
Dana Berlin	Darla Jenkins	Chris Roberts
Dave Cutting	April Jira	Bob Schoonover
Jen Garcia	Kirk Kresowaty	Carolyn Schoonover
Aaron Gnap	Jan Lauer	Gail Sheffield
Kelly Gnap	Cheryl Miller	Tina Vukovic
Kristen Highland	Bonnie Montoni	Paul Vukovic
Phil Horrisberger	Don Moore	Mindy Workman

2. Recommendation to approve unpaid leave for Debbie Crites (playground position only) for the 2024-2025 school year

3. Recommendation to approve unpaid leave for Angela Massarelli from September 30 through December 1, 2024

B. Action Consent Items

1. Recommendation to approve a first reading of the following Board of Education bylaws and policies:

a) Bylaw 0100, Definitions (revised)
b) Bylaw 0142.1, Oath (revised)
c) Bylaw 0151, Organizational Meeting (revised)
d) Bylaw 0152, Officers (revised)
e) Bylaw 0155, Committees (revised)
f) Bylaw 0163, Residing Officer (revised)
g) Bylaw 0164, Notice of Meetings (revised)

h) Bylaw 0165, Board Meetings (new)
i) Bylaw 0165.1, Regular Meetings (rescind)
j) Bylaw 0165.2, Special Meetings (rescind)
k) Bylaw 0166, Agendas (new)
l) Bylaw 0167.2, Executive Session (renumbered)
m) Bylaw 0167.7, Use of Personal Communication Devices (renumbered/revised)
n) Bylaw 0173, Board Officers (rescind)
o) Policy 1130, Conflict of Interest (revised)
p) Policy 3113, Conflict of Interest (revised)
q) Policy 4113, Conflict of Interest (revised)
r) Policy 4120.08, Employment of Personnel for Co-Curricular/Extra-Curricular Activities (revised)
s) Policy 4121, Criminal History Record Check (revised)
t) Policy 5131, Student Transfers (revised)
u) Policy 5136.01, Electronic Equipment (revised)
v) Policy 5200, Attendance (Revised)
w) Policy 5500, Student Conduct (revised)
x) Policy 5512.01, Random Alcohol, Drug, and Nicotine Testing of Wadsworth City School District Students (revised)
y) Policy 5780, Student/Parent Rights (revised)
z) Policy 6110, Grant Funds (revised)
aa) Policy 6111, Internal Controls (revised)
bb) Policy 6112, Cash Management of Grants (revised)
cc) Policy 6114, Cost Principles-Spending Federal Funds (revised)
dd) Policy 6320, Purchasing and Bidding (revised)
ee) Policy 6325, Procurement-Federal Grants/Funds (revised)
ff) Policy 6460, Vendor Relations (revised)
gg) Policy 6550, Travel Payment & Reimbursement/Relocation Costs (revised)
hh) Policy 7310, Procurement-Federal Grants/Funds (revised)
ii) Policy 7450, Property Inventory (revised)
jj) Policy 7530.01, Cellular Phone Allowance (revised)
kk) Policy 7530.02, Staff Use of Personal Communication Devices (revised)
ll) Policy 7540.03, Student Technology Acceptable Use and Safety (revised)
mm) Policy 7540.04, Staff Technology Acceptable Use and Safety (revised)
nn) Policy 8310, Public Records (revised)
oo) Policy 9160, Public Attendance at School Events (revised)

2. Recommendation to approve the Agreement for Admission of Open Enrollment Non-Handicapped Pupils Pursuant to Section 3301.48, 3313.97, and 3313.98 O.R.C. between the Barberton City Schools Board of Education and the Wadsworth City Schools Board of Education

3. Recommendation to approve the Agreement for Excess Cost for Children with Disabilities Pursuant to Sections 3313.981 O.R.C., 3323.14 O.R.C., and Rule

3301-48-02(F) between the Barberton City Schools Board of Education and the Wadsworth City Schools Board of Education

4. Recommendation to approve the Four Cities Compact fiscal year 2025 advisory list

5. Recommendation to approve the End User Agreement between Verkada Inc. and the Wadsworth City School District Board of Education

6. Recommendation to approve the Wadsworth City School District Board of Education Independent Contractor Agreement for Non-STRS/SERS Covered Services between Hope Meadows Foundation and the Wadsworth City School District Board of Education for the period of October 28, 2024 through June 30, 2025

7. Recommendation to approve the Contract Addendum between the Medina City School District Board of Education and the Wadsworth City School District Board of Education for the 2024-2025 school year

8. Recommendation to approve renewal of our district's membership in the Medina County Economic Development Corporation for the period of December 1, 2024 through November 30, 2025

9. Recommendation to approve the OHSAA Tournament Site Agreement between the Ohio High School Athletic Association and the Wadsworth City School District Board of Education for Regional Girls Basketball

10. Recommendation to approve the Agreement between Franklin University and the Wadsworth City School District Board of Education

11. Recommendation to approve the Preventive Maintenance Agreement between Speer Mechanical and the Wadsworth City School District Board of Education for the period of January 1, 2025 through December 31, 2025

12. Recommendation to approve the Agreement between Bob Rogers Travel and the Wadsworth City School District Board of Education, effective November 4, 2024

13. Recommendation to approve the Memorandum of Understanding between the Wadsworth Educational Support Personnel Association OEA/NEA (WESPA) and the Wadsworth City School District Board of Education

14. Recommendation to approve the OARnet Terms and Conditions, effective October 22, 2024

15. Recommendation to approve the following revised documents:

    a) Hourly Exempt Employee Benefit Provisions Manual

b) Salary Exempt Employee Benefit Provisions Manual
c) Four Cities Compact Hourly Exempt Employee Benefit Provisions Manual
d) Four Cities Compact Salary Exempt Employee Benefit Provisions Manual

16. Recommendation to set the following pay rates for the 2024-2025 school year, unless a different effective date is listed below next to the rate:

Certified Substitutes:

a) Assistant Principal	$230.00/day
b) School Counselor	$200.00/day, eff. October 25, 2024
c) Speech and Language Pathologist	Hourly rate of pay of BA-01 found in the *Negotiated Agreement* between the Wadsworth Education Association and the Wadsworth City School District Board of Education
d) School Psychologist	$45.00/hour
e) Teacher	$105.00/day
f) Teacher (Retired WCS Employee)	$110.00/day
g) Teacher (at least 15 consecutive days in same position)	$150.00/day, eff. August 19, 2024
h) Tutor	$15.00/hour

Classified Substitutes:

a) Aides/Attendants	$13.00/hour
b) Bus Driver	$20.00/hour, eff. November 19, 2024
c) Carpentry Assistant	$14.40/hour
d) Cafeteria Helper	$13.00/hour
e) Crossing Guard	$13.00/hour
f) Custodian	$15.00/hour
g) Health Aide	$15.00/hour, eff. November 19, 2024
h) Licensed Practical Nurse	$20.27/hour
i) Maintenance	$15.90/hour
j) Mechanic	$17.25/hour
k) RBT Aide	$13.96/hour
l) Secretary/Clerk	$15.00/hour
m) Security Monitor	$14.19/hour
n) Vehicle Driver	$17.95/hour
o) Retired Wadsworth City School employee serving as a classified substitute	hourly rate of pay at the zero (0) year experience of the starting wage for the position, as found in the *Collective Bargaining Agreement* between the Wadsworth Educational Support Personnel Association OEA/NEA

(WESPA) and the Wadsworth City School District Board of Education, effective August 22, 2024

Other:

a) Athletic Contest Worker	$40.00/contest
b) Athletic Contest Worker (WMS)	$15.00/event
c) Athletic Contest Parking Lot Attendant	$30.00/contest
d) Concert/Performance Event Worker	$40.00/event
e) Formal Dance Monitor	$50.00/dance
f) Home instruction	$25.00/hour
g) Language Interpreter	$25.00/hour
h) Speech and Debate Judge	$10.00/round
i) Theatre Technicians	$10.45/hour for WCS events, effective October 1, 2024 $20.00/hour for Non-WCS events

17. Recommendation to approve the student activity assessment fee for wheelchair basketball as follows:

a) Elementary (through 6th grade):	$50.00
b) Middle School:	$75.00
c) High School:	$100.00

18. Recommendation to approve the Agreement between Wraparound Experts, LLC and the Wadsworth City School District Board of Education for the 2024-2025 school year, effective November 11, 2024

19. Recommendation to approve the Interagency Agreement/MOU between Chippewa Local Schools and Wadsworth City Schools-Sacred Heart of Jesus Catholic School for the 2024-2025 school year

20. Recommendation to approve the TimeClock Plus Services Agreement, Hardware Support and Maintenance Agreement-Addendum, Service Level Agreement, and Global Data Privacy Policy

21. Recommendation to approve the Esports Ohio School Program Membership Application and Waiver and Release of Liability for the 2024-2025 school year

22. Recommendation to accept a $4,000 donation from the Central Intermediate School PTO

IX. Items of the Treasurer

A. Action Items

1. Recommendation to adopt the FY 2025 five-year forecast and assumptions for submission to the Ohio Department of Education and Workforce

2. Recommendation to accept the October 2024 financial reports as presented and subject to audit

X. Legislative Update

XI. Board Member Items

A. Ratification of Resignations

1. Dana Berlin, eff. 12/4/2024
2. Scott Callaghan, retirement, eff. 6/1/2025
3. Mark Postak, retirement, eff. 6/1/2025
4. Joseph Suppan, retirement, eff. 6/1/2025
5. Nancy Baldwin, eff. 11/1/2024

XII. Executive Session

WHEREAS, a public board of education may hold an executive session only after a majority quorum of this board determines by a roll call vote to hold such a session and only at a regular or special meeting for the purpose of the consideration of any of the following matters:

A. To consider one or more, as applicable, of the check marked items with respect to a public employee or official:

1. Appointment
2. Employment ✓
3. Dismissal
4. Discipline
5. Promotion
6. Demotion
7. Compensation
8. Investigation of charges/complaints (unless public hearing requested)

B. To consider the purchase of property for the public purposes or for the sale of property at competitive bidding

C. Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action

D. Preparing for, conducting or reviewing negotiations or bargaining sessions with public

employees concerning their compensation or other terms and conditions of their employment

E. Matters required to be kept confidential by federal law or rules or state statutes

F. Specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoiding prosecution for a violation of the law

NOW, THEREFORE BE IT RESOLVED, that the Wadsworth City Board of Education, by a majority of the quorum present at this meeting, does hereby declare its intention to hold an executive session on A2, B, and E as listed above.

XIII. Adjournment

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. Public participation is governed by Board Bylaw 0169.1 - Public Participation at Board Meetings.

Upon request to the Superintendent, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity.

WADSWORTH CITY SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Stated Meeting
November 18, 2024

Agenda Detail Sheet

VI. Administrative Discussion Items, Presentations, and Updates

C. Nutrition Standards: You can read about the annual notification of nutrition standards that are followed in our Food Service Department by clicking here.

D. Special Education Rating: We recently received our special education rating from the Ohio Department of Education. This year, we received the highest rating in each category and received an overall rating of "Meets Requirements." You can view the rating document by clicking here. We would like to thank Mrs. Joyce Walker, Director of Student Services, and Mrs. Jennifer Thomas, Coordinator of Special Education, for their leadership of our special education program and to all of our teachers, support staff, and administrators who are involved in the daily work that led to this rating.

E. Varsity Boys Soccer Recognition: Congratulations to the 2023 varsity boys soccer team for receiving a National Team Academic Award. The United Soccer Coaches, which is the national coaches association, honors teams that maintain a 3.25 GPA or better for the entire academic year. The 2023 team earned this award which is the 19th time the program has received this award and 13th consecutive.



F. November 8, 2024 Professional Development Day: The schedule for the WCS employee professional development day held on November 8, 2024 can be viewed by clicking here.

VIII. Administrative Items

A. Personnel Consent Items

1. Employments

a) Non-teaching Employees

(1) Christine Minard: Ms. Minard is being recommended to fill the cafeteria helper position at Overlook Elementary School that was left open when Ms. Jerri Shultz accepted another position within the district.

(2) Halle Sterrett: Ms. Sterrett is being recommended to fill the student attendant position at Lincoln Elementary School that was left open when Ms. Natalie Slife accepted another position within the district.

(3) Lura Watkins: Ms. Watkins is being recommended to fill the student attendant float position that was left open when Ms. Amber Bowling accepted another position within the district.

(4) Michelle Wooley: Ms. Wooley is being recommended to fill the aide/classroom playground aide position at Central Intermediate School that was left open when Ms. Andrea Shott resigned.

(5) Ashlee Hamrick: Ms. Hamrick is being recommended to fill the special education aide position at Overlook Elementary School that was left open when Ms. Kayla Dolgos accepted another position within the district.

(6) Renee Kozma: Ms. Kozma is being recommended to fill the cafeteria helper position at Valley View Elementary School that was left open when Mr. Tony Indovia accepted another position within the district.

B. Action Consent Items

1. **Board of Education Bylaws and Policies:** With the exception to revisions to Board Policy 5512.01 (see below), the Board of Education bylaws and policies being recommended for a first reading were recommended by our policy provider, Neola, and align our bylaws and policies with current law and best practices.

The revision to Policy 5512.01, Random Alcohol, Drug, and Nicotine Testing of Wadsworth City School District Students, allows for an alternative approach to split sample testing if a result is being contested by the student and parent/guardian.

5. **Verkada Inc. End User Agreement:** The Verkada Inc. End User Agreement between Verkada Inc. and the Wadsworth City School District Board of Education being recommended for approval will allow our school district to purchase Verkada products, including security cameras.

6. **Hope Meadows Foundation Independent Contractor Agreement for Non-STRS/ SERS Covered Services:** The Independent Contractor Agreement for Non-STRS/ SERS Covered Services between Hope Meadows Foundation and the Wadsworth City School District Board of Education for the period of October 28, 2024 through June 30, 2025 being recommended for approval allows students at the Grizzly Academy to participate in equine-assisted psychotherapy and learning sessions, with parent/guardian permission.

7. **Medina City School District Board of Education Contract Addendum:** The Contract Addendum between the Medina City School District Board of Education and the Wadsworth City School District Board of Education for the 2024-2025 school year being recommended for approval will allow a student to attend Evolve Academy, per the student's individual education program (IEP).

9. **Ohio High School Athletic Association (OHSAA) Tournament Site Agreement:** The OHSAA Tournament Site Agreement between the Ohio High School Athletic Association and the Wadsworth City School District Board of Education being recommended for approval will allow our school district to host OHSAA regional girls basketball games during the 2024-2025 season.

10. **Franklin University Agreement:** The Agreement between Franklin University and the Wadsworth City School District Board of Education being recommended for approval will allow for the placement of Franklin University students for field work, student teaching, and advanced degree internships.

11. **Speer Mechanical Preventive Maintenance Agreement:** The Preventive Maintenance Agreement between Speer Mechanical and the Wadsworth City School District Board of Education for the period of January 1, 2025 through December 31, 2025, being recommended for approval will allow Speer Mechanical to continue to provide preventive maintenance services to the Community Center. The Board of Education is required to approve this agreement because our school district serves as the fiscal agent for the Community Center, but the cost will be paid by the Community Center partners.

12. **Bob Rogers Travel Agreement:** The Agreement between Bob Rogers Travel and the Wadsworth City School District Board of Education, effective November 4, 2024, being

recommended for approval is for the Wadsworth High School band trip to New York City and Philadelphia on November 26-30, 2024.

13. **WESPA Memorandum of Understanding:** The Memorandum of Understanding between the Wadsworth Educational Support Personnel Association OEA/NEA (WESPA) and the Wadsworth City School District Board of Education being recommended for approval removes the requirement for an employee to expend all personal leave prior to being forwarded up to five (5) days of sick leave per Ohio Revised Code 3319.141 and Board of Education Policy 4432.

14. **OARnet Terms and Conditions:** The OARnet Terms and Conditions, effective October 22, 2024, being recommended for approval will allow our school district to purchase VMware through OARnet.

15. **Revised Benefit Provisions Manuals:** The revisions to the Hourly Exempt, Salary Exempt, Four Cities Compact Hourly Exempt, and Four Cities Compact Salary Exempt Benefit Provisions Manuals being recommended for approval removes the requirement for an employee to expend all personal leave prior to being forwarded up to five (5) days of sick leave per Ohio Revised Code 3319.141 and Board of Education Policies 4432 and 3432. These changes, coupled with the change recommended through the memorandum of understanding in number fourteen (14) above, provide for uniform administration of sick leave advancement, as required by the said statute.

16. **Pay Rates:** The substitute and other pay rates being recommended for approval are a fully inclusive list of all substitute rates for the 2024-2025 school year. Unless noted below, the rates have been previously approved by the Board but are being listed so there is a fully inclusive list for the 2024-2025 school year. Our intention is to recommend pay rates annually at the Board's regular August meeting moving forward.

    The rates that are new are as follows:

    - School Counselor;
    - Bus Driver (recommended increase to $20.00/hour from the current rate of $17.95/hour);
    - Health Aide (recommended increase to $15.00/hour from current rate of $13.96/hour);
    - Retired WCS employee serving as a classified substitute; and
    - Theatre Technicians (recommended increase to $10.45/hour from current rate of $10.00/hour for WCS events).

    The recommended bus driver increase will make us more competitive with neighboring districts, and our hope with the WCS employee retiree wage for classified substitute positions is that we will be able to attract retirees to assist us in areas that we currently struggle to fill.

18. **Wraparound Experts, LLC Agreement:** The Agreement between Wraparound Experts, LLC and the Wadsworth City School District Board of Education for the 2024-2025 school year, effective November 11, 2024, being recommended for approval will allow Wraparound Experts, LLC to provide services to Sacred Heart of Jesus School. The Board of Education is being asked to approve this Agreement because, by law, our school district serves as the fiscal agent for the money used for this Agreement.

19. **Interagency Agreement/MOU:** The Interagency Agreement/MOU between Chippewa Local Schools and Wadsworth City Schools-Sacred Heart of Jesus Catholic School for the 2024-2025 school year being recommended for approval is necessary because, by law, our school district serves as the fiscal agent for the money used for this Agreement.

20. **TimeClock Plus:** The TimeClock Plus Services Agreement, Hardware Support and Maintenance Agreement-Addendum, Service Level Agreement, and Global Data Privacy Policy being recommended for approval will allow our school district to move forward with the purchase of TimeClock Plus as an electronic time clock for hourly employees. After reviewing two (2) programs, TimeClock Plus is the product being recommended by the Electronic Time Clock Committee, who is working through the selection and implementation of an electronic time clock, per the *Collective Bargaining Agreement* between the Wadsworth Educational Support Personnel Association OEA/NEA (WESPA) and the Wadsworth City School District Board of Education.

21. **Esports Ohio:** The Esports Ohio School Program Membership Application and Waiver and Release of Liability for the 2024-2025 school year being recommended for approval is for our high school Esports team.

RECORD OF PROCEEDINGS
WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting Date: October 14, 2024

The Wadsworth City Board of Education met in Regular Session on Monday, October 14, 2024, at 7:00 P.M at James R. McIlvaine Performing Arts Center, 625 Broad Street.

ROLL CALL

Present	**Batey, Stevens, Beck, McComas**
Absent	**Gordon**
Administrators	**13**
Staff	**3**
Visitors	**55**
Liaison	**Connor Gaugler**

24-10-115 APPROVAL OF BOARD MINUTES

The motion was made by **Batey**, seconded by **Beck**, to approve the following Board of Education Meeting Minutes:

Special Meeting October 4, 2024

VOTE: Yea - Stevens, Beck, McComas, Batey
Nay - None Motion Carried,

STUDENT / STAFF RECOGNITION

A. October Students of the Month

Student	Grade	School
Elyse Haas	4	Franklin Elementary
Joseph Sheppard	4	Isham Elementary
Ever Booth	4	Lincoln Elementary
Thalia Kuhn	4	Overlook Elementary
Emma Kallai	4	Valley View Elementary
Sydney Shoemaker	5	Central Intermediate
Elliana Shoemaker	8	Middle School
Lillian Genet	12	Career-Technical
Kai Close	12	High School

ADMINISTRATIVE DISCUSSION ITEMS, PRESENTATIONS AND UPDATES

A. Presentation by Eric Jackson, Director of Instruction and Professional Development: State of Ohio Report Card.

B. Discussion: Review Board of Education Policy 5136, Personal Communication Devices, Including Compliance With New Requirements Enacted Into Law Through Ohio House Bill 250.

C. Discussion: Review of Turf Color Options for the Field at Art Wright Stadium.

- The Board of Education recommends Option #2 with red end zones with white letters outlined in black.

D. Discussion: Set Date for Special Board of Education Meeting with PTO Presidents.

- Meeting set for Wednesday, November 20, 2024, at 4:00 p.m. at the CRP Administration Building.

E. 2023-2024 Quality Profile

F. Wadsworth City School District Board of Education's Middle and High School Athletic Complex Master Plan Committee.

PUBLIC PARTICIPATION

Donna Gerengher addressed the Board regarding the 9/24/24 threat at WMS and the sharing of information with parents. She believes this was a missed opportunity for the District to see something and say something. She believes transparency builds trust and a plan should be in place to communicate to parents and students. She offered her time and expertise to assist the District with developing a plan.

ADMINISTRATIVE ITEMS

24-10-116 Upon the recommendation of Superintendent Hill, the motion was made by **McComas**, seconded by **Batey**, to adopt the Personnel Consent Items. from the October 14, 2024, Regular Meeting, as presented:

A. PERSONNEL CONSENT ITEMS

1. Employments

(Recommendations are contingent upon each individual receiving his/her license from the Ohio Department of Education with a license effective date of July 1, 2024, if he/she does not already have the said license and successfully meeting all other pre-employment requirements of the Board.)

a) Certified Substitutes

Lorie Craig	
Jordan Kirven	(eff. 08/23/2024)
Karen Moore	(eff. 08/19/2024)
Christian Raineri	(eff. 10/07/2024)
Brenna Walker	
Madison Woodward	

b) Supplemental Contracts

Donna Adams	RTI Member
Stephanie Hofener	Power of the Pen
Larry (Charlie) Ries	Fall Weight Room Supervisor (eff. 10/07/2024)
William M. Schmeltzer	Girls' Basketball Asst. Coach (Vol.)

c) Eliot Codding — Theater Technician

d) Concert Event Workers

Kalyn Davis
Alex Mangano
Jocelyn Thompson

e) Formal Dance Monitors

Peggy Bower
Danielle Gaugler
Carol Grey
Kristen Highland
Jackie Knorr
Debbie Lake
Matt Pavlak

f) Home Instructors

Abbey Martin
Zachary Ockunzzi
Hope Zakany

g) Volunteers

Brittney Ambrose	Jessica Morgan
Jennifer Asente	Kylene Myers
Pepper Bates	Sarah Patterson
Laurie Beal	Courtney Phelps
Taryn Busson	Amanda Rossi
Charles Cline	Karen Sharkey
Sara Drollinger	Ashley Sheppard
Lindsay Frame	Lindsey Sikora
Sam Haas	Steven Sikora
Beth Keck	Susan Smerekanich
Helen Kiko	Toni Smith
Julie Linder	Maddie Sponsler
Lois Lumsden	Jennifer Sterpka
Leonard Maher III	Marcia Wetshtein
Christa Marcum	

VOTE: Yea – Stevens, Beck, McComas, Batey
Nay – None Motion Carried,

24-10-117 Upon the recommendation of Superintendent Hill, the motion was made by **Batey**, seconded by **Beck**, to adopt the Action Consent Items from the October 14, 2024, Regular Meeting, as presented:

B. ACTION CONSENT ITEMS

1. Recommendation to approve the Agreement for Admission for Tuition Pupils Pursuant to Sections 3327.04, 3327.06, 3323.14, 3317.08, and 3313.841 O.R.C. between the Brunswick Board of Education and the Wadsworth City School District Board of Education. **(ATTACHED)**

2. Recommendation to approve the Agreement for Excess Cost for Children with Disabilities Pursuant to Sections 3313.981 O.R.C., 3323.14 O.R.C., and Rule 3301-48-02(F) between the Cloverleaf Local Board of Education and the Wadsworth City School District Board of Education. **(ATTACHED)**

3. Recommendation to approve the Agreement for Excess Cost for Children with Disabilities Pursuant to Sections 3313.981 O.R.C., 3323.14 O.R.C., and Rule 3301-48-02(D) between the Rittman Exempted Village School District Board of Education and the Wadsworth City School District Board of Education. **(ATTACHED)**

4. Recommendation to approve the Agreement for Admission for Tuition Pupils Pursuant to Sections 3327.04, 3327.06, 3323.14, and 3317.08 O.R.C. between the Elyria City Schools Board of Education and the Wadsworth City School District Board of Education. **(ATTACHED)**

5. Recommendation to approve the Agreement for Admission for Tuition Pupils Pursuant to Sections 3327.04, 3327.06, 3323.14, and 3317.08 O.R.C. between the Lake Local School District Board of Education and the Wadsworth City School District Board of Education. **(ATTACHED)**

6. Recommendation to determine the following students are impractical to transport for the 2024-2025 school year:

a)	Rhys Browning	Medina Christian Academy
b)	Aiden Dill	St. Hilary
c)	Helaynah Lambert	Medina Christian Academy
d)	Robbie Petit	Sts. Peter and Paul Catholic School
e)	Isaiah Pivonka	Medina Christian Academy
f)	Islah Pivonka	Medina Christian Academy
g)	Zinnia Primm	Medina Christian Academy
h)	Henry Russell	Sts. Peter and Paul Catholic School
i)	Jocelyn Russell	Sts. Peter and Paul Catholic School

7. Recommendation to accept the following donations:

a)	Mark & Rhonda Sandridge	$3,000
b)	Wright Tool	2004 Ford F150
c)	Davis Door	$500
d)	Aqua Ohio, Inc.	$1,000

8. Recommendation to approve the Memorandum of Understanding between the Wadsworth Education Association and the Wadsworth City School District Board of Education. **(ATTACHED)**

9. Recommendation to approve the pay rate of $150/day for a substitute teacher who will be in the same position for at least fifteen (15) days, until the substitute teacher is no longer needed in the position or the substitute teacher exceeds sixty (60) days in the said position and then qualifies for pay and other benefits as outlined in Board of Education Policy 3120.04, Employment of Substitutes, and Revised Code 3319.10, effective August 22, 2024.

10. Recommendation to approve the Agreement between Bob Rogers Travel and the Wadsworth City School District Board of Education. **(ATTACHED)**

11. Recommendation to approve the Boiler Maintenance Agreement between S.A. Comunale and the Wadsworth City School District Board of Education for the period of October 15, 2024 through October 14, 2025. **(ATTACHED)**

12. Recommendation to approve the revised Service Agreement Amendment between the Educational Service Center of Medina County and the Wadsworth City School District Board of Education. **(ATTACHED)**

13. Recommendation to approve the Medina County Community Foundation Grant Agreements (2). **(ATTACHED)**

14. Recommendation to approve the revised 2024-2025 school year calendar. **(ATTACHED)**

15. Recommendation to approve a student activity fee of $15 at the middle school and $25 at the high school for each season of Esports. **(ATTACHED)**

16. Recommendation to approve the Memorandum of Understanding between the Wadsworth Education Association and the Wadsworth City School District Board of Education. **(ATTACHED)**

VOTE: Yea – Beck, McComas, Batey, Stevens
Nay – None Motion Carried,

24-10-118 Upon the recommendation of Superintendent Hill, the motion was made by **Beck**, seconded by **McComas**, to adopt the Personnel Item1 from the October 14, 2024, Regular Meeting, as presented:

C. PERSONNEL ITEM 1

1. Recommendation to approve Julie Batey as a volunteer.

VOTE: Present Not Voting – Batey
Yea – McComas, Stevens, Beck
Nay – None Motion Carried,

24-10-119 Upon the recommendation of Superintendent Hill, the motion was made by **McComas**, seconded by **Beck**, to adopt the Personnel Item 2 from the October 14, 2024, Regular Meeting, as presented:

2. Recommendation to approve Jill Stevens as a volunteer.

VOTE: Present Not Voting – Stevens
Yea – Batey, Beck, McComas
Nay – None Motion Carried,

24-10-120 Upon the recommendation of Assistant Superintendent Moore (per Wadsworth City School District Board of Education Policy 3120, Employment of Professional Staff) the motion was made by **McComas**, seconded by **Batey**, to approve the following supplemental contract:

D. SUPPLEMENTAL CONTRACT

1. Michael Schmeltzer Girls' Reserve Basketball Head Coach

VOTE: Yea – Stevens, Beck, McComas, Batey
Nay – None Motion Carried,

ITEMS OF THE TREASURER

24-10-121 Upon the recommendation of Treasurer Beeman, the motion was made by **McComas**, seconded by **Batey**, to adopt the Action Items of the Treasurer from the October 14, 2024, Regular Meeting, as presented:

A. **ACTION ITEMS**

1. Recommendation to transfer $34,975.03 to Speech and Debate (200-919H) from the General Fund (001).

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

VOTE: Yea – Stevens, Beck, McComas, Batey
Nay – None Motion Carried,

LEGISLATIVE UPDATE

No updates until after the November election.

BOARD MEMBER ITEMS

24-10-122 The motion was made by **Batey**, seconded by **McComas**, to adopt the Board Member Items Ratification of Resignations from the October 14, 2024, Regular Meeting, as presented:

A. Ratification of Resignations

1.	Renee Hajek	(retire 01/01/2025)
2.	Mary Linn	(retire 06/01/2025)
3.	Michael Schmeltzer	Girls' Basketball Coach (Vol.)

VOTE: Yea – Beck, McComas, Batey, Stevens
Nay – None Motion Carried,

CONNOR GAUGLER: Thanked the Board for having him back this month to inform what has been and what will be happening at Wadsworth High.

Events

- From September 30 to October 4, Student Council held a homecoming spirit week. This included differently-themed spirit days, a Great Gatsby-themed scavenger hunt during the academic labs, and culminated in an energetic pep rally on the Friday before the dance.
- Next month, there are a wide variety of events and activities that will take place in the building.
- The PSAT will take place for sophomores and juniors on October 17.
- In support of living life drug-free, Mrs. Beal will be organizing Red Ribbon Week throughout the building from October 21 through 25.
- On November 11, the high school will host their Veterans Day assembly with performances from the band and choir, along with several student speakers.

School Changes

- Throughout the remainder of this month, the WHS will be home to various college representatives: The University of Akron, Xavier University, Seton Hall University, Wittenberg University, Marietta College, and Cleveland State University.
- On October 15, 23, and 25, Guidance will be directing college application workshops to help students with school links, the common application, and whatever other questions or issues they may have.
- All juniors and seniors will have the opportunity to apply to the National Honors Society, with the application deadline being October 28.
- The National Honor Society will be hosting a blood drive partnering with the Red Cross on October 22.

Fine Arts

- Last Thursday the high school choir performed a completely sold-out show in their first concert of the year.
- Wadsworth Off Broad Street Players will present the play "A Wrinkle Time" in the PAC from November 14 through 16.
- The Speech and Debate team will be competing in their first tournament of the year at Hudson on October 26.

Sports

- Our football team has carried on their winning streak, currently 8-0, placing us 1st in our conference and 29th in the State.
- Most of our fall sports have now ended, but some standouts of the season were our Girls' Varsity Cross Country team and Volleyball team who both ended as Suburban League Champions for the 2024 season.
- Winter sports are quickly approaching, with Basketball, Bowling, Cheerleading, Gymnastics, Swimming, and Wrestling all beginning within the next few months.

GARY MCCOMAS: Congratulations to the students of the month. Congratulations and good luck to our sports teams as they head into tournament play.

TIM BECK: The choir concert last week was excellent. Looking forward to seeing the Band this Friday. Lion King Jr at WMS is coming up. Lincoln revealed its new book vending machine. My favorite thing about being on the Board so far has been the tours of the buildings and seeing the hard work and dedication of our students and staff.

JULIE BATEY: The Board visited Franklin, MS, HS and Overlook to tour the buildings and observe all the wonderful things occurring in the schools between the staff and students. Franklin is up for their STEM School redesignation. Work on the WMS mural in the west hall is being completed by students and Mrs. Wallen. At Overlook different teaching techniques were being used by the teachers. There is a new book vending machine at Lincoln. Commented on the mindful moment's initiative she read about in the Valley View newsletter. Grizzly Academy held its first family event this year, and it was a huge success.

JILL STEVENS: Really enjoyed the building tours as well as attending the MS and HS pep rallies. Thank you to the building principals for sharing your newsletters. Big shout out to all of the staff that facilitate the lock down at the HS homecoming dance.

EXECUTIVE SESSION

WHEREAS, a public board of education may hold an executive session only after a majority of a quorum of this board determines by a roll call vote to hold such a session and only at a regular or special meeting for the sole purpose of the consideration of any of the following matters:

A. ***To consider one or more, as applicable, of the check-marked items with respect to a public employee or official:***

1. Appointment
2. Employment
3. Dismissal
4. Discipline
5. Promotion
6. Demotion
7. Compensation
8. Investigation of charges/complaints (unless public hearing requested).

B. ***To consider the purchase of property for the public purposes or for the sale of property at competitive bidding.***

C. Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.

D. Preparing for, conducting or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

E. ***Matters required to be kept confidential by Federal law or rules or State statutes.***

F. Regularized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoid prosecution for a violation of the law.

NOW, THEREFORE, BE IT RESOLVED, that the Wadsworth City Board of Education, by a majority of the quorum present at this meeting, does hereby declare its intention to hold an executive session on A2, B and E as listed above.

EXECUTIVE SESSION

24-10-123 The motion was made by **Batey,** seconded by **McComas**, to enter Executive Session at **8:25** p.m.

VOTE: Yea – McComas, Batey, Stevens, Beck
Nay – None Motion Carried,

EXECUTIVE SESSION recessed at **10:03** p.m.

ADJOURNMENT

24-10-124 The motion was made by **Batey**, seconded by **McComas**, to adjourn at **10:03** p.m.

VOTE: Yea – Beck, McComas, Batey, Gordon, Stevens
Nay – None Motion Carried,

(Signed)_____
Jill Stevens, President

(Attested)_____
Douglas D. Beeman, Treasurer

What follows is a summary of the 2024-2025 WCS Whole Child Employee Survey responses. For most extended response questions, a thematic content analysis was completed where responses were categorized into keywords or phrases. Categories where there were more than one (1) respondent are included in this summary document. The Wadsworth City School District Board of Education has full access to all responses, and building principals/supervisors/directors will be given access to responses within their direct area of supervision.

The total number of respondents, by year, is included as a point of comparison and is as follows:

2016-2017: 197
2017-2018: 229
2018-2019: 232
2019-2020: 216
2020-2021: 267
2021-2022: Survey not Administered
2022-2023: 249
2023-2024: 401
2024-2025: 301

Unless otherwise noted in the question, the rating scale used for the survey questions is as follows:

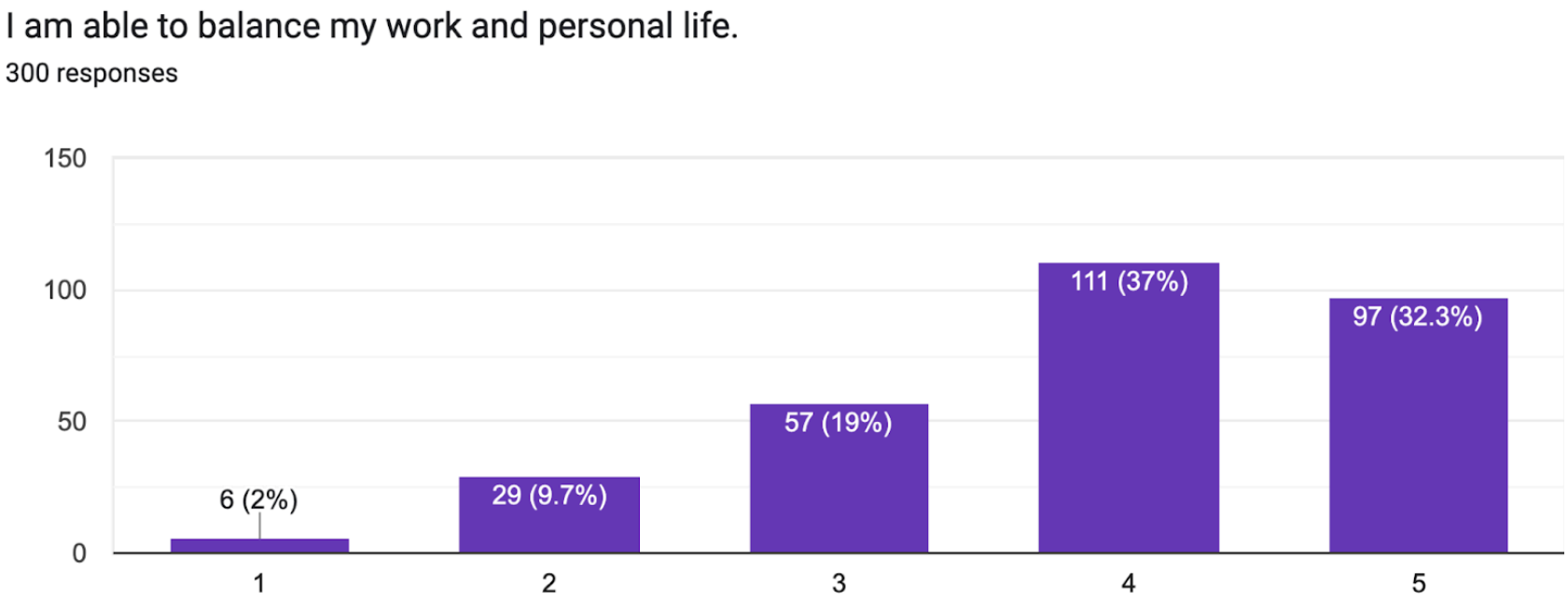
1 is the lowest rating, 5 is the highest rating

The survey is broken into the five (5) tenets of the Whole Child Initiative: Challenged, Healthy, Engaged, Safe, and Supportive.

Results of the 2024-2025 survey begin on the next page.

24-25

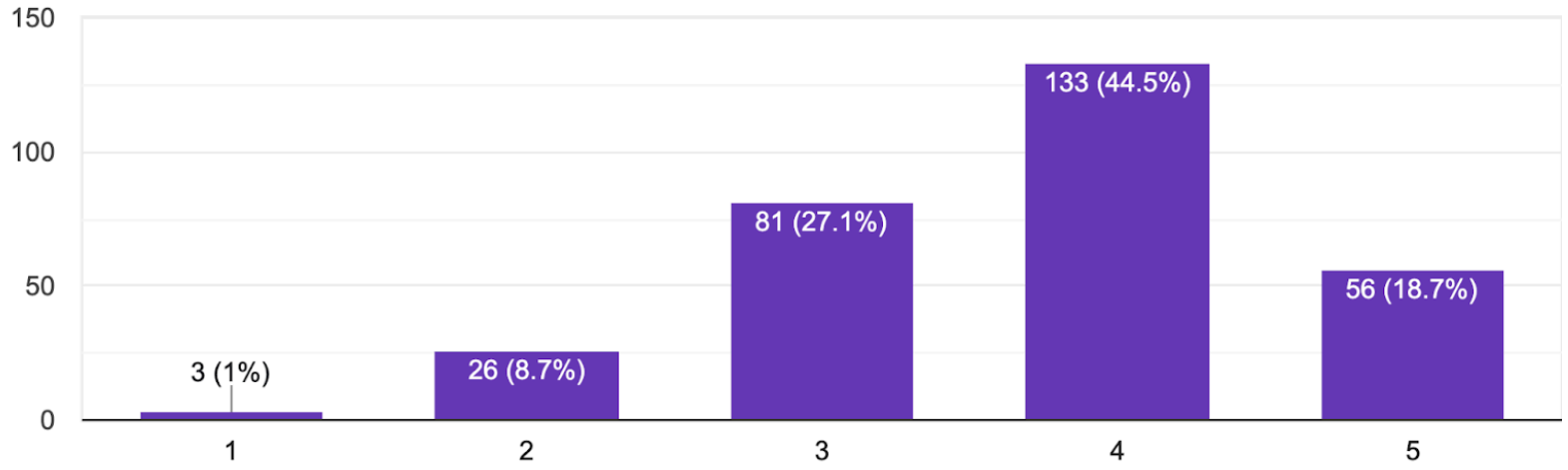
Healthy



	2023-2024
5	31.9%
4	34.7%
3	20.7%
2	9%
1	2.7%

Our district addresses the health and well-being of each staff member.

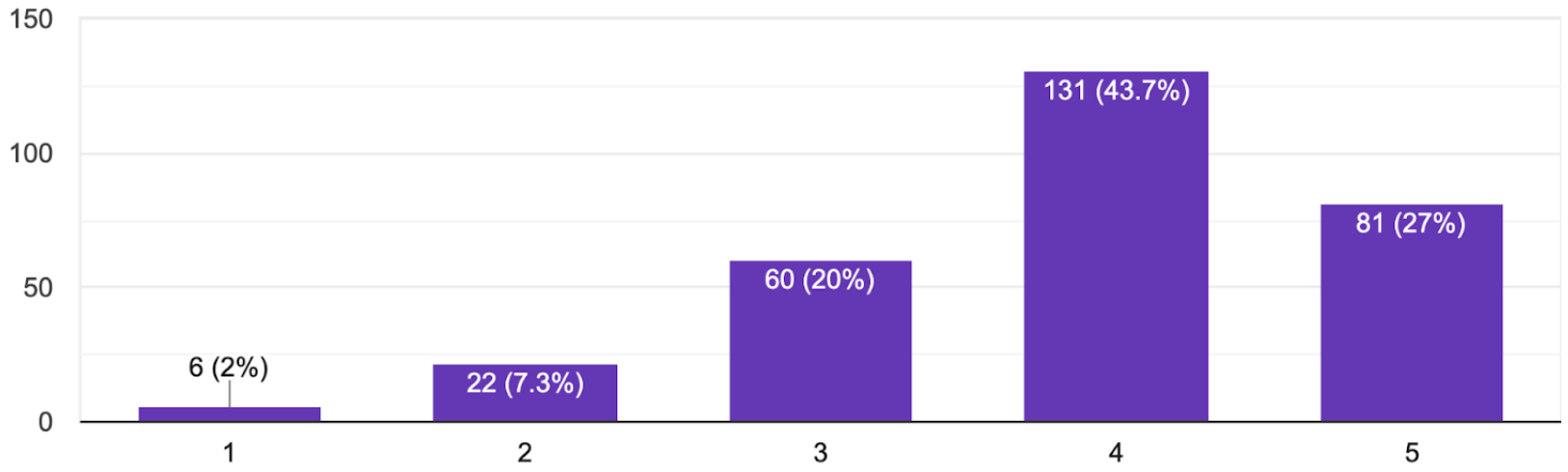
299 responses



	2023-2024
5	24.8%
4	44.4%
3	20.1%
2	9%
1	1.8%

Our building/department culture supports and reinforces the health and well-being of each staff member.

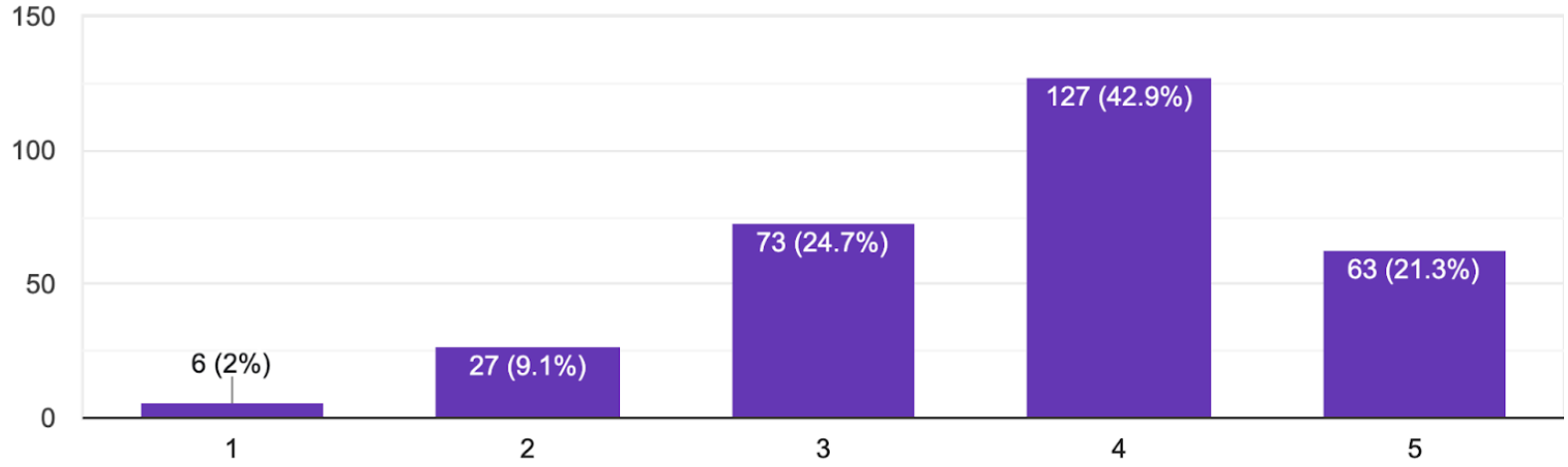
300 responses



	2023-2024
5	27.2%
4	43.1%
3	18.5%
2	8.5%
1	2.7%

Our school facilities and physical environment support and reinforce the health and well-being of each staff member.

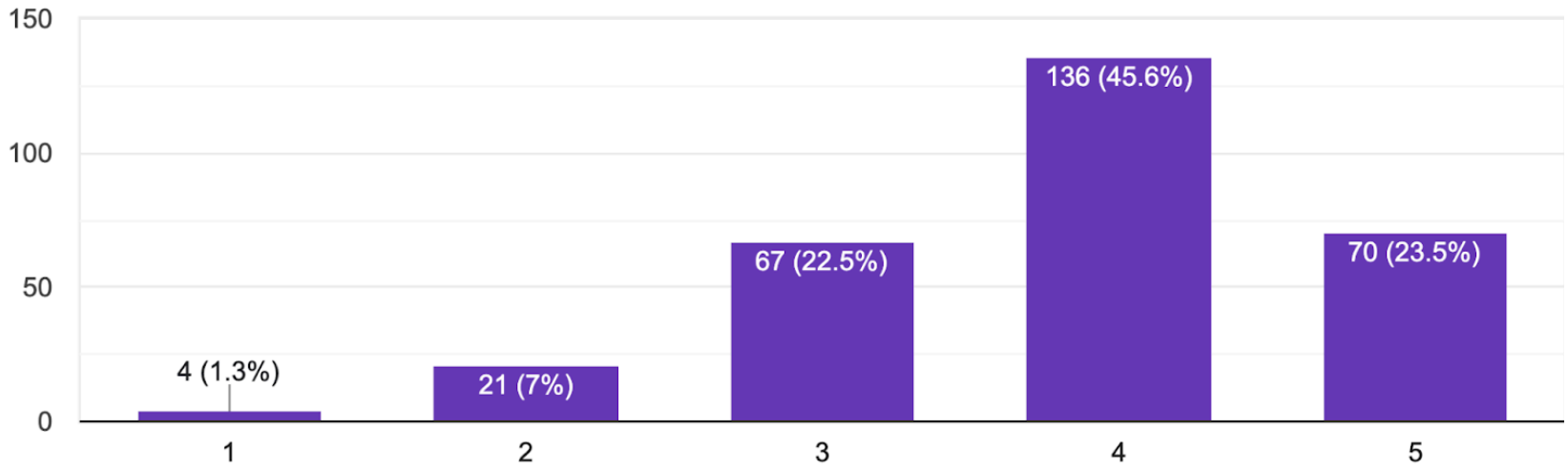
296 responses



	2023-2024
5	22.9%
4	40.8%
3	24.7%
2	10.6%
1	1%

Our district integrates health and well-being into the school's ongoing activities, professional development, curriculum, and assessment practices.

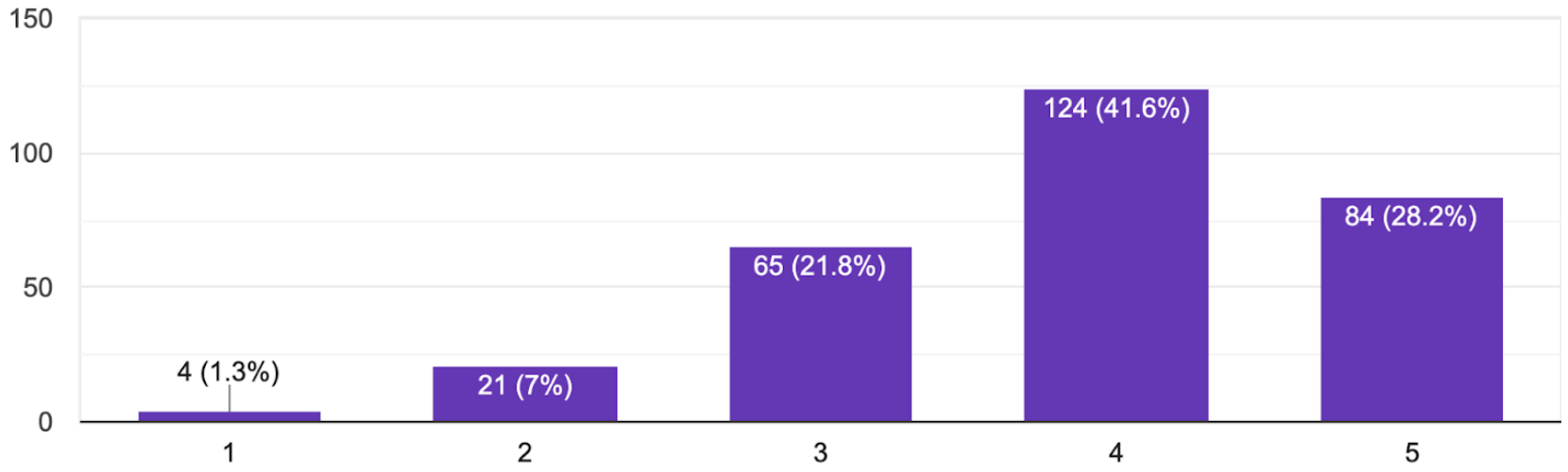
298 responses



	2023-2024
5	26.7%
4	40.3%
3	22.7%
2	8.8%
1	1.5%

Our school supports, promotes, and reinforces healthy living patterns for staff.

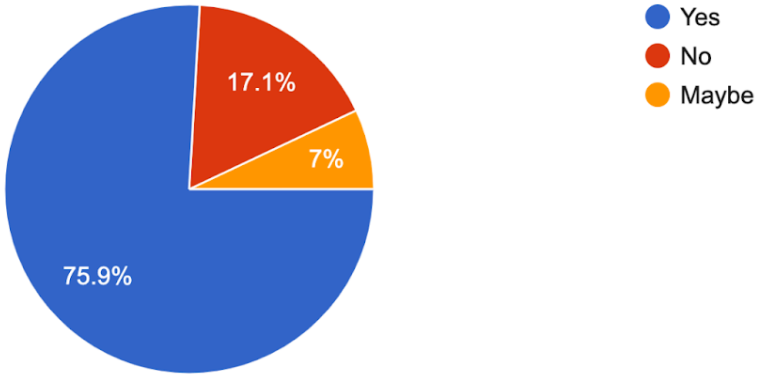
298 responses



	2023-2024
5	27.9%
4	40.7%
3	23.4%
2	6.8%
1	1.3%

I am aware of the free health coaching available to me through BeWell solutions (ie. nutrition coaching, smoking cessation, etc).

299 responses



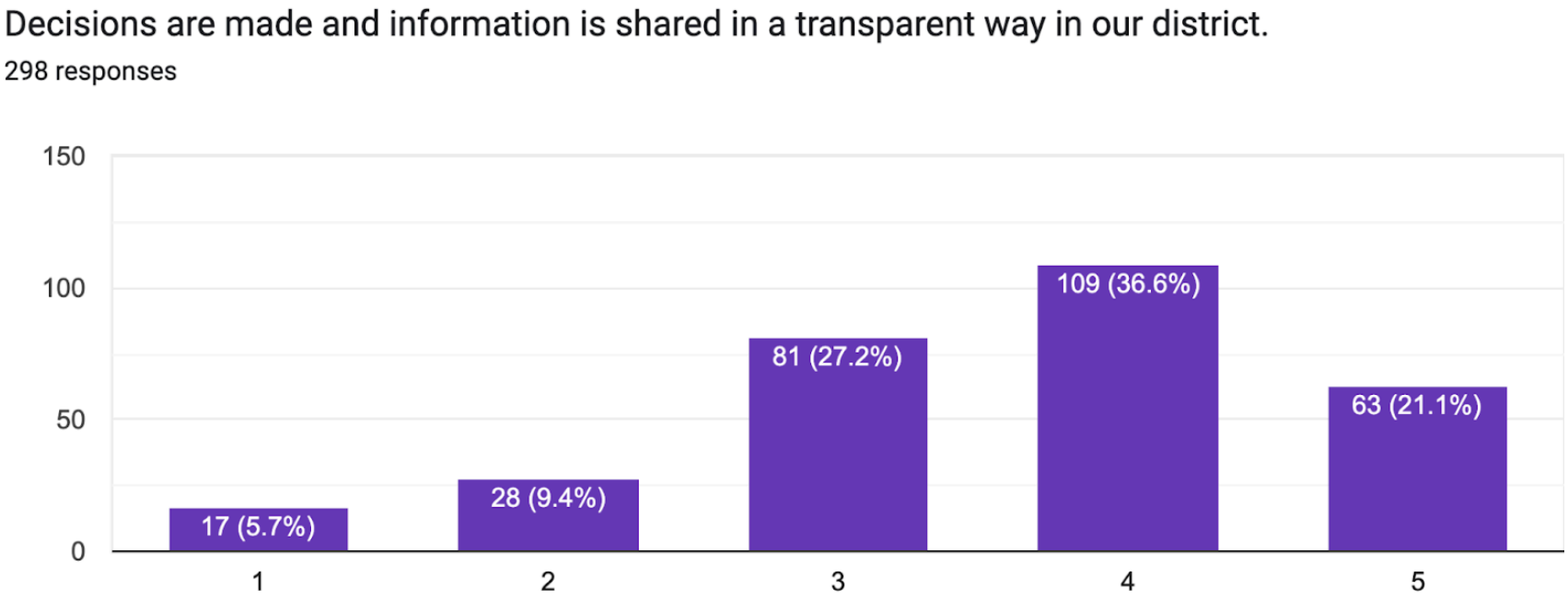
	2023-2024
Yes	64.2%
No	23.3%
Maybe	12.5%

Please use the space below to provide additional information that would help us develop a better understanding of your answers in this section.

Response Theme	Number of Responses
Increased workload/student needs/expectations cannot be completed in a workday. Increased workload at home is decreasing personal well-being	12
Appreciation/WCS does a good job promoting physical and mental health	12

Sub shortage discourages teachers from taking sick, especially for mental health needs:	3
Want more than just Be Well initiatives:	3
Heating and Cooling:	2
Air Quality at CIS:	2
Poor building conditions (CIS):	2
CIS Special Education Model causing stress:	2
Enjoy PD around wellness:	2
Unsure of how these things are being complete:	2
Our building is very supportive:	2
Encourage staff to take sick time to prioritize mental health/well-being:	2
Part-time staff not given same health-related support as full-time:	2
Input/expertise doesn’t feel valued or heard:	2

Safe



	2023-2024
5	36.4%
4	36.7%
3	15%
2	9%
1	3%

You just answered 1-5 on decisions being transparent. Please describe why you feel this way:

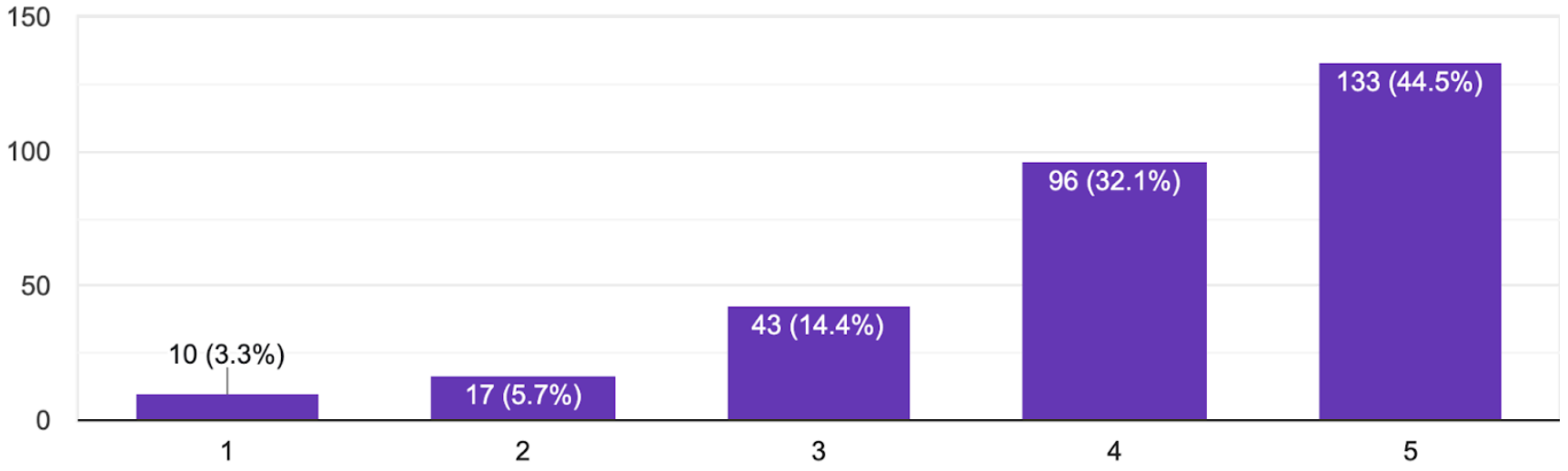
Response Theme	Number of Responses
I am happy with the communication I receive	11
Acknowlege the difficult balance between communicating enough and protesting privacy	10

Communication sometimes lack explanation of the why	10
Dr. Hill is very transparent	10
A lot of communication comes through emails/agendas/minutes	8
WCS admin have been honest and transparent	8
Appreciate the Board Updates being shared district-wide	7
Lack of transparency from Board with Dr. Hill issue last year	7
Information is communicated only to certain staff (often based on relationship, seniority, connections) other learn through the grapevine	7
Information on student's needs/homelife should be shared with teachers	5
I feel "in the know"	5
Information is fact-based and shared with appropriate timing	4
Information is shared at multiple levels (building, admin, central office)	4
We get lots of updates and communication is consistent	4
Communication could be improved	4
Student privacy protected at the detriment of staff or other students (especially discipline related)	4
Staff were not involved in or allowed discussion before involuntary transfer	4
Safety related threats should have more communication all staff should be considered "need to know"	4
Feel "need-to-know" under FERPA is too restrictive in this district	4
Public and/or students sometimes has more information than staff (while sometimes false)	4
Information isn't always shared in transparent way or at all	4
Dr. Hill lost trust after incident last year	3
Staff should be trusted with sensitive student information	3
Communication/Information sharing is not always timely	3
Info about student needs isn't often shared with classified staff who support the student	3
When info is shared to a couple staff, rumors begin	3
Trust with Board transparency has decreased	3
Staff who don't know don't read emails	2
I can get answers to my questions	2
Committee opportunities and communication are good	2
All calls/emails for major events	2
Communication has increased this year	2
Not given choices/asked opinions but decisions are already made	2

Communication concerns are building specific	2
Crisis response after homecoming wasn’t good	2
Transperancy has decreased the last couple of years	2
Nothing seems transparent	2
Literacy coaches	2
Literacy changes presented clear communication challenges	2

I trust that my building administrator and/or immediate supervisor has the best interests of staff in mind when making decisions.

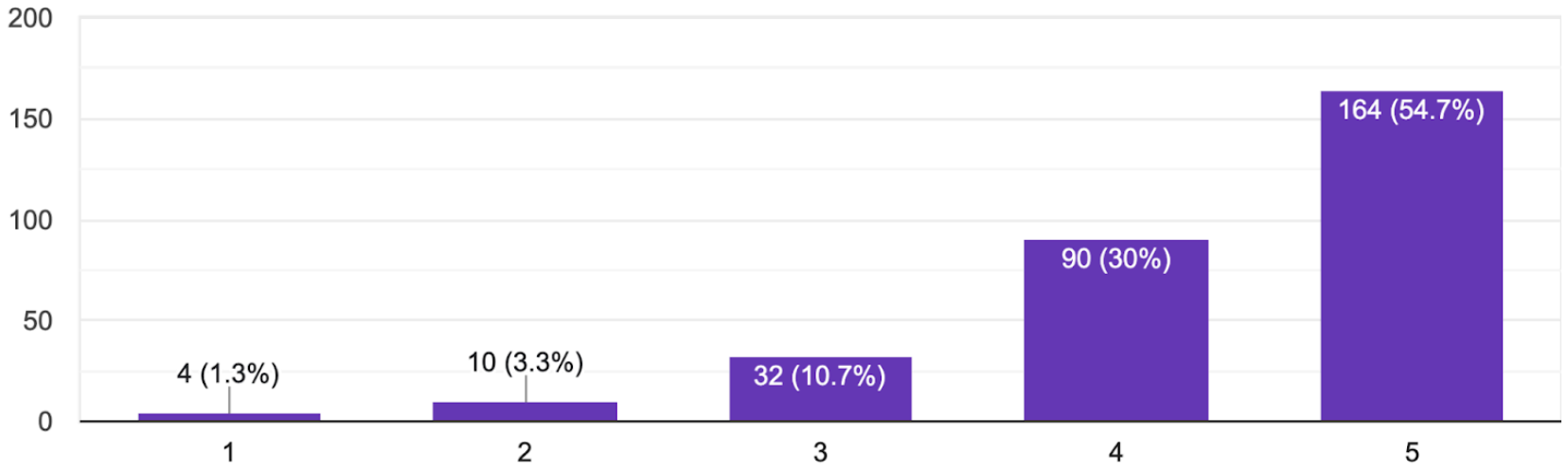
299 responses



	2023-2024
5	48.8%
4	26.5%
3	15.8%
2	7%
1	2%

I trust that my building administrator and/or immediate supervisor has the best interests of students in mind when making decisions.

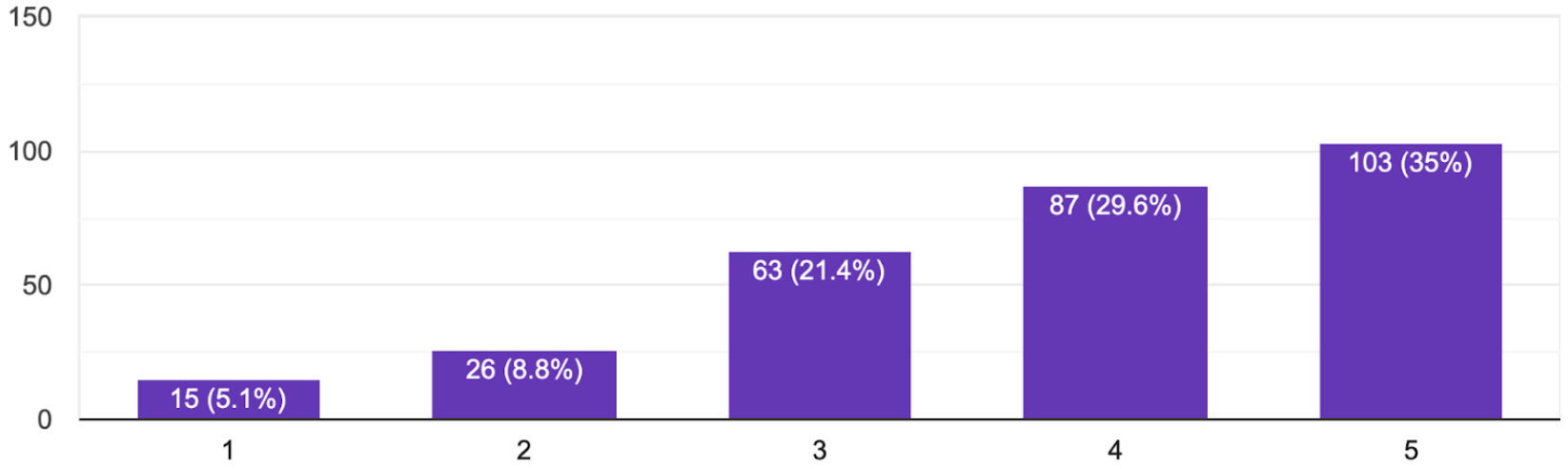
300 responses



	2023-2024
5	56.4%
4	32.1%
3	8.8%
2	1.8%
1	1%

I trust that the superintendent has the best interests of students and staff in his decision making role at WCS.

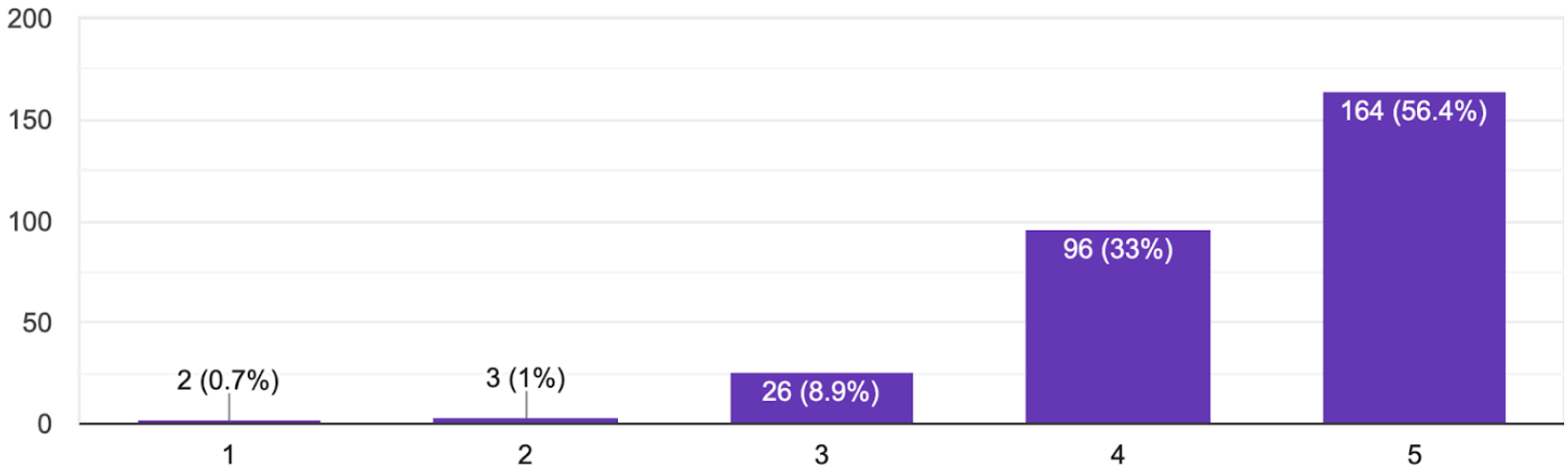
294 responses



	2023-2024
5	82.7%
4	13.5%
3	2.5%
2	.8%
1	.5%

I trust the treasurer handles district finance with the best interests of students and staff at WCS.

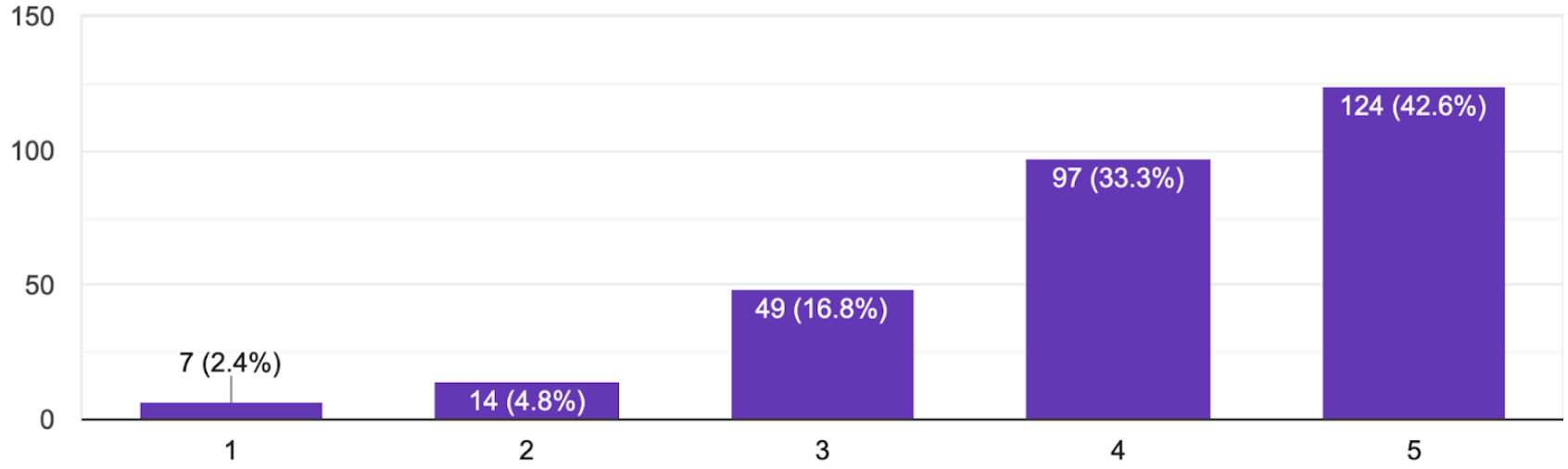
291 responses



	2023-2024
5	65.2%
4	23.5%
3	9.1%
2	1.8%
1	0.5%

I trust that the board of education has the best interests of students and staff in their role at WCS.

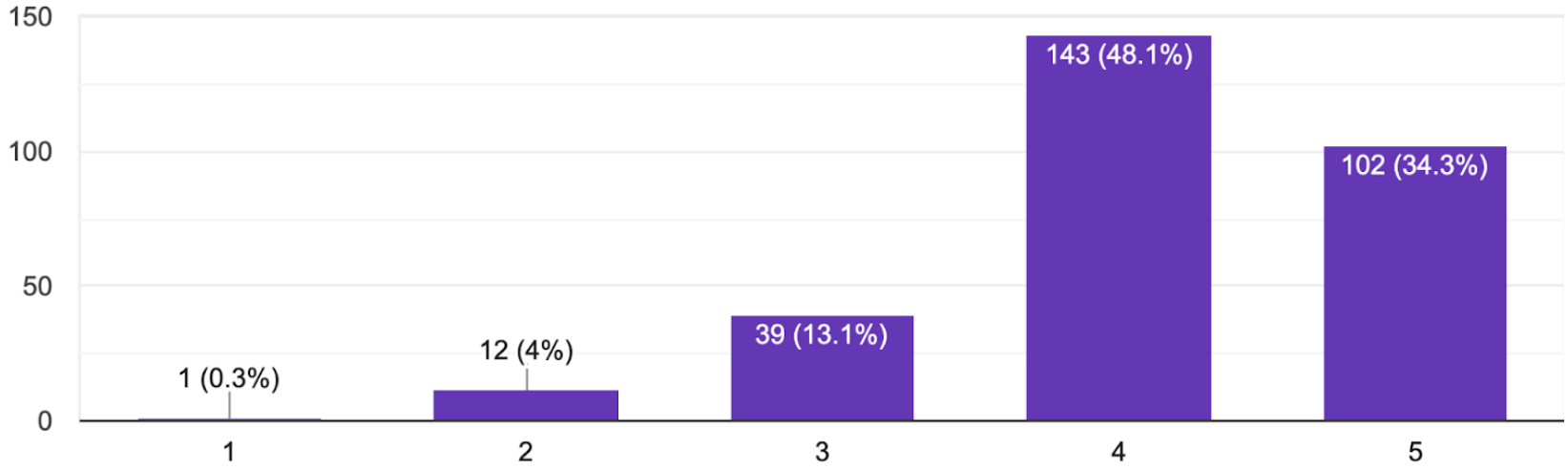
291 responses



	2023-2024
5	57.7%
4	30.6%
3	8.9%
2	1.8%
1	1%

Students respect me.

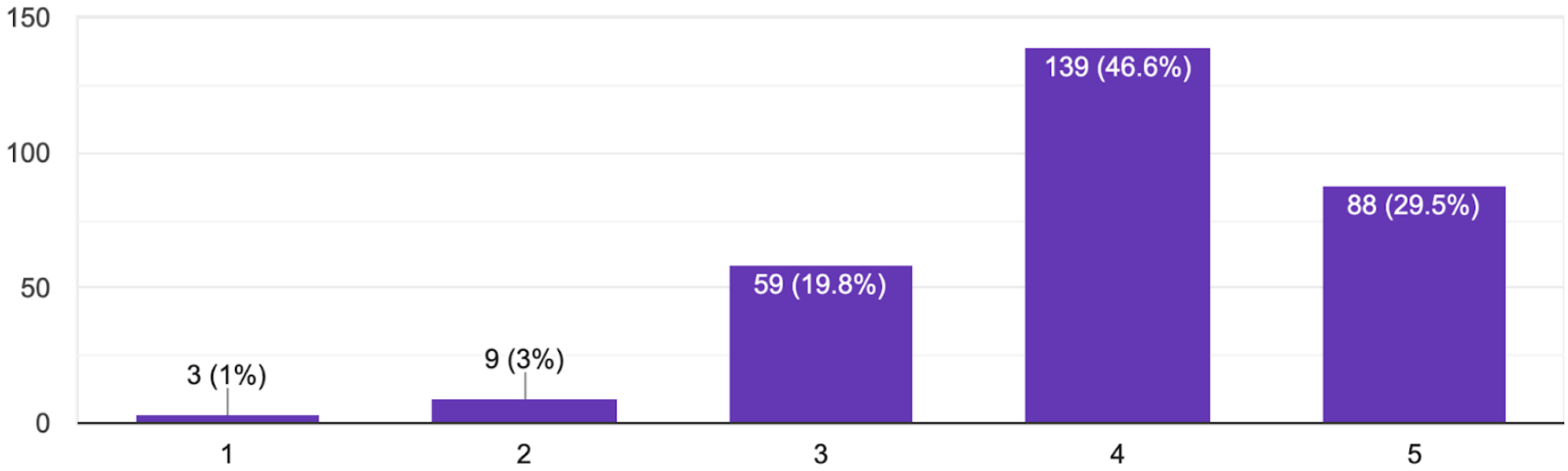
297 responses



	2023-2024
5	34.8%
4	46.2%
3	15.2%
2	2.8%
1	1%

Staff respect one another.

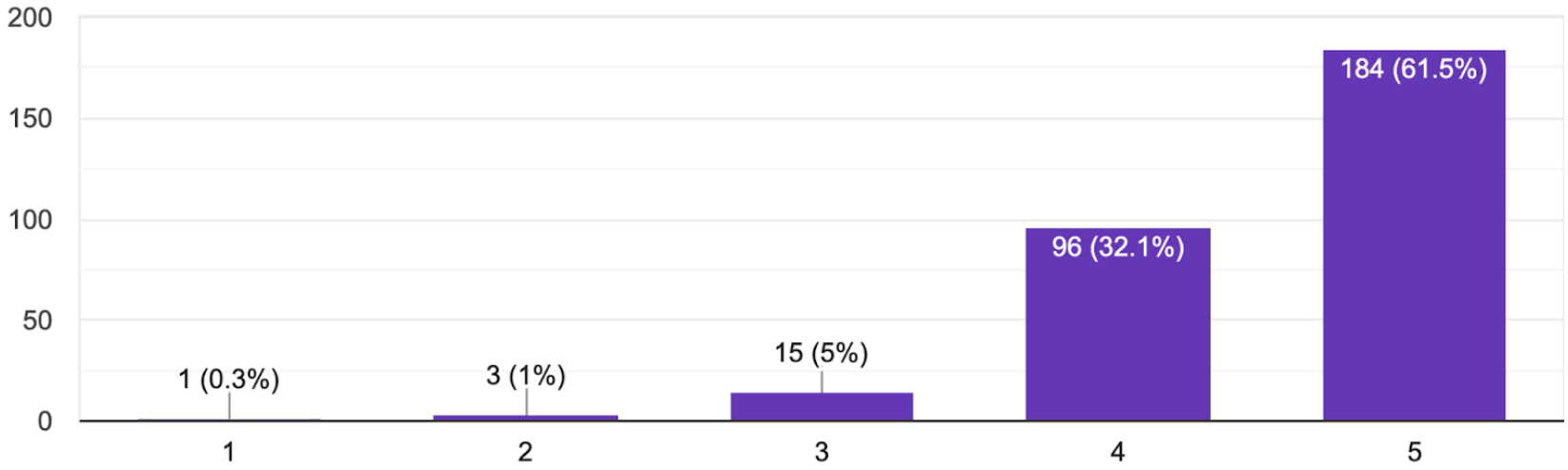
298 responses



	2023-2024
5	30%
4	47.5%
3	17.8%
2	3.8%
1	1%

I am aware of and comfortable with enacting the safety plans my building has in place for emergency scenarios (ie. lockdown, fire drill, etc.)

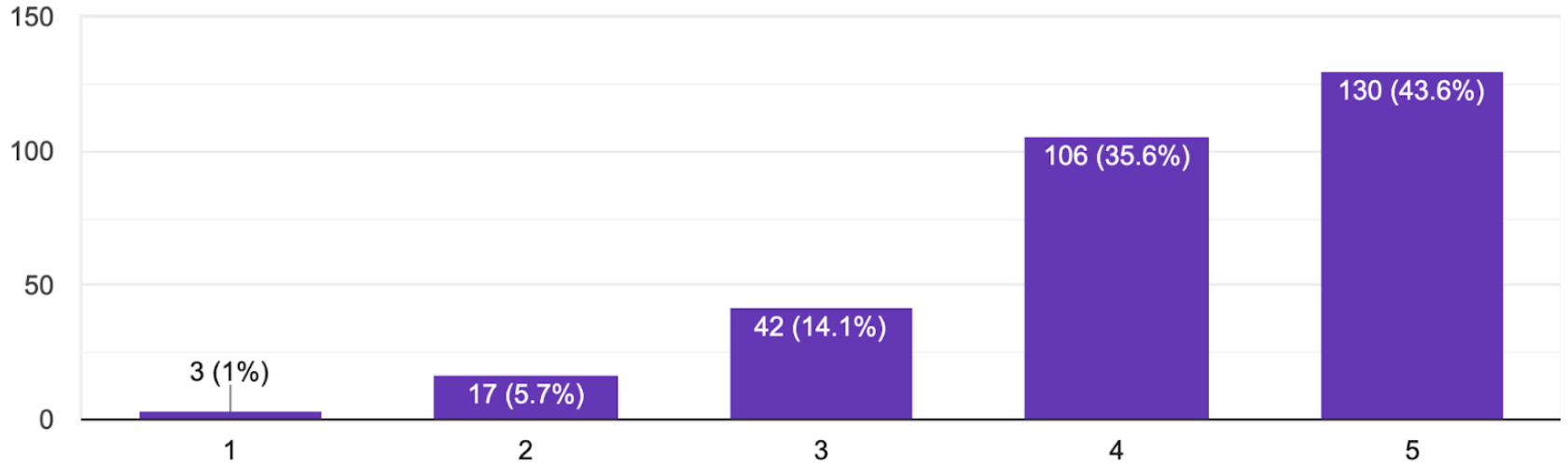
299 responses



	2023-2024
5	64.8%
4	31%
3	3.5%
2	0%
1	0.8%

My building is physically safe and secure.

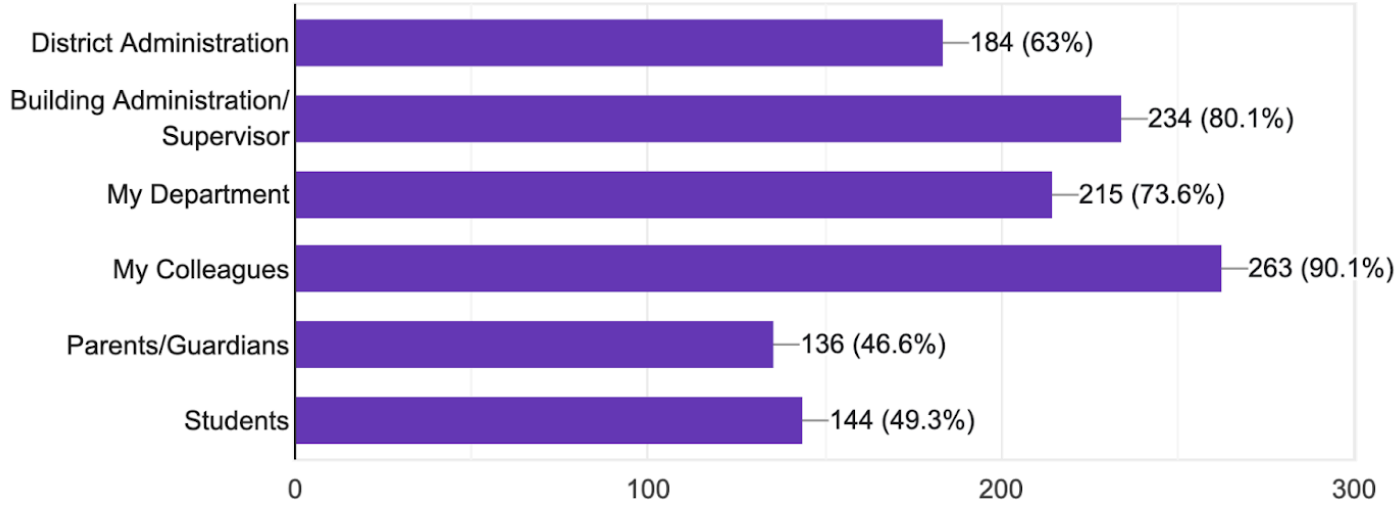
298 responses



	2023-2024
5	47.9%
4	36.1%
3	12%
2	3.3%
1	0.8%

I feel comfortable voicing my opinions, questions, and concerns to (check all that apply):

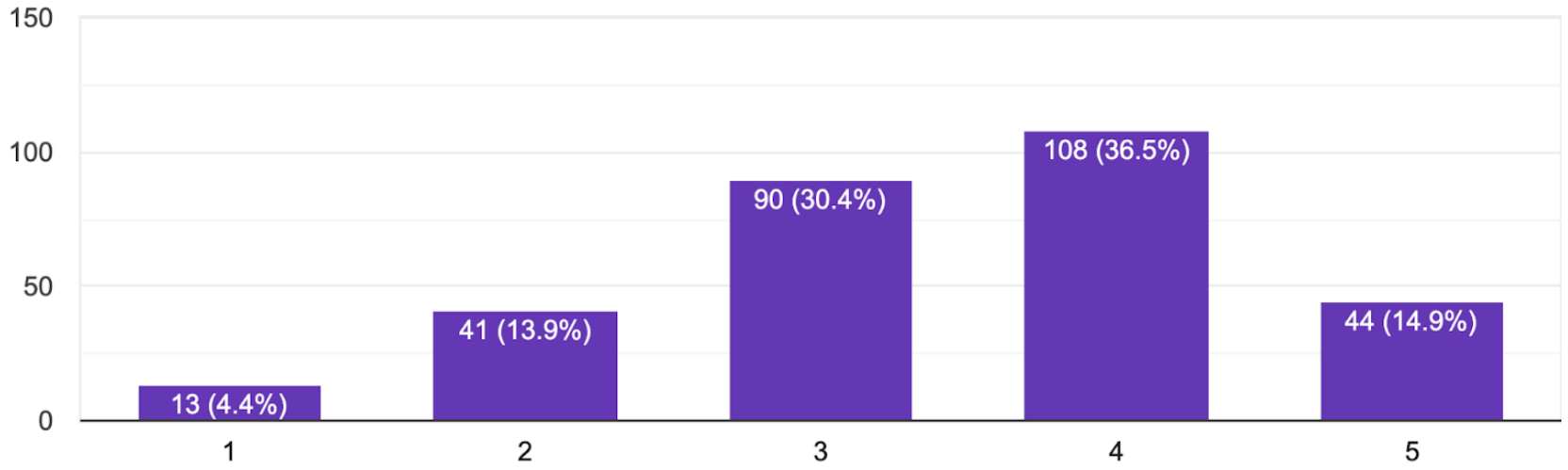
292 responses



	2023-2024
District Admin	71.4%
Building Admin/Supervisory	80%
My Department	73.2%
My Colleagues	88.1%
Parents/Guardians	49.1%
Students	51.9%

I believe our school holds students accountable for their behavior.

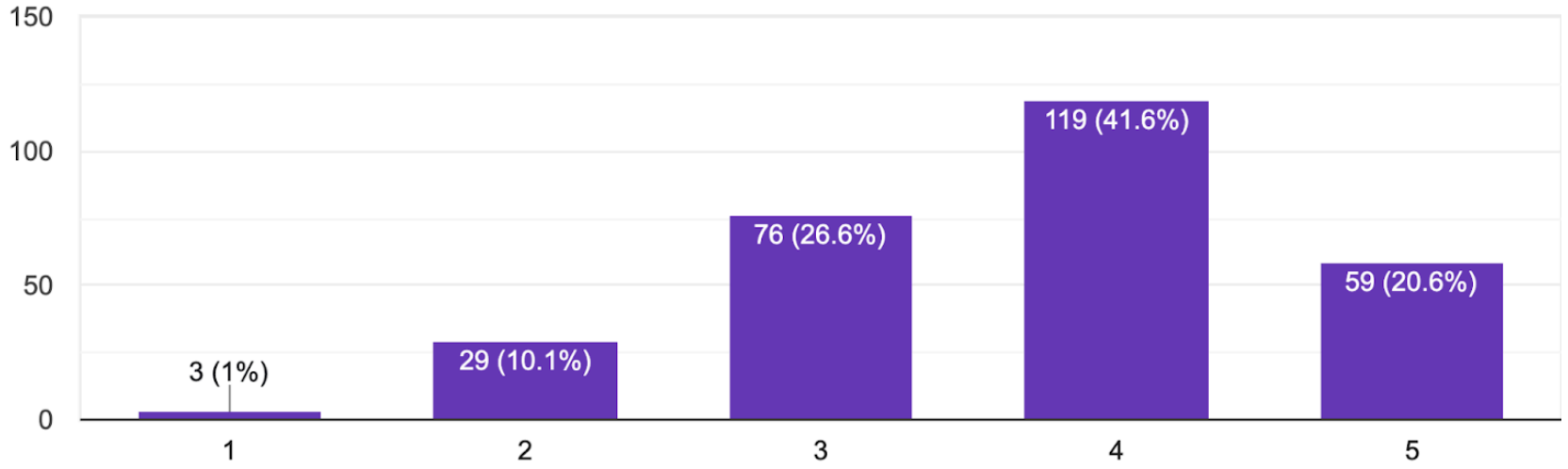
296 responses



	2023-2024
5	16%
4	33.1%
3	27%
2	17.8%
1	6.1%

Staff are held accountable when they don't do what is required by our contract or administration.

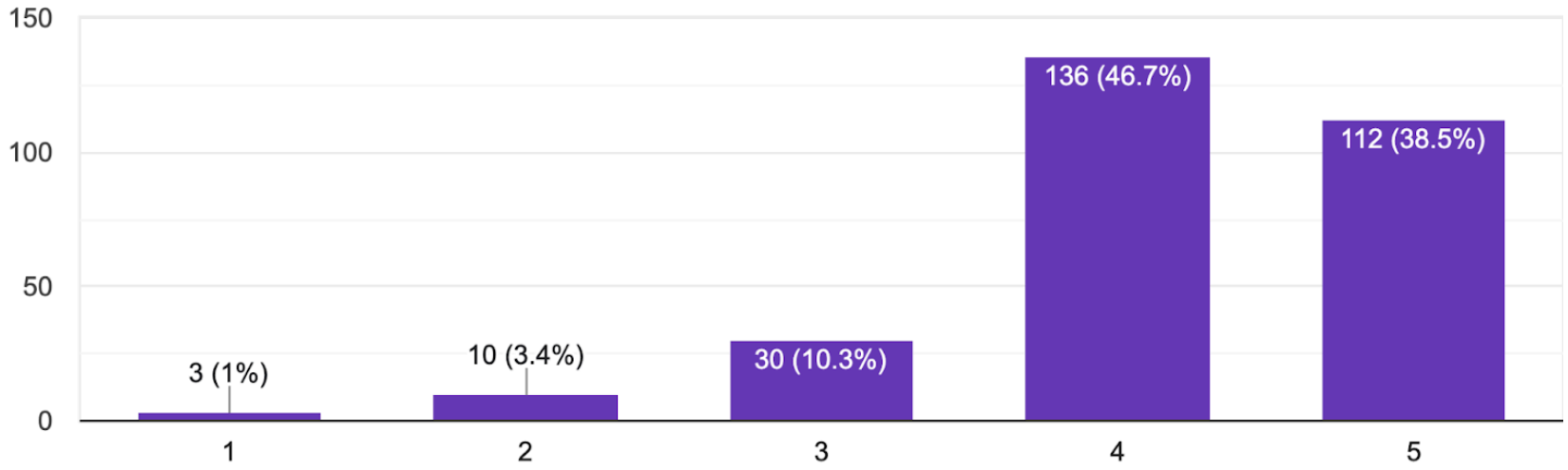
286 responses



	2023-2024
5	26.3%
4	39.7%
3	21.6%
2	9.3%
1	3.1%

Our teachers and staff implement interventions based on an understanding of child and adolescent development.

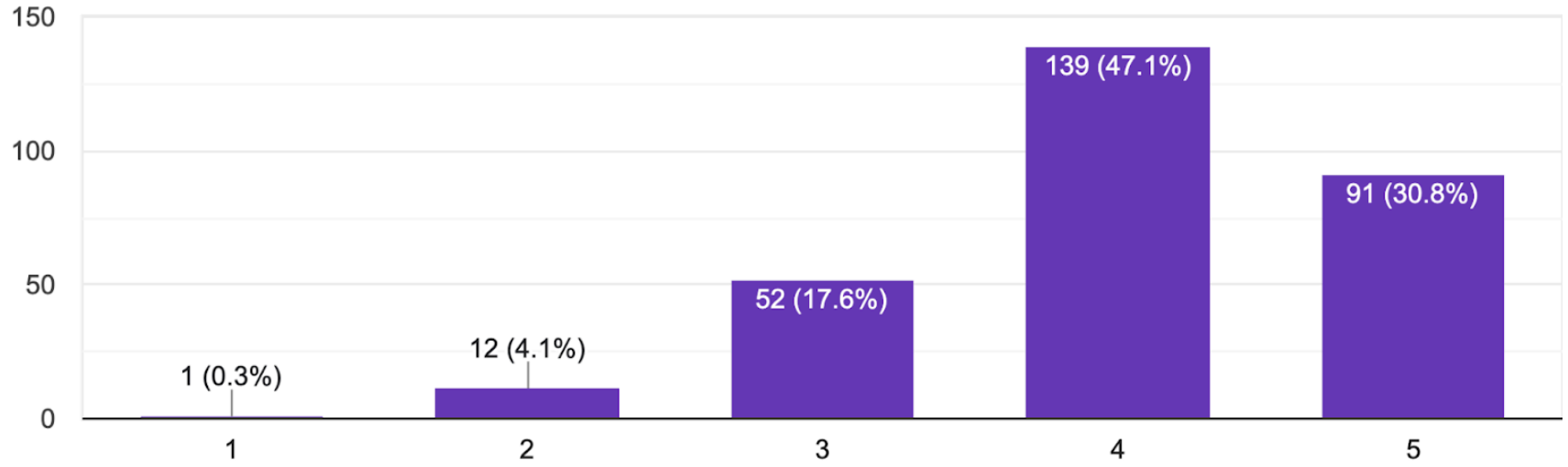
291 responses



	2023-2024
5	42.4%
4	42.1%
3	12.7%
2	2.6%
1	0.3%

Our school upholds mutual respect for individual differences at all levels of school interactions—student-to-student, adult-to-student, and adult-to-adult.

295 responses

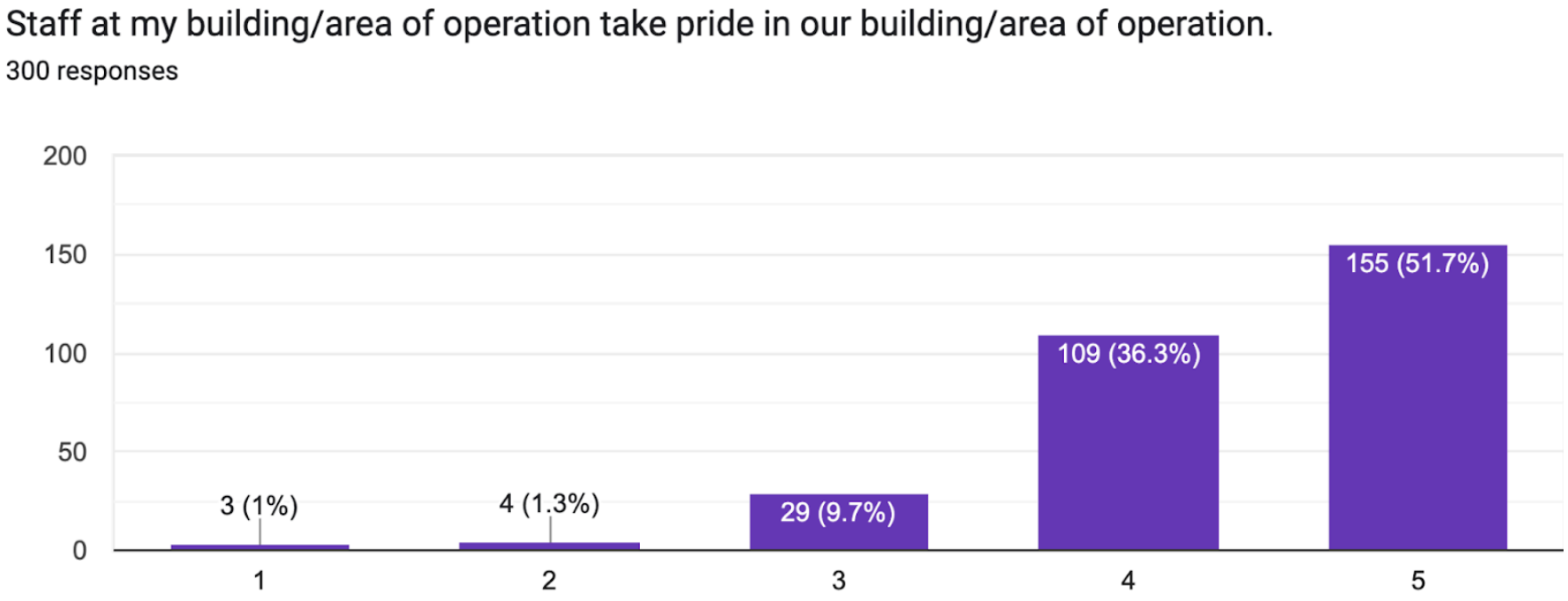


	2023-2024
5	39.6%
4	43.7%
3	13.3%
2	2.6%
1	0.8%

Please use the space below to provide additional information that would help us develop a better understanding of your answers in this section.

Response Themes	Number of Responses
Student discipline/accountability is inconsistent or diminished	11
Staff can be negative and lack empathy/respect for staff	9
Classified staff feel treated “less than”	5
I’m happy with my experience in the district	4
Negative attitudes/contributions of even a few staff can cause morale to plummet	4
Some staff are not held accountable	3
Morale/building culture is low	3
Disrespect from students has increased	3
Administrators are too new to be able to answer admin specific questions	3
This section is broad and hard to quantify	2
A minority of staff can lack empathy/patience for students	2
Concerns with Literacy Supports	2
Happy with the number of support staff to meet student needs	2
Students are a priority here	2
Want to expedite meeting students needs (get to GA faster)	2

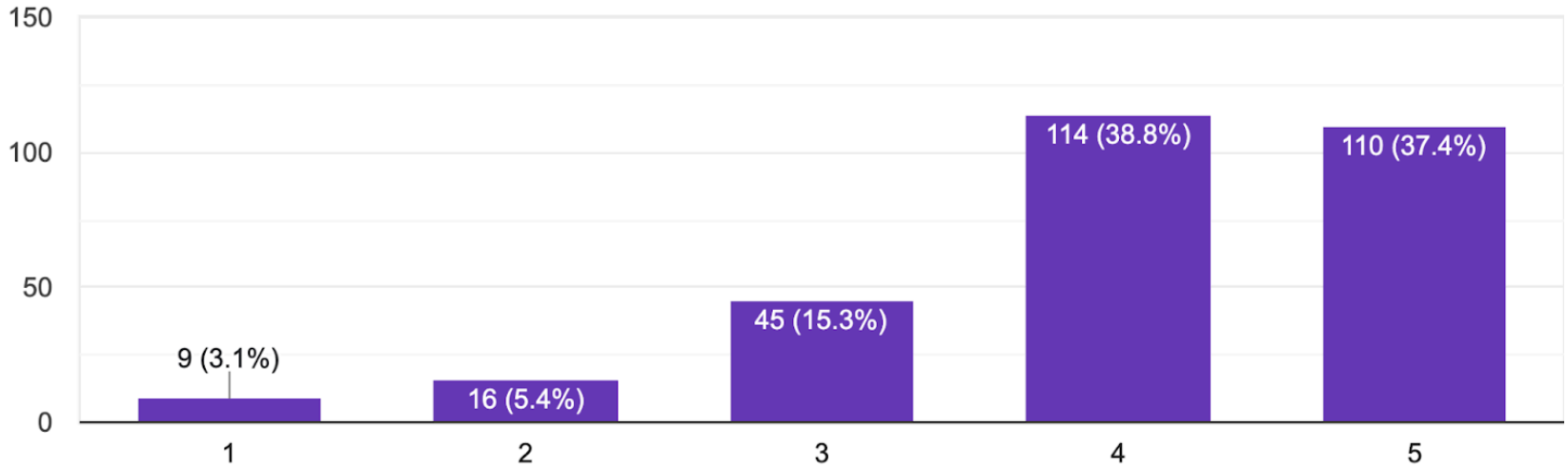
Engaged



	2023-2024
5	49.9%
4	38.8%
3	8.5%
2	2.3%
1	0.5%

There is a team approach between staff and administration to implement building initiatives.

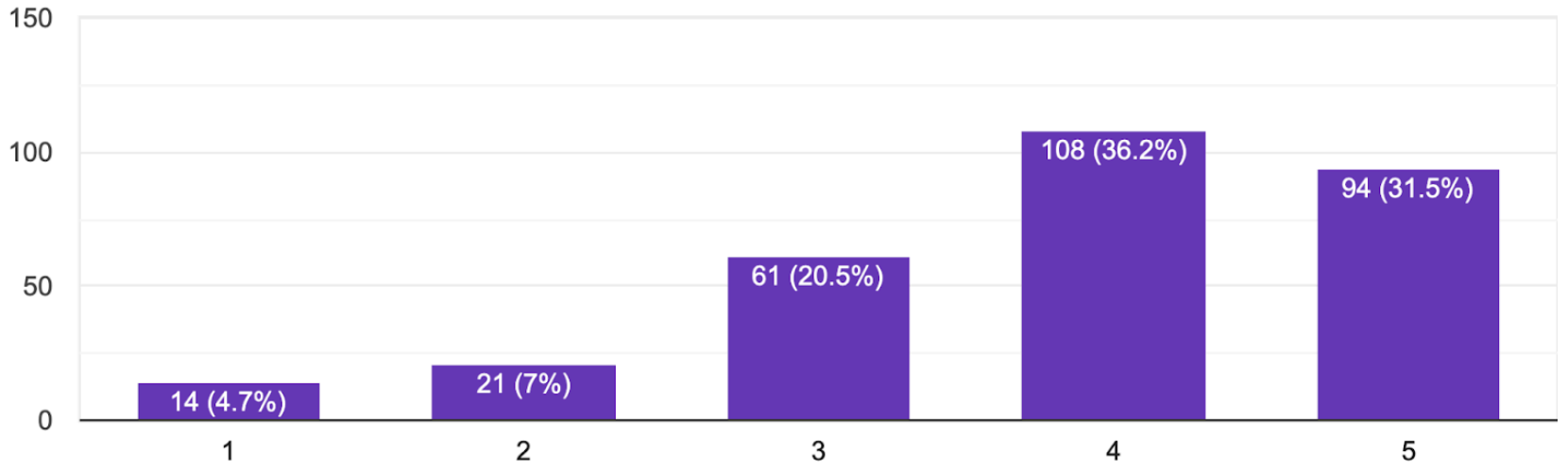
294 responses



	2023-2024
5	40.3%
4	32.2%
3	19%
2	5.8%
1	2.8%

I feel my input on situations in my building/area of operation and/or district is valued.

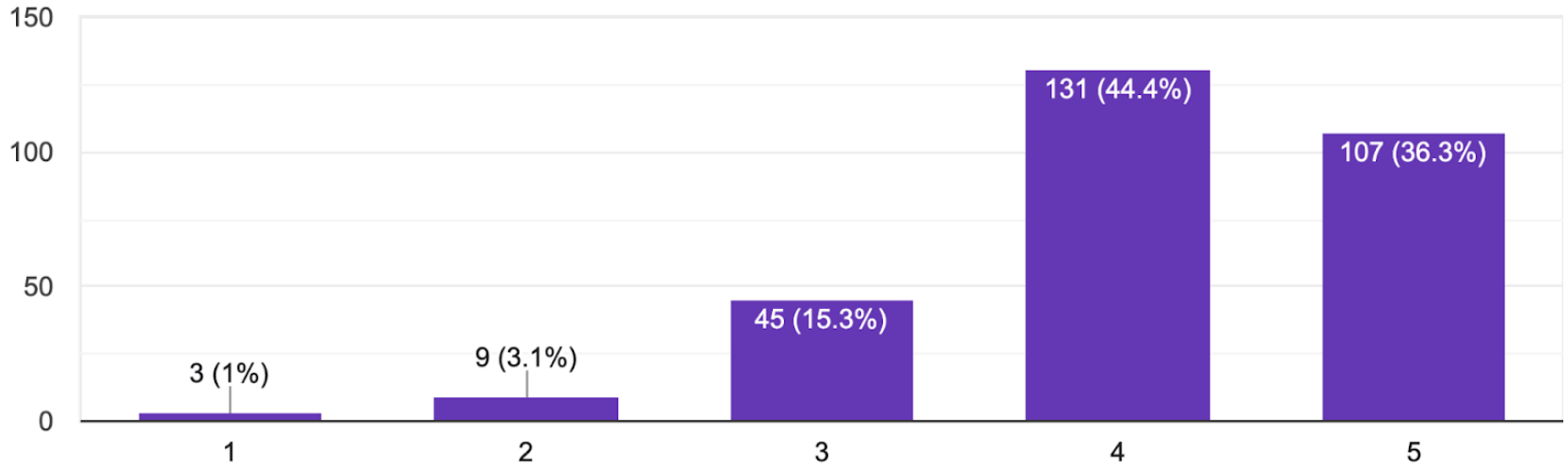
298 responses



	2023-2024
5	34.8%
4	35.5%
3	17.1%
2	7.8%
1	4.8%

Our school has a dynamic and creative learning environment.

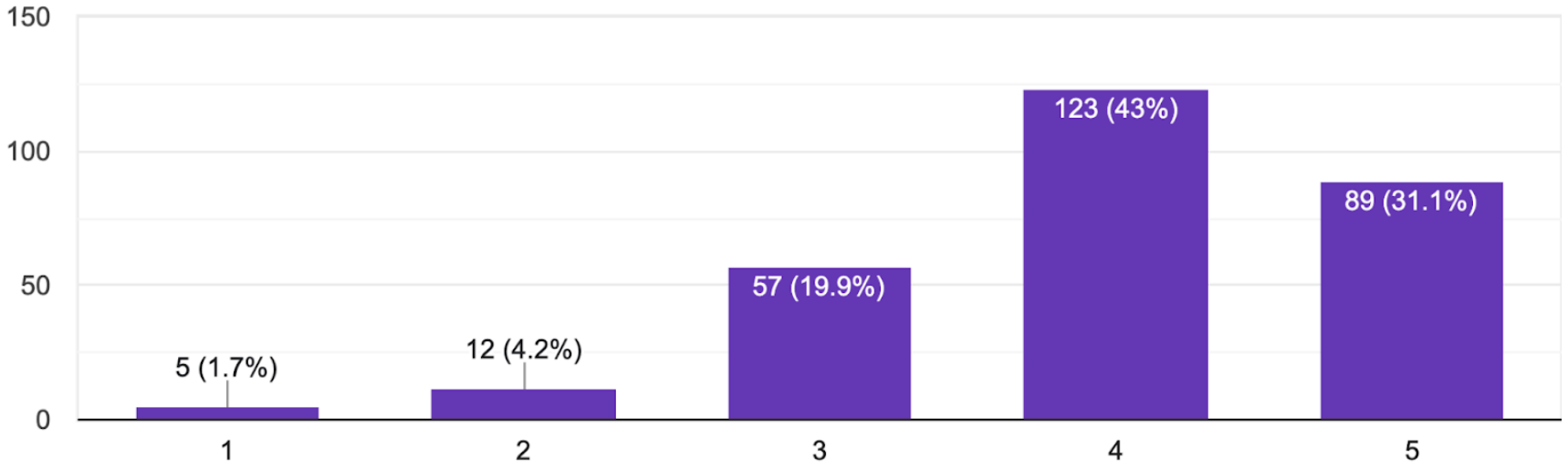
295 responses



	2023-2024
5	38%
4	39.8%
3	17.5%
2	4.4%
1	0.3%

Our school policies and climate reinforce citizenship and civic behaviors by students, family members, and staff and include meaningful participation in decision making.

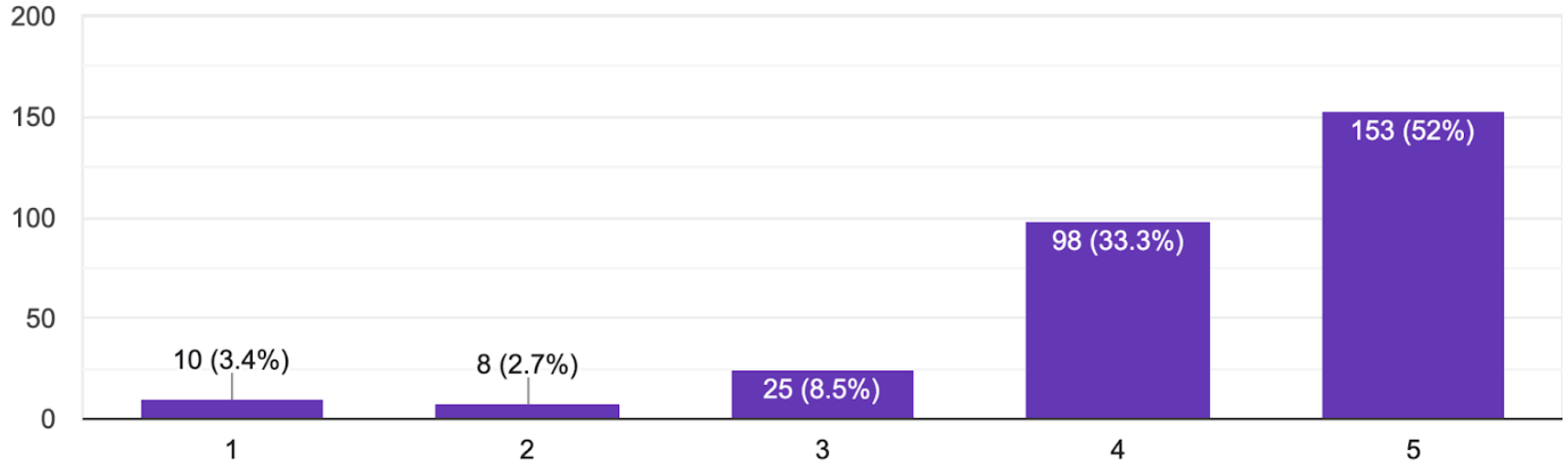
286 responses



	2023-2024
5	32.5%
4	38.7%
3	24.4%
2	3.6%
1	0.8%

There are opportunities for me to participate in committees, programs, and initiatives in my role.

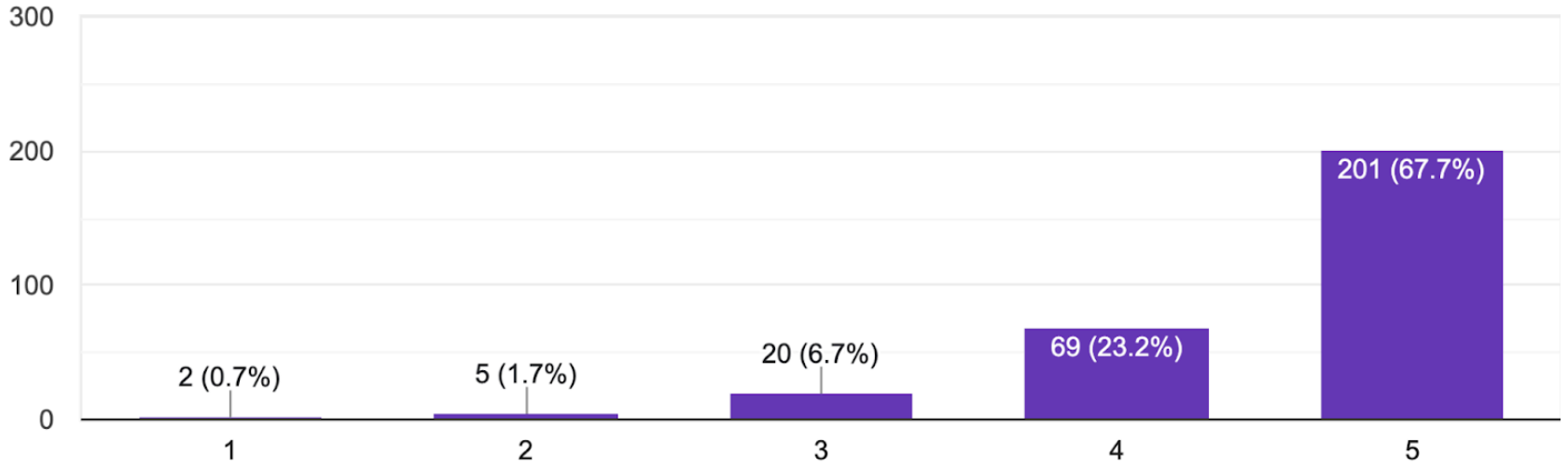
294 responses



	2023-2024
5	56.7%
4	29%
3	9.7%
2	2.8%
1	1.8%

I have coworkers that I consider friends.

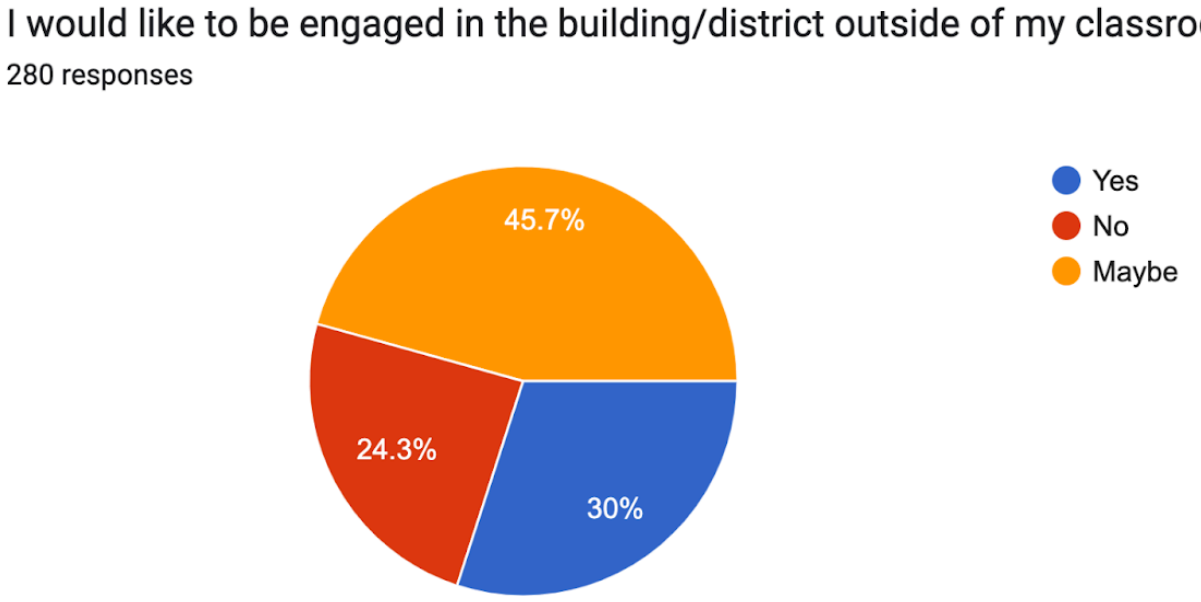
297 responses



	2023-2024
5	68.7%
4	22.6%
3	6.5%
2	1.8%
1	0.5%

I feel most engaged in our building/district when	Response Theme
Time for Collaboration	22
Feeling Valued and Having A Voice	31

Building Positive Staff Morale and Engagement	13
Fewer Classroom Disruptions/Freedom to Teach	9
Making sure Kids Come First/Student Engagement	9
Committee Opportunities Available	7
Transparency with Decisions	4
Leadership Opportunities	3



	2023-2024
Yes	45.8%
No	22.2%
Maybe	32%

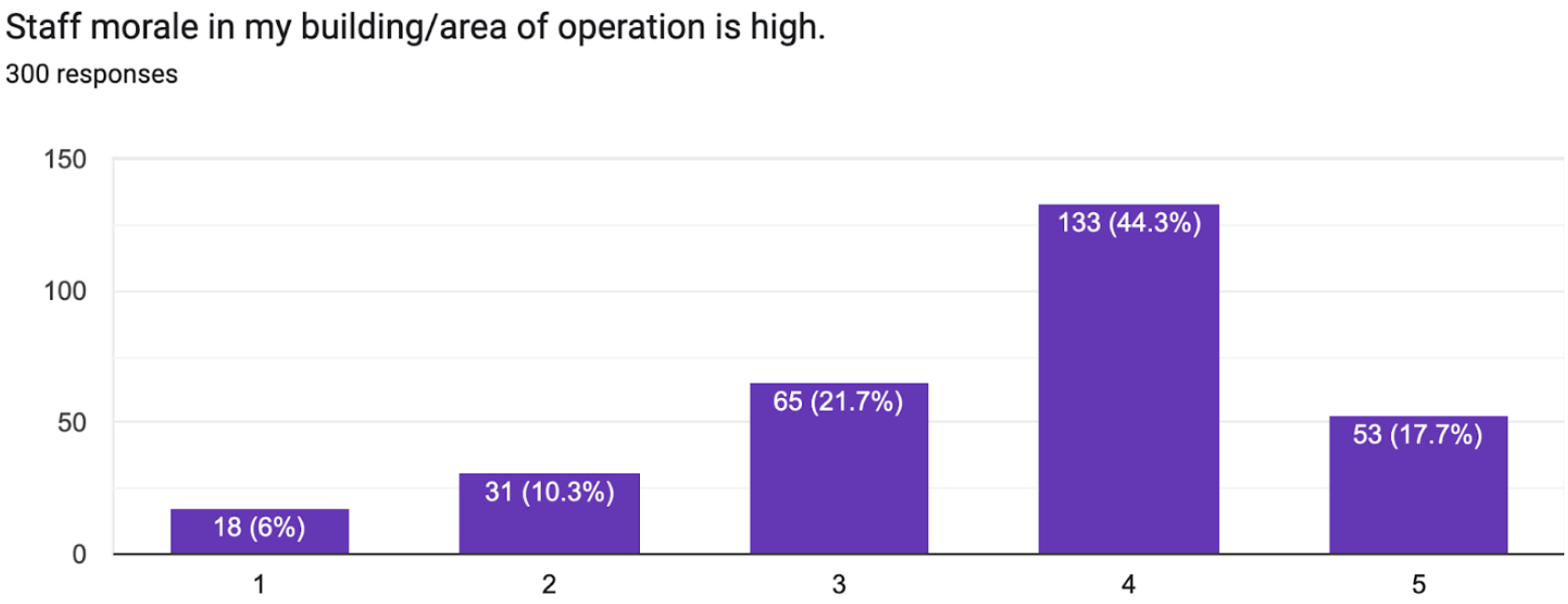
If you answered yes or maybe, please list areas you would be interested in.

Response Theme:	Number of Responses:
Committees	7
Coaching	5
Community Events	4
Being able to Provide Feedback	3
Mentoring	3
Curriculum Decisions	3
PD Decisions	3
Staff Outings	2
Transportation	2
PBIS	2
Wellness	2
RTI	2
Parent Engagement	2
Leadership Opportunities	2

Please use the space below to provide additional information that would help us develop a better understanding of your answers in this section.

Response Theme:	Number of Responses:
I do not feel my opinions are valued as an expert in my field	5
Building rules are established but not consistently enforced	3
Our staff and students are an engaged group	2
Flex Pass is a Concern at WHS	2
A lot of changes in administration	2
Do Not Feel like my Voice is Heard and Valued	2
WCS is a great place to work	2

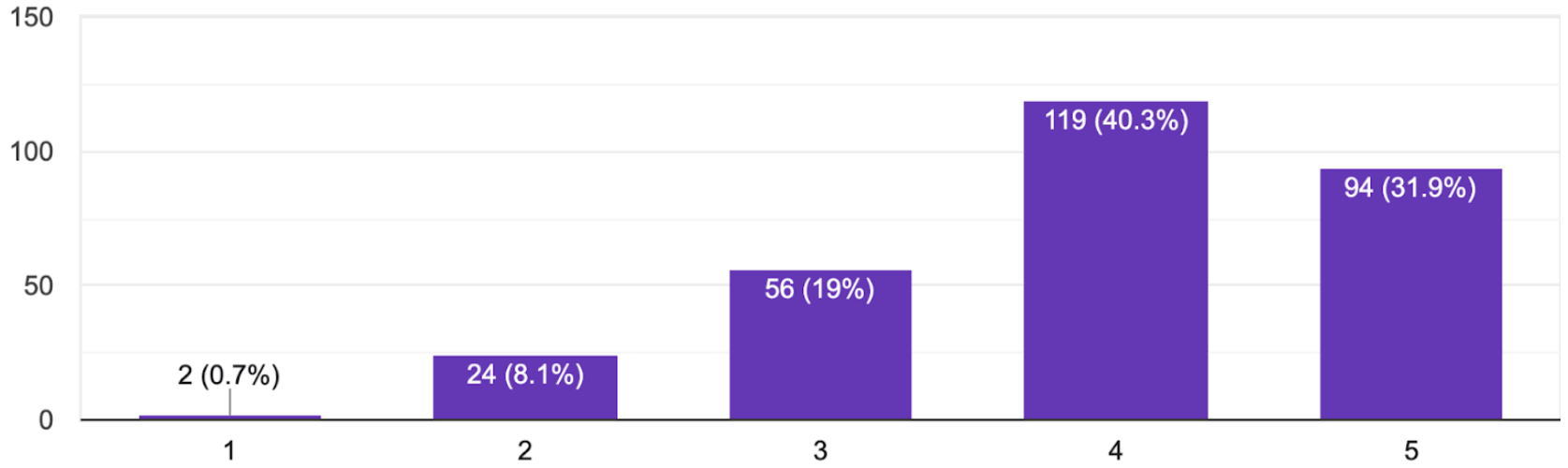
Supported



	2023-2024
5	21.3%
4	39.6%
3	27.1%
2	8.8%
1	3.3%

There are opportunities to communicate and collaborate with each other.

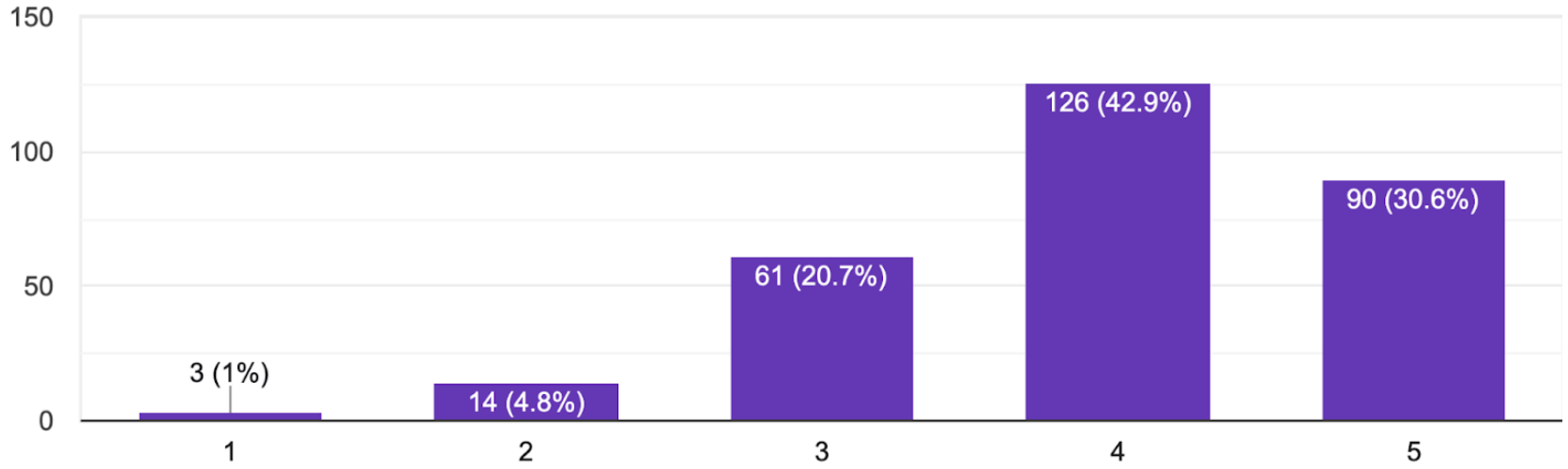
295 responses



	2023-2024
5	32.2%
4	38.8%
3	19.1%
2	6.5%
1	3.3%

The relationship with the Charles R. Parsons Administration Building staff is positive.

294 responses



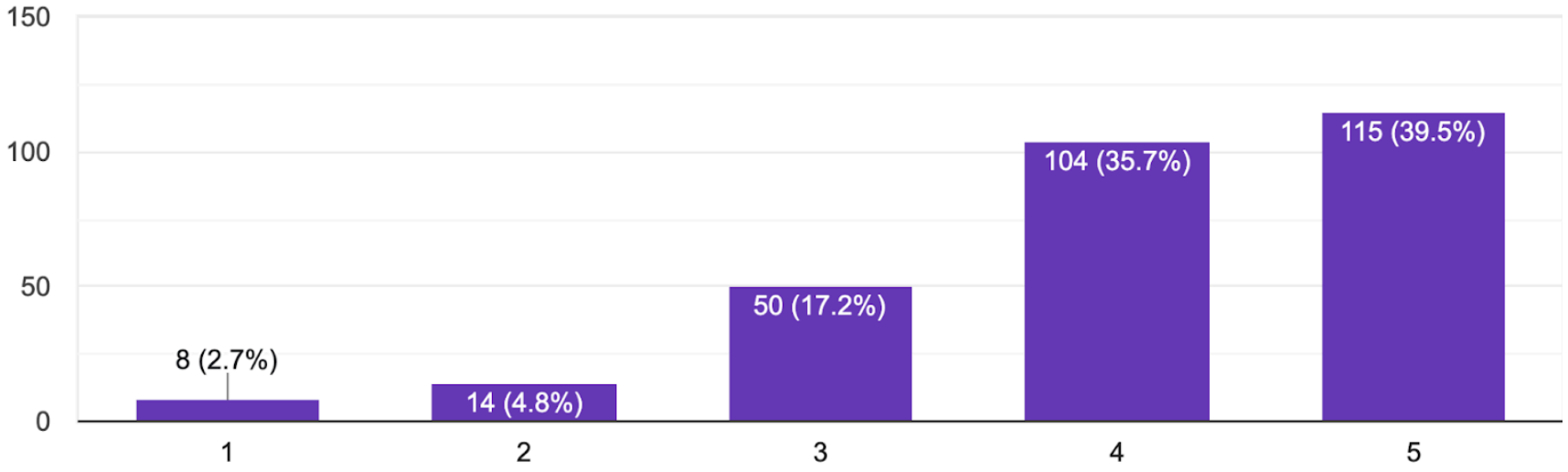
	2023-2024
5	44.5%
4	36.1%
3	15%
2	4.1%
1	1%

You just answered 1-5 on your relationships with CRP building staff. Please describe why you feel this way.

Response Theme:	Number of Responses:
They are Friendly/welcoming	21
They are Supportive/collaborative	20
Expereinces have been Inconsistent	7
They are helpful	6
Have had Limited/no interaction	4
They are Present/trustworthy	3
They are Unsympathetic	2

Building administration makes an effort to get to know me.

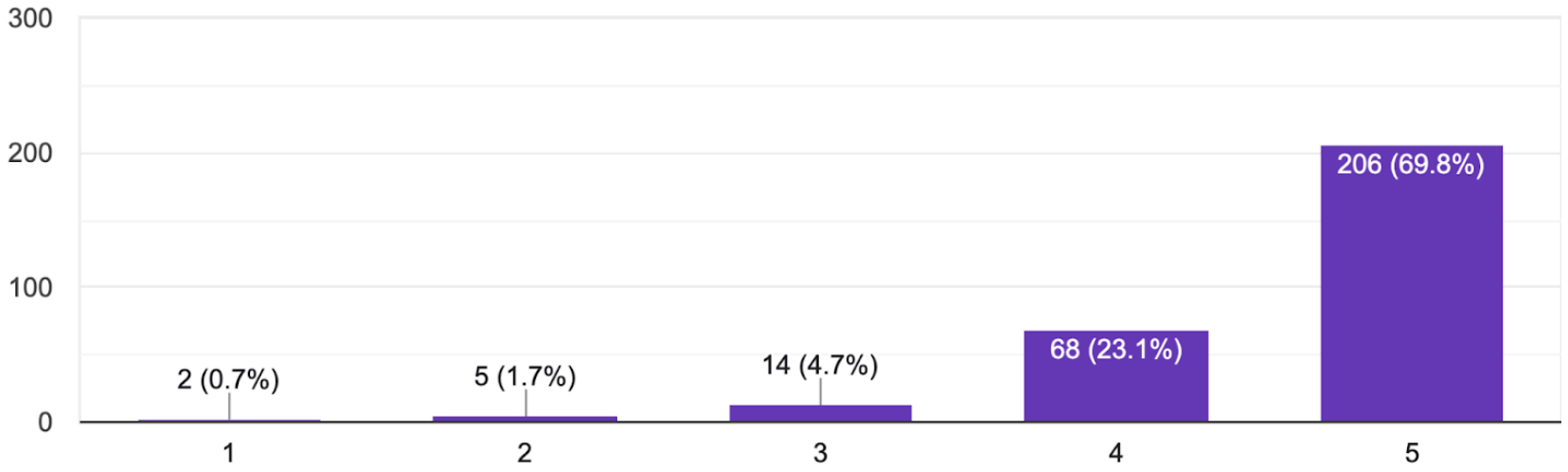
291 responses



	2023-2024
5	44.9%
4	31.3%
3	15.7%
2	4.5%
1	3.5%

If I have a problem, I have a colleague with whom I can talk.

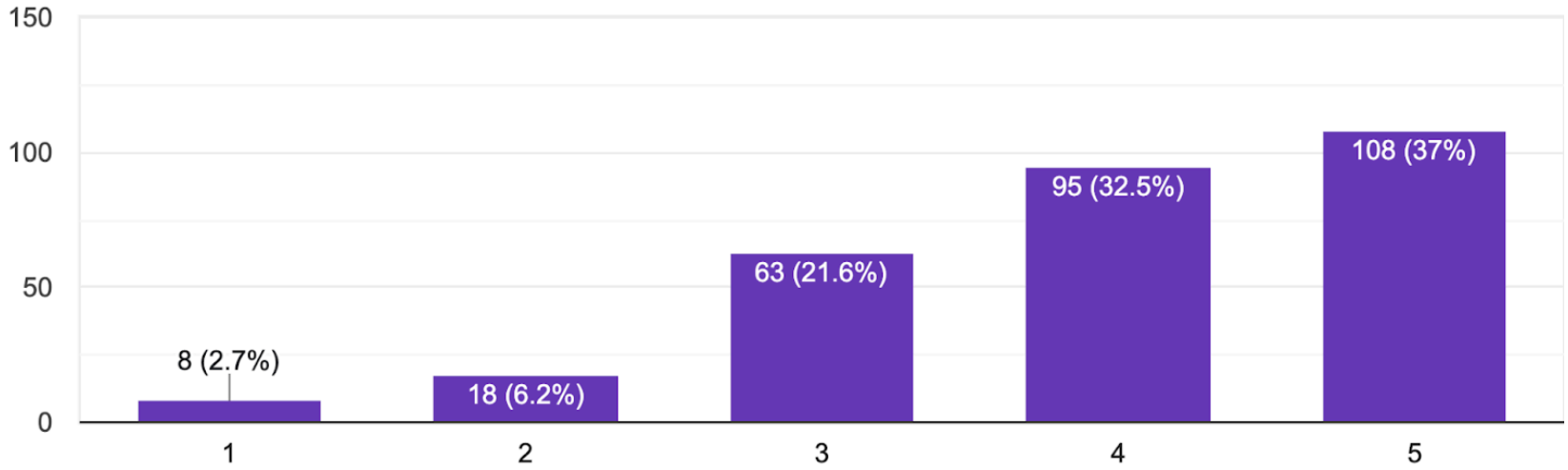
295 responses



	2023-2024
5	73.6%
4	19.8%
3	4.5%
2	1%
1	1.%

Our school celebrates accomplishments of the staff.

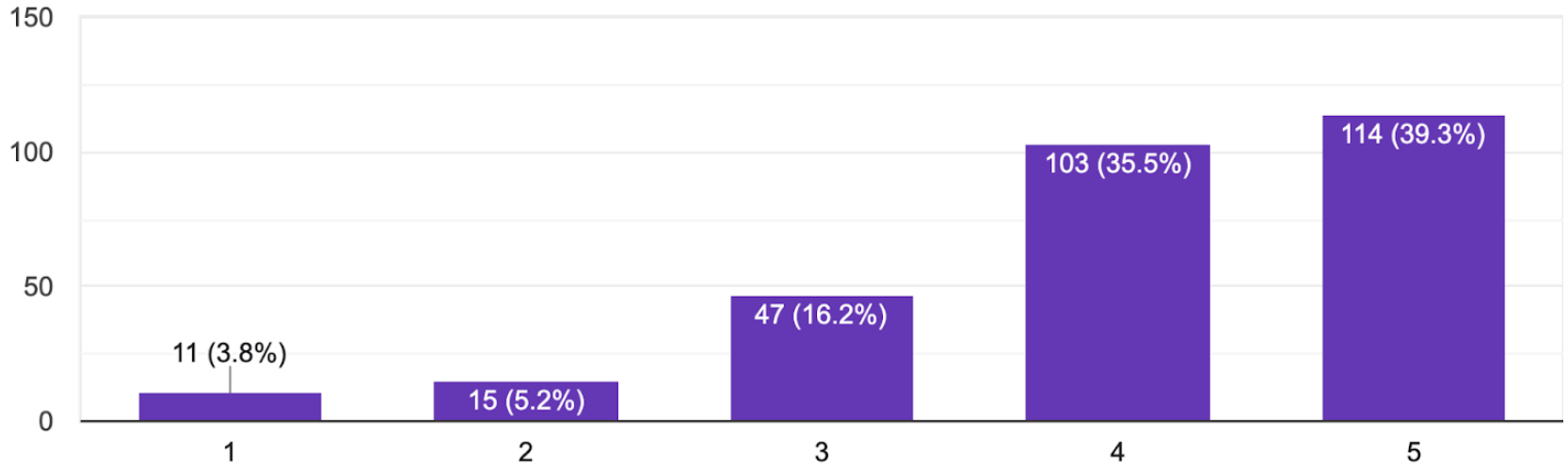
292 responses



	2023-2024
5	37.8%
4	32.7%
3	18.1%
2	8.4%
1	3.1%

Building administration is open to new ideas.

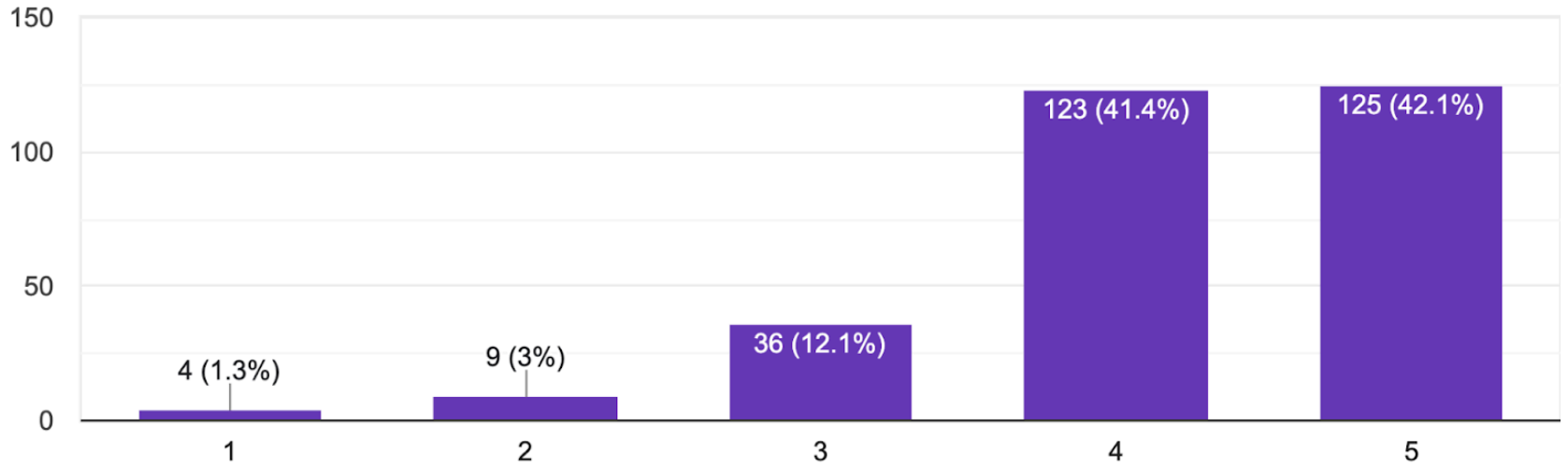
290 responses



	2023-2024
5	41%
4	37.4%
3	15.4%
2	4.4%
1	1.8%

Staff are supportive of one another.

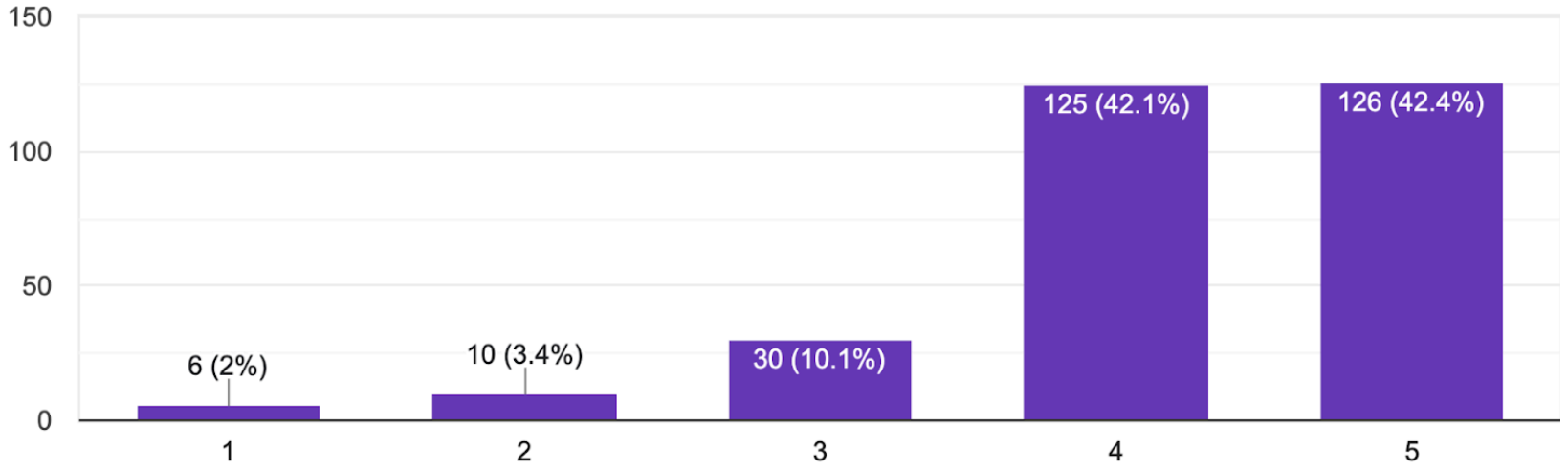
297 responses



	2023-2024
5	42.6%
4	38.3%
3	14%
2	3.8%
1	1.3%

My building/area of operation is a supportive and inviting place for staff to work.

297 responses



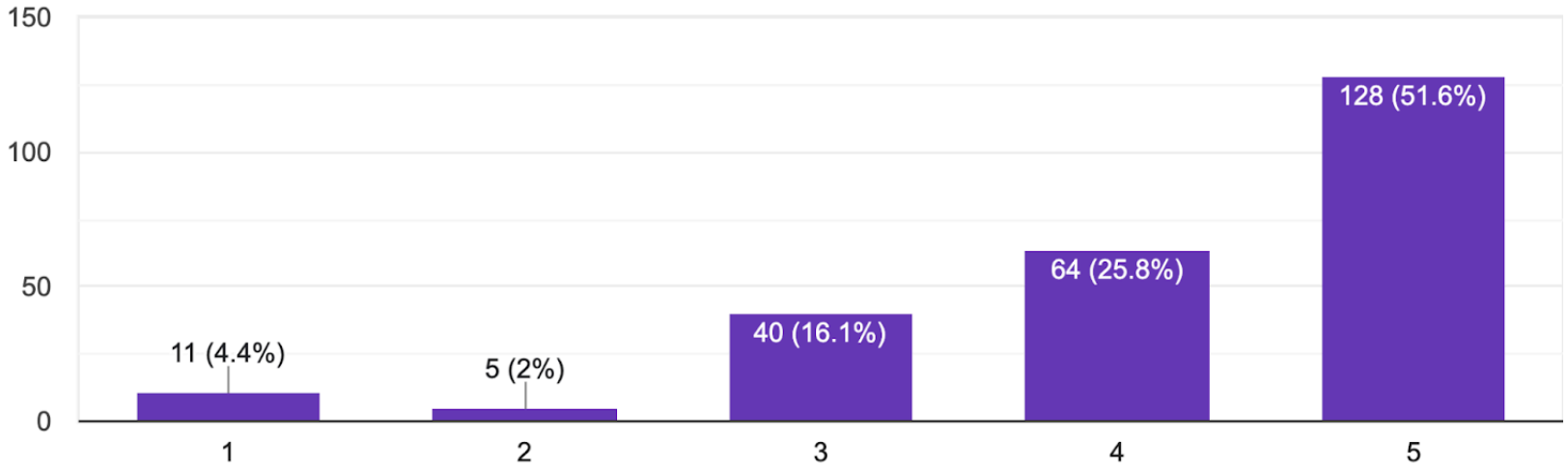
	2023-2024
5	45.7%
4	37.4%
3	11.9%
2	4%
1	1%

What could the WCSD do better to promote interrelationships among staff

Response Theme	Number of Responses
Address Building Morale	24
More collaboration time	14
Fairness amongst all	8
Not sure	7
Reduce Admin/staff conflict	4

My department chair keeps our department informed on the things discussed with administration.

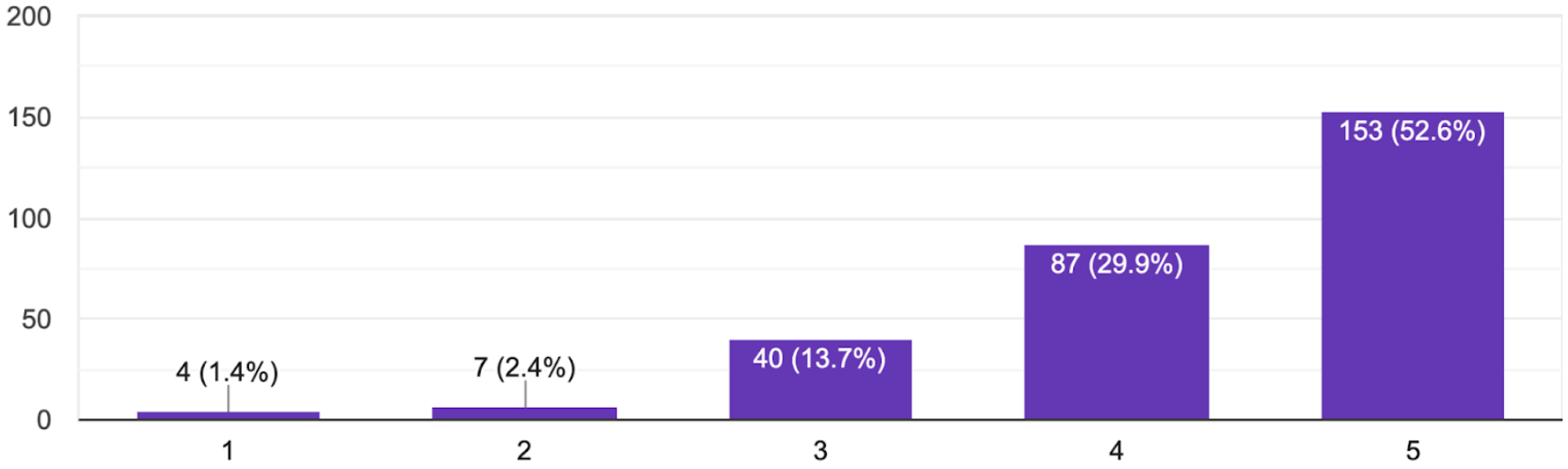
248 responses



	2023-2024
5	53.7%
4	24.5%
3	13.9%
2	3.8%
1	4.1%

Building administration is visible in our school.

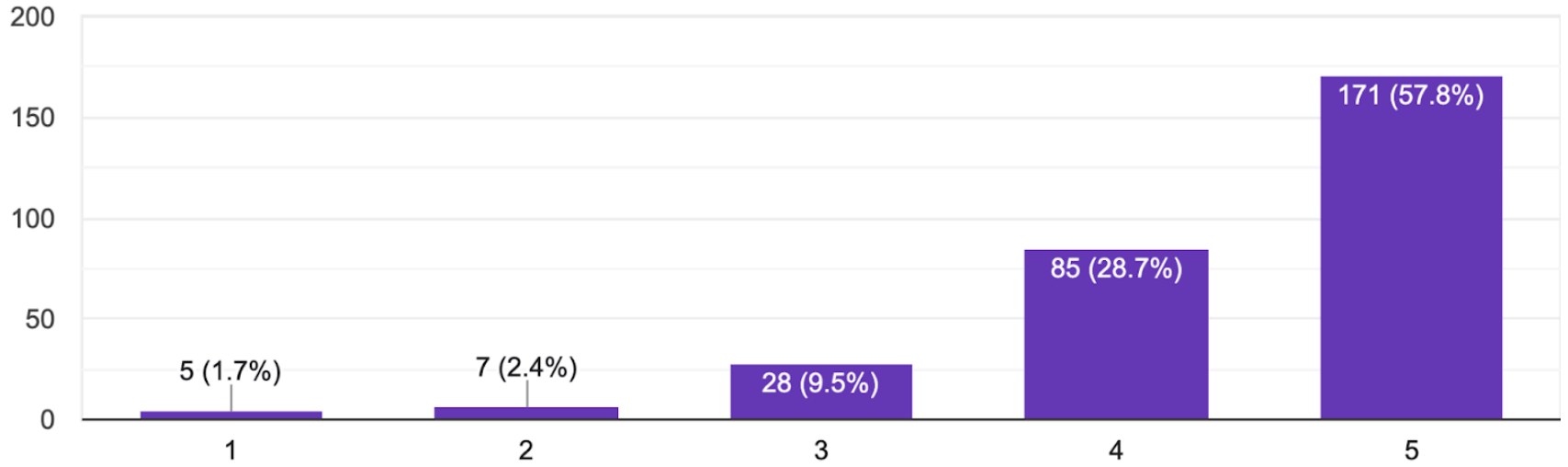
291 responses



	2023-2024
5	54.4%
4	26.4%
3	12.4%
2	4.9%
1	1.8%

Building administration is accessible to me.

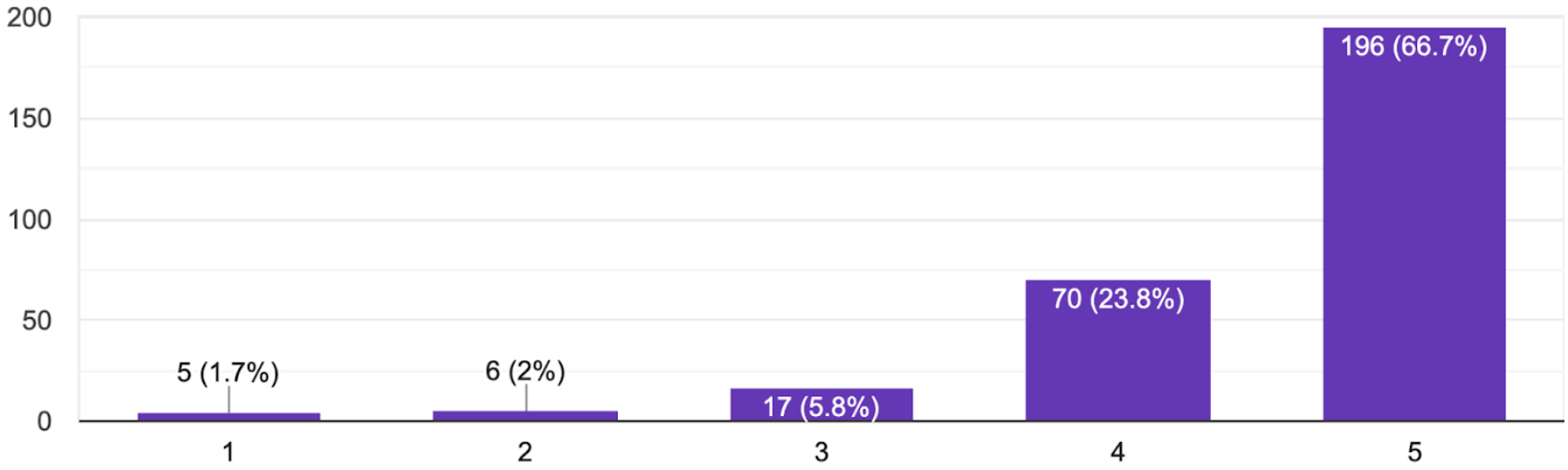
296 responses



	2023-2024
5	56.7%
4	26.5%
3	12.4%
2	3.6%
1	0.8%

I know where to refer to if I have a concern about a student.

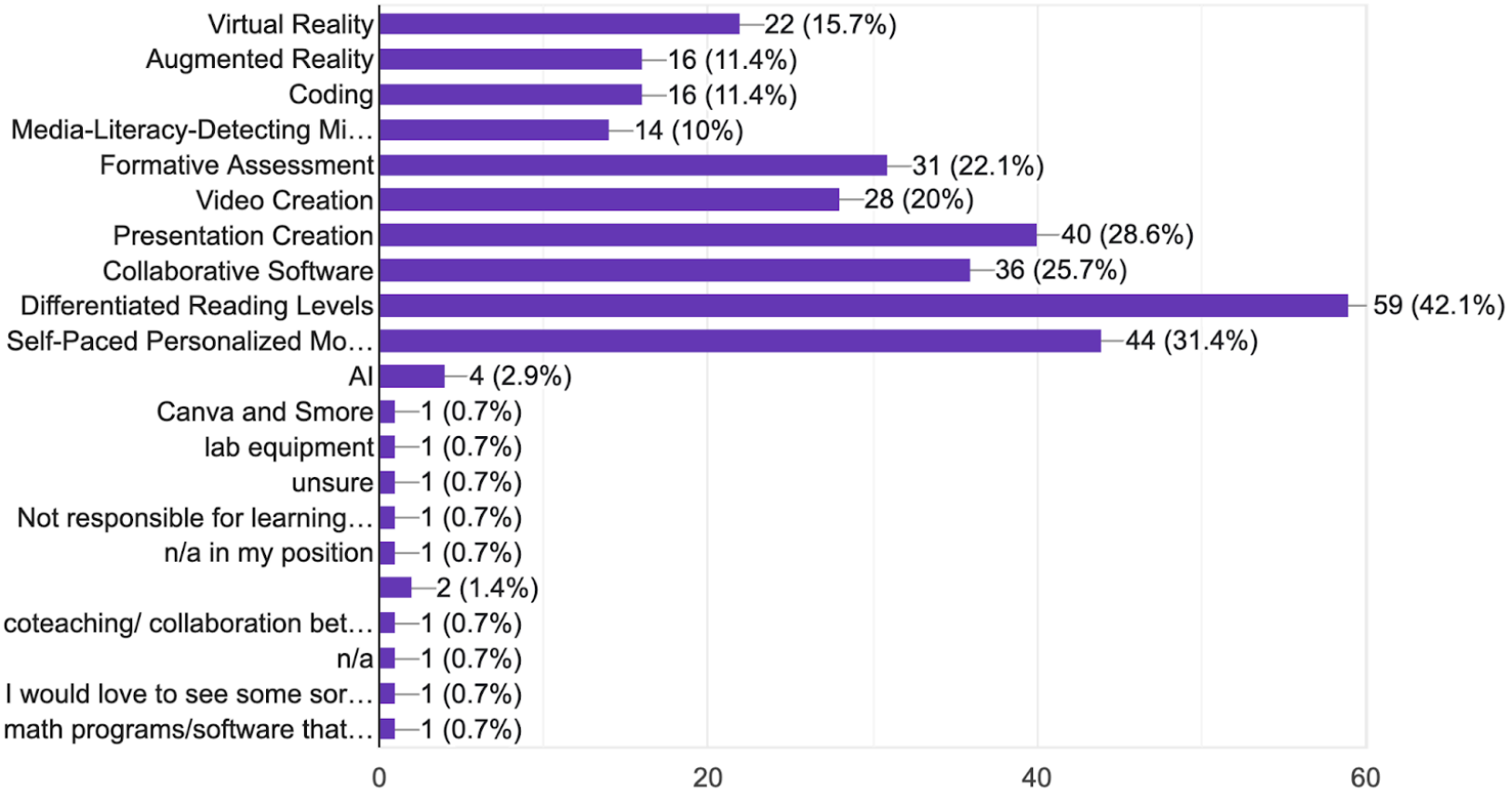
294 responses



	2023-2024
5	65.9%
4	23.8%
3	6.7%
2	3.6%
1	1.7%

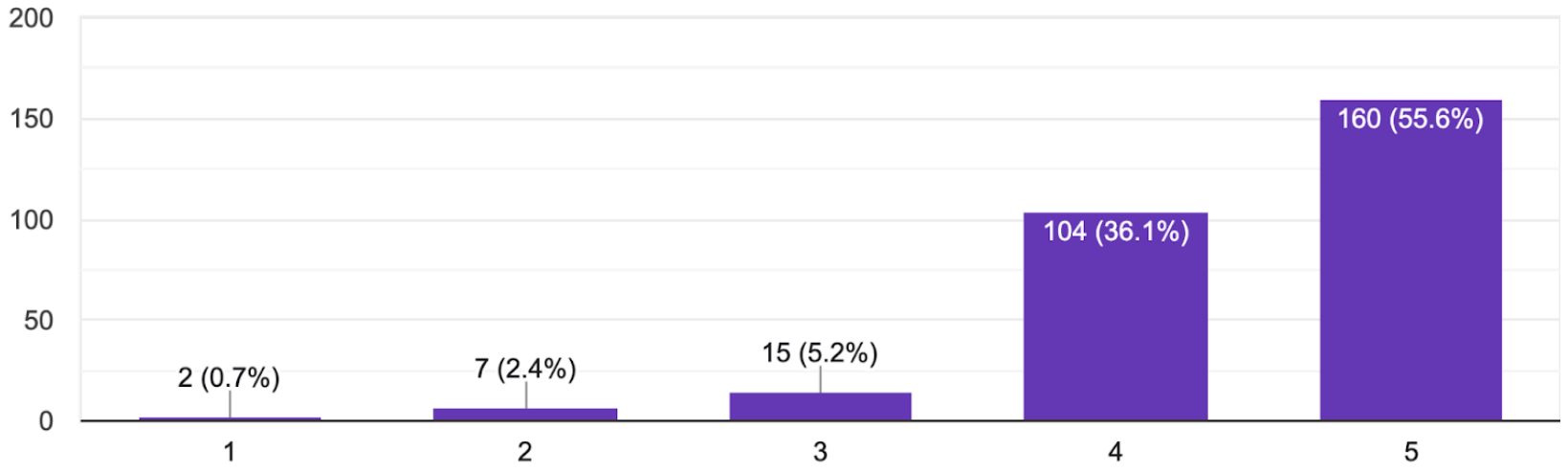
What technology-driven tools or resource would you like to use more often to improve learning outcomes for your students (check all that apply):

140 responses



Our school is a welcoming place for all families and values parents/guardians as partners in their child's education.

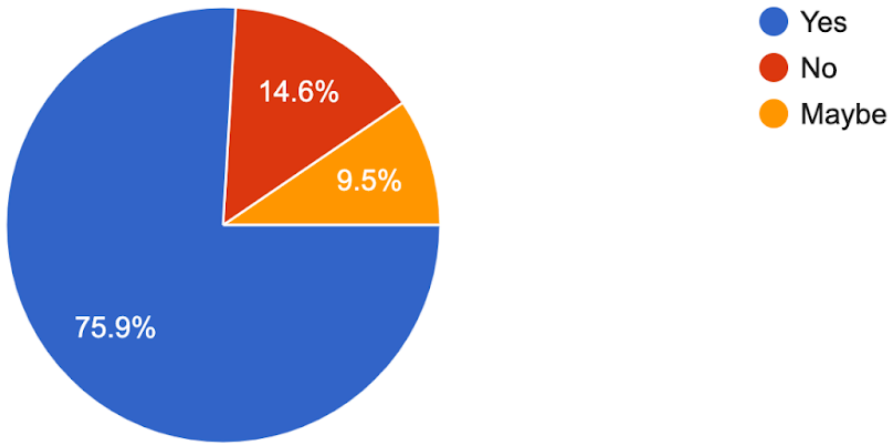
288 responses



	2023-2024
5	55.6%
4	36.1%
3	6%
2	2.1%
1	0.7%

I am aware of the 3 free mental health counseling sessions made available to all staff.

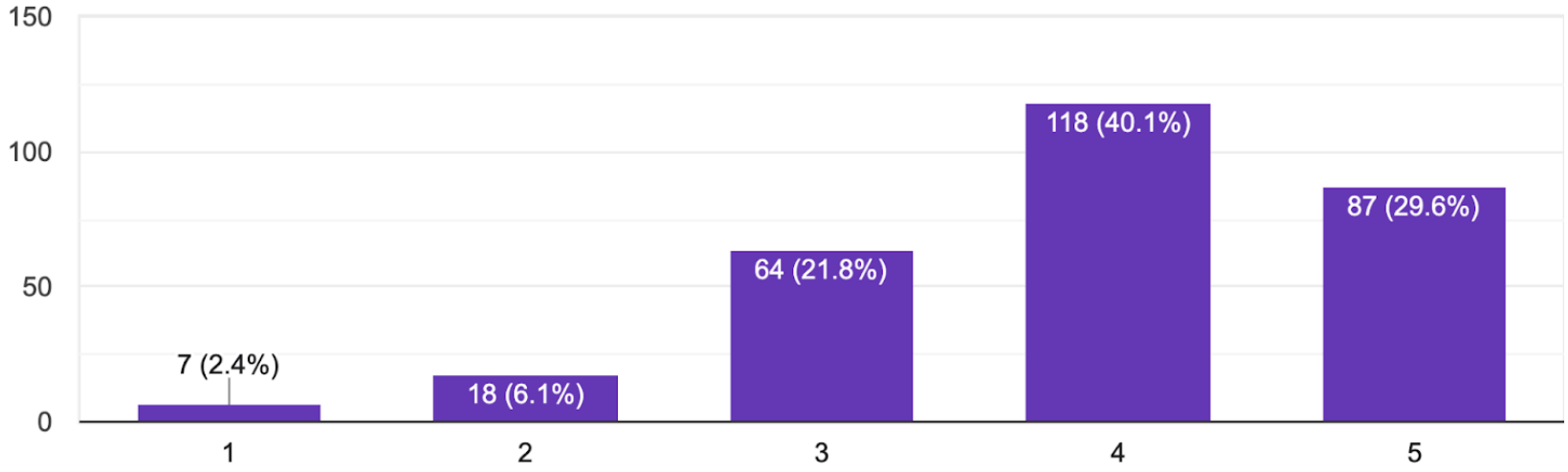
295 responses



	2023-2024
Yes	74.8%
No	17.1%
Maybe	8.1%

We communicate effectively in our building.

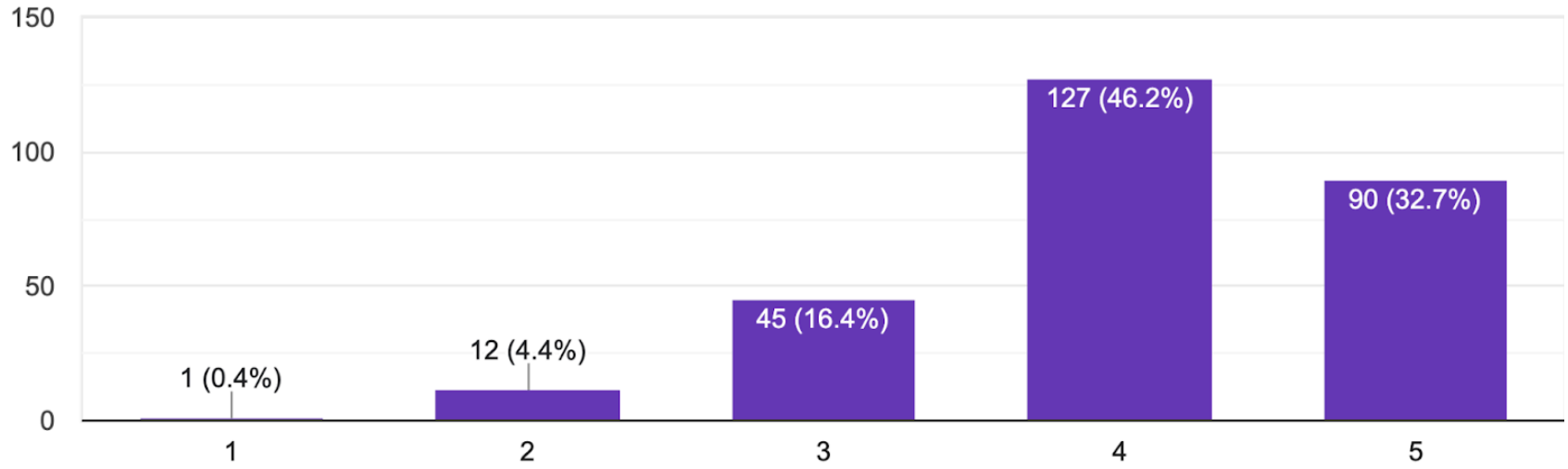
294 responses



	2023-2024
5	28.5%
4	38.9%
3	22.1%
2	8.7%
1	1.8%

Our district makes school improvement decisions based on child and adolescent development and student performance information.

275 responses



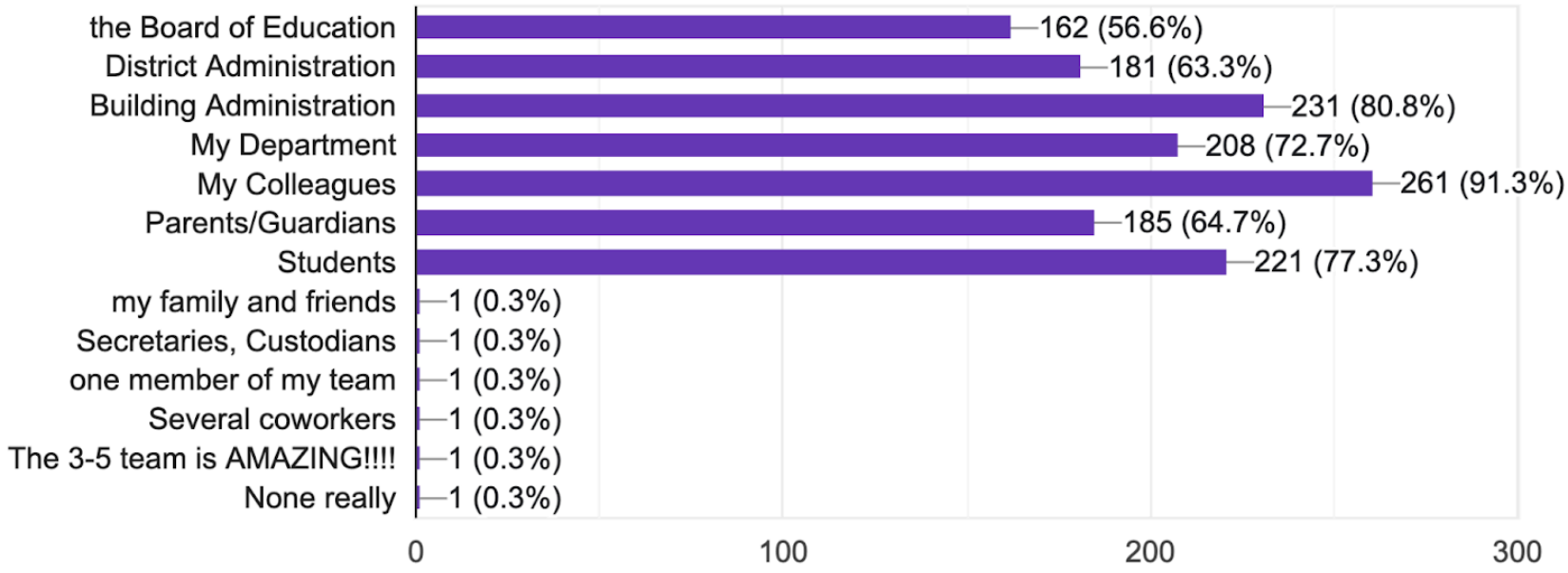
	2023-2024
5	39.7%
4	39.4%
3	17.5%
2	2.6%
1	0.4%

What can the Board of Education do to enhance the climate of support for the district?

Response Theme	Number of Responses:
Trust	5
Transparency	4
Hiring concerns	3
Nothing	2
Staff shortage	2
Support	2
Fairness	2

I feel valued by (check all that apply):

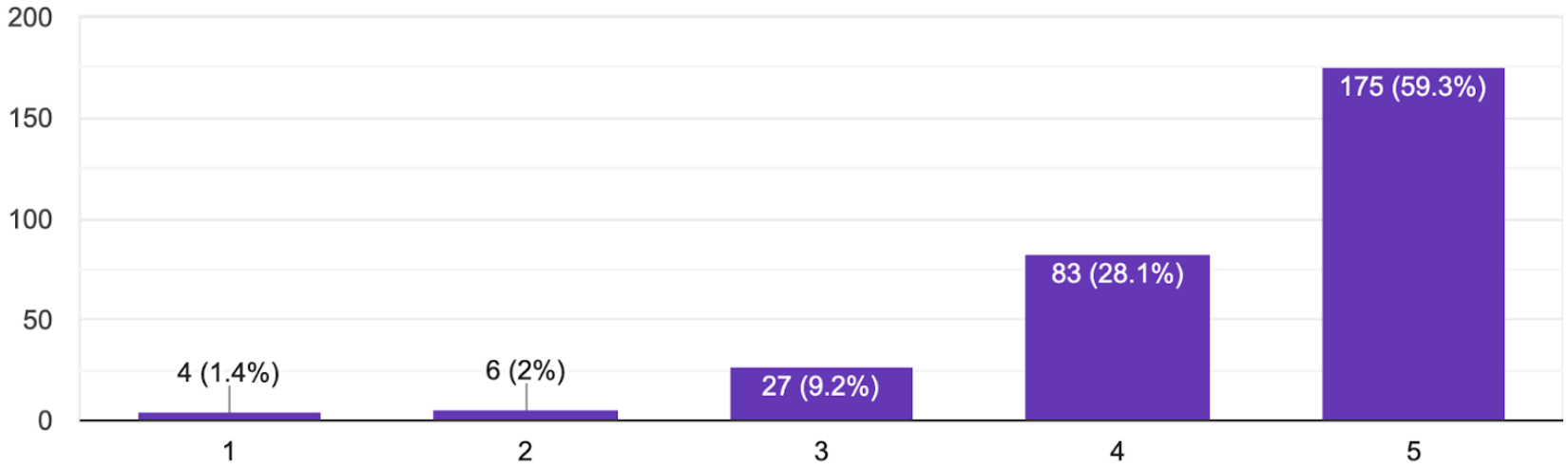
286 responses



	2023-2024
BOE	63.8%
District Admin	73.6%
Building Admin	77%
My Department	73.1%
My Colleagues	86.3%
Parents/Guardians	59.9%
Students	77.3%

I enjoy working in my building.

295 responses

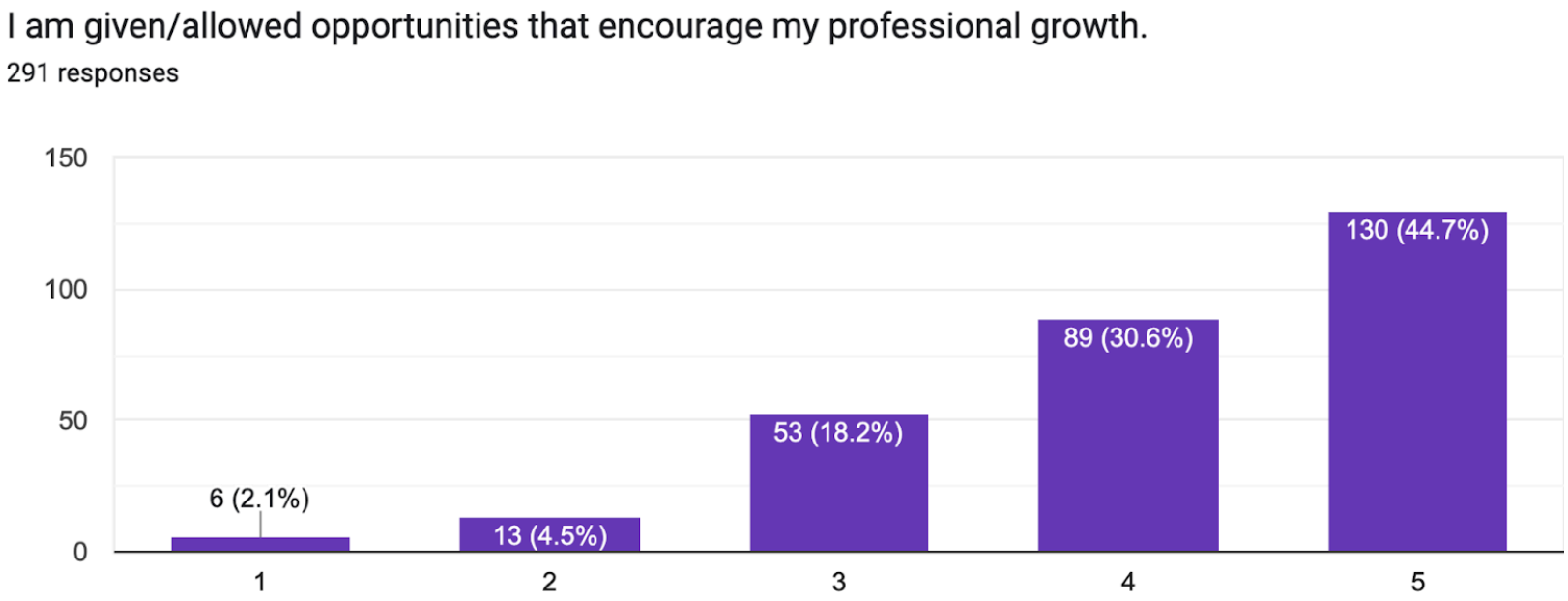


	2023-2024
5	62.6%
4	24.2%
3	9.8%
2	2.3%
1	1.4%

Please use the space below to provide additional information that would help us develop a better understanding of your answers in this section.

Response Theme	Number of Responses
Enjoy woking with their team	7
More support needed for student behavior	5
Not feeling valued	5
Administration fairness	4
Staff dont feel connected	3
Physical building	2

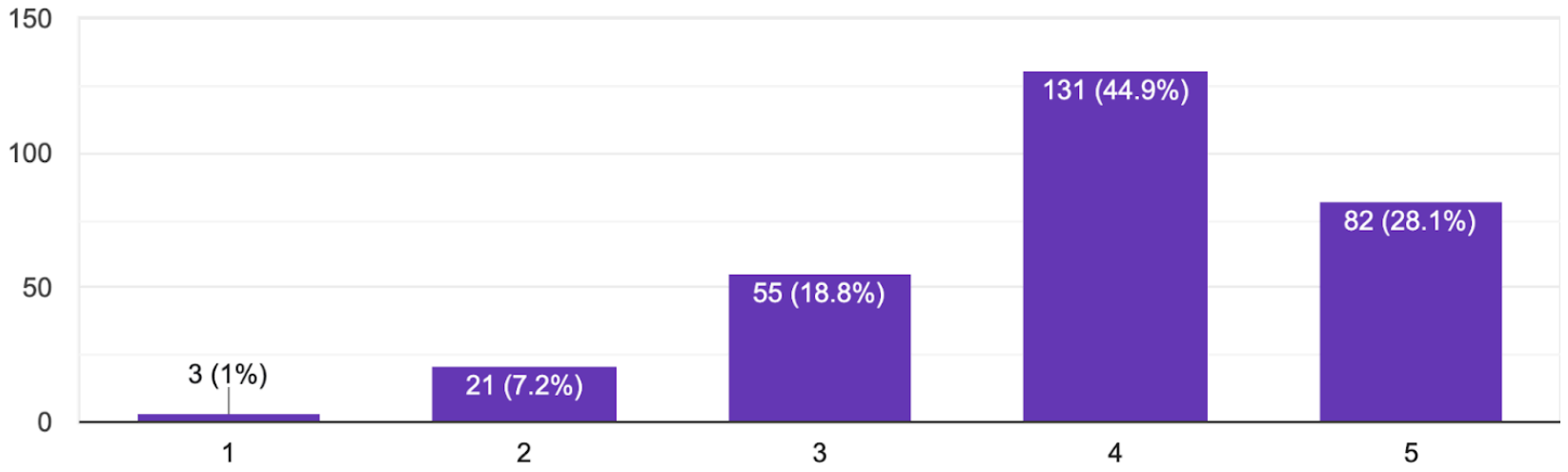
Challenged



	2023-2024
5	39.7%
4	33.3%
3	20.9%
2	5.1%
1	1%

How intellectually challenged are you in your current position?

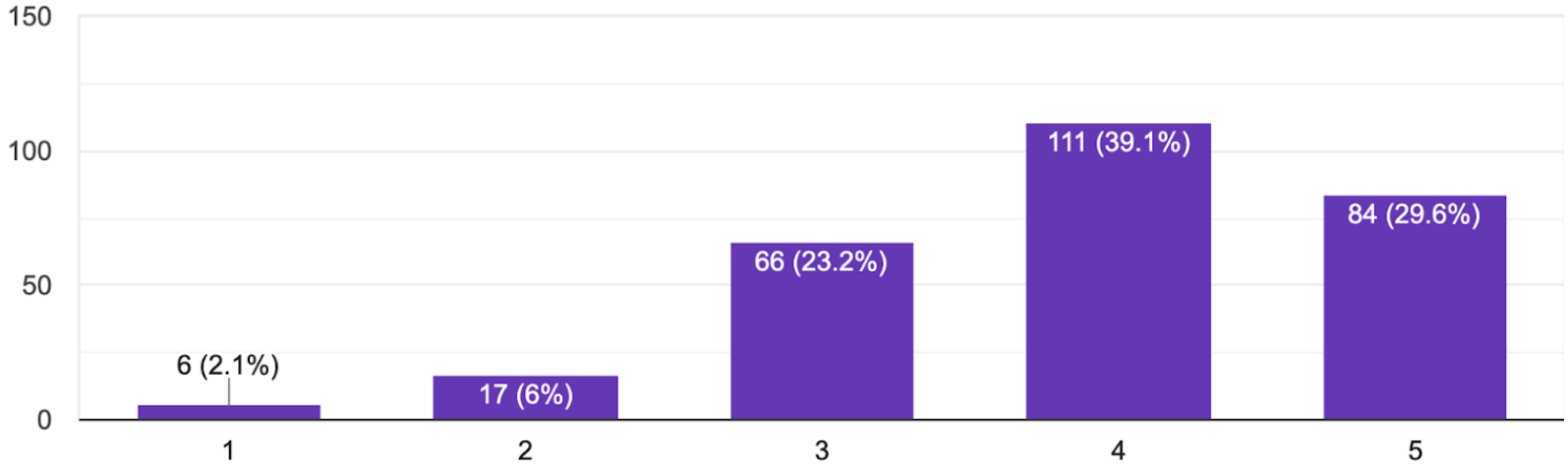
292 responses



	2023-2024
5	32.5%
4	40.1%
3	20.1%
2	5.1%
1	2.3%

I receive constructive feedback from colleagues.

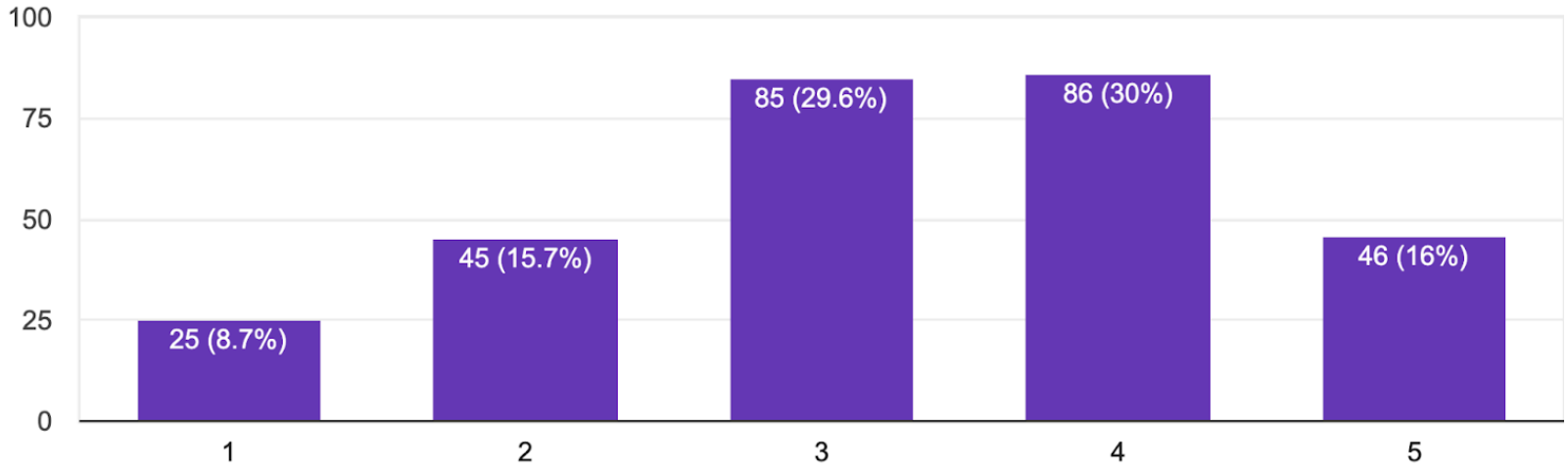
284 responses



	2023-2024
5	28.8%
4	39.1%
3	24.5%
2	5.4%
1	1.8%

The professional development offered by the district is valuable to my educational growth.

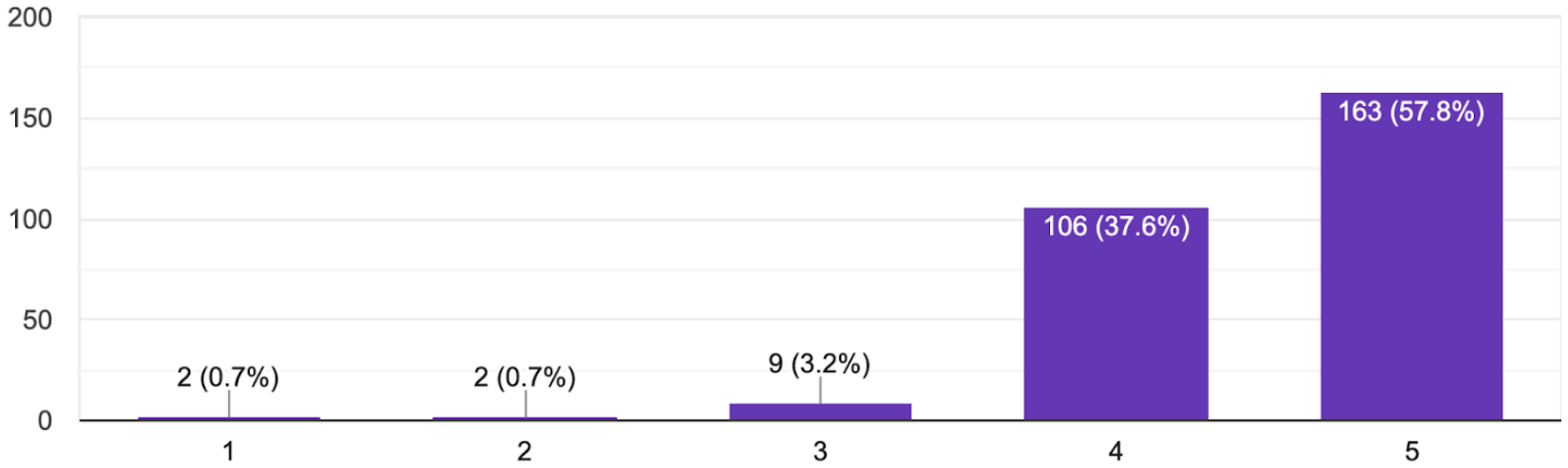
287 responses



	2023-2024
5	12.2%
4	24.7%
3	28.6%
2	20.8%
1	13.8%

I am open to new ways of teaching and/or engaging with students.

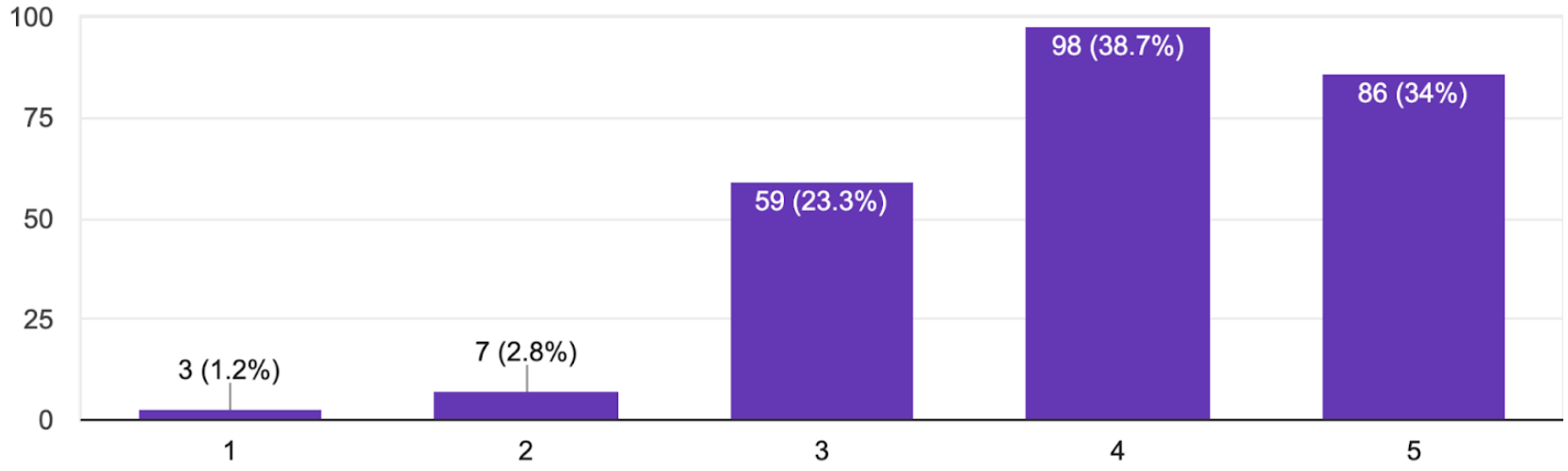
282 responses



	2023-2024
5	62.1%
4	30.4%
3	7.2%
2	0.3%
1	0%

Each teacher in our school has access to challenging, comprehensive curriculum in all content areas.

253 responses

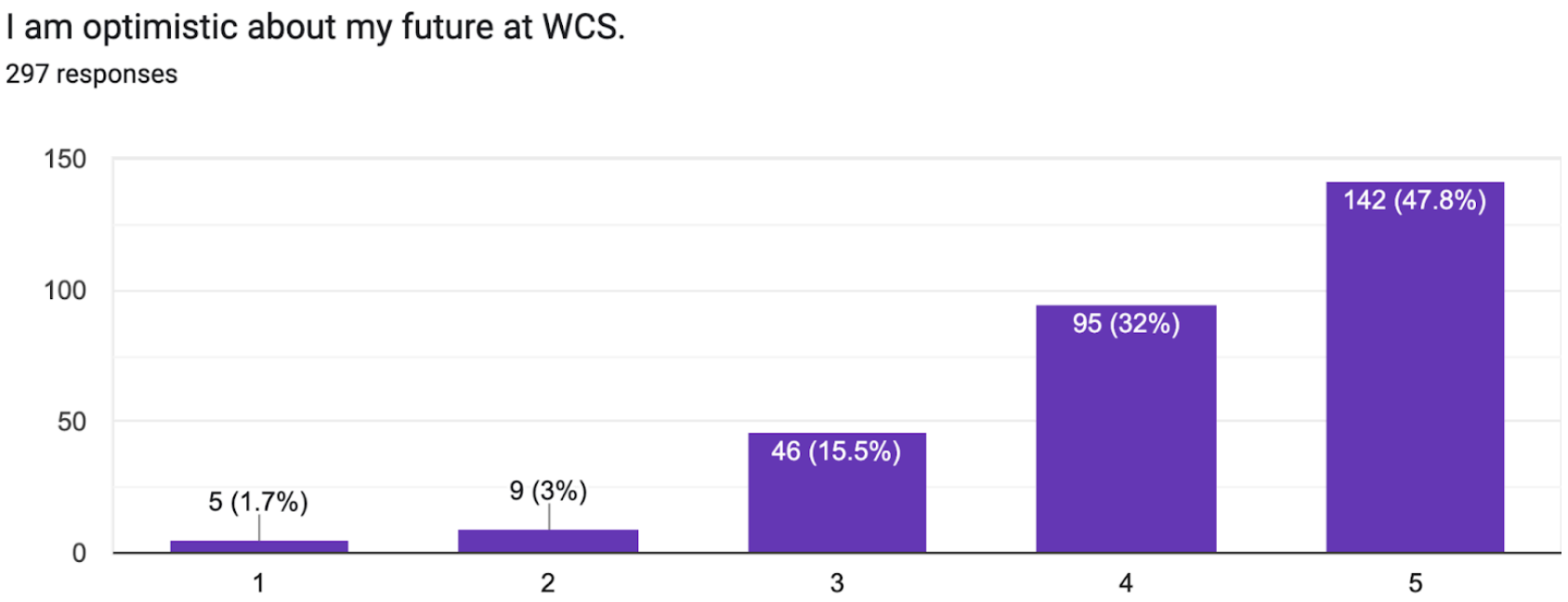


	2023-2024
5	28.4%
4	36.2%
3	26.7%
2	6.3%
1	2.3%

I am interested in the following topics for my professional development:

Response Theme	Number of Responses
New Teaching Techniques	13
Improved PD Day Topics (more relevelant to job)	8
More collaboration time	6
Providing Wellness	6
Trauma Informed	5
Training on Curriculum	4
Use of AI - learn how to use it	3
Support Staff PD more Relevant to job	3
CPR	2
Add More Focus on Special Needs Training	2
Executive Functioning	2

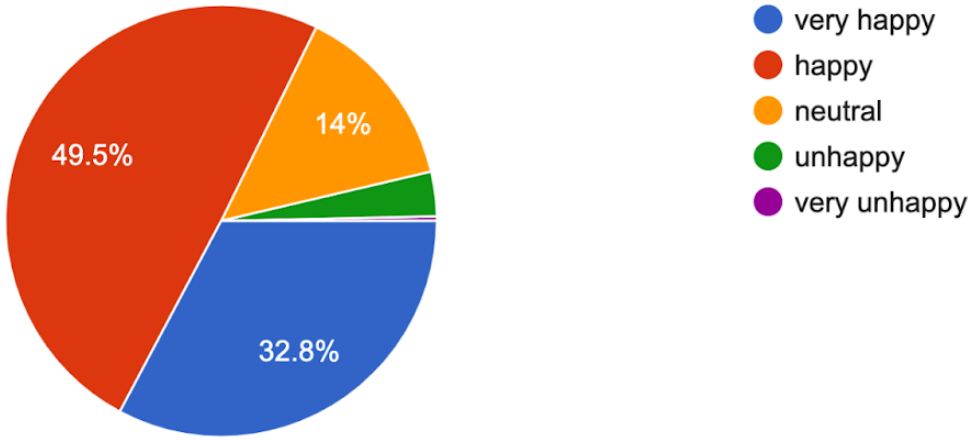
Final Section:



	2023-2024
5	57.4%
4	26.6%
3	11.2%
2	3%
1	1.8%

As it relates to my work, overall I would say I am:

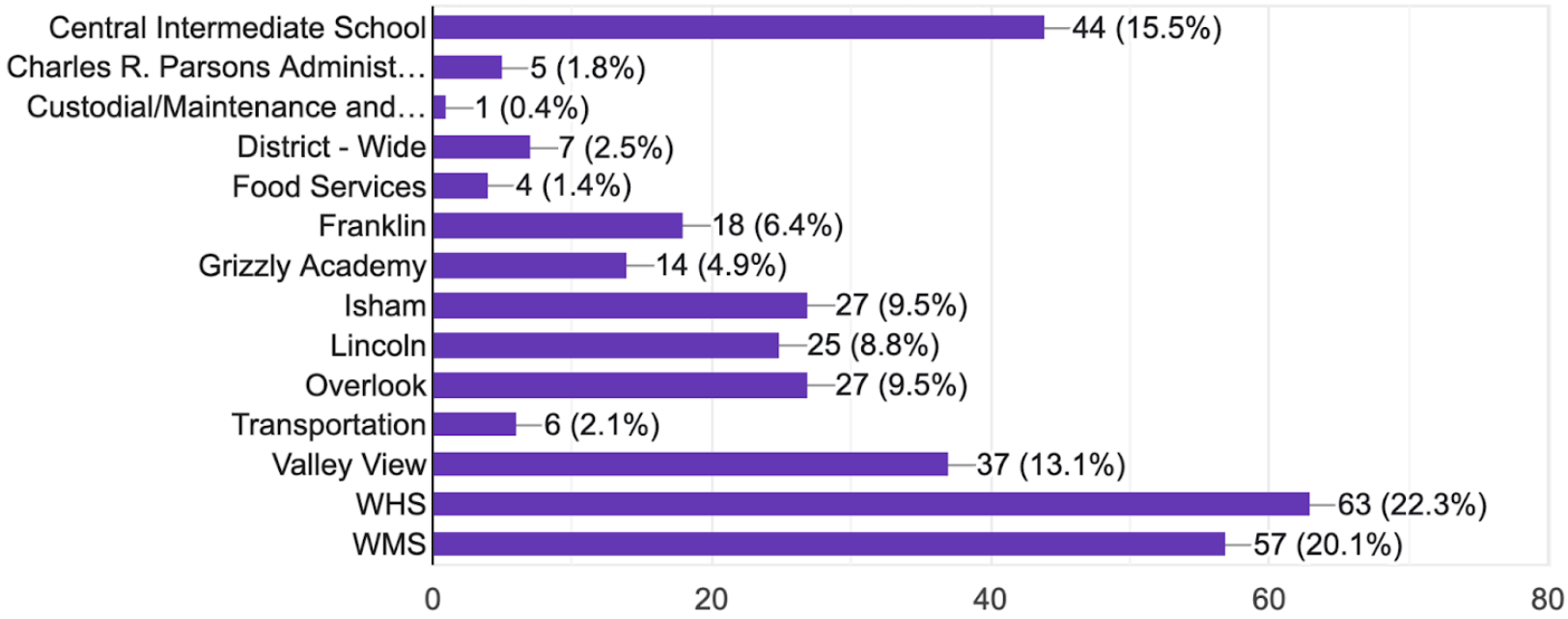
299 responses



	2023-2024
Very Happy	33.9%
Happy	49.5%
Neutral	11.6%
Unhappy	3%
Very Unhappy	2%

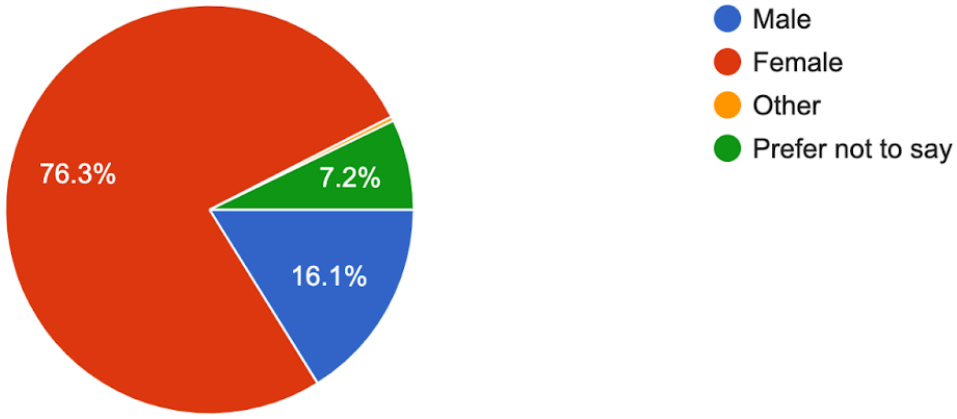
I work at the following building(s)/area(s) (please check all that apply)

283 responses



Gender

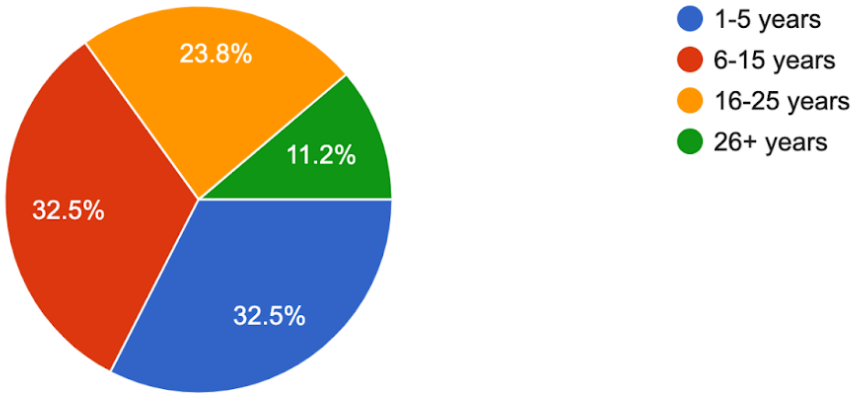
279 responses



	2023-2024
Male	18.9%
Female	74.1%
Other	0.3%
Prefer not to say	6.7%

Years within the district

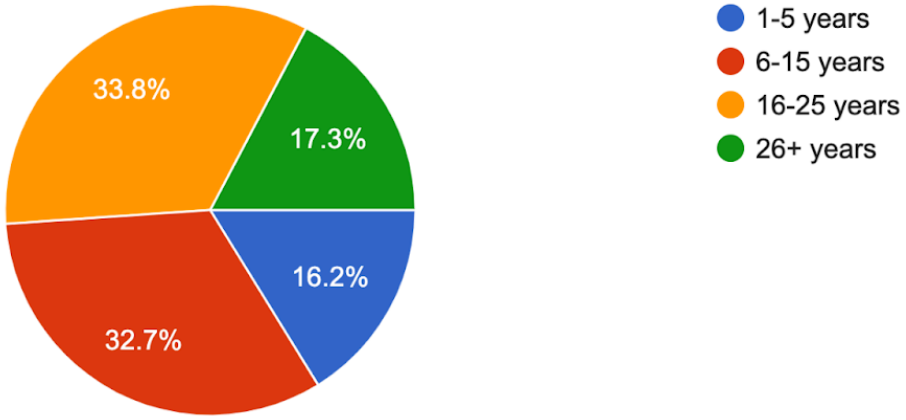
286 responses



	2023-2024
1-5 years	33.3%
6-15 years	32.5%
16-25 years	24.6%
26+ years	9.5%

Total years working in education

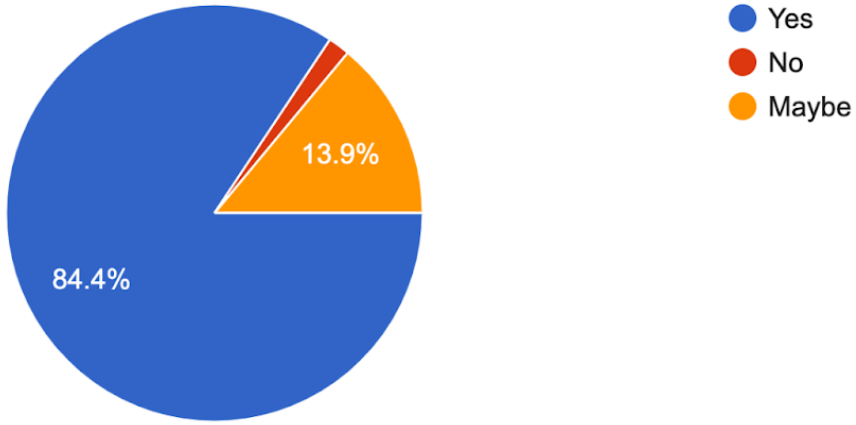
278 responses



	2023-2024
1-5 years	16.2%
6-15 years	32.7%
16-25 years	33.8%
26+ years	17.3%

I think it is important for staff to be provided a survey like this.

294 responses



	2023-2024
Yes	85.5%
No	1%
Maybe	13.5%

Please provide any additional comments you have in relation to our efforts of creating a work environment where staff are healthy, safe, engaged, supported and challenged.

Response Theme:	Number of Responses:
Thank you for asking	11
I love working at WCS	6
Don't like flex pass	5
Teaching as a career has become very stressful (even when you love it)	3

I love teaching students	2
Please continue to give this survey	2
Students behaviors have increased	2
Students motivation/perseverance has decreased	2

Book	Policy Manual
Section	Ready for Production November 2024
Title	Copy of PERSONAL COMMUNICATION DEVICES
Code	po5136
Status	
Adopted	November 19, 2007
Last Revised	November 20, 2017

5136 - **PERSONAL COMMUNICATION DEVICES**

Students may use personal communication devices (PCDs) according to the rules established in their school as ~~and~~ identified in the school's student handbook. The said rules must emphasize personal communication device use be as limited as possible during school hours in an effort to reduce personal communication device-related distractions in classroom settings. The said rules may allow a student to use personal communication devices as part of a class for student learning when approved by the student's teacher. In addition, students will be permitted to use personal communication devices to monitor or address a health concern, or other uses as identified in a student's individual education program developed under Chapter 3323 of the Revised Code or plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

For purposes of this policy, "personal communication device" (PCD) is defined in Bylaw 0100 - Definitions. ~~includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), smartwatches, and/or other web-enabled devices of any type.~~ Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and Principal are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

~~Students are expressly prohibited from using covert means to listen in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.~~

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Board Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal or Superintendent.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

This policy shall be posted prominently on the District's website and in a central location in each school building and made publicly available upon request.
Revised 7/14/09
Revised 10/14/13

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Book	Policy Manual
Section	Vol. 43, No. 1 - UGG EDGAR Revisions - October 2024 OH
Title	Vol. 43, No. 1 - UGG EDGAR Revisions - October 2024 OVERVIEW
Code	01 - OVERVIEW
Status	From Neola

OHIO LOCAL UPDATE OVERVIEW AND COMMENTS

VOLUME 43 NUMBER 1 - UGG/EDGAR REVISIONS

OCTOBER 2024

This UGG/EDGAR Revisions Update is issued to Neola Clients in response to the April 2024 release of revisions to the Uniform Grant Guidance regulations.

The Office of Management and Budget ("OMB") revised several parts of the OMB Guidance for Grants and Agreements, now called the OMB Guidance for Federal Financial Assistance, located in Title 2 of the Code of Federal Regulations ("CFR"). When the Office of Management and Budget ("OMB") officially released revisions to the Uniform Guidance all Federal agencies, including the Department of Education ("ED"), were to ensure the 2024 revisions were effective for all Federal awards issued on or after October 1, 2024. However, per ED's guidance, recipients of Federal fiscal year 2024 State-administered formula grants (such as Title I and IDEA-B) issued on or after July 1, 2024, could implement the revised 2024 Uniform Guidance effective July 1, 2024, provided that they have revised any applicable State policies and procedures.

The Ohio Department of Education & Workforce ("DEW") has indicated that July 1 is the 2024 Uniform Guidance revision’s effective date.

For Federal grants issued prior to July 1, 2024, and the close-out spending and reporting, the earlier regulations and policies should remain in effect through September 30, 2024, unless notified otherwise by the awarding agency or DEW.

OMB revised its guidance and the regulations in 2 C.F.R. for the purpose of:

- incorporating statutory requirements and administration priorities;
- reducing agency and recipient burden;
- clarifying sections that recipients or agencies have interpreted in different ways; and
- rewriting applicable sections in plain language, improving flow, and addressing inconsistent use of terms within the guidance.

OMB's revisions are intended to improve Federal financial assistance management, transparency, and oversight through more accessible and easily understandable guidance.

Neola has conducted a thorough review of policy and administrative guideline templates and is providing appropriate revisions and additions in this special update to assist districts in meeting compliance standards put forth by OMB. Policy documents in this special update have been reviewed by Brustein & Manasevit, PLLC Attorneys at Law, and by Ennis Britton Co., L.P.A. for consistency with Federal and State law, respectively.

Significant work, however, will be necessary for each district to draft and/or revise the required procedures for a variety of functions. Neola will, upon request, process and post districts' procedures/manuals as electronic links to provide for convenient flow from policy to administrative guidelines to district procedure.

This Update includes the following documents:

Policy 1130/3113/4113 – Conflict of Interest

Policy 6110 – Grant Funds
Policy 6111 – Internal Controls
Policy 6112 – Cash Management of Grants
Policy 6114 – Cost Principles – Spending Federal Funds
Policy 6325 – Procurement – Federal Grants/Funds
Policy 6550 – Travel Payment & Reimbursement/Relocation Costs

Policy 7310 – Disposition of Surplus Property
Policy 7450 – Property Inventory

AG 6325 - Procurement - Federal Grants/Funds
AG 6550 - Travel Payment and Reimbursement/Relocation Costs

AG 7450 - Property Inventory

If you have questions about any of these Update materials, please contact your Neola Associate. All production-related materials and questions should be directed to the Production Office - Coshocton at 632 Main Street, Coshocton, Ohio 43812 (phone: 800-407-5815, email: production@neola.com). Billing and other questions should be directed to the Business Office - Stow at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone: 330-926-0514, fax: 330-926-0525, email: accounts@neola.com).

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised DEFINITIONS
Code	po0100
Status	
Adopted	November 19, 2007
Last Revised	May 13, 2019

Revised Bylaw - Vol. 43, No. 1

0100 - **DEFINITIONS**

Whenever the following items are used in these ~~( ) bylaws and policies~~ **(x)** bylaws, policies, and administrative guidelines, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

Apps and services ("apps/services") are software (i.e., computer programs and applications) that support the interaction of personal communication devices (as defined in Bylaw 0100, below~~above~~) or technology resources (as defined by Bylaw 0100, below) or information resources (as defined by Bylaw 0100, below) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from, and among and between~~,~~ staff, students~~,~~ and parents, Board members and/or other stakeholders, and members of the community.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified Employee

An employee who provides support to the District's program and whose position does not require a professional license.

Compulsory School Age

A child between six (6) and eighteen (18) years of age or a child under six (6) years of age who has been enrolled in kindergarten unless at any time the child's parent or guardian, at the parent's or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten.

District

The School District.

Due Process

The safeguards to which a person is entitled in order to protect their rights.

Educational Service Center Superintendent [LOCAL]

The Superintendent of Schools for the _____Medina County___ Educational Service Center Schools.

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual, or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes, but is not limited to, electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting, or retrieving electronic communications.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any prearranged discussion of the Board's public business by a majority of Board members.

Parent

The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise. When a student is the subject of a power of attorney or caretaker authorization affidavit executed by the student's grandparent(s), the term parents shall also refer to the grandparent designated as the attorney-in-fact under the power of attorney or the grandparent who executed the affidavit.

[DRAFTING NOTE: MAKE ONE (1) CHOICE UNDER OPTION #1 (REGARDING GRANDPARENT RIGHTS UNDER POWER OF ATTORNEY) AND ONE (1) CHOICE UNDER OPTION #2 (REGARDING GRANDPARENT RIGHTS UNDER A CARETAKER AUTHORIZATION AFFIDAVIT)

[OPTION 1]~~OPTION #1~~

X] Although the grandparent shall have rights and responsibilities with regard to the care, physical custody, and control of the student, including the ability to enroll the student in school, to obtain from the District educational or behavioral information about the student, consent to all school-related matters, and consent to medical, psychological, or dental treatment for the student, the power of attorney does not convey legal custody of the grandchild to the grandparent and does not affect the rights of the parent, guardian, or custodian of the student in any future proceeding concerning the custody of the student or allocation of parental rights and responsibilities for the care of the student.

~~**OR**~~

~~**[ ]** Although the grandparent is authorized to provide consent in all school-related matters and to obtain from the school district educational and behavioral information about the student, the power of attorney does not preclude the parent, guardian or custodian of the child from having access to all school records pertinent to the child.~~

[END OF OPTION 1]

[OPTION 2]~~OPTION #2~~

~~[Likewise, although the grandparent shall have rights and responsibilities with regard to the care, physical custody, and control of the student, including the ability to enroll the student in school, to discuss with the District the student's educational progress, consent to all school related matters, and consent to medical, psychological, or dental treatment for the student, the caretaker authorization affidavit does not convey legal custody of the grandchild to the grandparent and does not affect the rights of the student's parents, guardian or custodian regarding the care, physical custody, and control of the child.~~

~~OR~~

X] Likewise, although the grandparent is authorized to provide consent in all school-related matters and to discuss with the school district the student's educational progress, the caretaker authorization affidavit does not preclude the parent, guardian or custodian of the child from having access to all school records pertinent to the child.

[END OF OPTION 2]

~~NOTE:~~ END OF OPTIONS]

R.C. 3313.64, 3109.52, 3109.65

Personal Communication Devices

Personal communication devices ("PCDs") are electronic communication devices powered by batteries or electricity that are capable of receiving, transmitting, or receiving and transmitting communication between individuals or groups that are not issued by the District for the purpose of instruction. Examples of PCDs include computers, laptops, tablets, e-readers, cellular telephones~~cellular/mobile phones~~, smartphones, gaming devices, smartwatches and other wearable technology, and~~( ) telephone paging devices (e.g., beepers or pagers), ( ) and/or~~ other web-enabled devices used to communicate~~of any type~~. R.C. 3313.753

Policy

A general, written statement by the Board of Education which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The President~~chief executive officer~~ of the Board of Education. (See Bylaw 0152 - Officers~~0173 - Board Officers~~)

Principal

The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies delegation of designated responsibilities to appropriate members of the principal's staff.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the Ohio State Board of Education~~Division of Teacher Education and Licensing~~.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

~~Secretary~~

~~The chief clerk of the Board of Education.~~

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Snapchat, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

The chief executive officer of the School District. In policy, implies delegation of responsibilities to appropriate staff members.

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Textbook

This word is used to describe the learning material duly adopted and required as standard work for the study of a particular subject. It may be bound and printed with a hard or soft cover, or it may be electronic, e.g., computer software, interactive videodisc, magnetic media, CD ROM, computer courseware, online service, electronic medium, or other means of conveying information.

Treasurer

The chief fiscal officer of the District.

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0152 - Officers~~0173 - Board Officers~~)

Voting

A vote at a meeting of the Board of Education. The law requires that Board members must be physically present in order to have their vote officially recorded in the Board minutes. R.C. 3313.18, 3313.20

Citations to Ohio Statute are noted as R.C. (Revised Code). Citations to Rules of the State Board of Education are noted as A.C. (Administrative Code). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C.

R.C. 3109.52, 3109.65
R.C. 3313.18, 3313.20, 3313.64, 3313.753

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Legal R.C. 3109.52, 3109.65
R.C. 3313.18, 3313.20, 3313.64, 3313.753

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised OATH
Code	po0142.1
Status	
Adopted	November 19, 2007

Revised Bylaw - Vol. 43, No. 1

0142.1 - **OATH**

Each member of the Board shall, before entering the~~his/her~~ duties of office, take an oath to support the Constitution of the United States and the Constitution of the State of Ohio and to ~~perform~~ faithfully and impartially perform the duties of the~~his/her~~ office.

~~X] The oath of office shall be administered to new members by the Treasurer or a member of the Board.~~

[Cross References:
po0151
po0152]

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Legal	R.C. 3313.10
Cross References	po0151 - ORGANIZATIONAL MEETING po0152 - OFFICERS

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised ORGANIZATIONAL MEETING
Code	po0151
Status	
Adopted	November 19, 2007

Revised Bylaw - Vol. 43, No. 1

0151 - **ORGANIZATIONAL MEETING**

The Board of Education shall organize annually at a meeting held during the first fifteen (15) days of January. No later than December 31st of the previous year, the Treasurer shall survey the members of the new Board and establish the date, time, and place of the organizational meeting~~on a date set by the Treasurer, no later than December 31st of the previous year~~. The Board shall appoint a President Pro Tem who shall serve as presiding officer until the election of the **(** X**)** Board President ~~**( )** Board President and Vice President~~~~for the organizational meeting~~. The Board shall organize by electing one of its members the President and another the Vice-President. (See Bylaw 0152 - Officers)~~R.C.3313.14~~

[Cross References:
po0142.1
po0152
po0163]

R.C. 3313.14

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Legal	R.C. 3313.14
Cross References	po0142.1 - OATH po0152 - OFFICERS po0163 - PRESIDING OFFICER

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised OFFICERS
Code	po0152
Status	
Adopted	November 19, 2007

Revised Bylaw - Vol. 43, No. 1

0152 - **OFFICERS**

The Board of Education shall elect, from among its members, a President and Vice-President. Such election shall occur at the annual organization meeting. (See Bylaw 0151 - Organizational Meeting)

A. The President of the Board shall:

1. preside at all public meetings of the Board; (See Bylaw 0163 - Presiding Officer)
2. call special meetings of the Board (R.C. 3313.16);
3. appoint all committees;
4. sign notes, minutes, conveyances, contracts, and other legal instruments for which the signature of the President is called (R.C. 3313.51, 3315.08);
5. assist in the preparation of the Board agenda.

B. The Vice-President shall assume and discharge the duties of the President in the event of absence, disability, or disqualification.

C. A committee chairperson shall call meetings of the committee, keep informed on developments in activities under the committee's jurisdiction, and report to the Board for the committee.

Board Officers shall be elected by a majority vote of all members. Any member of the Board may nominate either themselves or another member for office.

~~The organizational meeting shall be called to order by the President Pro Tem who shall act as presiding officer.~~

~~**[ ]** The oath of office shall be administered to new members by the Treasurer or a member of the Board. R.C. 3313.10~~

~~The Board shall then proceed to the election of a President~~

~~**( )** who may then take the chair.~~

~~and a Vice-President.~~

~~**( )** The President shall then take the chair.~~

~~Elections of officers shall be by roll call majority vote of members physically present taken by the Treasurer.~~

~~Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who receive the greatest number of votes.~~

Officers shall serve for one (1) year and until their respective successors are elected and shall qualify~~.~~ (R.C. 3313.14).

In the event that the office of President becomes vacant, the Vice-President shall succeed the President and the position of Vice-President shall be filled in the same manner as the election conducted at the organizational meeting.

[Cross References:
po0100
po0151
po0163
po0165]

R.C. 3313.14, 3313.16, 3313.51
R.C. 3315.08

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Legal	R.C. 3313.14, 3313.16, 3313.51 R.C. 3315.08
Cross References	po0100 - DEFINITIONS po0151 - ORGANIZATIONAL MEETING po0163 - PRESIDING OFFICER po0165 - BOARD MEETINGS

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Technical Correction COMMITTEES
Code	po0155
Status	
Adopted	November 19, 2007

Technical Correction Bylaw - Vol. 43, No. 1

0155 - **COMMITTEES**

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board. Whenever a majority of a committee and/or sub-committee meets for any pre-arranged discussion of public business of that committee or sub-committee, it shall abide by the Sunshine Law (R.C. 121.22). The law requires that the committee or sub-committee give public notice of each meeting as well as prepare, file, and maintain minutes of the proceedings. Such minutes shall also be available for inspection by the public. A committee may meet in executive session in accordance with the provisions of Bylaw 0167.2~~0166~~ - Executive Session.

~~] Committees shall consist of no more than _____ (__) members.~~

~~[ ] Members shall be appointed by the President.~~

~~[ ] A member may request (or refuse) appointment to a committee.~~

~~[ ] Refusal to serve on any one committee shall not be grounds for lack of appointment to another committee.~~

~~[ ] Each Board committee shall be convened by a chairperson, who shall report for the committee.~~

~~[ ] The President shall appoint:~~

~~( ) at the organizational meeting~~

~~( ) as soon after the organizational meeting as practicable~~

~~members of the Board to standing committees where they shall serve a term of one (1) year.~~

Ad hoc committees may be created and changed at any time by the President.

~~( ) or a majority of the members present at any meeting at which the need for a committee becomes evident.~~

~~( ) or the Superintendent with the approval of the Board.~~

Members of ad hoc committees shall serve until the committee is discharged.

[Cross Reference:
po0167.2]

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Legal	R.C. 3313.16

Cross References po0167.2 - EXECUTIVE SESSION

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Technical Correction PRESIDING OFFICER
Code	po0163
Status	
Adopted	November 19, 2007

Technical Correction Bylaw - Vol. 43, No. 1

0163 - **PRESIDING OFFICER**

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

[Cross Reference: po0152]

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Cross References	po0152 - OFFICERS

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised NOTICE OF MEETINGS
Code	po0164
Status	
Adopted	November 19, 2007
Last Revised	August 14, 2023

Revised Bylaw - Vol. 43, No. 1

0164 - **NOTICE OF MEETINGS**

A. A schedule of the time and place of **( )** all **( )** each **[END OF OPTION]** regular meeting(s) shall be posted annually on the District website ~~and in the District office., published in the official newspaper(s), and posted at~~

~~**( )** each school.~~

~~**( )** the public library.~~

~~**( )** the District office.~~

~~**( )** _____. **[END OF OPTION]**~~

The notice shall also contain the following statement: "Upon request to the _Superintendent_____, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity."

B. Notice of the time, place, and purpose of each special meeting shall be given to the news media twenty-four (24) hours in advance of the meeting, except that when an emergency requires the immediate official action of the Board, the member(s) calling the meeting shall immediately notify the media requesting such notice of the time, place, and purpose of the meeting, and shall post the notice on the District's website.

C. Notice of meetings at which any specific type of public business is to be discussed shall be sent to all persons requesting such notice **(X)**, provided that such persons supply the Board with stamped, addressed envelopes for the purpose **[END OF OPTION]**.

D. Notice of the time, place, and purpose of meetings of any Board committees/commissions, such as the Records Commission, will be publicized in accordance with the special meeting notice procedures, and meetings will be conducted in accordance with rules adopted by the committees/commissions.

E. The Treasurer/CFO~~Treasurer~~ shall notify all Board members of each Board meeting in writing no later than two (2) days in advance of the meeting. Such notice shall include the time, place, and purpose of the meeting.

F. Posting such meeting material to the District's website shall establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings.

R.C. 121.22
R.C. 3313.16

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Legal	R.C. 121.22

R.C. 3313.16

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 New BOARD MEETINGS
Code	po0165
Status	

New Bylaw - Vol. 43, No. 1

0165 - **BOARD MEETINGS**

Regular Meetings

Regular meetings of the Board of Education shall be public and held at least once every two (2) months. The time of such meetings shall be fixed at the organization meeting. R.C. 121.22, 3313.15

Special Meetings

Special meetings of the Board shall be public. R.C. 121.22

A. Special meetings, which include emergency meetings, shall be called by the President or the Treasurer or by two (2) members of the Board by serving a written notice of the time and place of such meeting upon each Board member at least two (2) days in advance of the meeting. The notice shall be signed by the official or members calling the meeting. R.C. 3313.16

B. The agenda for a special meeting is limited to the purpose(s) set forth in the public notice that is provided at least twenty-four (24) hours in advance of the meeting. At the special meeting, the Board may only discuss those issues set forth on the agenda, whether in open session or executive session.

Emergency Meetings

Emergency meetings are a subset of special meetings of the Board and may be called by the President, Treasurer, or by two (2) members of the Board. Notice of the time, place, and purpose(s) of an emergency meeting will be given immediately to Board members and to the news media that have requested notification. The agenda for an emergency meeting is confined to the announced purpose(s) of the meeting.

[Cross Reference:
po0166]

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Cross References	po0166 - AGENDAS

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Rescind REGULAR MEETINGS
Code	po0165.1
Status	
Adopted	November 19, 2007
Last Revised	November 19, 2018

Rescind Bylaw - Vol. 43, No. 1

~~0165.1 **REGULAR MEETINGS**~~

~~Regular meetings of the Board shall be public and held at least once every two (2) months. The time of such meeting shall be fixed at the organization meeting. R.C. 121.22, 3313.15~~

A. ~~It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting.~~

B. ~~The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the District with such recommendations as s/he shall make.~~

   ~~Each agenda shall contain the following statement:~~

   ~~"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda item _____."~~

C. ~~The agenda for each regular meeting shall be mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be mailed no later than _____ days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.~~

D. ~~The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered and items added at any regular meeting by a majority vote of the members present.~~

E. ~~**Consent Agenda**~~

   ~~The Board shall use a consent agenda to keep routine matters within a reasonable time frame.~~

   ~~The following routine business items may be included in a single resolution for consideration by the Board.~~

   1. ~~minutes of prior meetings~~
   2. ~~bills for payment~~
   3. ~~hiring of personnel~~
   4. ~~resolutions that require annual adoption, such as bank signatories, association membership(s), etc.~~
   5. ~~resignations and leaves~~

6. _____

A member of the Board may request any item be removed from the consent resolution. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion.

F. Rescheduled Regular Meeting

The agenda for a rescheduled regular meeting shall be the agenda that had been established for that regular meeting and the agenda may be modified pursuant to "regular meeting" procedures detailed in Bylaw 0165.1 - Regular Meetings.

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Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Rescind SPECIAL MEETINGS
Code	po0165.2
Status	
Adopted	November 19, 2007
Last Revised	August 8, 2022

Rescind Bylaw - Vol. 43, No. 1

~~0165.2 **SPECIAL MEETINGS**~~

~~Special meetings of the Board shall be public. R.C. 121.22~~

A. ~~Special meetings, which include emergency meetings, shall be called by the President or the Treasurer or by two (2) members of the Board by serving a written notice of the time and place of such meeting upon each Board member at least two (2) days in advance of the meeting. The notice shall be signed by the official or members calling the meeting. R.C. 3313.16~~

B. ~~The agenda for a special meeting is limited to the purpose(s) set forth in the public notice that is provided at least twenty four (24) hours in advance of the meeting. At the special meeting, the Board may only discuss those issues set forth on the agenda, whether in open session or executive session.~~

C. ~~**( )** Emergency meetings are a subset of special meetings of the Board and may be called by the President, Treasurer, or by two (2) members of the Board. Notice of the time, place, and purpose(s) of an emergency meeting will be given immediately to Board members and to the news media that have requested notification. The agenda for an emergency meeting is confined to the announced purpose(s) of the meeting.~~

~~**DRAFTING NOTE: Emergency meetings are not addressed in State law; however, case law suggests that public bodies may convene this type of special meeting when a situation requires immediate official action. If such action is not actually necessary, eg., where a Board has waited until the last minute to act on a matter that could have been addressed earlier, courts have and may well again invalidate the action as a violation of the Open Meeting law. As such, emergency meetings should be carefully considered and we recommend consultation with legal counsel prior to calling one.]**~~

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Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 New AGENDAS
Code	po0166
Status	
Adopted	November 19, 2007
Last Revised	November 19, 2018

New Bylaw - Vol. 43, No. 1

0166 - **AGENDAS**

Agenda

A. It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board of Education at each regular meeting.

B. The agenda of the regular monthly meeting or special meetings may include a report from the Superintendent on information relating to the District with such recommendations the Superintendent shall make.

C. Each agenda shall contain the following statement:

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. Public participation is governed by Board Bylaw 0169.1 - Public Participation at Board Meetings."

D. The agenda for each regular meeting shall be provided to each Board member in advance within a reasonable period of time. ~~Generally, the agenda should be provided no later than _____ (__)~~ **[ENTER AMOUNT]** ~~days prior to the meeting. The agenda for a special meeting shall be provided at least twenty-four (24) hours before the meeting.~~

E. The Board shall transact business according to the agenda. The agenda may be modified in accordance with the Board's adopted parliamentary procedures at any regular meeting.

Consent Agenda

~~**[DRAFTING NOTE: Use of consent agenda should be limited to routine items. This is an often litigated area of the Open Meetings Act. It is advised that you consult with legal counsel with specific questions about use of consent agendas.]**~~

The Board may use a consent agenda to efficiently address routine matters. Items on the consent agenda will be reviewed during the meeting prior to action being taken.

~~Items on the consent agenda shall be limited to routine matters. The following routine business items may be included in a single resolution for consideration by the Board:~~

A. ~~minutes of prior meetings~~

B. ~~bills for payment~~

C. ~~hiring of personnel~~

D. ~~resolutions that require annual adoption, such as bank signatories, association membership(s), etc.~~

E. ~~resignations and leaves~~

F. ~~_____ [OTHER]~~

A member of the Board may request any item be removed from the consent resolution. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion.

Rescheduled Regular Meeting Agenda

The agenda for a rescheduled regular meeting shall be the agenda that had been established for that regular meeting and the agenda may be modified pursuant to agenda procedures detailed in this policy.

[Cross References:
po0165
po0169.1
po0169.2]

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Cross References

po0165 - BOARD MEETINGS

po0169.1 - PUBLIC PARTICIPATION AT BOARD MEETINGS

po0169.2 - OPEN MEETINGS/SUNSHINE LAW

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Renumbered EXECUTIVE SESSION
Code	po0167.2
Status	
Adopted	November 19, 2007
Last Revised	October 14, 2013

Renumbered Bylaw - Vol. 43, No. 1

0167.2~~0166~~ - **EXECUTIVE SESSION**

The Board and its committees and subcommittees reserve the right to enter into executive session solely to discuss one (1) or more of the ~~following~~ issues that are exempted from public sessions, as found in Ohio Revised Code 121.22, Public Meetings - Exceptions. ~~:~~

A. ~~consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, or official~~

B. ~~investigation of charges or complaints against a public employee, official, licensee, or student unless such employee, official, licensee, or student requests a public meeting; except that consideration of the discipline of a Board member for conduct related to the performance of theirhis/her duties or theirhis/her removal from office shall not be held in executive session~~

C. ~~consideration of the purchase of property for public purposes, or sale or other disposition of unneeded, obsolete, unfit for use property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest~~

D. ~~discussion with the Board's legal counsel, of disputes involving the Board that are the subject of pending or imminent court action~~

E. ~~preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of employment~~

F. ~~matters required to be confidential by Federal law or regulations or State statutes~~

G. ~~specialized details of security arrangements and emergency response protocols where disclosure might reveal information that could jeopardize the District's security~~

H. ~~consideration of confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both of the following conditions apply:~~

1. ~~the information is directly related to a request for economic development assistance that is to be provided or administered under one of the statutes referenced in R.C. 121.22(G)(8)(1), or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project, and~~

2. ~~an unanimous quorum of the Board or its subcommittee determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project~~

No official action may be taken in executive session. R.C. 121.22

Collective bargaining meetings between employers and employee organizations are private and not subject to R.C. 121.22. R.C. 4117.21

Audit conferences conducted by the Auditor of State or independent certified public accountants with District officials concerning the District's audit are exempt from R.C. 121.22.

An executive session will be held only at a regular or special meeting. After the meeting is convened, any member may make a motion for an executive session and must state the purpose or purposes of the session by citing one (1) or more of the reasons set forth above. If the session is to discuss a personnel matter listed in paragraph A above, the particular subject for which the session has been called must be identified in the motion. The motion does not need to name the person. Upon receiving a second to the motion and a majority roll-call vote of those present and voting, the chairperson shall declare the Board in executive session.

[X] In keeping with the confidential nature of executive sessions, no member of the Board, committee, or subcommittee shall disclose the content of discussions that take place during such sessions. **[END OF OPTION]**

All members of the Board, committee(s), or subcommittee(s) are entitled to attend executive sessions. The Board, committee, or subcommittee may invite any other person to attend an executive session.

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Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Renumbered/Revised USE OF PERSONAL COMMUNICATION DEVICES
Code	po0167.7
Status	

Renumbered/Revised Bylaw - Vol. 43, No. 1

0167.7~~0167.2~~ - **USE OF PERSONAL COMMUNICATION DEVICES**

When performing ~~their~~ duties as a Board of Education member, regardless of whether the Board member is~~they are~~ using ~~a~~personally owned or Board owned personal communication device~~devices~~ ("PCD")~~(PCDs)~~ (as defined by Bylaw 0100) or District technology resources (as defined by Bylaw 0100), a Board member's~~members~~ use of PCDs or District technology resources~~PCDs~~ shall be in accordance with the following policies ~~**( )** and administrative guideline~~ ~~**[END OPTION]**~~:

A. ~~**( )** Policy 7530.01 - ___Cellular Telephone Allowance_____ **[DRAFTING NOTE: Insert the title of the policy based on which version the District selected at Policy 7530.01.]**~~

B. Policy 7530.02 - Staff Use of Personal Communication Devices

C. Policy 7540.04 - Staff Technology Acceptable Use and Safety

D. Policy 7542 - Access to District Technology Resources and/or Information Resources from ~~Personally Owned~~ Personal Communication Devices

E. ~~**( )** Policy 7530.01 - Board Owned Personal Communication Devices~~

F. ~~Policy 7540.04 - Staff Education Technology Acceptable Use and Safety~~

G. ~~**( )** AG 7540.04 - Staff Education Technology Acceptable Use and Safety~~

~~For purposes of this Bylaw, PCDs shall be defined as set forth in the above-identified policies.~~

[Cross References:
po0100
po7530.01
po7530.02
po7540.04
po7542]

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Cross References	po0100 - DEFINITIONS
	po7530.01 - TITLE WILL DEPEND ON CHOICE OF V1 OR V2
	po7530.02 - STAFF USE OF PERSONAL COMMUNICATION DEVICES
	po7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
	po7542 - ACCESS TO DISTRICT TECHNOLOGY RESOURCES AND/OR INFORMATION RESOURCES FROM PERSONAL COMMUNICATION DEVICES

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Rescind BOARD OFFICERS
Code	po0173
Status	
Adopted	November 19, 2007

Rescind Bylaw - Vol. 43, No. 1

~~0173 **BOARD OFFICERS**~~

A. ~~The President of the Board of Education shall:~~

1. ~~preside at all public meetings of the Board;~~
2. ~~call special meetings of the Board; R.C. 3313.16~~
3. ~~appoint all committees;~~
4. ~~sign notes, minutes, conveyances, contracts, and other legal instruments for which the signature of the President is called; R.C. 3313.51, 3315.08~~
5. ~~assist in the preparation of the Board agenda.~~

B. ~~The Vice President shall assume and discharge the duties of the President in his/her absence, disability, or disqualification.~~

C. ~~A committee chairperson shall call meetings of the committee, keep informed on developments in activities under the committee's jurisdiction, and report to the Board for the committee.~~

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Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - UGG EDGAR Revisions - October 2024 Revised CONFLICT OF INTEREST
Code	po1130
Status	
Adopted	November 19, 2007
Last Revised	April 11, 2016

Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

1130 - **CONFLICT OF INTEREST**

A. The proper performance of school business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by the Board of Education's members, and the District's employees, officers, and agents. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence in the School District. For these reasons, the Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, officers, agents, and Board members~~and agents~~.

1. No employee, officer, agent or Board member~~or agent~~ shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~his/her~~ duties and responsibilities in the school system.

2. Employees, officers agents, and Board members~~and agents~~ shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the ~~School~~ District.

   Included, by way of illustration rather than limitation are the following:

   a. the provision of any private lessons or services for a fee

   b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's, officer's agent's, or Board member's~~or agent's~~ employment or professional relationship with the District through the employee's, officer's, agent's, or Board member's~~his/her~~ access to ~~School~~ District records

   c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals

   d. the requirement of students or clients to purchase any private goods or services provided by an employee, officer, agent, or Board member~~officer or agent~~ or any business or professional practitioner with whom any employee, officer, agent, or Board member~~officer or agent~~ has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

3. Employees, officers, agents, or Board members~~officers and agents~~ shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

B. Exceptions to Part A of this policy shall be approved by the Superintendent **before** entering into any private relationship.

C. No employee, officer, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract~~Employees, officers and agents can not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract~~.

An employee, officer, agent, and Board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors~~Employees, officers and agents can not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts~~.

~~**[ ]** However, pursuant to Federal rules and in accordance with State law and regulations, the School District has set standards for situations where the financial interest is not substantial or the gift iswhen an employee, officer or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of $___ or less. **[END OF OPTIONAL LANGUAGE]**~~

~~**[DRAFTING NOTE: Section 200.318 allows for non-Federal entities (Districts) to set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. In such a situation, "nominal value" must be defined. The Ohio Licensure Code of Professional Conduct stipulates that no educator shall accept gifts of $25 or more. The Ohio Ethics Commission does not list a monetary limit. Rather, it states that no public official shall accept a gift of value that could exert a substantial and improper influence upon a public official. The commission determines whether the value is "substantial" or "improper" on a case-by-case basis. The commission requires disclosure of gifts of $75 or more each year by public officials.]**~~

D. If~~To the extent that~~ the District has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the ~~School~~ District may not conduct a procurement action involving the parent, affiliate, or subsidiary organization if the ~~School~~ District is unable, or appears to be unable, to be impartial in conducting a procurement action involving a related organization.

E. Employees, officers, agents, and Board members~~officers and agents~~ must promptly disclose any potential conflict of interest which may lead to a violation of this policy to the ~~School~~ District. Upon discovery of any potential conflict of interest, the ~~School~~ District will promptly disclose, in writing, the potential conflict of interest to the appropriate Federal ~~awarding~~ agency or, if applicable, the pass-through entity.

The District will also promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729–3733). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity. The District is also required to report matters related to recipient integrity and performance in accordance with Appendix XII of 2 C.F.R. Part 200~~disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity~~.

F. Employees, officers, agents, and Board members~~officers and agents~~ found to be in violation of this conflict of interest policy will be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and may also face criminal charges and/or risk loss of State-issued licenses/permits.

~~**[DRAFTING NOTE: The School District has discretion over the appropriate disciplinary actions. For example, the School District may suspend or terminate the individual's employment, transfer the individual, end the District's professional relationship with that individual, or temporarily re-assign the individual. All disciplinary actions must be in accordance with applicable Federal, State, and local law, as well as any collectively bargained agreements.]**~~

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Legal	R.C. Chapter 102, 2921.42, 2921.43
	Ohio Ethics Commission Advisory Opinions No. 92-014 and 2001-03
	2 C.F.R. 200.112, 200.113, 200.318

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - UGG EDGAR Revisions - October 2024 Revised CONFLICT OF INTEREST
Code	po3113
Status	
Adopted	November 19, 2007
Last Revised	April 11, 2016

Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

3113 - **CONFLICT OF INTEREST**

A. The proper performance of school business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by the Board of Education's members, and the District's employees, officers, and agents. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence in the School District. For these reasons, the Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, officers, agents, and Board members~~officers and agents~~.

1. No employee, officer, agents, or Board member~~officer or agent~~ shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~his/her~~ duties and responsibilities in the school system.

2. Employees, officers, agents, and Board members~~officers and agents~~ shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the ~~School~~ District.

   Included, by way of illustration rather than limitation are the following:

   a. the provision of any private lessons or services for a fee

   b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's, officer's, agent's, or Board member's~~officer's or agent's~~ employment or professional relationship with the District through the employee's, officer's, agent's, or Board member's~~his/her~~ access to ~~School~~ District records

   c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals

   d. the requirement of students or clients to purchase any private goods or services provided by an employee, officer, agent, or Board member~~officer or agent~~ or any business or professional practitioner with whom any employee, officer, agent, or Board member~~officer or agent~~ has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

3. Employees, officers, agents, and Board members~~officers and agents~~ shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

B. Exceptions to Part A of this policy shall be approved by the Superintendent **before** entering into any private relationship.

C. No employee, officer, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract~~Employees, officers and agents can not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract~~.

An employee, officer, agent, and Board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors~~Employees, officers and agents can not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts~~.

~~**[ ]** However, pursuant to Federal rules and in accordance with State law and regulations, the School District has set standards for situations where the financial interest is not substantial or the gift is~~when an employee, officer or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of $_____ or less. ~~**[END OF OPTIONAL LANGUAGE]**~~

~~**[DRAFTING NOTE: Section 200.318 allows for non-Federal entities (Districts) to set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. In such a situation, "nominal value" must be defined. The Ohio Licensure Code of Professional Conduct stipulates that no educator shall accept gifts of $25 or more. The Ohio Ethics Commission does not list a monetary limit. Rather, it states that no public official shall accept a gift of value that could exert a substantial and improper influence upon a public official. The commission determines whether the value is "substantial" or "improper" on a case-by-case basis. The commission requires disclosure of gifts of $75 or more each year by public officials.]**~~

D. If~~To the extent that~~ the District has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the ~~School~~ District may not conduct a procurement action involving the parent, affiliate, or subsidiary organization if the ~~School~~ District is unable, or appears to be unable, to be impartial in conducting a procurement action involving a related organization.

E. Employees, officers, agents, and Board members~~officers and agents~~ must promptly disclose any potential conflict of interest which may lead to a violation of this policy to the ~~School~~ District. Upon discovery of any potential conflict of interest, the ~~School~~ District will promptly disclose, in writing, the potential conflict of interest to the appropriate Federal ~~awarding~~ agency or, if applicable, the pass-through entity.

The District will also promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729–3733). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity. The District is also required to report matters related to recipient integrity and performance in accordance with Appendix XII of 2 C.F.R. Part 200~~disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity~~.

F. Employees, officers, agents, and Board members~~officers and agents~~ found to be in violation of this conflict of interest policy will be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and may also face criminal charges and/or risk loss of State-issued licenses/permits.

~~**[DRAFTING NOTE: The School District has discretion over the appropriate disciplinary actions. For example, the School District may suspend or terminate the individual's employment, transfer the individual, end the District's professional relationship with that individual, or temporarily re-assign the individual. All disciplinary actions must be in accordance with applicable Federal, State, and local law, as well as any collectively bargained agreements.]**~~

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Legal	R.C. Chapter 102, 2921.42, 2921.43 Ohio Ethics Commission Advisory Opinions No. 92-014 and 2001-03 2 C.F.R. 200.112, 200.113, 200.318

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - UGG EDGAR Revisions - October 2024 Revised CONFLICT OF INTEREST
Code	po4113
Status	
Adopted	November 19, 2007
Last Revised	April 11, 2016

Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

4113 - **CONFLICT OF INTEREST**

A. The proper performance of school business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by the Board of Education's members, and the District's employees, officers, and agents. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence in the School District. For these reasons, the Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, officers, agents, and Board members~~officers and agents~~.

1. No employee, officer, agents, or Board member~~officer or agent~~ shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~his/her~~ duties and responsibilities in the school system.

2. Employees, officers, agents, and Board members~~officers and agents~~ shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the ~~School~~ District.

   Included, by way of illustration rather than limitation are the following:

   a. the provision of any private lessons or services for a fee

   b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's, officer's, agent's, or Board member's~~officer's or agent's~~ employment or professional relationship with the District through the employee's, officer's, agent's, or Board member's~~his/her~~ access to ~~School~~ District records

   c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals

   d. the requirement of students or clients to purchase any private goods or services provided by an employee, officer, agent, or Board member~~officer or agent~~ or any business or professional practitioner with whom any employee, officer, agent, or Board member~~officer or agent~~ has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

3. Employees, officers, agents, and Board members~~officers and agents~~ shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

B. Exceptions to Part A of this policy shall be approved by the Superintendent **before** entering into any private relationship.

C. No employee, officer, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract~~Employees, officers and agents can not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract~~.

An employee, officer, agent, and Board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors~~Employees, officers and agents can not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts~~.

~~**[ ]** However, pursuant to Federal rules and in accordance with State law and regulations, the School District has set standards for situations where the financial interest is not substantial or the gift iswhen an employee, officer or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of $_____ or less. **[END OF OPTIONAL LANGUAGE]**~~

~~**[DRAFTING NOTE: Section 200.318 allows for non-Federal entities (Districts) to set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. In such a situation, "nominal value" must be defined. The Ohio Licensure Code of Professional Conduct stipulates that no educator shall accept gifts of $25 or more. The Ohio Ethics Commission does not list a monetary limit. Rather, it states that no public official shall accept a gift of value that could exert a substantial and improper influence upon a public official. The commission determines whether the value is "substantial" or "improper" on a case-by-case basis. The commission requires disclosure of gifts of $75 or more each year by public officials.]**~~

D. If~~To the extent that~~ the District has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the ~~School~~ District may not conduct a procurement action involving the parent, affiliate, or subsidiary organization if the ~~School~~ District is unable, or appears to be unable, to be impartial in conducting a procurement action involving a related organization.

E. Employees, officers, agents, and Board members~~officers and agents~~ must promptly disclose any potential conflict of interest which may lead to a violation of this policy to the ~~School~~ District. Upon discovery of any potential conflict of interest, the ~~School~~ District will promptly disclose, in writing, the potential conflict of interest to the appropriate Federal ~~awarding~~ agency or, if applicable, the pass-through entity.

The District will also promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729–3733). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity. The District is also required to report matters related to recipient integrity and performance in accordance with Appendix XII of 2 C.F.R. Part 200~~disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity~~.

F. Employees, officers, agents, and Board members~~officers and agents~~ found to be in violation of this conflict of interest policy will be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and may also face criminal charges and/or risk loss of State-issued licenses/permits.

~~**[DRAFTING NOTE: The School District has discretion over the appropriate disciplinary actions. For example, the School District may suspend or terminate the individual's employment, transfer the individual, end the District's professional relationship with that individual, or temporarily re-assign the individual. All disciplinary actions must be in accordance with applicable Federal, State, and local law, as well as any collectively bargained agreements.]**~~

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Legal	R.C. Chapter 102, 2921.42, 2921.43 Ohio Ethics Commission Advisory Opinions No. 92-014 and 2001-03 2 C.F.R. 200.112, 200.113, 200.318

Book	Policy Manual
Section	Ready for Production November 2024
Title	Copy of EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code	po4120.08
Status	
Adopted	January 12, 2009
Last Revised	September 26, 2023

4120.08 - **EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees may be members of the District's support staff or individuals from the community or nearby areas.

The Board authorizes the Superintendent to recommend candidates for employment by the Board. Before hiring or allowing any individual employed directly, or pursuant to a contract with a public or private entity for the provision of services to direct, to supervise or coach a pupil activity program that involves athletics, routine or regular physical activity or health and safety considerations, the hiring authority shall assure that the individual has obtained a pupil-activity permit issued by the state board of education.

Each coach or activity sponsor shall hold a valid Pupil Activity Program Permit issued by the State Board of Education under R.C. 3319.303(A), have any other necessary qualifications, have been properly interviewed, and shall sign an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures. Such qualifications shall include completion of a sudden cardiac arrest training course approved by the Department of Health, in accordance with R.C. 3319.303. The qualifications shall also include completion of a student mental health training course approved by the Department of Mental Health and Addiction Services. The mental health training course may be combined with or part of another training course. Such training must be completed each time the individual applies for or renews a Pupil Activity Program Permit.

No staff member employed in a position for which licensure or permit is required may be paid until evidence of such appropriate licensure or permit valid for the effective dates of such services has been received by the Superintendent and transmitted to the Treasurer.

Personnel must also pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation and be enrolled in the State's Rapback System as required by State law (see Policy 4121). (see Policy 4121).

The Board may renew the contract of any nonlicensed individual, currently employed by the Board for one (1) or more years, without first offering the position held by that individual to employees of the District who are licensed individuals or advertising the position as available to any qualified licensed individuals who are not currently employed by the Board unless otherwise prohibited by a collective bargaining agreement.

Revised 10/14/13
Revised 4/13/20
Revised 8/8/22

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Legal	A.C. 3301-27-01, Ohio Ethics Commission Advisory Opinion 2008-01 R.C. 3313.53, 3319.291, 3319.303, 3319.36, 3319.39

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised CRIMINAL HISTORY RECORD CHECK
Code	po4121
Status	
Adopted	November 19, 2007
Last Revised	April 9, 2018

Revised Policy - Vol. 43, No. 1

4121 - **CRIMINAL HISTORY RECORD CHECK**

In accordance with State law, the Board of Education requires a criminal background check including information from the Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI) of each applicant the Superintendent recommends for employment on the District's non-teaching staff as well as for all current non-teaching employees on a periodic basis. These requirements apply to any non-teaching employee, including individuals employed by a private company under contract with the Board to provide essential school services in accordance with Policy 8142, and all substitutes and persons employed on a part-time basis such as coaches or activity supervisors.

Specific rules relating to employees engaged in the operation of a vehicle for student transportation (bus/van drivers) and non-teaching employees who are also licensed by the Ohio Department of Education (e.g. aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a student activity permit) shall be implemented as prescribed by law and applicable administrative code.

A criminal background check is not required of any currently-employed staff member who is a candidate for another position in the District, unless otherwise required by law and/or this policy.

~~**[ ]** The Board authorizes the Educational Service Center to undertake the criminal history check for individuals the Board may employ.~~

The Superintendent shall establish administrative guidelines that require an appropriate records check that complies with the law.

Any information and records obtained from such inquiries are not public records and shall be kept confidential and not released or disseminated.

Should it be necessary to employ a person to maintain continuity of the District's operations, prior to receipt of the criminal history record, the Superintendent may, except in the case of a bus driver, employ the person on a provisional basis until the report is received.

Enrollment in the State Rapback System

The Board will ensure that all employees and contractors whose work duties involve routine interaction with a child or who are regularly responsible for the care, custody, or control of a child are enrolled in the State Rapback System. Licensed employees are enrolled in Rapback by the State Board of Education's Office of Professional Conduct upon approval of their license. School bus and van drivers, and all other unlicensed employees and contractors who do not have a license or permit issued by the State Board of Education, are expected to complete the necessary steps to enroll in Rapback through the State Board as required by law. Employees and contractors may need to complete a new BCI background check ~~**( )** at their expense **[END OF OPTION]**~~ upon initial enrollment in Rapback. Enrollment in Rapback is considered a mandatory condition of employment and is not optional. **[DRAFTING NOTE: House Bill 33 (effective July 4, 2023) mandated that all nonlicensed employees and contractors, including bus and van drivers, were required to be enrolled in Rapack. Senate Bill 168 (effective October 24, 2024) modified this requirement to only those unlicensed employees and contractors who the District determines will have routine interaction with a child or be responsible for the care, custody, or control of a child.]**

Effect of Guilty Plea and/or Conviction of Enumerated Crimes - All Non-Teaching Employees

Non-teaching employees who are also licensed by the Ohio Department of Education (e.g., aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a student activity permit) who engage in conduct unbecoming the teaching profession and/or who it is determined to have pled guilty to or have been convicted of any offense enumerated under R.C. 3319.39(B)(1), including a judicial finding for intervention in lieu of conviction and/or participation in a pre-trial diversion program relating to any of the offenses listed therein, are subject to the mandatory reporting requirements set forth in Policy 8141, in addition to an action by the Board to terminate their employment. In addition, consistent with State law and Policy 4138, the Superintendent shall immediately suspend such licensed non-teaching employees from all duties that require the care, custody, or control of a child during any pending criminal action for which that licensed, non-teaching staff member has been arrested, summoned and/or indicted for any crimes set forth in R.C. 3319.31(C).

~~**[ ]** A comprehensive list of crimes which must result in a suspension isare set forth in AG 4121.~~

All other non-teaching employees who are the subject of a criminal records check including applicants hired provisionally in advance of a completed criminal records check, as well as student transportation employees (bus/van drivers, preschool and special needs bus aides), and/or individuals employed by a private company under contract with the Board to provide essential school services in accordance with Policy 8142, who it is determined to have pled guilty to or been convicted of any offense enumerated under R.C. 3319.39(B)(1), including a judicial finding for intervention in lieu of conviction and/or participation in a pre-trial diversion program relating to any of the offenses listed therein, shall not be hired or shall be released from employment, as applicable, unless such individual meets the rehabilitation standards adopted by the Ohio Department of Education under division (E) of that section at the time of the hiring and/or upon discovery of such plea or conviction by the Board.

In the case of employees hired by the Board to operate a vehicle used for student transportation (i.e., bus/van drivers), a guilty plea or conviction of a crime to any offense listed in R.C. 3319.31(C) or A.C. 3301-83-23(A)(6)(c) will serve as a bar to further employment with the Board and the rehabilitation standards will not apply.

Suspension From Duties Involving Care, Custody or Control of a Child for Arrest, Summons and/or Indictment for Certain Crimes

In accordance with State law and Policy 4138, the Superintendent (or Treasurer in the case of an employee whose duties are assigned by the Treasurer) shall immediately suspend any non-licensed, non-teaching employee from all duties that require the care, custody, or control of a child during any pending criminal action for which that staff member has been arrested, summoned and/or indicted for any crimes listed under R.C. 3319.39(B)(1).

~~**[ ]** A comprehensive list of the crimes which must result in a suspension of such non-licensed employees isare set forth in AG 4121.~~

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Legal	R.C. 109.57, 109.572, 2950, 2953.32, 3319.39, 3301.541, 3319.291, 3319.31
	R.C. 3319.311, 3319.391, 3319.392, 3319.40, 3327.10
	A.C. 3301-83-06 (B)(10), 3301-83-06 (F)(2), 3301-83-06 (F)(5)
	A.C. 3301-83-10 (F), 3301-20-01, 3301-83-23, 4501-1-05

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised STUDENT TRANSFERS
Code	po5131
Status	
Adopted	November 19, 2007

Revised Policy - Vol. 43, No. 1

5131 - **STUDENT TRANSFERS**

The Board of Education recognizes the value to a student to participate in the interscholastic athletic program providing it does not interfere with the student's~~his/her~~ academic program and the student~~s/he~~ meets all of the requirements of the Ohio High School Athletic Association.

~~**[ ]** The Board will send the necessary release to the Commissioner of the OHSAA for a student who has transferred to another district but resides in this District, providing the student meets all other eligibility requirements.~~

~~**[ ]** The Board, however, does not condone a student transferring to another district, while still residing in this District, for the express purpose of participating in the other district's athletic program. Therefore, it will not take the necessary formal action to release the student from the district.~~

The Superintendent may grant any home-educated student or any student enrolled in a qualifying school or a different school district, regardless of whether the Superintendent's district is the student's resident district, the opportunity to participate in interscholastic athletics at a school in the District, if the student was subject to any of the following by a school official, employee, or volunteer, or another student, from the district or school in which the student is enrolled or the district in which the student is participating in interscholastic athletics under R.C. 3313.537, 3313.5311, or 3313.5312:

A. harassment, intimidation, or bullying;

B. a qualifying offense for which the school official, employee, or volunteer, or another student, has been either of the following:

    1. charged with, indicted for, convicted of, or pled guilty to committing;

    2. alleged to be or is adjudicated a delinquent child for committing;

C. conduct by a school official, employee, or volunteer that violates the licensure code of professional conduct for Ohio educators developed by the state board of education.

The Superintendent will document the reason(s) for granting participation under this policy. To be eligible, a student who is enrolled in a nonpublic, community, or other public school must be of the appropriate age and grade level, as determined by the Superintendent, and must fulfill the same academic, nonacademic, and financial requirements as any other participant. Home-educated students will be subject to the same rules of participation and the same fees that are applied to any other participant. The District will not penalize or restrict eligibility to participate in District interscholastic athletics for students who cease to participate in interscholastic athletics elsewhere during the school year and begin to participate in District programs after being subject to bullying or any other types of offenses listed in this Policy.

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Legal	R.C. 3313.20 Handbook of the Ohio High School Athletic Association, Bylaw 4, Student Eligibility

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised ELECTRONIC EQUIPMENT
Code	po5136.01
Status	
Adopted	July 14, 2009
Last Revised	November 20, 2017

Revised Policy - Vol. 43, No. 1

5136.01 - **ELECTRONIC EQUIPMENT**

While in some instances that possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting, and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use **( )** or possess any electronic equipment or devices on school property or at any school-sponsored activity without the permission of ~~**( )** the principal~~ **(X)** the classroom teacher ~~**( )** _____~~.

~~Examples of prohibited devices **[INSERT THOSE ITEMS APPLICABLE TO YOUR DISTRICT; CONSIDER IN LIGHT OF DEVICES AUTHORIZED PURSUANT TO POLICY 5136]** include, but are not limited to:~~

A. ~~**( )** cameras (photographic and/or video),~~

B. ~~**( )** laptops,~~

C. ~~**( )** tablets (e.g., iPad-like devices),~~

D. ~~**( )** smartphones,~~

E. ~~**( )** e-readers (e.g., Kindle-like devices),~~

F. ~~**( )** personal digital assistants (PDAs),~~

G. ~~**( )** lasers,~~

H. ~~**( )** laser pens or pointers,~~

I. ~~**( )** radios,~~

J. ~~**( )** "boom boxes",~~

K. ~~**( )** headphones,~~

L. ~~**( )** portable CD/MP3 players,~~

M. ~~**( )** portable TV's,~~

N. ~~**( )** electronic games/toys,~~

O. ~~**( )** pagers/beepers, other paging devices,~~

P. ~~( ) recording devices, or other devices with one- or two-way audio communication technology,~~

Q. ~~( ) _____,~~

R. ~~( ) _____.~~

~~[ ] Students may use the following electronic equipment/devices on school property for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision: **[delineate approved devices]**~~

A. ~~( ) cameras (photographic and/or video)~~

B. ~~( ) laptops~~

C. ~~( ) tablets (e.g., iPad-like devices)~~

D. ~~( ) smartphones~~

E. ~~( ) e-readers (e.g., Kindle-like devices)~~

F. ~~( ) personal digital assistants (PDAs)~~

G. ~~( ) portable CD/MP3 players ( ) with headphones~~

H. ~~( ) _____~~

~~[ ] Students may use the following electronic equipment/devices while riding to and from school on a school bus or other vehicle provided by the Board ( ) or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the ( ) bus driver, ( ) classroom teacher, ( ) sponsor/advisor/coach, ( ) building principal: **[delineate approved devices]**~~

A. ~~( ) cameras (photographic and/or video)~~

B. ~~( ) laptops~~

C. ~~( ) tablets (e.g., iPad-like devices)~~

D. ~~( ) smartphones~~

E. ~~( ) e-readers (e.g., Kindle-like devices)~~

F. ~~( ) personal digital assistants (PDAs)~~

G. ~~( ) portable CD/MP3 players with headphones~~

H. ~~( ) electronic games/toys~~

I. ~~( ) recording devices, or other devices with one- or two-way audio communication technology~~

J. ~~( ) _____~~

K. ~~( ) _____~~

Distracting behavior that creates an unsafe environment will not be tolerated.

~~[ ] However, the use of any communication functionality that is a part of or attached to the above approved electronic equipment/devices is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District's computer network.~~

~~[ ] The preceding prohibitions do not apply to Board-owned and issued laptops, tablets, e-readers, PDAs, or authorized assistive technology devices.~~

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using a camera or other electronic equipment/device to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex (including sexual orientation/transgender identity), age, disability, religion, or political beliefs; and 2) send, share, view or possess pictures, text messages, e-mails, or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using cameras and other electronic equipment/devices to capture, record, or transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture, record, or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture, record, or transmit audio and/or pictures/video of an individual without the individual's ~~his/her~~ consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, **( )** classrooms, **[END OF OPTION]** and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

~~**[ ]** If a camera or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.~~

Any electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. Electronic equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Board Policy 5771 - Search and Seizure.

Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

Accessing and Monitoring School-Issued Devices and Accounts

While students have no right or expectation of privacy when using District technology resources, the District and third party technology providers that provide services through a contract with the District are prohibited by State law from electronically accessing or monitoring certain features on school-issued devices provided to students unless a legally permissible exception exists. School-issued devices are defined as any hardware, software, devices, or accounts that a School District provides to an individual student for that student's personal use. The prohibited features include location-tracking features of a school-issued device, audio or visual receiving, transmitting, or recording features of a school-issued device, and student interactions with a school-issued device including, but not limited to, keystrokes and web-browsing activity.

However, the District and third party providers are permitted to access and monitor student devices in the following circumstances:

A. The activity is limited to non-commercial educational purposes for instruction, technical support, or exam proctoring by School District employees, student teachers, staff contracted by a District, a vendor, or the Department of Education, and notice is provided in advance;

B. The activity is permitted under a judicial warrant;

C. The District or a technology provider is notified or becomes aware that the device is missing or stolen;

D. The activity is necessary to prevent or respond to a threat to life or safety, and the access is limited to that purpose;

E. The activity is necessary to comply with Federal or State law; and

F. The activity is necessary to participate in Federal or State funding programs.

Annually, the Board provides notice to parents and guardians of enrolled students that it generally monitors student devices in one (1) or more of the permitted circumstances. In the event that one (1) of the permissible circumstances listed above prompts access to a student's device, the District will notify parents in writing within seventy-two (72) hours of accessing the device. The notice will include an explanation of the circumstances which prompted the access, what features were accessed, and a description of the threat posed, if applicable. If the notice itself would cause a threat to life or safety, the District will provide the notice within seventy-two (72) hours after the threat has ceased.

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5200 - **ATTENDANCE**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

~~**( )** or during the attendance sessions to which a students/he has been assigned.~~

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a ~~**( )** written **[END OF OPTION]**~~ statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

In accordance with **Ohio Administrative Code 3301-69-02,** the Board considers the following factors to be reasonable excuses for time missed at school:

A. Illness of the child. The approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate;

B. Illness in the family necessitating the presence of the child. The approving authority may require the written statement of a physician and an explanation as to why the child's absence was necessary, if it is deemed appropriate;

C. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials;

D. Death of a relative. The absence arising from this condition is limited to a period of eighteen school hours unless a reasonable cause may be shown by the applicant child for a longer absence;

E. Medical, behavioral or dental appointment. The approving authority may require the written statement of a physician, mental health professional or dentist if it's deemed appropriate;

F. Observance of religious holidays.~~religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty~~. Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs;

G. College visitation. The approving authority may require verification of the date and time of the visitation by the college, university, or technical college;

H. Pre-enlistment reporting to military enlistment processing station. The approving authority may require verification of the date and time of the

reporting

I. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;

J. Absences due to a student being homeless;

K. Children of military families. Absences due to deployment activities of a parent, legal guardian, or custodian consistent with section 3301.60 of the Revised Code;or

L. Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.

Medical excused absences are those listed in reasons A, B, C and E above.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

~~**[ ]** The Board considers the following factors to be reasonable excuses for time missed at school:~~

A. ~~personal illness (a written physician's statement verifying the illness may be required)~~

B. ~~appointment with a health care provider~~

C. ~~illness in the family necessitating the presence of the child~~

D. ~~quarantine of the home~~

E. ~~death in the family~~

F. ~~necessary work at home due to absence or incapacity of parent(s)/guardian(s)~~

G. ~~religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penaltyobservation or celebration of a bona fide religious holiday~~

H. ~~out of state travel (up to a maximum twenty four (24) hours per school year that the student's school is open for instruction) to participate in a District approved enrichment or extracurricular activity~~

~~Any classroom assignment missed due to the absence shall be completed by the student.~~

~~If the student will be absent for twenty four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.~~

I. ~~such good cause as may be acceptable to the Superintendent~~

J. ~~medically necessary leave for a pregnant student in accordance with Policy 5751~~

K. ~~**( )** service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725~~

L. ~~college visitation~~

~~**[ ]** The District requires verification of the date and time of the visitation by the college, university, or technical college.~~

M. ~~absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status~~

N. ~~absences due to a student being homeless~~

~~**[ ]** Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.~~

~~**[ ]** The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that the students/he reports to such staff member the students/he is assigned for guidance at the place in which the students/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.~~

~~**[ ]** The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for the student'shis/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.~~

~~At the discretion of the Superintendent, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)~~

~~**[ ]** Attendance shall be taken at the beginning of every block/period in buildings with block/period based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.~~

~~**[ ]** Attendance shall be taken at the commencement of the school day in buildings with non-period based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.~~

Contacting the Parent/Guardian of an Absent Student

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law ~~(see AG 5200)~~.

Excessive Absences

When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered excessively absent from school. Religious expression days that have been approved by the Principal in accordance with this policy will not be considered for the purpose of determining whether a student is excessively absent. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

~~A student may have an excused absence for medical reasons, such as personal illness or medical visit, subject to the following rules. A student may have up to **( )** ten (10) **( )** _____ **[ENTER AMOUNT]** medically excused absences without a doctor's note, but with a phone call from a parent/guardian. This policy will be extended beyond **( )** ten (10) **( )** ___ **[ENTER AMOUNT]** days if the student or someone in the student's family is in quarantine due to a recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic. A medical excuse for personal illness will be accepted in the form of a doctor's note within **( )** five (5) **( )**____ **[ENTER AMOUNT]** school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit.~~

~~The following "medical excuses" will not count toward a student's excessive absence hours: (1) personal illness; (2) illness in the family necessitating the presence of the child; (3) quarantine of the home; (4) health care provider appointments (doctor, dentist, mental health provider, etc.); (5) medically necessary leave for a pregnant student in accordance with Policy 5751; (6) death in the family; or (7) other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school. **[DRAFTING NOTE: Use the last option to permit an excused medical absence for student mental health (e.g., school phobia, anxiety, emotional disability) or for students whose chronic conditions could be impacted by recognized pandemic/epidemic (COVID-19) or other causes. Document the reason for the medical excuse.]**~~

~~A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of doctor's note within **( )** five (5) **( )**____ school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to **( )** ten (10) **( )** _____ medically excused absences without a doctor's note, but with a phone call from a parent/guardian. This policy will be extended beyond **( )** ten (10) **( )** ___ days if the student or someone in the student's family is in quarantine due to recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.~~

Religious Expression Days

The Principal will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian. Religious expression days may be used to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. However, the Principal may verify the authenticity of a request by contacting the parent or guardian to confirm they signed it. The Principal may deny the request for religious expression days if the parent or guardian indicates that the signature is not authentic. Once the days have been approved, the Principal will ensure that each teacher schedules a time and date for alternative examinations or other academic requirements that conflict with the student's absence. Students may participate in interscholastic athletics or other extracurricular activities on days in which the student is absent for religious expression.

The District has adopted the following procedure for a student, parent, or guardian to notify the District of any grievance with regard to the implementation of this policy. A grievance must be submitted in writing to the **(**X **)** Superintendent ~~**( )** _____~~. The **(X)** Superintendent ~~**( )** _____~~will review the grievance and issue a written determination of whether the policy has been violated. The decision of the **(X)** Superintendent ~~**( )** _____~~ is final and not subject to further appeal.

The District will notify parents and guardians annually about this policy and the procedures that they must follow to request accommodations for religious expression days.

The policy will be placed in a prominent location on the District's website and will include the contact information for an individual who can provide further information about the policy. The District will also publish a non-exhaustive list of major religious holidays, festivals, and religious observations ~~**( )** as published by the State Superintendent for which an absence will not be unreasonably withheld or denied **[END OF OPTION]**~~. ~~**[DRAFTING NOTE: Districts are required to publish a non-exhaustive list of religious holidays, festivals, and observances. At the beginning of the school year, the State Superintendent is required to provide each District with a non-exhaustive list of holidays and festivals for the next two (2) years. Each district must either adopt the State Superintendent's list or develop and adopt a list of its own.]**~~ The list will be provided whenever the policy is posted, printed, or distributed, and will be accompanied by a statement that declares the list is non-exhaustive and may not be used to deny accommodations to a student for a holiday, festival, or observation that is not included in the list. Nothing in this policy, and no inclusion or exclusion of a religious holiday or festival on the list posted by a District, shall preclude a student from full and reasonable accommodations for any sincerely held religious beliefs and practices with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system.

Habitually Truant

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

A. the student was enrolled in another school district;

B. the student was excused from attendance in accordance with R.C 3321.04; or

C. the student has received an age and schooling certificate.

Absence Intervention Team

~~**[DRAFTING NOTE: A school district with a chronic absenteeism percentage that is less than five percent (5%), as displayed on the district's most recent report card, and the school buildings within that district, shall be exempt from the following requirement to assign habitually truant students to an absence intervention team for the following school year and shall instead take any appropriate action as an intervention strategy listed in this policy. Should those intervention strategies fail, within sixty-one (61) days after their implementation, the attendance officer shall determine whether criteria are met to file a complaint against the student in juvenile court, and if so, shall file the complaint. The language "to the extent required by law as determined on an annual basis" refers to this exemption.]**~~

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the ~~**( )** Superintendent~~ **(X)** Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

~~**[ ]** As part of the absence intervention plan, the **( )** Superintendent **( )** Principal may, in theirhis/her discretion, contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G). **[DRAFTING NOTE: Any school that chooses this option must develop a written policy regarding the use of, and selection process for, offering alternatives to adjudication to ensure fairness.]**~~

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a **(X)** school psychologist, **(X)** counselor, **(X)** social worker, or **(X)** representative of a public or nonprofit agency designed to assist students and their families in reducing absences. ~~**[DRAFTING NOTE: Schools must obtain written permission to release confidential information about a student to third parties, such as a representative of an outside agency on an intervention team.]**~~

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the ~~( ) Superintendent~~ **(X)** Principal shall make at least three (3) meaningful, good-faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the ~~( ) Superintendent~~ **(X)** Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

A. **(X)** provide counseling to the student

B. **(X)** request or require the student's parent to attend a parental involvement program

C. **(X)** request or require a parent to attend a truancy prevention mediation program

D. **(X)** notify the Registrar of Motor Vehicles of the student's absences

E. **(X)** take appropriate legal action

F. ~~**( )** assignment to an alternative school **[DRAFTING NOTE: If the District has established an alternative school, it must appear as an alternative intervention strategy.]**~~

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the ~~**( )** Superintendent~~ **(X)** Principal may, in their~~his/her~~ discretion, assign the __school employee_____ ~~**[one (1) school official]**~~ to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

[DRAFTING NOTE: Choose one of the following options]

~~**[ ]** The plan shall be implemented not later than seven (7) days prior to the first day of instruction of the next school year.~~

~~**OR**~~

X] The absence intervention process shall commence upon the first day of instruction of the next school year.

[END OF OPTIONS]

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

A. The student is habitually truant.

B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.

C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, **(X)** the absence intervention team ~~**( ) the attendance officer [END OF OPTIONS]**~~ may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth-class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, the student~~s/he~~ will be considered habitually absent under R.C. 3321.13(b)(2). The Board authorizes the Superintendent to inform the student and the student's~~his/her~~ parents, guardian, or custodian of the record of absences without a legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences and habitually absent status. ~~**[DRAFTING NOTE: The term "habitually absent" as used here refers to the level of unexcused absences that will trigger notice to the Registrar of Motor Vehicles and Juvenile Court Judge under R.C. 3321.13(B)(2). It is not to be confused with "excessively absent" or "habitually truant" as those terms are defined above.]**~~

~~**[DRAFTING NOTE: A student is designated a habitual truant only through the measurement of unexcused absences. Schools must initiate intervention procedures for habitually truant students. If the interventions fail, the school must file a complaint against the habitually truant student in juvenile court. Excessive absenteeism is marked by an accumulation of both excused and unexcused absences. Intervention strategies may be implemented for students designated excessively absent, but a notice to parents is required. No further action toward the excessively absent student is required unless the student becomes habitually truant. The parent notice is purely a warning that the child has missed an excessive amount of school hours, both with and without a legitimate excuse.]**~~

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, the student~~s/he~~ may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education and Workforce, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;

B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in a school year;

C. when a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication;

D. when an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of _____Medina_____ County/Counties, with the parents, guardians, or other persons having care of the students attending school in the District, and with appropriate State and local agencies.

[X] Tracking Remote Attendance

Consistent with the District's remote learning plan (e.g., Blended Learning, Online~~On-Line~~ Learning, etc.), the District will provide a variety of instruction models, including both teacher-led remote learning and self-directed remote learning.

Student attendance in teacher-led remote learning (synchronous web-based instruction) shall be tracked in the same manner as hourly, in-person instruction. Teachers shall determine hourly attendance by evidence of student login and logoff data. ~~**( )** Teachers are encouraged to verify meaningful attendance in a method selected by the teacher, such as an ungraded quiz at the close of a lesson, a survey or poll questions (unrelated to the lesson and unpredictable) at the end of the lesson, or asking students questions at random throughout a session.~~

~~In addition to the reasons listed at the beginning of this policy, absences from teacher-led remote learning (synchronous web-based instruction) may be considered excused under the following circumstances, with **( )** written **[END OF OPTION]** notice from a parent/guardian:~~

A. ~~**( )** temporary internet outage for individual students or households;~~

B. ~~**( )** unexpected technical difficulties for individual students or households, such as password resets or software upgrades occurring during a teacher-led remote learning lesson;~~

C. ~~**( )** computer/device malfunction;~~

D. ~~**( )** malfunction of a District-owned device for which the District is providing technical assistance, repair, or replacement.~~

Attendance in self-directed remote learning (asynchronous) shall be tracked by evidence of participation, which may include, but is not limited to:

A. daily logins to learning management systems;

B. daily interactions with the teacher to acknowledge attendance, which may include, but are not limited to, messages, emails, telephone calls, video chats, or other formats that enable teachers to engage with students; and

C. assignment completion.

The teacher will determine the number of hours a typical student would take to complete an assignment and report those hours of attendance when the assignment is completed. A teacher **(X)** may ~~**( )** should~~ adjust the number of hours of attendance based on the length of time the student actually spent on the assignment, as reported by the student, parent, or other person with knowledge. ~~**[DRAFTING NOTE: If a teacher knows that a regular education student or special education student took "significantly" longer (i.e., more than a de minimis additional amount of time) than the "typical" amount of time to complete an assignment, the student should be given additional attendance "credit." The administration will need to determine how it intends to verify the amount of time the student or parent reports it took the child to complete the assignment from the time a "typical" student would be expected to take to complete the assignment.]**~~

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Legal

R.C. 2151.011, 3313.668, 3317.034, 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.191

R.C. 3321.22, 3321.38, 3323.041

A.C. 3301-35-03, 3301-47-01, 3301-69-02

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised STUDENT CONDUCT
Code	po5500
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Adopted	November 19, 2007

Revised Policy - Vol. 43, No. 1

5500 - **STUDENT CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers, and administrators to maintain a classroom environment that:

A. allows teachers to communicate effectively with all students in the class;

B. allows all students in the class the opportunity to learn;

C. has consequences that are fair, and developmentally appropriate;

D. considers the student and the circumstances of the situation; and

E. enforces the Student~~student~~ Code of Conduct/Student Discipline Code accordingly.

Academic Honesty

The Board values honesty and expects integrity in the District's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

A. plagiarism (of ideas, work, research, speech, art, music, etc.);

B. forgery of another's work;

C. presenting the results that are the product of an artificial intelligence ("AI") platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment;

D. downloading or copying information from other sources and presenting it as one's own;

E. using language translation work of someone else or using technology when the expectation is doing one's own translation;

F. copying another person's work;

G. allowing another person to copy one's own work;

H. stealing another person's work;

I. doing another person's work for them;

J. distributing copies of one's work for use by others;

K. distributing copies of someone else's work for use by others for academic gain or advantage;

L. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;

M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.;

N. distributing or receiving questions from quizzes, tests, assessments, etc.;

O. **( )** _____;

P. **( )** _____.

~~**[OPTIONAL LANGUAGE – ARTIFICIAL INTELLIGENCE]**~~

~~**[ ] Use of Artificial Intelligence Tools For School Work**~~

~~To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence ("AI") tools is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. **( )** (See Policy 7540.09 – Artificial Intelligence ("AI")) **[END OF OPTION]**~~

~~Notwithstanding the preceding, students can use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI tools for the following uses:~~

~~A. Research assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying unseen aspects, and suggesting other perspectives.~~

~~B. Data Analysis: AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.~~

~~C. Language translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can also remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.~~

~~D. Writing assistance: AI tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.~~

~~E. Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts, and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material).~~

~~When AI tools are used responsibly and effectively, they can help to supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.~~

~~In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work.~~

~~**[END OF OPTIONAL LANGUAGE – AI]**~~

Staff and Administration have the responsibility for monitoring students' work for compliance with this policy.

~~**[ ]** All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity. **( )** Such education shall reference this Board policy. **[END OF OPTION]**~~

Students who violate this policy are subject to disciplinary consequences.

~~**[ ]** Teachers are authorized, in consultation with their Principal, to apply appropriate consequences for violations of this policy. Disciplinary consequences for significant violations may include removal from the class with a failing grade, removal from student leadership positions, elimination of honors recognition, loss of membership in honor organizations, as well as other disciplinary consequences appropriate to the nature of the violation. **[END OF OPTION]**~~

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Repeated violations of this policy will result in additional disciplinary consequences in accordance with the Student Code of Conduct.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made based on the appeals process documented in the student handbook.

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Student Code of Conduct/Student Discipline Code shall be reviewed ~~**( )** annually~~ **(X)** periodically **[END OF OPTION]**.

~~**[ ]** A summary of this policy shall be included in the Student Handbook and the Employee Handbook.~~

[Cross References:
po7540.03
po7540.04
po7540.09]

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Legal	R.C. 3313.20, 3313.534, 3313.66, 3313.661
Cross References	po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY po7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY po7540.09 - ARTIFICIAL INTELLIGENCE ("AI")

Book	Policy Manual
Section	Ready for Production November 2024
Title	Copy of RANDOM ALCOHOL, DRUG, AND NICOTINE TESTING OF WADSWORTH CITY SCHOOL DISTRICT STUDENTS
Code	po5512.01
Status	
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Last Revised	November 20, 2023

5512.01 - **RANDOM ALCOHOL, DRUG, AND NICOTINE TESTING OF WADSWORTH CITY SCHOOL DISTRICT STUDENTS**

Overview

The procedure for initial and random alcohol, drug, and nicotine testing of participating students is accomplished in conjunction with an independent testing Vendor selected by the Board of Education. The Vendor will be provided, by the Designated Official, a full list of eligible students and, in turn, the Vendor will randomly select students for testing at regular intervals. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in 6(b). The Vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results will be reported to the Designated Official by the MRO. Specimens are collected as split specimens which requires the Vendor to separate the specimen in two (2) separate containers. One (1) specimen will be tested and the other will be held for a second test, if required.

A. A STATEMENT OF NEED AND PURPOSE

Recognizing that the use of alcohol, drugs, and nicotine by students involved in activities is a national problem, and with the support from the U.S. Supreme Court, the Wadsworth City School District implements this program of deterrence and identification, as a proactive approach to a truly safe and alcohol, drug, and nicotine-free school. Likewise, through participation in activities, students using harmful substances pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is fourfold:

1. to provide for the health and safety of all students;
2. to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use alcohol, drug, and/or nicotine;
3. to encourage students who use alcohol, drug, and/or nicotine to participate in treatment programs; and
4. to prevent the impact alcohol, drugs, and nicotine use have on the learning centers of the brain, allowing each student to achieve full academic potential while the student is involved in activities within the Wadsworth City School District.

This program is designed to create a safe alcohol, drug, and nicotine-free environment for students and assist them in getting help when needed. The program does not affect the current policies, practices, or rights of the District regarding student alcohol, drug, and/or nicotine possession or use, where reasonable suspicion is established by means other than testing through this policy.

Any student in grades seven (7) through twelve (12) and their parent/guardian/custodian(s) must first sign a testing registration/consent form in order to be eligible to participate in any one (1) or combination of the following:

1. Purchasing a parking pass, which allows a student to drive to/from school;
2. Athletics; and/or

3. Extra-curricular activities (that are not tied to an academic grade) other than athletics.

B. SUPPORTING DATA

Random testing of a public school interscholastic athlete is legal as determined by the United States Supreme Court in the case of Vernonia School District 47J (Oregon) v. Wayne and Judy Acton, and Pottawatomie v. Earls.

C. DEFINITIONS

Adulterant/Adulteration - Any attempt to alter the outcome of the test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully over-hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

Banned Substance - A substance defined by school policy as being banned from use by students.

Chain-of-Custody Form - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initialed by the collector and donor and then stays with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

Designated Official(s) - The individual hired and/or identified by the District to oversee programs of the school or District. There may be one (1) Designated Official in each school building that participates in testing of students.

Illicit Substance - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

Medical Review Officer (MRO) - A licensed physician trained and certified in the process and interpretation of drug testing results.

Quantitative Levels - The measurement levels of specific chemicals in the urine, reported usually in nanograms per milliliter (ng/ml).

SAMHSA - The Substance Abuse and Mental Health Services Administration, a governmental agency that certifies toxicology laboratories that perform alcohol, drug, and nicotine testing following strict guidelines and constant quality assurance programs.

Student Participant - A qualified student participating on a sanctioned activity as defined by OSHAA/or in a qualifying activity recognized by the Board of Education.

Testing Year - The testing year begins August 1 and continues for 365 days thereafter.

Vendor - The medical office or company selected by the Board of Education to carry out the procedure identified in this policy.

D. PROCEDURES FOR STUDENT PARTICIPANTS

1. Informed Consent for Testing

   At the beginning of each season/year, student participants and their respective parent/guardian/custodian will complete and sign the testing registration/consent form. No student may participate until this form is properly executed and on file with the Designated Official.

2. Alcohol, Drug, and Nicotine Testing Frequency

   All eligible student participants will be tested at a minimum of one (1) time during current school year regardless of when they join the activity. This testing will be completed on a specified date and time.

   Subsequent testing will be done on a random basis throughout the school year. All students wishing to participate may be subject to testing for illicit or banned substances as specified in Paragraph 6(c) below. Eligible students will be randomly tested, on up to a bi-weekly basis, anytime during the testing year. This program continues until the student graduates. Any student that has completed their activity and does not intend on participating in any other activity for the remainder of the student's time at Wadsworth Middle or High School may be removed from the program with a signed parent/guardian/custodian letter to the Designated Official. If no letter is submitted, and the parent/guardian/custodian submits the testing

registration/consent form yearly, then the student will remain in the program for the remainder of the student's school year. If the student decides to rejoin an activity after submitting the letter of removal, then the student will be treated as an initial entrant into the Wadsworth City School District Drug Testing policy/procedures. Any student who refuses to submit to testing, or does not submit a completed testing registration/consent form, will not be allowed to purchase a parking pass or participate in athletics or non-academic extracurricular activities in the Wadsworth City School District.

3. Sample Collection

   Samples will be collected as outlined under Paragraph 4(d) below. Any eligible student selected randomly for testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be offered the opportunity to consent to a saliva sample after it is determined by the Vendor and Designated Official that the student has adequately attempted to provide a urine sample. If the Student voluntarily consents to a saliva sample after it is determined by the Vendor and Designated Official that the student has adequately attempted to provide a urine sample, the saliva sample will be collected as outlined in Paragraph D(4). Otherwise, the Student will be unable to participate until the proper specimen is provided.

   Arrangements may be made for special collections at a Vendor Collection site with prior approval of the Designated Official.

4. Procedures

   Selected students will be released from their current location to go to the collection site. The student will be required to have a picture identification or be identified by the Designated Official and complete necessary form(s). A specimen of urine, or in rare circumstances where consent is given, saliva is collected following the process utilized by the vendor selected by the District. The details of this process will always be posted on the District website and will always be designed to require a level of privacy for each student (e.g. the collector of the specimen will always remain outside of the closed bathroom stall while the specimen is produced).

E. CONFIDENTIALITY OF RESULTS

All test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this policy must sign a Confidentiality Statement for the Random Testing Program.

F. VENDOR REQUIREMENTS

At a minimum, the Vendor must be able to provide the following services:

1. Random Selection of Student Participants

   Once provided a list of eligible students, the Vendor must select the required number of students in a random and confidential manner. Up to bi-weekly, the Vendor will arrange with the Designated Official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected students' names will be given to the Designated Official, who will arrange for these students to report to the collection area.

2. Collection of Specimens

   The Vendor will oversee the collection of specimens as outlined in paragraph 4(d). Chain-of-Custody forms will be provided by the Vendor that meet the criteria of this policy and that of the testing laboratory.

3. Testing of Specimens

   The Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services (HHS).

   The testing laboratory must be able to test for the following drug classes, substances, or their metabolites in collected urine specimens. The Designated Official may request testing of substances including, but not limited to, the following list:

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

4. Medical Review Officer (MRO) Services

   The Vendor will provide MRO services by a licensed physician who is certified by the Medical Review Office Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate test results and thus qualified for certification as a Medical Review Officer. Additionally, the MRO must demonstrate a willingness to abide by this policy, as to the evaluation of positive tests and reporting findings to the Designated Official in a timely and confidential manner. Test results will be maintained by the Designated Official for a period of seven (7) years from the date of the test. These records will not be maintained as part of a student's record.

5. Reporting of Random Test Results by Vendor

   The MRO will certify all screens as negative or positive and report, by telephone, positive findings in a confidential manner to the parent/guardian/custodian first. The MRO will also notify the Designated Official, once the positive result is confirmed, by phone and in writing, that a test returned positive.

6. Statistical Reporting and Confidentiality of Test Results

   The Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive tests to any person, organization, news publication, or media without the express written consent of the Wadsworth City School District Board of Education.

   However, the Vendor will provide the Designated Official with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens. This report will not contain any student names, though the positive results would have been disclosed prior, as outlined in this policy.

G. PROCEDURES IN THE EVENT OF A POSITIVE RESULT

1. Whenever a student's test result indicates the presence of alcohol, drugs, and/or nicotine or adulteration, as determined by the MRO, the following will occur (Note: with a positive test result for nicotine, if a student is of legal age to buy nicotine, the positive result will be excluded. Outside of this policy, the Wadsworth City School District Code of Conduct and other policies apply if tobacco/nicotine products are found or used on campus or at a school-related activity, regardless of a student's age.):

   a. The parent/guardian/custodian is initially notified of the result by the MRO.

   b. The Designated Official is notified once the positive result is confirmed and will notify the parent/guardian/custodian and student of implementation of this policy and of any positive results.

   c. The student will be subjected to the appropriate action based on the student's circumstances.

   d. If the parent/guardian/custodian or student wishes to contest the results, one (1) of the following will occur:

   e.

   f. 1. The Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at the expense of the parent/guardian/custodian or student. Such a request must be made to the Designated Official, in writing, within five (5) calendar days from first notification of positive test results. If the contested test is reported as negative by the second laboratory, the first result will be nullified and the cost will be incurred by the District.

g. 2. The parent/guardian/custodian will work with the Designated Official to determine a different, alternative testing method (e.g. hair follicle sample), where the alternative testing will occur and when the alternative testing will occur. Permission to use the alternative testing method must be given by the Designated Official. The Designated Official must verify the method of testing, the timeline the test will occur and the chain of command procedure with the testing company prior to determining if approval is granted. The cost for the alternative test will be incurred by the parent/guardian/custodian.

h. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

2. First Positive Result

A positive result from the MRO or ruling of adulteration will constitute a first positive. The student will have two (2) options:

Option A) For Alcohol and Drugs: The student will receive treatment based on an assessment from a certified alcohol and/or drug treatment program. While the ultimate decision rests with the parent/guardian/custodian, a list of potential providers will be provided by the District. The parent/guardian/custodian must provide the date the assessment will take place and the program selected within five (5) calendar days of notification of the positive result. The student will be allowed to continue participating as long as the treatment plan is being followed and/or completed, as evidenced by the submission of the required documentation to the Designated Official.

Option A) for Nicotine: The student will participate in the nicotine education program offered at Wadsworth High School.

Option B) For Athletics: The student refuses treatment and will be suspended from fifty percent (50%) of the season. The amount of suspension is based on the number of regular-season scheduled events. If a violation occurs at or near the end of a sport season or activity, or if the student is not "in-season" at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next "in-season" sport or activity in which the student is a regular participant. Students (except freshmen), suspended under this rule, may not avoid the consequences of a denial of participation by trying out for a new sport or activity (i.e., one in which the student is not a regular participant). In such cases, the suspension applies to the next sport or activity in which the student is a regular participant.

For extracurricular activities/parking: The student will be suspended from the activity/parking for a nine (9) week period beginning with the date of violation. Athletic/Extracurricular Activity/Parking consequence will run concurrently.

For either option, the student will also be required to submit up to three (3) follow-up random drug tests at the expense of the parent/guardian/custodian. If the random tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA-certified toxicology laboratory. Failure to comply with this requirement will result in an indefinite suspension from sports and activities.

3. First Positive Result Due to Ruling of Adulteration

If the student's first positive result arises from adulteration, the student will be automatically suspended for twenty percent (20%) of the season or three (3) weeks from the activity/parking, in addition to what is outlined in Option A or Option B above for a first offense. As an example, if the student chooses Option A above, the suspension will be a total of twenty percent (20%) of the season or three (3) weeks from the activity/parking. If the student chooses Option B above, the suspension will be a total of seventy percent (70%) of the season or twelve (12) weeks of the activity/parking. A student whose test result is positive due to adulteration will also be subjected to random test(s) each month at the expense of the parent/guardian/custodian for a period of six (6) months. If the random tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA-certified toxicology laboratory.

4. Second Positive Result

A second positive result from the MRO or ruling of adulteration will result in a second offense. Students in the

second offense will have one (1) of the following consequences based upon the choice from first consequence:

If the student was in Option A above, then the student must continue or re-enter the treatment/intervention plan as designed by the assessment counselor and submit the required documentation to the Designated Official. The student also forfeits fifty percent (50%) of the athletic season contests (season or tournament) based upon the number of regular-season scheduled events. If a violation occurs at or near the end of a sport season or activity, or if the student is not "in-season" at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next "in-season" sport or activity in which the student is a regular participant. Students (except freshmen) suspended under this rule may not avoid the consequences of a denial of participation by trying out for a new sport or activity (i.e., one in which the student is not a regular participant). In such cases, the suspension applies to the next sport or activity in which the student is a regular participant.

For extracurricular activities/parking: The student will be suspended from the activity/parking for a nine (9) week period beginning with the date of violation. Athletic/Extracurricular Activity/Parking consequence will run concurrently.

In lieu of the suspension detailed above in option A for a second positive result, a student can choose to be tested bi-weekly at the expense of the parent/guardian/custodian for a period of six (6) months. If the bi-weekly tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA-certified toxicology laboratory. The results of the said tests must be submitted to the designated official. A student whose bi-weekly test produces a positive result will have the suspension detailed in option A for a second offense reinstated.

If the student chose Option B above, then the student will receive treatment based on the student's assessment from a certified drug/alcohol treatment program. While the ultimate decision rests with the parent/guardian/custodian, a list of potential providers will be provided by the District. The parent/guardian must provide the date the assessment will take place and the program selected within five (5) calendar days of notification of the positive result. The student will also forfeit seventy-five percent (75%) of the contests/events/activities (season or tournament), based upon the number of regular-season scheduled events. If a violation occurs at or near the end of a sport season or activity, or if the student is not "in-season" at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next "in-season" sport or activity in which the student is a regular participant. Students (except freshmen) suspended under this rule may not avoid the consequences of a denial of participation by trying out for a new sport or activity (i.e., one in which the student is not a regular participant). In such cases, the suspension applies to the next sport or activity in which the student is a regular participant.

For extracurricular activities/parking: The student will be suspended from the activity/parking for an eighteen (18) week period beginning with the date of violation. Athletic/Extracurricular Activity/Parking consequence will run concurrently.

If the student chooses to not be in any intervention/treatment plan, then the student will no longer be allowed to purchase a parking pass or participate in athletics or extracurricular activities for the remainder of the student's WHS career.

The student will also be required to submit up to three (3) follow-up random drug tests at the expense of the parent/guardian/custodian. If the random tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA-certified toxicology laboratory. Failure to comply with this requirement will result in an indefinite suspension from contests/events/activities.

5. Second Positive Result Due to Ruling of Adulteration

If the second positive result arises from adulteration, the student will be automatically suspended for twenty percent (20%) of the season or three (3) weeks from the activity/parking, in addition to what is outlined in Option A or Option B above for a second offense. A student whose test result is positive due to adulteration will also be subjected to random test(s) each month at the expense of the parent/guardian/custodian for a period of six (6) months. If the random tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA-certified toxicology laboratory.

If a student's second positive result arises from the student's second adulteration offense, the student will be held to the consequences detailed in the "Third Positive Result" section of this policy.

6. Third Positive Result

   A third positive result from a MRO or ruling of adulteration will result in the student being barred indefinitely from purchasing a parking pass or participating in athletics or extracurricular activities. The student will be able to earn eligibility back by having no positive test results for one (1) year from the date of the third offense. As part of the process to earn eligibility back, the student will be subjected to random test(s) each month at the expense of the parent/guardian. If the random tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA-certified toxicology laboratory. If the student earns eligibility back after one (1) year and then has another positive test result, the student will be barred indefinitely from purchasing a parking pass or participating in athletic or extracurricular activities and will be subject to the same one (1) year process, as described earlier in this paragraph, to regain eligibility.

7. Self-Referral

   A student who refers themself prior to receiving a positive result from the MRO will comply with the requirements in Paragraph 7(b) Option A. Self-referrals may be used on a first offense only. Subsequent positives following a referral will continue to actions stated in Paragraphs 7(c) and 7(d). For the purpose of this policy, a student may only self-refer one (1) time while a student in the Wadsworth City School District.

8. Middle School to High School Transition

   When a student transitions from middle school to high school, the student will start at the first offense level (7b above) if the student has a positive test result, regardless of the level the student was on upon conclusion of the student's middle school years. But, consequences given to a student as a result of an offense in middle school, as described above, will carry into high school until they are completed. Once the consequences are completed, the student will start at the first offense level (7b above) if the student has a positive test result.

H. NO ACADEMIC CONSEQUENCES

No student will be penalized academically for testing positive. The results of tests pursuant to this policy will not be documented in any student’s academic records. Information regarding the results of tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Wadsworth City School District Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student’s parent/legal guardian/custodian will be notified before a response is made by the Wadsworth City School District Board of Education, to the extent permitted by such subpoena or legal process.

Revised 6/28/18
Revised 2/10/20
Revised 4/10/23

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Book	Policy Manual
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Title	Vol. 43, No. 1 - October 2024 Revised STUDENT/PARENT RIGHTS
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Revised Policy - Vol. 43, No. 1

5780 - **STUDENT/PARENT RIGHTS**

The Board of Education recognizes that students possess not only the right to an education but many of the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the Board shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, the Board recognizes that no student may be deprived of the basic right to equal access to the educational program, and the student's~~his/her~~ constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

X] The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for the student's~~his/her~~ education.

Since a student who has reached the age of majority possesses the full rights of an adult, the student~~s/he~~ may authorize those school matters previously handled by the student's~~his/her~~ parents, but the student~~s/he~~ also assumes the responsibility for their~~his/her~~ performance in school, attendance, and compliance with school rules.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

Parent Right to Inspect Instructional Materials

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

The Superintendent shall, in consultation with parents, develop a procedure addressing the right of parents as described herein and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. See AG 9130A and Form 9130 F3.

Right to Inspect Technolgy Provider Contract

The District shall provide parents and students with an opportunity to inspect a complete copy of each technology provider contract.

This policy shall not supercede any rights under the Family Education Rights and Privacy Act.

[Cross Reference:

po8310]

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Legal	R.C. 3109.01 20 U.S.C. 1232h
Cross References	po8310 - PUBLIC RECORDS

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6110 - **GRANT FUNDS**

It is the objective of the Board of Education to provide equal educational opportunities for all District students. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that benefit~~benefits~~ students and the educational program. Therefore, it is the intent of the Board to consider grant proposals and applications for their potential to enhance the educational opportunities, the educational environment, and the physical and mental growth for each student.

The Superintendent shall review new Federal education legislation and prepare proposals for programs the Superintendent~~s/he~~ deems would be of aid to the students of this District. The Superintendent shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accordance with Federal regulations and guidelines.

No Federal funds received by the District shall be used to:

A. develop or distribute materials, or operate programs or courses of instruction directed at youths, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual;

B. distribute or aid in the distribution by any organization of legally obscene materials to minors on school grounds;

C. provide sex education or HIV-prevention education in schools unless that instruction is age-appropriate~~age appropriate~~ and includes the health benefits of abstinence; or

D. operate a program of contraceptive distribution in schools.

Grant Proposal Development

A. All grant proposals must support at least one (1) District goal or priority.

B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

A. Each grant proposal shall be reviewed and approved by the Superintendent prior to submission to the funding source.

B. ~~**( )** The Superintendent shall present the following proposals to the Board for approval:~~

1. ~~**( )** government-funded proposals, regardless of the amount;~~

2. ~~( ) proposals with budgets exceeding $_____.00; or~~

3. ~~( ) multi-school or District-wide proposals.~~

Mandatory Disclosures

The District must promptly disclose whenever they have credible evidence of a violation of Federal criminal law potentially affecting the Federal award including, but not limited to, any fraud, embezzlement, bribery, gratuity violations, identity theft, or sexual assault and exploitation, or a violation of the civil False Claims Act (2 C.F.R. 200.113) regarding the obligation to report credible information related to conduct prohibited by the Trafficking Victims Protection Act, 22 U.S.C. 7104c.

The disclosure must be made in writing to the Federal agency and the agency's Office of Inspector General, and to the pass-through entity.

Whistleblower Protections

An employee of the District may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information to the appropriate agency or individual that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract or grant. See Policy 1411/3211/4211 - Whistleblower Protection and Policy 8900 - Anti-Fraud.

Grant Administration

A. The administration of grants will adhere to all applicable Federal, State, local, and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as District policies and administrative guidelines.

B. The Superintendent is responsible for the efficient and effective administration of grant awards through the application of sound management practices.

C. The Superintendent is responsible for administering grant funds in a manner consistent with underlying agreements, applicable statutes, regulations and objectives, and the terms and conditions of the grant award.

D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including the organizational and management strategies necessary to assure proper and efficient administration of grant awards.

E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The Superintendent shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash advance, or a combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.

   Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) requirements of the Federal program will be met in accordance with the requirements of the specific funded program. The District shall maintain appropriate documentation and records to substantiate compliance or to justify allowable exceptions, exemptions, or waivers.

F. **(X)** The Superintendent is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.

G. ~~( ) Written amendments requiring the Superintendent's signature shall be presented to the Board for approval.~~

H. ~~( ) Employee positions established through the use of grant funding shall terminate if and when the related grant funding ceases.~~

I. **(X)** Program reports including but not limited to audits, site visits, and final reports shall be submitted to the Superintendent for review and distribution to the Board and other appropriate parties.

Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local, and grantor rules, regulations, and assurances as well as District policies and administrative guidelines.

The District shall provide for the following:

A. Identification 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 title and number, Federal award identification number, the year the Federal award was issued, and name of the Federal agency or pass-through entity~~Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the 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, as applicable~~.

B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.

C. Records that sufficiently identify the amount, source, and expenditure of Federal funds for Federal awards. These records must contain information necessary to identify Federal awards, authorizations, financial obligations, unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation.~~Records that identify adequately the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.~~

D. Effective control over and accountability for all~~over, and accountability for, all~~ funds, property, and ~~other~~ assets. The District must adequately safeguard all assets and ensure~~assure that~~ they are used solely for authorized purposes.

   Further, the District must:

   1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award;

   2. comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award;

   3. evaluate and monitor the District's compliance with statutes, regulations, and the terms and conditions of the Federal award; and

   4. take prompt action when instances of noncompliance are identified~~, including noncompliance identified in audit findings;~~

   5. ~~take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.~~

E. Reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal awarding agency or pass-through entity designates as sensitive or other information the District considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality~~Comparison of expenditures with budget amounts for each Federal award~~.

F. Actual expenditures or outlays must be compared with budgeted amounts for each Federal award.

G. Recordkeeping and written procedures to the extent required by Federal, State, local, and grantor rules and regulations pertaining to the grant award and accountability~~,~~ including, but not limited to, the following areas:

   1. cash management in accordance with 2 C.F.R. 200.305

   2. allowability of costs in accordance with subpart E and the terms and conditions of the Federal award

   3. conflict of interest

   4. procurement

   5. equipment management

6. conducting technical evaluations of proposals and selecting recipients

7. compensation and fringe benefits

8. travel

H. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass-through agency in accordance with applicable Federal policy.

I. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

Audit Requirements

A single or program-specific audit (2 C.F.R. 200.514, 2 C.F.R. 200.507) is required for any year if the District expends $1,000,000 or more in Federal awards during the District's fiscal year. When Federal awards expended are less than $1,000,000, the District may be exempt from Federal audit requirements (2 C.F.R. 200.501) for that year. However, in all instances, the District's records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and the Government Accountability Office (GAO).

The District shall:

A. arrange for the audit required in accordance with 2 C.F.R. 200.509 and make sure that the audit is properly performed and submitted in accordance with 2 C.F.R. 200.512;

B. prepare financial statements including the schedule of expenditures of Federal awards in accordance with 2 C.F.R. 200.510;

C. promptly follow up and take corrective action on audit findings, including preparing a summary schedule of prior audit findings and a corrective action plan (2 C.F.R. 200.511); and

D. provide the auditor access to personnel, accounts, books, records, supporting documentation, and any other information needed for the auditor to perform the audit.

Certifications and Records Retention

Financial reports must include a certification, signed by an official who is authorized to legally bind the District. The certification should state:

"I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to, violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812"

Each certification must be maintained pursuant to the requirements of 2 C.F.R. 200.334. The District shall retain all Federal award records for three (3) years from the date of submission of the final financial report or longer if required by the Board-adopted retention schedule.

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. Additionally, taxes, special assessments, levies, fines, and similar~~other such~~ revenues raised by a recipient are not program income~~ unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income~~. Proceeds~~Finally, proceeds~~~~ from the sale of real property, equipment, or supplies are not program income. Finally, license fees and royalties for copyrighted material, patents, patent applications, trademarks, and inventions made under the Federal award subject to 37 C.F.R. Part 401 are not program income.

Unless the District~~it~~ has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal ~~awarding~~ agency or pass-through entity.

2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.113, 200.302, 200.307
2 C.F.R. 200.309, 200.310, 200.313, 200.318-.320, 200.332, 200.343(b)&(e), 200.501-511
20 U.S.C. 7906
31 U.S.C. 3729-3733
34 C.F.R. 75.707, 76.563, 76.565, 76.707
Compliance Supplement for Single Audits of State and Local Governments

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Legal

2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.113, 200.302, 200.307

2 C.F.R. 200.309, 200.310, 200.313, 200.318-.320, 200.332, 200.343(b)&(e), 200.501-511

20 U.S.C. 7906

31 U.S.C. 3729-3733

34 C.F.R. 75.707, 76.563, 76.565, 76.707

Compliance Supplement for Single Audits of State and Local Governments

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Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

6111 - **INTERNAL CONTROLS**

The Superintendent shall establish, document, and maintain effective internal controls over Federal awards that provide reasonable assurance that the District is managing all awards in compliance with the U.S. Constitution,~~applicable~~ statutes, regulations,~~regulations~~ and the terms and conditions of the awards. The District will have a process that provides reasonable assurance regarding the achievement of the following objectives:

A. effectiveness and efficiency of operations;

B. reliability of reporting for internal and external use; and

C. compliance with applicable laws and regulations.

These internal controls should comply with the guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control-Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The internal controls must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal reports; maintain accountability over assets; and demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. The internal controls must also provide reasonable assurance that these transactions are executed in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal award, as well as any other Federal statutes and regulations that are identified in the Compliance Supplement. Finally, the District's internal controls must provide reasonable assurance that all Federal funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

The District shall:

A. comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award~~awards~~;

B. evaluate and monitor its compliance with the U.S. Constitution, statutes, regulations, and the terms and conditions of the award;

C. take prompt action when instances of noncompliance are identified~~ including noncompliance identified in audit findings~~; and

D. take reasonable cybersecurity and other measures to safeguard protected information including protected "personally identifiable information" (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the District considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality~~"personally identifiable information" (PII) and other information the awarding agency or pass-through entity designated as sensitive or the District considers sensitive consistent with applicable Federal, State, local, and tribal laws and District policies regarding privacy and obligations of confidentiality~~.

PII is defined at 2 C.F.R. 200.1~~200.79~~ as "information that can be used to distinguish or trace an individual's

identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual."

However, the definition of PII is not attached~~anchored~~ to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified.

Suggested Resources:

A. "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States;

B. "Internal Control Integrated Framework" (commonly referred to as the Green Book) issued by the Committee of Sponsoring Organizations of the Treadway Commission;

C. "Compliance Supplement" issued by the U.S. Office of Management and Budget; and

D. Internal control guidance issued by the U.S. Department of Education.

~~2 C.F.R. 200.61 61~~
2 C.F.R. 200.1~~200.79~~
2 C.F.R. 200.303

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Legal 2 C.F.R. 200.1

2 C.F.R. 200.303

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Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

6112 - **CASH MANAGEMENT OF GRANTS**

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The District's payment methods shall minimize the time elapsing between the transfer of funds from the Federal agency~~United States Treasury~~ or the Ohio Department of Education & Workforce ("DEW")~~(ODE)~~ (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The District shall request grant fund payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Treasurer ~~Superintendent~~ is authorized to submit payment requests as often as necessary when electronic fund transfers are used or at least monthly when electronic transfers are not used. See~~requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the~~ Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

A. The timing and amount of the advance payment requested must~~will~~ be as close as is administratively feasible to the actual disbursements by the District~~disbursement~~ for direct program or project costs and the proportionate share of any allowable indirect costs.

B. The District shall make timely payments~~payment~~ to contractors in accordance with contract provisions.

C. Whenever possible, advance payment requests by the District must be consolidated to cover anticipated cash needs for all Federal awards received by the recipient from the awarding Federal agency or DEW.

D. If~~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 Federal~~such~~ funds before requesting additional cash payments. **~~[DRAFTING NOTE: It is generally recommended that the District request program income be added to their total award, but separating program income out and then noting how applicable credits are addressed.]~~**

E. The District shall account for the receipt, obligation, and expenditure of funds.

F. Advance payments will be deposited and maintained in insured accounts whenever possible.

G. Advance payments will be maintained in interest-bearing~~interest-bearing~~ accounts unless the following apply:

1. The District receives less than $250,000~~120,000~~ in Federal funding~~awards~~ per year.

2. The best ~~reasonably~~ available interest-bearing account would not reasonably 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.

4. A foreign government or banking system prohibits or precludes interest-bearing~~interest bearing~~ accounts.

5. An interest-bearing account is not readily accessible (for example, due to public or political unrest in a foreign country).

H. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to $500 per year for administrative costs. Any additional interest earned on Federal funds must be returned~~advance payments deposited in interest-bearing accounts must 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 shall 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 Automated Standard Application for Payment ("ASAP"), National Science Foundation ("NSF") or another Federal agency payment system.~~

I. All interest in excess of $500 per year must be returned to PMS regardless of whether the District was paid through PMS. Instructions for returning interest can be found at https://pms.psc.gov/grant-recipients/returning-funds-interest.html.

J. All other Federal funds must be returned to the payment system of the Federal agency. Returns should follow the instructions provided by the Federal agency. All returns to PMS should follow the instructions provided at https://pms.psc.gov/grant-recipients/returning-funds-interest.html.

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Legal 2 C.F.R. 200.305

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Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

6114 - **COST PRINCIPLES - SPENDING FEDERAL FUNDS**

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State, and local laws, the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

Cost Principles

A cost is reasonable if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

   To determine whether a cost is reasonable, consideration shall be given to:

   1. whether a cost is ~~a type~~ generally recognized as ordinary and necessary for the operation ~~of the District~~ or the proper and efficient performance of the Federal award;

   2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal, and other laws and regulations;

   3. market prices for comparable costs~~goods or services~~ for the geographic area;

   4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the District, its employees, its students or membership (if applicable), the public at large, and the Federal Government; and

   5. the degree to which the cost represents a deviation from the Board of Education's established written policies and procedures for incurring costs~~whether the cost represents any significant deviation from the established practices or Board of Education policy which may unjustifiably increase the expense~~.

   While Federal regulations do not provide specific descriptions of what satisfies the necessary element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

   When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;

2. the cost is identified in the approved budget or application;

3. there is an educational benefit associated with the cost;

4. the cost aligns with identified needs based on results and findings from a needs assessment;

5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the cost is~~goods or services involved are chargeable or~~ assignable to that~~the~~ Federal award in accordance with the relative benefit received.

This standard is met if the cost:

1. is incurred specifically for the Federal award;

2. benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; or~~and~~

3. is necessary to the overall operation of the District and is assignable, in part, to the Federal award in accordance with these cost principles~~ mentioned here~~.

B. Conform to any limitations or exclusions set forth in the cost principles in 2 C.F.R. Part 200 or in the terms and conditions of the Federal award, including prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment or as a substantial or essential component of any system or as critical technology as part of any system. Such prohibition also applies to funds generated as program income, indirect cost recoveries, or to satisfy cost share requirements.

C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.

D. Be accorded consistent treatment. A cost cannot 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 a Federal award as an indirect cost under another award.

E. Be determined in accordance with generally accepted accounting principles.

F. Be representative of actual cost, net of all applicable credits, or offsets.

The term applicable credits refers to those transactions that offset or reduce direct or indirect costs~~receipts or reductions of expenditures that operate to offset or reduce expense items~~ allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; insurance refunds or rebates; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the District~~State~~ relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

G. Be not included as a match or cost-share requirements of any other Federally-financed program in either the current or a prior period, unless the specific Federal program authorizes Federal costs to be treated as such.

H. Be adequately documented:

1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to ensure~~assure~~ that only permissible personnel expenses are allocated;

2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

I. Administrative closeout costs may be incurred until the due date of the final report(s). If incurred, these costs must be liquidated prior to the due date of the final report(s) and charged to the final budget period of the award unless otherwise specified by the Federal agency.

All other costs must be~~Be~~ incurred during the approved budget period. At its discretion, the Federal agency is

authorized to waive prior written approvals to carry forward unobligated balances to subsequent budget periods.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to incur financial obligations of~~carry out authorized work and expend~~ the funds awarded, including any funds carried forward or other revisions pursuant to 2 C.F.R. 200.308~~the law~~. Prior written approval from the Federal ~~awarding~~ agency or State pass-through entity may be required to carry forward unobligated balances to subsequent budget periods unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures:

A. Capital expenditures for general-purpose~~general purpose~~ equipment, buildings, and land are allowable~~unallowable~~ as direct charges, but only~~except~~ with the prior written approval of the Federal ~~awarding~~ agency or pass-through entity.

B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of $10,000~~5,000~~ or more have the prior written approval of the Federal ~~awarding~~ agency or pass-through entity.

C. Capital expenditures for improvements to land, buildings, or equipment that~~which~~ materially increase their value or useful life are allowable~~unallowable~~ as a direct cost but only~~except~~ with the prior written approval of the Federal ~~awarding~~ agency or pass-through entity.

D. All Federally-funded contracts in excess of $2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

E. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 C.F.R. 200.436 and 2 C.F.R. 200.465.

F. When approved as a direct cost by the Federal ~~awarding~~ agency or pass-through entity under Sections A-C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal ~~awarding~~ agency.

G. The District may claim the unamortized portion of any equipment written off as a result of a change in capitalization levels by continuing to claim the otherwise allowable depreciation on the equipment, or by amortizing the amount to be written off over a period of years negotiated with the cognizant agency for indirect cost.

H. If the District is instructed by the Federal ~~awarding~~ agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

I. Equipment and other capital expenditures are unallowable as indirect costs.

Statutory requirements may limit the allowability of costs. Any costs that exceed the maximum amount allowed by statute may not be charged to the Federal award. Only the amount allowable by statute may be charged to the Federal award.

Payments made for costs determined to be unallowable by the Federal agency, cognizant agency for indirect costs, or pass-through entity must be refunded (with interest) to the Federal Government.

Prior Written Approval

To avoid subsequent disallowance or dispute based on unreasonableness or nonallocability, the District may seek the prior written approval of the Federal agency (or, for indirect costs, the cognizant agency for indirect costs) before incurring the cost. The absence of prior written approval on any element of cost will not, in itself, affect the reasonableness or allocability of that cost unless prior approval is specifically required for allowability.

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

Determining Whether a Cost is Direct or Indirect:

The association of costs with a Federal award (rather than the nature of the procurement transaction) determines whether costs are direct or indirect. Costs incurred for the same purpose in like circumstances must be treated consistently as direct or indirect.

A. 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; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.). Direct costs may also include capital expenditures if approved by the Federal ~~awarding~~ agency or pass-through entity, as well as capital expenditures for special purpose equipment with a unit cost of less than $10,000~~5,000~~.

   If a cost benefits two (2) or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit.

B. 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, accounting, etc.

   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:

   1. Administrative or clerical services are integral to a project or activity.
   2. Individuals involved can be specifically identified with the project or activity.
   3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
   4. 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 and Workforce ("DEW")~~(ODE)~~ or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

   ~~Equipment and other capital expenditures are unallowable as indirect costs.~~

Timely Obligation of Funds

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment under a Federal award that will result in expenditures by a recipient or subrecipient under a Federal award. ~~This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.~~

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:

If the obligation is for:

A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.

B. Personal services by an employee of the District - when the services are performed.

C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.

D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.

E. Public utility services - when the District receives the services.

F. Travel - when the travel is taken.

G. Rental of property - when the District uses the property.

H. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

All financial obligations must occur during the period of performance. Period of performance means the time interval between the start and end date of a Federal award, which may include one (1) or more budget periods. Identification of the period of performance shall be specific to the Federal award and consistent with 2 C.F.R. 200.211 and does not commit the Federal agency to fund the award beyond the currently approved budget period~~Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one (1) or more funded portions or budget periods~~. The period of performance is dictated by statute and will be indicated in the Grant Award Notification ("GAN")~~(GAN)~~. As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN. Note, however, that certain Federal awards have specific requirements that restrict the use of funds beyond the initial period of performance.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period unless an agreement exists with the ~~awarding~~ agency or the pass-through entity (e.g., DEW~~ODE~~) to reimburse for pre-approval expenses.

If a Federal ~~awarding~~ agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) calendar days after the conclusion of the period of performance of the award (or an earlier date as agreed upon by DEW and the District)~~end of the funding period unless an extension is authorized~~. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the ~~awarding~~ agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

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Legal	2 C.F.R. 200.216, 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a), 200.439(b)(2) 2 C.F.R. 200.458 34 C.F.R. 76.707-.708(a), 75.703

Book	Policy Manual
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6320 - **PURCHASING AND BIDDING**

Limitations

All purchases that are within the amount contained in the object of the appropriation and were originally contemplated in the budgeting process may be made upon authorization of the Superintendent.

Then and Now Certificate

If the Treasurer can certify that both at the time of the purchase and at the time of certification, sufficient funds were available or in the process of collection, to the credit of the respective fund, properly appropriated and free from previous encumbrance, the expenditure may be authorized. The Board may approve such payment within thirty (30) days from receipt of such certificate.

Amounts of less than $3,000 may be paid by the Treasurer upon completion of the "then and now" certificate, provided that the expenditure is otherwise lawful.

The Board should be advised of all nonbid purchases when the amount exceeds the amount of the appropriation.

"Super Blanket" Certificates

The Treasurer may issue "super blanket" purchase orders (certificates) for any amount for expenditures and contracts from a specific line-item appropriation account in a specified fund for most professional services, fuel, oil, food items, and any other specific recurring and reasonably predictable operating expense. Such a purchase order (certificate) shall not extend beyond the fiscal year.

Contracts for Development and Improvement of Facilities

All contemplated contracts for professional design services such as from an architect or for construction management shall be in accordance with R.C. 9.33 - 9.335 and R.C. 153.65 - 153.71 as applicable, as well as any relevant provisions of the Ohio Administrative Code.

Competitive Bidding

When the Board determines to build, repair, enlarge, improve, or demolish a school building the cost of which will exceed the amount to be determined and published by the Ohio Director of Commerce~~$50,000~~, or for the purchase (or lease-purchase) of school buses, the Board of Education shall obtain competitive bids.

In accordance with statute, the Board may elect to forego the bidding for contracts in any of the following situations if:

A. the Board elects and declares by resolution to participate in purchase contracts, in accordance with R.C. Chapter 125 and the terms and conditions prescribed by the Department of Administrative Services

B. the Board determines and declares by resolution adopted by two thirds (2/3's) of its members that any item is available and can be acquired only from a single source

C. the Board declares by resolution adopted by two-thirds (2/3's) of its members that the installation, modification, and/or remodeling subject to contracting is involved in an energy conservation measure undertaken through an installment payment contract under R.C. 3313.372 or pursuant to R.C. 133.06(G)

D. the Board finds and determines that an urgent necessity exists (as defined by statute) with respect to a particular improvement'

E. pursuant to R.C. 9.48, the Board participates in a joint purchasing program, operated by or through a national or State association of political subdivisions in which the Board is eligible for membership or through the Federal government or another political subdivision

The Superintendent shall verify that the specifications for any public improvement project for which bids are solicited do not require any bidder to:

A. enter into agreements with labor organizations on said public improvement; or

B. enter into an agreement that requires its employees to become members of or pay fees or dues to a labor organization as a condition of employment or continued employment.

Bidding shall be conducted in accordance with R.C. 3313.46 and related statutes.

Bids shall be sealed and shall be opened by the Treasurer in the presence of at least one (1) witness.

Soliciting of Bids

The Board, by resolution, may award a bid to the lowest responsible bidder. For a bidder to be deemed responsible, the Board may request evidence from the bidder concerning:

A. the experience (type of product or service being purchased, etc.) of the bidder;

B. the financial condition;

C. the conduct and performance on previous contracts (with the District or other agencies);

D. the bidder's facilities;

E. management skills;

F. the ability to execute the contract properly;

G. a signed affidavit affirming that neither the bidder nor any sub-contractor has entered into an agreement with any labor organization regarding the public improvement project.

Awarding of Bids

The Board shall approve all contracts resulting from competitive bids prior to being awarded. The Board reserves the right to reject any or all bids.

In situations in which the Board has resolved to award a bid to the lowest responsible bidder and the low bidder does not meet the considerations specified above, the Board shall so notify the bidder, in writing, by certified mail.

Purchase of School Buses and Certain Other Motor Vehicles

The Board shall use competitive bidding to enter into an agreement for the purchase or lease-purchase of a school bus unless an exception to bidding applies. The term "school bus" includes any vehicle designed to carry more than nine (9) passengers excluding the driver. Bids shall indicate that prior to delivery the bus must comply with all applicable State laws and regulations, including the Ohio Pupil Transportation Operation and Safety Rules. No bid bonds will be required unless requested by the Board during the competitive bidding process. The Board is not required to use competitive bidding to rent or lease a school bus as long as the agreement does not include a provision for purchase of the bus.

For the purchase of motor vehicles other than school buses, the Board will follow the adopted procedures to obtain price quotations prior to purchase when applicable. Standardized purchasing procedures of the District shall be followed when purchasing a motor vehicle other than a school bus.

Lease-Purchase Agreements

Lease-purchase agreements entered into by the Board shall be in accordance with R.C. 3313.375. Such agreements shall be a series of one-year renewable lease terms totaling not more than thirty (30) years, after which time ownership is transferred to the Board if all obligations of the Board under the agreement have been satisfied.

Purchases from the State

In accordance with State law (R.C. 4115.31 - 4115.35), the Superintendent shall, in accordance with rules of the State Committee for the purchase of products and services provided by persons with severe disabilities, procure products or services at the fair market price established by the committee from a qualified nonprofit agency for persons with severe disabilities, if the product or service is on the procurement list and is available within the period required by the District, notwithstanding any law requiring the purchase of products and services on a competitive bid basis.

Requirement

Before an employee places a purchase order, the employee ~~s/he~~ shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the District. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

A. items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;

B. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;

C. where the requisitioner has recommended a supplier, the supervisor may make alternate suggestions to the requisitioner if, in the supervisor's ~~his/her~~ judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order.

Employees may be held personally responsible for anything purchased without a properly-signed purchase order or authorization.

The Board may acquire equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase and the purchase complies with applicable law and Board policy.

Reverse Auctions

It is the policy of the Board to permit the use of a reverse auction to purchase services and supplies whenever it is determined that the reverse auction process will be advantageous to the District (e.g., result in a cost savings to the District). To that end, vendors may submit proposals when competing to sell services and/or supplies in an open environment via the Internet. While the reverse auction process may be used to purchase supplies such as equipment, materials, tangible assets and insurance, the process may not be used to purchase real property or interests in real property. The process may also be used to purchase services such as the furnishing of labor, time, or effort by a person, provided such services do not involve the delivery of a specific end product other than a report, and are not being furnished in connection with an employment agreement or collective bargaining agreement and/or which are not subject to a competitive selection procedure required by law.

The Board will provide notice of the request for proposals and award contracts in accordance with the Superintendent's administrative guidelines.

Procurement - Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 CFR 80.36) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a compliance 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 this policy. (See Policy 6325)

Revised 7/12/10
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Revised 3/13/17
Revised 5/13/19

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Legal

R.C. 9.25, 9.30, 9.31, 9.311, 9.312, 9.314, 125.04, 153.02, 153.12, 153.54

R.C. 2909.33, 3313.37, 3313.375, 3313.46, 3313.172, 3327.08, 4115.32 et. seq.

R.C. 4116.02, 4116.03, 4511.76, 5705.41, 5705.45

A.C. 3301-83

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Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

6325 - **PROCUREMENT - FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for from 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, Board of Education policies, and administrative procedures.

The Superintendent shall have and use a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326), including affirmative steps for small businesses,~~and~~ minority businesses, ~~and~~ women's business enterprises, veteran-owned businesses, and labor surplus area firms, for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight 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 documented general purchasing Policy 6320 and AG 6320A.

When required by Federal program legislation, all Federally-funded contracts in excess of $2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3113, and Policy 4113 - Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Consideration~~Additionally, consideration~~ shall be given to consolidating or breaking out procurements to obtain a more economical purchase~~, and, where appropriate, an analysis shall be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach~~. When appropriate, an analysis shall be made between leasing and purchasing property or equipment to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

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.

Competition

All procurement transactions under the~~for the acquisition of property or services required under a~~ Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that provides~~encourages~~ full and open competition and that is in accordance with 2 C.F.R. Part 200, good administrative practice,~~practice~~ and sound business judgment. To ensure~~In order to promote~~ 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~~bids, or requests for proposals~~ from competition for such procurements.

Examples of situations that may restrict competition include, but are not limited to~~Some of the situations considered to be restrictive of competition include, but are not limited to, the following~~:

A. unreasonable requirements on firms ~~in order~~ for them to qualify to do business

B. unnecessary experience and excessive bonding requirements

C. noncompetitive pricing practices between firms or between affiliated companies

D. noncompetitive contracts to consultants that are on retainer contracts

E. organizational conflicts of interest

F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement

G. any arbitrary action in the procurement process

~~Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals unless 1) an applicable Federal statute expressly mandates or encourages a geographic preference; or 2) the District is contracting for architectural and engineering services, in which case 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.~~

To the extent that the District uses a pre-qualified list of persons, firms, or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources ~~as~~ to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list __during the solicitation period_____. **[insert frequency. See Drafting Note]**

~~DRAFTING NOTEDrafting Note: The District shall allow vendors not on the pre-qualified list to apply for placement on the list periodically. The District may determine how frequently the pre-qualified list becomes open for new vendors or whether it is open continuously.]~~

The District shall require that all prequalified lists of persons, firms, or products which are used in procurement transactions are current and include enough qualified sources to provide maximum open competition. When establishing or amending prequalified lists, the District (or subrecipient) must consider objective factors that evaluate price and cost to maximize competition~~acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition~~. The District shall not preclude potential bidders from qualifying during the solicitation period.

To the extent consistent with established practices and legal requirements applicable to the recipient or subrecipient, this subpart does not prohibit recipients or subrecipients from developing written procedures for procurement transactions that incorporate a scoring mechanism that rewards bidders that commit to specific numbers and types of U.S. jobs, minimum compensation, benefits, on-the-job-training for employees making work products or providing services on a contract, and other worker protections. This subpart also does not prohibit recipients and subrecipients from making inquiries of bidders about these subjects and 2 C.F.R. Revisions 2024: Unofficial Comparison Version assessing the responses. Any scoring mechanism must be consistent with the U.S. Constitution, applicable Federal statutes and regulations, and the terms and conditions of the Federal award.

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures (in accordance with 2 C.F.R 200.319(d)) that require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured~~material, product, or service to be procured. Such description shall not, in competitive procurements, contain features that unduly restrict competition~~. The description may include a statement of the property, equipment,~~qualitative nature of the material, product,~~ or service to be procured. When necessary, the description must ~~and, when necessary, shall~~ set forth those minimum essential characteristics and standards to which the property, equipment, or service shall conform~~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 clearly and accurately describe~~make a clear and accurate description of~~ the technical requirements, a "brand name or equivalent" description of features to provide procurement requirements may be used. The specific features of the named brand must be clearly stated and the District must identify any additional requirements which the offerors must fulfill and all other factors that will be used in evaluating bids or proposals~~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 have and use documented procedures, consistent with the standards described above, for the following methods of procurement:

A. **Informal Procurement Methods**

Informal procurement methods for small purchases expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when~~When~~ the value of the procurement transaction~~for property or services~~ under a Federal award does not exceed the simplified acquisition threshold or a lower threshold established by the State~~, formal procurement methods are not required~~. ~~The District may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost.~~ The informal procurement methods ~~used for procurement of property or services at or below the simplified acquisition threshold~~ include:

1. **Micro-Purchases**

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed $_10,000.00_____ **[not to exceed $10,000]**. To the ~~maximum~~ extent practicable, the District should distribute micro-purchases equitably among qualified suppliers.

Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable based on research, experience, purchase history, or other relevant information, and maintains documents to support its concluson~~documents are filed accordingly~~. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

~~**[ ]** Unless otherwise defined by State or local law, Districts are responsible for determining and documenting an appropriate micro-purchase threshold in accordance with 2 C.F.R. 200.320(a)(iv) based on internal controls, an evaluation of the risk, and its documented procurement procedures. The micro-purchase threshold used by the District shall be authorized or not prohibited under State, local, or tribal laws or regulations.~~

An eligible District may self-certify a threshold of up to $50,000 on an annual basis and must maintain documentation to be made available to the Federal agency or pass-through entity and auditors in accordance with 2 C.F.R. 200.334~~A District which is qualified as a low-risk auditee for the most recent audit (C.F.R. 200.520) may increase the micro-purchase threshold up to $50,000. An eligible District may self-certify the increased micro-purchase threshold on an annual basis after completing the annual internal institutional risk assessment to identify, mitigate, and manage financial risks~~. The self-certification, in accordance with 2 C.F.R. 200.334, must include a justification, clear identification of the threshold, and supporting documentation of any of the following:~~the qualifications listed above.~~

a. a qualification as a low-risk auditee in accordance with the criteria in 2 C.F.R. 200.520;

b. an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or

c. for public institutions, a higher threshold is consistent with State law.

~~**[DRAFTING NOTE: The Federal regulation allows for a $50,000 threshold. While this authority is allowed for an entity qualified as a low-risk auditee, Neola does not suggest its use due to the complexity and subjectivity of the mechanism.] [END OF OPTION]**~~

2. **Small Purchases**

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of $_250,000.00_____ **[not to exceed $250,000]**. Small purchase procedures require that price or rate quotations shall be obtained from X**( )** _more than one (1)___ ~~(__)~~ **~~[OR] ( )~~** ~~an adequate number of~~ **~~[END OF OPTION]~~** qualified sources. **~~[DRAFTING NOTEDrafting Note: Unless the pass-through entity or State law defines the number of quotes required, the District may define in policy how many quotations are adequate. The number must be greater than one (1).]~~**

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal

controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations ("FAR")~~(FAR)~~. When applicable, a lower simplified acquisition threshold used by the District~~non-Federal entity~~ must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. **Formal Procurement Methods**

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in 200.319 or non-competitive procurement. The formal methods of procurement are:

1. **Sealed Bids**

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than $250,000.00____ **~~[the lesser of the established Small Purchase threshold or $250,000]~~** and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility, the cost of which will exceed ~~$50,000~~the amount to be determined and published by the Ohio Director of Commerce **~~[DRAFTING NOTE: the bidding threshold for 2024 is $75,000, and automatically increases each year by 3% thereafter]~~**.

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 have been identified as~~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 based on ~~the basis of~~ price.

When sealed bids are used, the following requirements apply:

a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from **~~( )~~** ____ (__) **~~[OR]~~** **(x)** an adequate number of **[END OF OPTION]** qualified suppliers, providing 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 must define the items or services with specific information, including any required specifications, for the bidder to properly respond~~will include product/contract specifications and pertinent attachments and shall 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 is awarded~~award will be made~~ in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids~~Where specified in bidding documents~~, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts must~~may~~ only be used to determine the low bid when the District determines they are a valid factor based on prior experience~~ indicates that such discounts are usually taken~~.

e. The Board reserves the right to reject any or all bids but must document and provide a justification for all bids it rejects~~for sound documented reason(s)~~.

2. **Proposals**

Procurement by proposals is a method in which either a fixed-price or cost-reimbursement ~~type~~ contract is awarded. This method is~~Proposals are 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. **~~[DRAFTING NOTEDrafting Note: Federal law does not require a competitive proposal unless the procurement is for over $250,000. The State/District may set a lower threshold for sealed bids and competitive proposals.~~**

~~**Ohio law requires sealed bids when the Board seeks to build, repair, enlarge, improve, or demolish a school building/facility if the cost will exceed the amount to be determined and published by the Ohio Director of Commerce per R.C. 9.17$50,000 (see Policy 6320).]**~~

If this method is used, the following requirements apply:

a. Requests for proposals require public notice and must~~shall be publicized and~~ identify all evaluation factors and their relative importance. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered~~Any response to the publicized requests for proposals shall be considered to the maximum extent practical~~.

b. Proposals shall be solicited from ~~**( )** _____ (__) **[OR]**~~ **(x)** an adequate number of ~~**[END OF OPTION]**~~ sources.

c. The District must have written procedures~~shall use its written method~~ for conducting technical evaluations and for making selections~~of the proposals received and for selecting recipients~~.

d. Contracts must~~shall~~ be awarded to the responsible offeror~~firm~~ whose proposal is most advantageous to the District considering price and other factors~~program, with price and other factors considered~~.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used to procure~~in procurement of~~ A/E professional services. The method~~It~~ cannot be used to purchase other ~~types of~~ services provided by~~though~~ A/E firms that are a potential source to perform the proposed effort.

3. **Noncompetitive Procurement**

Procurement by noncompetitive proposals ~~allows for solicitation of a proposal from only one (1) source and~~ may be used only when one (1) or more of the following circumstances apply:

a. the aggregate amount of the procurement transaction does not exceed the micro-purchase threshold~~micro-purchases~~;

b. the procurement transaction can only be fulfilled by~~the item is available only from~~ a single source;

c. the public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of~~publicizing~~ a competitive solicitation;

d. the District requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or~~the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District~~

e. after soliciting several~~solicitation of a number of~~ sources, competition is determined to be inadequate.

4. **(X) Noncompetitive Purchases Through Educational Service Centers (ESCs)**

Under State law, the Board may enter into a contract with an educational service center ("ESC")~~(ESC)~~ that authorizes the ESC to make purchases for supplies, materials, equipment, and services or the delivery of services on the District's behalf. These contracts promote operational efficiency and cost savings, and further enhance the educational experience for our students. Purchases made through such contracts are exempt from competitive bidding. ~~**[DRAFTING NOTE: This provision applies to R.C. 3313.843, 3313.844, and 3313.845 contracts. A District with a student enrollment of less than 16k must enter into a contract with an ESC in accordance with R.C. 3313.843.]**~~

The District may apply for approval from the Department of Education and Workforce ("DEW")~~ODE~~ to use a noncompetitive purchasing method to procure personnel-based services from an ESC only when the following criteria are met:

a. the ESC posts a list of all services it provides, including costs of these services, on its website;

b. the ESC has been designated as "high performing" by the DEW~~Ohio Department of Education~~; and

c. DEW~~ODE~~ as the pass-through state entity has determined that the ESC was substantially in compliance with all audit rules and guidelines during the most recent audit conducted by the Auditor of State.

The Treasurer/CFO will submit an application and any required documentation to DEW~~ODE~~ on the designated form requesting approval for use of a noncompetitive purchasing method for personnel services. Purchases will not be made until the application is approved. Notice of approval will be maintained by the Treasurer/CFO.

Domestic Preference for Procurement

The District should~~As appropriate and to the extent consistent with law, the District shall~~, to the extent practicable and consistent with law~~under a Federal award~~, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards, contracts,~~subawards including all contracts~~ and purchase orders ~~for work or products~~ under the Federal award.

Procurement of Recovered Materials

The District must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended, 42 U.S.C. 6962. These requirements include:

A. procuring only items designated in the guidelines of the Environmental Protection Agency ("EPA") at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000;

B. procuring solid waste management services in a manner that maximizes energy and resource recovery; and

C. establishing an affirmative procurement program for the procurement of recovered materials identified in the EPA guidelines.

The District should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable.

This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products.

Contract/Price Analysis

The District shall perform a cost or price analysis for every procurement transaction, including contract modifications, in excess of the Simplified Acquisition Threshold (currently $250,000). The method and degree of analysis conducted depend on the facts surrounding the particular procurement transaction. For example, the District should consider potential workforce impacts in their analysis if the procurement transaction will displace public sector employees. However, as a starting point, the District must make independent estimates before receiving bids or proposals~~in connection with every procurement action in excess of $250,000, including contract modifications~~.

A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements. The District must not use the "cost plus a percentage of cost" and "percentage of construction costs" methods of contracting.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that the costs incurred or cost estimates included in negotiated prices would be allowable for the District according to cost principle requirements.~~The method and degree of analysis are dependent on the facts surrounding the particular procurement situation; however, 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. 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 1) after a determination that no other contract is suitable, and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. A time-and-materials type contract means a contract whose cost to the District is the sum of the actual costs of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

BecauseSince 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 District will award contracts only to responsible contractors that possesspossessing the ability to perform successfully under the terms and conditions of the proposed contractprocurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as 1) contractor integrity; 2) compliance with public policy; 3) compliance; 4) proper classification of employees; 5) record of past performance; and 6)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 is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company that is debarred or suspended. 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, which maintains a list of such debarred or suspended vendors, at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals ("RFPs")(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 are not necessarily limited to, the following: 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).

Records Retention

The District must retain all Federal award records for three (3) years from the date of submission of the final financial report, or as otherwise required pursuant to the Board-adopted records retention schedule, whichever is longer. For awards that are renewed quarterly or annually, the District must retain records for three (3) years from the date of submission of the quarterly or annual financial report, respectively, or as otherwise required pursuant to the Board-adopted records retention schedule, if longer. Records to be retained include, but are not limited to, financial records, supporting documentation, and statistical records. Other records retention requirements shall be in accordance with 2 C.F.R. 200.334 and the Board-adopted records retention schedule.

The District must collect, transmit, and store Federal award information in an open file, non-licensed, and machine-readable formats. The District may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.

2 C.F.R. 200.317 - .326, Appendix II to Part 200
2 C.F.R. 200.334 - 200.336
2 C.F.R. 200.520
R.C. 3313.843 - 3313.846

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2 C.F.R. 200.317 - .326, Appendix II to Part 200

2 C.F.R. 200.334 - 200.336

2 C.F.R. 200.520

R.C. 3313.843 - 3313.846

Book	Policy Manual
Section	Ready for Production November 2024
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Adopted	November 19, 2007
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Revised Policy - Vol. 43, No. 1

6460 - **VENDOR RELATIONS**

The Board of Education shall not enter into a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this School District has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any educational material of which the person~~s/he~~ is the author and which has been properly approved for use in the schools of this District.

Board members and school personnel shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies, or services. Furthermore, Board members and school personnel shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, Board members or school personnel who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the District, or a vendor with whom the District is doing business, whereby an individual board member or member of the school staff receives compensation in any form for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a Board member or member of the school staff receives such compensation, albeit unsolicited, from a vendor, the Board member or school staff member shall notify the Treasurer, in writing, that the staff member~~s/he~~ received such compensation and shall thereafter promptly transmit said compensation to the Treasurer at the staff member's~~his/her~~ earliest opportunity.

[X] Employee accrual of personal frequent-flyer miles, hotel "bonus points", credit card "rewards", or any other reward under such affinity programs (including credit points or rewards directed to non-profit organizations) or other merchant "rewards" programs as a result of a District purchase is strictly prohibited.

Nothing herein shall prevent a school employee, who is not in a position to negotiate or authorize a contract with a vendor, from accepting a discount on goods purchased for personal use from a vendor with whom the Board does business (i.e., that has a contract with the Board) provided the vendor (a) extends the same discount to all of its customers and does not limit it to officials and employees of the District, (b) offers a uniform discount to all eligible school officials and employees, without limiting the offer to employees with official duties or responsibilities affecting the vendor's financial interest, and (c) does not offer the discount to school officials and employees in exchange for the performance of their public duties. Board members and/or school personnel who negotiate or authorize a vendor's contract are prohibited from accepting any discount offered by the vendor for the Board member's or school personnel's~~his/her~~ personal use. Such individuals also shall not suggest that the vendor offer an employee discount as part of the public contract.

All sales persons, regardless of the product, shall make contact~~clear~~ with the Superintendent's office before contacting any teachers, students, or other personnel of the School District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with the policies of the Board on the basis of quality, price, and delivery with past service as a factor if all other considerations are equal.

Requirements for Certain Technology Provider Contracts

Any person or entity who contracts with a School District to provide a school-issued device for student use and creates, receives, or maintains educational records pursuant or incidental to its contract with the District must meet certain requirements as outlined in State law. For the purpose of this policy, the term "school-issued device" includes hardware, software, devices, and accounts that the District or technology provider, at the direction of the District, provides to an individual student for their dedicated personal use.

As a condition of doing business with the District, technology providers who maintain educational records as part of their contract to provide school-issued devices are required to comply with Chapter 1347 of the Revised Code to the same extent that the District is with regard to the collection, use, and protection of the records. Upon discovering that any of the District's educational records are subject to a breach of security, a technology provider must promptly notify the District and provide all of the information that the District needs to notify individuals whose personal information has been compromised as required by R.C. 1347.12. All educational records created, received, maintained, or disseminated by a technology provider remain the sole property of the District. Unless renewal of the contract is reasonably anticipated, all educational records must be returned to the District or destroyed using industry-standard destruction protocols within ninety (90) days of the contract's expiration. Technology providers are prohibited from selling, sharing, or disseminating educational records unless part of a valid delegation or assignment of its contract, or unless State law otherwise authorizes such action. Technology providers may not use educational records for commercial purposes, including for marketing or advertising goods or services to students or parents. Technology providers may use educational records which have been stripped of all personally identifiable information for the purposes of improvement, maintenance, development, support, or diagnosis of its site, services, or operations.

All contracts between the District and technology providers must ensure that appropriate industry-recognized security measures are used to safeguard educational records. Contracts must also include provisions that technology providers will 1) only grant access to educational records to those employees and contractors who need access to fulfill their official duties; and 2) will take measures to restrict unauthorized access of educational records by employees and contractors.

By August 1st each school year, the District will provide parents and students with direct and timely notice by mail, electronic mail, or another method of direct communication of any contracts the District has with a provider of curriculum, testing, or assessment technology that affects a student's educational records. The notice will:

A. identify each curriculum, testing, or assessment technology provider with access to educational records;

B. identify the educational records affected by the curriculum, testing, or assessment provider contract;

C. notify parents and students that they may request an opportunity to inspect a complete copy of any contract; and

D. provide contact information for the school department or employee that a parent or student should direct any questions or concerns regarding any program or activity that allows curriculum, testing, or assessment technology provider access to a student's education records.

~~**[DRAFTING NOTE: This notice is a new requirement adopted through Senate Bill 29 (135th General Assembly), which took effect October 24th, 2024. Since the bill's effective date did not occur until after August 1, 2024, it is reasonable to conclude that Districts are not required to send the notice for the 2024-2025 school year. However, all Districts should be prepared and ready to send the notice by August 1, 2025.]**~~

Criminal Background Checks

In accordance with State law, Policy 4121, and Policy 8142, a criminal background check is required of any non-teaching employee, including individuals employed by a private company/vendor under contract with the Board to provide essential school services who will work within the District in a position which does not require a license issued by the State Board of Education, is not for the operation of a vehicle for student transportation, but does involve routine interaction with a child or regular responsibility for the care, custody, or control of a child.

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Legal R.C. 2909.33, 3319.391, 3319.392

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Ohio Ethics Commission Opinion No. 2011-08 (effective Nov. 3, 2011)

Book	Policy Manual
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Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

~~**[DRAFTING NOTE: Travel charges must be consistent with the District's established written policies. The District must allow costs for "above and beyond regular dependent care" if consistent with established written policy for all travel.]**~~

6550 - **TRAVEL PAYMENT & REIMBURSEMENT/RELOCATION COSTS**

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance~~, in accordance with administrative guidelines~~. Travel costs may include the transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the District.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually. The Board shall establish mileage rates **(X)** in accordance with ~~**( )** not exceeding **[END OF OPTION]**~~ the Federal IRS prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include, but are not limited to, alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

~~**[ ]** Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.~~

~~**[ ]** Temporary dependent care costs (as dependent is defined in 26 U.S.C. 152) above and beyond regular dependent care that directly results from travel to conferences are allowable provided that (1) the costs are a direct result of the individual's travel for the Federal award; (2) the costs are consistent with the District's documented administrative guidelines for all entity travel; and (3) are only temporary during the travel period. Travel costs for dependents are unallowable, except for travel of a duration of six (6) months or more with prior approval of the Federal awarding agency. **[DRAFTING NOTE: Choosing this option requires this also to be applicable to all District policies.]**~~

~~**[ ]** The costs of identifying and providing locally available dependent care resources for conference participants are allowable, as needed.~~

~~**[ ]** Conference costs must be appropriate, necessary, and managed to minimize costs to the Federal award.~~

~~**[DRAFTING NOTE: This draft policy includes the Federal rules for commercial airfare and temporary dependent care costs. Based on State or local laws and policies, School Districts may decide that all temporary dependent care costs or commercial airfare costs in excess of the basic least expensive unrestricted accommodations class are unallowable under any circumstance.]**~~

~~**[ ] Relocation Cost Reimbursement**~~

~~**[ ] [OPTION 1]**~~

~~Relocation costs are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period of not less than twelve (12) months) of an existing employee or upon recruitment of a new employee. Relocation costs are allowable and reimbursable, subject to the limitations of 2 C.F.R. 200.464 and any other conditions or limits approved by the Board in advance.~~

~~**[END OF OPTION 1]**~~

~~**[OR]**~~

~~**[ ] [OPTION 2]**~~

~~The Board does not reimburse for relocation costs.~~

~~**[END OF OPTION 2]**~~

~~**[END OF OPTIONS]**~~

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates ~~that~~ (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

All travel shall comply with the travel procedures and rates established in Board Policy 6114~~the administrative guidelines~~. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6114.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11 ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or the President's designee) must apply to travel under Federal awards.

2 C.F.R. 200.464
2 C.F.R. 200.474
2 C.F.R. 200.475

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2 C.F.R. 200.464

2 C.F.R. 200.474

2 C.F.R. 200.475

Book	Policy Manual
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Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

7310 - **DISPOSITION OF SURPLUS PROPERTY**

The Board of Education requires the Superintendent to review the property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy (see Policy 7300).

A. **Instructional Material**

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current, or
3. worn beyond salvage

B. **Equipment**

For purposes of this policy, equipment shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year, and a per-unit cost that equals or exceeds $_1000.00 ~~500.00~~____ **(**~~X~~ **)** ~~to replace **( )** as a single unit **[END OF OPTIONS]**~~ as a single unit and does not lose its identity when incorporated into a more complex unit.

The District shall inspect the equipment used in the educational program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available;
2. repair records indicate equipment has no usable life remaining;
3. obsolete and/or no longer contributing to the educational program;
4. some potential for sale at a school auction; or
5. creates a safety or environmental hazard.

C. **Disposition**

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal in compliance with 2 C.F.R. 200.313(e) and

200.314.

When there is a residual inventory of unused supplies exceeding $10,000 in aggregate value at the end of the period of performance and the supplies are not needed for any other Federal award, the District may retain or sell the unused supplies. Unused supplies means supplies that are in new condition, not having been used or opened before. The aggregate value of unused supplies consists of all supply types, not just like-item supplies. The Federal agency or pass-through entity may be entitled to compensation in an amount prescribed in 2 C.F.R. 200.314.

Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal ~~awarding~~ agency, the District shall request disposition instructions from the Federal ~~awarding~~ agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal ~~awarding~~ agency.

Except as provided in §200.313~~200.312~~ Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current ~~per unit~~ fair market value in excess of $10,000~~5,000~~ (per unit) may be retained by the non-Federal entity or sold. The Federal ~~awarding~~ agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale ~~by the Federal awarding agency's percentage of participation in the cost of the original purchase~~. If the equipment is sold, the Federal ~~awarding~~ agency may permit the non-Federal entity to deduct and retain from the Federal share $1,000~~500~~ or ten percent (10%) of the proceeds, whichever is less, to cover expenses associated with the selling and handling of the equipment~~for its selling and handling expenses~~.

The District may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the District shall be entitled to compensation for its attributable percentage of the current fair market value of the property.

When included in the terms and conditions of the Federal award, the Federal agency may permit the District to retain equipment, or authorize DEW to permit the District to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

R.C. 3313.40~~,~~
R.C. 3313.41
~~2 C.F.R. 200.312,~~
2 C.F.R. 200.313
2 C.F.R. 200.314

[Cross Reference: po7450]

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Legal	R.C. 3313.40
	R.C. 3313.41
	2 C.F.R. 200.313
	2 C.F.R. 200.314
Cross References	po7450 - PROPERTY INVENTORY

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - UGG EDGAR Revisions - October 2024 Revised PROPERTY INVENTORY
Code	po7450
Status	
Adopted	November 19, 2007
Last Revised	April 12, 2021

Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

7450 - **PROPERTY INVENTORY**

As steward of this District's property, the Board of Education recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall **(X)** conduct a complete inventory ~~**( ) maintain a continuous inventory [END OF OPTION**~~ of all Board-owned equipment and supplies and the results reconciled with the property records at least once ~~**( ) annually**~~ **(x)** every _four__ (_4_) years (items purchased with Federal money require at least once every two (2) years). ~~**[specify number; Federal regulations require at least once every two (2) years] ( )** at such intervals as will coincide with property insurance renewal **( )** and G.A.A.P. reporting requirements **[END OF OPTIONS]**~~.

For purposes of this policy,~~policy~~ equipment shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year and a per-unit cost that equals or exceeds~~ costs at least~~ $_1000.00 ~~500.00~~_____ **[ENTER AMOUNT]**, ~~**( )** to replace~~ **(X)** as a single unit ~~**[END OF OPTION]**~~ and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than $_500.00_____ ~~**[ENTER AMOUNT]. [DRAFTING NOTE: The Federal regulation (2 C.F.R. 200.439) allows for a $10,0005,000 threshold. Capital expenditures with a unit cost of $10,0005,000 or more require prior written approval of the Federal awarding agency or pass-through entity.]**~~

It shall be the duty of the ~~**( )** Superintendent **( )** Business Manager~~ **(X)** __Treasurer/Designee_____ ~~**[END OF OPTIONS]**~~ to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

~~**[ ]** Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.~~

X] Property records of consumable supplies shall be maintained on a continuous inventory basis.

[ ] The ___Treasurer/Designee_____ shall maintain a system of property records which shall show, as appropriate to the item recorded~~, the~~:

A. ~~**( )**~~ description and identification (serial number of other identification number);

B. **(X)** manufacturer;

C. **(X)** year of purchase;

D. ~~**( )** initial cost;~~

E. ~~**( )** location;~~

F. ~~( ) condition and depreciation;~~

G. **(X)** evaluation in conformity with insurance requirements.

The District is responsible for maintaining and updating property records when there is a change in the status of the property.

Equipment acquired in whole or in part under a Federal award will vest upon acquisition to the District, subject to the following conditions:

A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.

B. While the equipment is being used for the originally-authorized purpose, the District (or subrecipient) must not dispose of or encumber its title or other interests without the approval of the Federal agency or pass-through entity~~The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity~~.

C. The equipment may only be used and disposed of in accordance with the provisions of the Federal ~~awarding~~ agency or the pass-through entity and Policy 7300 - Disposition of Real Property/Personal Property and Policy 7310 - Disposition of Surplus Property~~, **( )**, and AG 7310 - Disposal of Nonfixed Asset Property **[END OF OPTION]**~~.

D. The District must use equipment for the project or program for which it was acquired and for as long as needed, whether or not the project or program continues to be supported by the Federal award. The District must not encumber the equipment without prior approval of the Federal agency or pass-through entity.

E. When no longer needed for the original project or program, the equipment may be used in other activities in the following order of priority:

1. activities under other Federal awards from the Federal agency that funded the original program or project; then

2. activities under Federal awards from other Federal agencies. These activities include consolidated equipment for information technology systems.

F. During the time that equipment is used on the project or program for which it was acquired, the District must also make the equipment available for use on other programs or projects supported by the Federal Government, provided that such use will not interfere with the purpose for which it was originally acquired. First preference for other use of the equipment must be given to other programs or projects supported by the Federal agency that financed the equipment. Second preference must be given to programs or projects under Federal awards from other Federal agencies. Use for non-Federally funded projects is also permissible, provided such use will not interfere with the purpose for which it was originally acquired. The District should consider charging user fees as appropriate. If the District does use equipment to earn program income, it must not charge a fee that is less than a private company would charge for similar services unless specifically authorized by Federal statute.

G. When acquiring replacement equipment, the District may either trade-in or sell the equipment and use the proceeds to offset the cost of the replacement equipment.

H. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number ("FAIN")~~FAIN~~), title holder~~entity~~, acquisition date, cost of the property~~equipment~~, percentage of Federal agency contribution towards the original purchase~~participation in the project costs for the award under which the equipment was acquired~~, the location, use, and condition of the property~~equipment~~, and ultimate disposition data, including date of disposal and sale price of the property~~equipment~~.

I. A physical inventory of the property must be conducted~~taken~~ and results reconciled with property records at least once every two (2) years.

J. A control system shall be in place~~developed~~ to provide ~~adequate~~ safeguards for preventing~~to prevent~~ loss, damage, or theft of the property. Any such loss, damage, or theft of the property must~~shall~~ be investigated. The District must notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

K. Regular~~Adequate~~ maintenance procedures shall be implemented to keep the property in proper working~~good~~ condition.

L. Proper sales procedures shall be established to ensure the highest possible return~~return,~~ in the event the District is authorized or required to sell the equipment/property.

M. When ~~original or replacement~~ equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal ~~awarding~~ agency, ~~and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions,~~ the District shall request disposition instructions from the Federal ~~awarding~~ agency or the pass-through entity if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of 2 C.F.R. 200.313.

[Cross Reference: 7310]

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Legal	2 C.F.R. 200.313, 200.439(b)(2)
Cross References	po7310 - DISPOSITION OF SURPLUS PROPERTY

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised CELLULAR TELEPHONE ALLOWANCE
Code	po7530.01V1
Status	

Revised Policy - Vol. 43, No. 1

7530.01 - **CELLULAR TELEPHONE~~CELL PHONE~~ ALLOWANCE**

Version # 1

Eligibility for Cellular Telephone~~Cell Phone~~ Allowance

Personal communication devices ("PCDs") (as defined by Bylaw 0100)~~Mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), **( )** telephone paging devices (e.g., beepers and pagers)) (collectively, "cell phones")~~ enable communication whenever a situation arises necessitating immediate contact, regardless of the person's location at the time. The Superintendent and the administrators who meet one or more of the following criteria are required as a condition of employment to personally own a cellular telephone ("cell phone") and obtain an appropriate service plan so that the cell phone is available for use for business-related communications:

A. their jobs require them to spend a considerable amount of time outside of their assigned office or work area during regular work hours and have regular access to telephone and/or Internet/data connections while outside their office or assigned work area;

B. their jobs require them to be accessible outside of scheduled or regular work hours or to be contacted and respond in the event of an emergency;

C. their jobs consistently require timely and business critical two (2) way communication for which there is no reasonable alternative technology;

(This is not intended to include occasional, incidental access or purely voluntary access such as checking e-mail from home.)

D. ~~**( )** safety requirements indicate having a cell phone is an integral part of meeting the requirements of the employee's job description;~~

E. ~~**( )** more than fifty percent (50%) of the employee's work is conducted outside the employee's assigned office or work area;~~

F. **(X)** the employee is required to be contacted on a regular basis outside regular work hours;

G. **(X)** the employee is required to be on-call 24/7.

Administrators who are required to have a personally-owned cell phone as a condition of their employment shall receive a monthly cell phone allowance ("allowance"), up to an amount approved annually by the Board to reimburse them for the costs associated with maintaining and using the personally-owned cell phone for business purposes. Additionally, other staff members who believe that they meet the above-identified criteria may apply for an allowance.

Amount of the Allowance

X] The allowance shall consist of the following:

~~**( )** a monthly allowance of up to a specific dollar amount for cellular telephone service;~~

~~**OR**~~

~~( ) a monthly allowance of up to a specific dollar amount for cellular telephone service and a wireless Internet/data connection;~~

~~**OR**~~

~~( ) a monthly amount (as set forth in either of the two (2) preceding options) plus a prorated amount (i.e., usually spreading the cost of the device over twenty-four (24) months) to cover the cost of the cell phone~~ ~~**[Comment: Remember, simple cellular telephones are significantly less expensive than smartphones that include a wireless Internet/data connection];**~~

~~**OR**~~

(X) a monthly allowance up to a specific dollar amount for cellular telephone service (~~possibly~~ including wireless Internet/data service) and a one-time stipend to cover the employee's cost of acquiring the cell phone (equipment allowance). The equipment allowance will occur no more than once every two (2) years. ~~**[Comment: If either of the latter options is selected, include language limiting the equipment allowance to no more than once every two (2) years, or some other reasonable period of time.]**~~

The allowance shall not reimburse the employee's dollar-for-dollar costs for the cellular telephone service, and shall not exceed the expenses the employee actually incurs in maintaining the employee's~~his/her~~ personally-owned cell phone.

The allowance shall not serve as a substitute for a portion of the staff member's regular wages, and does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades or benefits based on a percentage of salary, etc. The Board will pay only the Board-approved allowance even if actual monthly costs exceed the allowance. If the amount of the allowance needs to be changed because of documented business purposes, the employee should notify the Superintendent by submitting a new Cell Phone Allowance Request Form (Form 7530.01 F1).

~~**[DRAFTING NOTE: START OF FIRST SET OF OPTIONS – CHOOSE OPTION A OR OPTION B]**~~

~~**[ ] [OPTION A]Option A**~~

~~No allowance will be paid when the employee is on an unpaid leave status, or is on an extended paid leave during which timely, essential business communications are not likely to be necessary.~~

[X] [OPTION B]~~**Option B**~~

If an employee is absent for more than _thirty_____ (30__) **[insert time-frame - e.g. thirty (30)]** days on either a paid or unpaid leave of absence, the allowance will be temporarily discontinued (i.e. it will be prorated during the period of absence) unless:

A. ~~**( )** the employee can demonstrate the employees/he needs the cell phone for essential business communications during the period of absence, and/or~~

B. **(X)** the Superintendent approves the continuation of the allowance.

[~~**NOTE: END OF FIRST SET OF OPTIONS]**~~

To be eligible to receive the allowance, the employee must maintain the type of cellular telephone coverage **(X)** and wireless Internet/data plan that is reasonably related to the employee's~~his/her~~ job responsibilities. Beginning no later than _September_____ ~~**[insert month]**~~ annually, each covered administrator and staff member making application for the allowance~~allowance,~~ must submit to the Superintendent a Cell Phone Allowance Request Form ~~(Form 7530.01 F1)~~, including a copy of the employee's~~his/her~~ most recent monthly invoices for the employee's~~his/her~~ cellular telephone service ~~plan~~ to substantiate the amount of the allowance and a document identifying the employee's~~his/her~~ cell phone number (including any pin number associated with a BlackBerry device) so that the employee may be contacted as the need arises. ~~**( )** If the employee receives either a one-time equipment allowance or a part of the employee'shis/her monthly allowance is attributable to the cost of acquiring the cell phone, the employee must also include documentation of the cost of the cell phone with the Form.~~ ~~**[END OF OPTION]**~~ ~~The employee must maintain an active cellular telephone service contract while the allowance is being provided.~~

[X The Superintendent should use knowledge of each employee's duties (e.g., the projected number of minutes of monthly business-related calls, and whether the employee requires wireless Internet/data service) and budget considerations to determine the amount of monthly allowance to recommend to the Board for each employee. In determining the amount of

the allowance to recommend to the Board, the Superintendent may take into consideration the cost of the basic equipment, whether wireless Internet/data service is needed, and the cost of the employee's monthly cellular telephone service plan.

In order to continue to receive the allowance, administrators are required to answer all business-related calls they receive on theirhis/her cell phone and promptly respond to any messages. **(X) [Select this optional language if non-exempt employees (for Fair Labor Standard Act ("FLSA") purposes) receive the allowance. See Policy 6700.]** In order to continue to receive the allowance, non-exempt employees are required to answer during their regular work hours all business-related calls on theirhis/her personally-owned cell phone and promptly respond to any messages. Non-exempt employees are not permitted to work remotely via their personally-owned cell phone outside regular work hours without prior authorization from their supervisor. In other words, unless they are directed to provide an immediate response, all e-mails/texts/calls should be responded to only during regular work hours. Non-exempt employees must maintain a written record of all time spent preparing and/or responding to e-mails/texts and placing and/or answering calls outside regular work hours. **[END OF OPTION]**

Allowance Is Not Considered Taxable Income

Provided the employee maintains and uses ahis/her personally-owned cell phone for business purposes as described herein, the allowance should not be considered additional income to the employee (i.e., the allowance will be treated as a non-payroll reimbursement of a business expense - similar to mileage reimbursements - and no payroll taxes will be withheld from the employee's paycheck for the amount of the allowance and the amount of the allowance will not be reported as wages on the employee's year-end W-2 statement). Additionally, staff members who receive an allowance are not required to submit a log documenting their business-related use of the cell phone; non-exempt employees, however, must comply with the timekeeping requirements set forth above. For determination of individual taxability, employees should check with their tax advisor.

Employee's Responsibilities

The employee is responsible for choosing thehis/her cell phone, the voice and/or wireless data plan, and the service provider. Since the cell phone is the employee's personal property, the cell phone may be used for personal calls (see below concerning the making of personal calls during work time) and be combined or enhanced with other personal plans (i.e., the employee may also, at the employee'shis/her own expense, add extra services or equipment features, as desired). The employee is responsible for paying all monthly service charges in full and on time. The Board does not accept any liability for claims, charges, or disputes between the service provider and the staff member. Because the employee is personally responsible for the cell phone, any replacement for loss or damage will be at the expense of the employee. Such replacement or repair must be completed promptly and the Superintendent must be notified if the employee will not be available by the emloyee'shis/her cell phone for a period of time.

Employees should contact the vendor/carrier through which they purchased their cell phone and their cellular telephone service (including wireless Internet/data service, if applicable) for support.

X] Employees may contact the District's IT Department/Support Staff for consultation on the type of equipment to purchase if they are obtaining wireless Internet/data service in order to enable e-mail and calendar support through the District's servers (e.g., through Microsoft Exchange, Google MailNovell GroupWise, etc.) and to obtain assistance in setting up their device to connect to the District's servers. The District's IT Department/Support Staff will assist employees who have wireless Internet/data service with e-mail and calendar functionality.

Changing or Ending a Cellular Telephone Service Contract Early

If prior to the end of a cellular telephone and/or wireless Internet/data service contract, a personal decision by the employee results in the need to end or change the contract, the employee will bear the costs of any fees associated with the change or cancellation.

If prior to the end of a cellular telephone and/or wireless Internet/data service contract, the employee's misconduct, or misuse of the cell phone, results in the need to end or change the contract, the employee will bear the costs of any fees associated with the change or cancellation.

If prior to the end of a cellular telephone and/or wireless Internet/data service contract, the Board determines to reduce or cancel (unrelated to employee misconduct) the employee's monthly allowance, the Board will bear the cost of any fees associated with the change or cancellation. For example, if the employee is reassigned and/or the employee'shis/her duties are changed, and the cell phone is no longer needed for business purposes, if the employee does not want to retain the current contract, changes or cancellation fees will be reimbursed by the Board.

When selecting the duration of the employee's~~his/her~~ cellular telephone and/or wireless Internet/data service contract, the employee should take into consideration the length of the employee's~~his/her~~ Board-approved employment contract and not select a duration of the service contract that exceeds the employment contract. If the employee is non-renewed or voluntarily resigns while the service contract is still in effect, the Board will not be responsible for any fees associated with the employee's decision to subsequently change or cancel the contract.

Once the allowance is given to the employee to purchase a device, the cell phone remains the employee's personal property. However, upon termination, nonrenewal or resignation, the Board will immediately discontinue the monthly allowance.

Safe and Appropriate Use of Cell Phones

Employee safety is a priority of the Board, and responsible use of cell phones, requires safe use. See Policy 7530.02 - Staff Use of Personal Communication Devices.

Employees may not use a cell phone in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their cell phones. See Policy 7530.02 - Staff Use of Personal Communication Devices.

Potential Disciplinary Action/Termination of the Cell Phone Allowance

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of a cell phone in any manner contrary to local, State or Federal laws will constitute misuse, and will result in immediate termination of the allowance.

~~**[ ] Reimbursement for Business-Related Calls on a Personally-Owned Cell Phone**~~

~~**[ ]** If a Board employee's job duties do not include frequent need for a cell phone, the employee is not eligible for a cell phone allowance or a Board-provided cell phone. Such employees, however, may request reimbursement for the actual extra expenses of business-related calls that are made/received on their personally-owned cell phones. Reimbursement for per-minute "air time" charges is limited to the total overage charge shown on the invoice; expenses for minutes included in the employee's personal plan will not be reimbursed. The employee should make personal payment to the provider, and then submit a request for reimbursement, which details the date/time of the call, to whom the call was placed or from whom the call was received, and a brief description of the purpose of the call. A copy of the employee's cellular telephone service bill must be attached to the request for reimbursement (the employee **( )** may **( )** should redact any personal calls from the bill prior to submitting it). Business-related calls made on school property should be made from traditional land-line phones, when readily accessible, and therefore will not be reimbursed if made on a personally-owned cell phone.~~

~~**[ ]** When authorized in writing by the Superintendent, the cost of using a personally-owned cell phone for official business may be reimbursed to the employee. Having a personally-owned cell phone is a choice the employee makes, and if the device is used for business purposes, any reimbursement will be for reasonable costs in excess of the base service plan plus any additional charges such as roaming fees or other fees and taxes incurred as a direct result of the business use. In no instances will the employee be reimbursed more than the monthly cost to the employee. To receive the reimbursement, the employee must document the inbound/outbound telephone number, name of person called, texted, or e-mailed or the individual who called, texted, or e-mailed the employee, and the date and purpose of the communication along with the original service plan bill.~~

~~**[ ] Employee Use of Board-Owned Cell Phones**~~

~~The Board will provide Board-owned cell phones to certain employees who require specific equipment or similar technology to perform District functions (e.g., school safety, physical plant maintenance, etc.) and expect never to use these devices for personal use. The Superintendent must approve such exceptions. Employees who qualify for this exception must submit to the Treasurer's Office monthly documentation in the form of a copy of their respective cell phone usage logs, verifying business use. The log must note the date/time of the phone call, to whom the call was placed or from whom the call was received, a brief statement of the purpose of the call, **( )** and if the cell phone has wireless Internet/data service, a statement that all use of the wireless Internet/data service was business-related. The employee's immediate supervisor will be required to approve all charges, attesting that all calls were business-related, by initialing the copy of the usage logs. If an employee fails to keep current with this documentation requirement, the employees/he will be required to return the Board-owned cell phone.~~

~~**[DRAFTING NOTE: SELECT ONE OF THE FOLLOWING]**~~

~~**[ ]** If a personal call inadvertently occurs, restitution must be made to the District.~~

~~**[ ]** If the employee uses the Board-owned cell phone for personal business,~~

> ~~**( )** a prorated portion of that month's bill, which is related to the employee's personal use of the device, will be treated as compensation for the employee.~~
>
> ~~**( )** the employee will be required to reimburse the District for a prorated portion of that month's bill, which is related to the employee's personal use of the device.~~

~~**[END OF OPTIONS]**~~

The Board reserves the right to switch an employee to the cell phone allowance program if excessive calls are made or if required documentation is not submitted in a timely manner.

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Legal I.R.S. Notice 2011-72 (effective December 31, 2009)

R.C.Code 4511.204

Book	Policy Manual
Section	Ready for Production November 2024
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Code	po7530.02
Status	
Adopted	October 14, 2013
Last Revised	April 9, 2018

Revised Policy - Vol. 43, No. 1

7530.02 - **STAFF USE OF PERSONAL COMMUNICATION DEVICES**

Use of personal communication devices ("PCDs") (as defined in Bylaw 0100) has become pervasive in the workplace. RegardlessFor purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), **( )** telephone paging devices (e.g., beepers or pagers), **[NOTE: END OF OPTION]** and/or other web-enabled devices of any type. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee (regardless of whether the Board pays anthe employee an allowance for the employee'shis/her use of their PCDthe device, the Board reimburses the employee on a per use basis for their business-related use of the employee'shis/her PCD, or the employee receives no remuneration for the employee'shis/her use of their PCDa personally-owned PCD), the employee is responsible for using the device in a safe and appropriate manner.

Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones/Smartphones

NOTE: START OF FIRST SET OF OPTIONS - CHOOSE OPTION A AND/OR OPTION B OR OPTION C]

[ ] [OPTION A

[ ] Employees whose job responsibilities include regular or occasional driving and thewho use a PCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message or e-mail, or browsing the Internet using a PCD while driving is strictly prohibited. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options (e.g., headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other PCD while driving).

[ ] In situations where job responsibilities include regular driving and accepting of business calls, the employee should consider the use of hands-free equipment to facilitate the provisions of this policy.

[END OF OPTION A]

[X] OPTION B

[X] Employees are responsible for operating Board-owned vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees are prohibited from using PCDs while operating such vehicles or equipment. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving.

[END OF OPTION B]

[ ] OPTION C

[ ] Using a cellularcell phone or other PCD while operating a vehicle is strongly discouraged. Employees should plan their work accordingly so that calls are placed, text messages/instant messages/e-mails read and/or sent, GPS navigation destination set/modified, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cellularcell phone or other PCD while driving).

[END OF OPTION C]

NOTE: END OF FIRST SET OF OPTIONS]

Employees may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity, and availability of the data stored on their PCDs.

Cellular and wireless communications, including calls, text messages, instant messages, and e-mails sent from PCDs, may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.

Additionally, cellular/wireless communications, including text messages, instant messages, and e-mails sent and/or received by a public employee or school official using the individual'shis/her PCD may constitute public records if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Cellular/wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records. Cellular/wireless communications that are student records should be maintained pursuant to Policy 8330 - Students Records. Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's PCD may be subject to a Litigation Hold pursuant to Policy 8315 - Information Management. Staff are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold. Staff may not delete or otherwise destroy any public records and/or education records that only reside/exist on the employee's PCD, without first making sure the record is properly transferred/saved to and stored on District Technology Resources (i.e., the record is confirmed to be in the District's custody). Further, staff are required to retain all communications that reside/exist on their PCDs so long as the communication is subject to a litigation hold. If an employee has any questions concerning this responsibility, the employee should ask their Principal or the Superintendent.

[NOTE: START OF SECOND SET OF OPTIONS - CHOOSE OPTION A OR OPTION B]

[X] [OPTION A - [TO BE SELECTED IF BOARD ADOPTED POLICY 7530.01 V1]

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for verifying all public records, student records, and ESI subject to a Litigation Hold that are maintained on the employee's PCD are transferred to the District's custody (e.g., server, alternative storage device). The District's IT department/staff is available to assist in this process. Once all public records, student records, and ESI subject to a Litigation Hold are transferred to the District's custody, the employee is required to delete the records/ESI from the employee'shis/her PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from the employee'shis/her PCD before the Board will issue any final compensation that is owed to the individualemployee.

Similarly, if an employee intends to dispose of, or otherwise stop using, a personally owned PCD on which the employees/he has maintained public records, student records, and/or ESI that is subject to a Litigation Hold, the employee must transfer the records/ESI to the District's custody before disposing of, or otherwise ceasing to use, the personally owned PCD. The employee is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the personally owned PCD. Failure to comply with these requirements may result in disciplinary action.

[END OF OPTION A]

[ ] [OPTION B - [TO BE SELECTED IF BOARD ADOPTED POLICY 7530.01 V2]

~~At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for informing the Superintendent or his/her designee of all public records, student records, and ESI subject to a Litigation Hold that is maintained on District technology resources that were provided by the District (i.e. assigned) to the employee during their employmentthe employee's Board-owned PCD. The District's IT department/staff will then transfer the records/ESI to an alternative storage device.~~

~~**[ ]** If the employee also utilized a personally-owned PCD for work-related communications, and the device contains public records, students records, and/or ESI subject to a Litigation Hold, the employee must transfer the records/ESI to the District's custody (e.g., server, alternative storage device) prior to the conclusion of the employee'shis/her employment. The District's IT department/staff is available to assist in this process. Once all public records, student records and ESI subject to a Litigation Hold are transferred to the District's custody, the employee is required to delete the records/ESI from the employee'shis/her personally-owned PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from the employee'shis/her personally-owned PCD before the Board will issue any final compensation that is owed to the individualemployee.~~

~~**[END OF OPTION B]**~~

[~~NOTE:~~ END OF SECOND SET OF OPTIONS]

If a PCD is lost, stolen, hacked, or otherwise subjected to unauthorized access, the employee must immediately notify the Superintendent so a determination can be made as to whether any public records, students records and/or ESI subject to a Litigation Hold has been compromised and/or lost. The Superintendent shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

~~The Board prohibits employees from maintaining the following types of records and/or information on their PCDS, including cellular telephones**( )** PCDs **( )** cell phones:~~

A. ~~**( )** social security numbers~~

B. ~~**( )** driver's license numbers~~

C. ~~**( )** credit and debit card information~~

D. ~~**( )** financial account numbers~~

E. ~~**( )** student personally identifiable information~~

F. ~~**( )** information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)~~

G. ~~**( )** personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)~~

H. ~~**( )** _____~~

~~**[ ]** If an employee maintains records and/or information on a PCD, including a cellular telephone,**( ) PCD ( ) cell phone** that is confidential, privileged, or otherwise protected by Statestate and/or Federal law, the employee is required to encrypt the records and/or information.~~

~~**[ ]** It is **( )** required **( )** suggested that employees lock and password-protect their PCDs when not in use.~~

[X Employees are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged, or otherwise protected by State and/or Federal law.

Privacy Issues

Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees are prohibited from using PCDs to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

~~NOTE:~~ START THIRD SET OF OPTIONS - CHOOSE OPTION A OR OPTION B OR OPTION C]

~~**[ ] [OPTION A**~~

~~The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in **( )** classrooms, **( )** gymnasiums, locker rooms, shower facilities, rest/bathrooms **( )** and/or swimming pool.~~

~~**[END OF OPTION A]**~~

~~**[ ] OPTION B**~~

~~The use of PCDs in **( )** classrooms, **( )** gymnasiums, locker rooms, shower facilities, rest/bathrooms and/or **( )** swimming pool is prohibited.~~

~~**[END OF OPTION B]**~~

[X] OPTION C

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, ~~**( )** classrooms, **( )** gymnasiums,~~ locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

~~**[END OF OPTION C]**~~

~~**NOTE: END OF THIRD SET OF OPTIONS]**~~

Personal Use of PCDs While at Work

~~**[NOTE: START OF FOURTH SET OF OPTIONS - CHOOSE OPTION A OR OPTION B]**~~

~~**[ ] [OPTION A**~~

~~During work hours personal communications made or received, regardless of whether on a PCD or a regular telephone or District technology resource (e.g. network computer), can interfere with employee productivity and distract others. Employees are expected to use discretion in using PCDs while at work for personal business. Employees are asked to limit personal communications to breaks and lunch periods, and to inform friends and family members of the Board's policy in this regard.~~

~~**[END OF OPTION A]**~~

[X] OPTION B

Board employees may carry PCDS, including cellular telephones,~~**( ) PCDs ( ) cell phones**~~ with them while at work **( )** including while operating Board equipment, but are subject to the following restrictions:

A. Excessive use of a PCD, including a cellular telephone,~~**( ) PCD ( ) cell phone**~~ for personal business during work hours is considered outside the employee's scope of employment and may result in disciplinary action.

B. Employees are personally and solely responsible for the care and security of their ~~personally owned~~ PCDs. The Board assumes no responsibility for theft, loss, ~~or~~ damage to, or misuse or unauthorized use of~~, personally owned~~ PCDs brought onto its property, or the unauthorized use of such devices.

~~**[END OF OPTION B]**~~

~~**NOTE: END OF FOURTH SET OF OPTIONS]**~~

Potential Disciplinary Action

Violation of this policy may constitute just cause for disciplinary action, up to and including termination. Use of a PCD in any manner contrary to local, State, or Federal laws may also result in disciplinary action, up to and including termination.

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Legal	R.C. 4511.204

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
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Adopted	November 19, 2007
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Revised Policy - Vol. 43, No. 1

7540.03 - **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes apps and services (as defined by Bylaw 0100)~~online educational services/apps~~ to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy ~~and its related administrative guidelines~~ and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices ("PCDS") when they are connected to District Information & Technology Resources, including apps/services~~online educational services/apps~~, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy ~~and its related administrative guidelines~~ and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access apps/services~~online educational services/apps~~ and other resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of apps/services~~online educational services/apps~~.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the

technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor the online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or _____designee_____ may temporarily or permanently unblock access to websites or apps/services~~online educational services/apps~~ containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or apps/services~~services/apps~~ that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

B. the dangers inherent with the online disclosure of personally identifiable information;

C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and

D. unauthorized disclosure, use, and dissemination of personally-identifiable information ("PII") regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor, in accordance with Federal and State law, the online activities of students while they are at school.

[X Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs. The District will provide parents with appropriate notice – to the extent required by State law – when such monitoring takes place. ~~**[END OF OPTION]**~~

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. See Form 7540.03 F1.

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures ~~**( ) including, but not limited to, the use of multi-factored authentication for which they have been trained [END OF OPTION]**~~. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

X] Students will be assigned a District-provided school email account that they are required to use~~utilize~~ for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. **(X)** Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various apps/services~~online educational services/apps~~. ~~**[END OF OPTION]**~~

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior

and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

~~**DRAFTING NOTE: If language about social media is added to Policy 7540, it is recommended that the following optional language be added to this policy.]**~~

~~**[ ]** Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.~~

~~**[ ] Use of Artificial Intelligence/Natural Language Processing Tools For School Work**~~

~~To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) tools is strictly prohibited for the completion of school work. The use of AI tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.~~ **~~( )~~** ~~(See Policy 7540.09 – Artificial Intelligence ("AI"))~~ **~~[END OF OPTION]~~**

~~Notwithstanding the preceding, students can use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI tools for the following uses:~~

A. ~~Research assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying blind spots, and suggesting other perspectives.~~

B. ~~Data Analysis: AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.~~

C. ~~Language translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can also remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.~~

D. ~~Writing assistance: AI tools can provide feedback on a student's writing, including grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. Similarly, AI tools can offer suggestions to modify tone and voice, organize a student's thinking, identify bias, suggest additional topics, and ask questions to expand the student's thinking on a topic.~~

E. ~~Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed captioning for spoken material).~~

~~When AI tools are used responsibly and effectively, they can supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.~~

~~In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work.~~

~~Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.~~

~~Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:~~

A. ~~Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.~~

B. ~~Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.~~

C. ~~Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.~~

D. ~~Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.~~

E. ~~Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.~~

~~As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.~~

[END OF OPTION]

Users who disregard this policy ~~and its accompanying guidelines~~ may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and/or designee~~-~~_____ as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

[Cross References:
po5500
po7540.04
po7540.09]

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Legal	P.L. 106-554, Children's Internet Protection Act of 2000
	18 U.S.C. 1460
	18 U.S.C. 2246
	18 U.S.C. 2256
	20 U.S.C. 6777, 9134 (2003)
	20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
	47 C.F.R. 54.500 - 54.523
	47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
Cross References	po5500 - STUDENT CONDUCT

po7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

po7540.09 - ARTIFICIAL INTELLIGENCE ("AI")

Book	Policy Manual
Section	Ready for Production November 2024
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Revised Policy - Vol. 43, No. 1

7540.04 - **STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Board of Education provides District Information & Technology Resources (as defined by Bylaw 0100) (collectively, "District Information & Technology Resources") to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for educational purposes only and utilizes apps and services (apps/services) (as defined by Bylaw 0100)~~online educational services/apps~~ to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy ~~and its related administrative guidelines **( ),** Policy 7544 and AG 7544, **[END OF OPTION]**~~ and any applicable employment contracts and collective bargaining agreements govern the staff's use of District Information & Technology Resources and personal communication devices when they are connected to the District's Information & Technology Resources, including apps/services~~online educational services/apps~~, regardless of whether such use takes place on or off school property (see Policy 7530.02).

~~**[DRAFTING NOTE: Choose the option in the preceding paragraph if the Board adopts Policy 7544.]**~~

Staff members are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy ~~and its related administrative guidelines~~ (e.g., making personal attacks and injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on a staff member's First Amendment rights. Because District Information & Technology ~~Technology and Information~~ Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Staff members have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

Staff members are expected to use District Information & Technology Resources to promote educational excellence in our schools by providing students with the opportunity to develop resource-sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and apps/services~~online educational services/apps~~ will be guided by Board Policy 2520 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that brings incredible education and information resources to our students. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District Information & Technology Resources provide students and staff with the opportunity to communicate with people throughout the world. Access to such an incredible quantity and diversity of information and resources brings with it, however, certain unique challenges and responsibilities.

While the Board uses various technologies to limit the use of District Information & Technology Resources to only use/access apps/services~~online services/apps~~ and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent users from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen all materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of apps/services~~online educational services/apps~~.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be disciplined, up to and including termination.

The Superintendent or __designee_____ may temporarily or permanently unblock access to websites or apps/services~~online educational services/apps~~ containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. **(X)** The Superintendent or _____designee_____ may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Principals are responsible for providing training so that staff under their supervision are knowledgeable about this policy and its accompanying guidelines.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

B. the inherent danger of students disclosing personally identifiable information online;

C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students or staff online; and

D. unauthorized disclosure, use, and dissemination of personally-identifiable information ("PII") regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Further, staff members shall monitor students' online activities while the students are at school.

X] Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs. ~~The District will provide parents with appropriate notice – to the extent required by State law – when such monitoring takes place.~~ ~~**[END OF OPTION]**~~

The disclosure of personally identifiable information about students online is prohibited.

All staff members who use District Information & Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. See Form 7540.04 F1.

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, staff members are required to comply with all District-established cybersecurity procedures **(X)** including, but not limited to, the use of multi-factored authentication (MFA), for which they have been trained. Principals

are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

[X Staff will be assigned a District-provided school e-mail address that they are required to use for all school-related electronic communications, including those to students, parents and other constituents, fellow staff members, and vendors or individuals seeking to do business with the District. **[END OF OPTION]**

X] With prior approval from the Superintendent or _____designee_____, staff may direct students who have been issued school-assigned e-mail accounts to use those accounts when signing-up/registering for access to various apps/services~~online educational services/apps,~~ that the students will utilize for educational purposes under the teacher's supervision. ~~**[END OF OPTION]**~~

Staff members are responsible for good behavior when using District Information & Technology Resources - i.e., behavior comparable to that expected when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general rules for professional behavior and communication apply. The Board does not approve any use of District Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy ~~and its accompanying guideline **(x)** and Policy 7544 and its accompanying guideline **[END OF OPTION]**~~.

~~**[DRAFTING NOTE: Choose the preceding option if the Board adopts Policy 7544.]**~~

~~**[DRAFTING NOTE: If the use of social media is authorized by Policy 7540 and Policy 7544, choose the appropriate following option to match that language]**~~

~~**[ ]** Staff members may only use District Information & Technology Resources to access or use social media if it is done for educational or business-related purposes. **[END OF OPTION]**~~

~~**[ ]** Staff members' use of District Information & Technology Resources to access or use social media is to be consistent with Policy 7544 and its accompanying guideline. **[END OF OPTION]**~~

~~**[DRAFTING NOTE: Choose the following option to provide further direction to staff regarding the appropriate versus inappropriate use of social media.]**~~

[X] An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's personal communication device. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities. **[END OF OPTION]**

~~**[ ] Use of Artificial Intelligence/Natural Language Processing Tools**~~

~~Staff are permitted to use Artificial Intelligence ("AI")and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") to accomplish their job responsibilities so long as the use is ethical, responsible, and does not violate any provisions of this policy – e.g., it does not infringe on students' or staff members' privacy rights, violate their duty to maintain confidentiality related to PIIpersonally identifiable information, etc.).~~

~~To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) tools is strictly prohibited for the completion of school work. The use of AI tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. **( )** (See Policy 7540.09 – Artificial Intelligence ("AI")) **[END OF OPTION]**~~

~~Notwithstanding the preceding, students can use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI tools for the following uses:~~

A. ~~Research assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying blind spots, and suggesting other perspectives.~~

B. ~~Data Analysis: AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.~~

C. ~~Language translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can also remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.~~

D. ~~Writing assistance: AI tools can provide feedback on a student's writing, including grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. Similarly, AI tools can offer suggestions to modify tone and voice, organize a student's thinking, identify bias, suggest additional topics, and ask questions to expand the student's thinking on a topic.~~

E. ~~Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material).~~

~~When AI tools are used responsibly and effectively, they can supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.~~

~~In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work.~~

~~With respect to students, it is the Board's policy that they are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, students are prohibited from using AI/NLP tools to complete school work. The use of AI/NLP tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to students' academic success and that the staff is tasked to develop in each student. Consequently, students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they are expected to ask their teachers when they have questions and/or need assistance. Students' unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.~~

~~Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:~~

A. ~~Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.~~

B. ~~Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.~~

C. ~~Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.~~

D. ~~Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.~~

E. ~~Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts, and AI-powered translation tools can help students with hearing impairments understand spoken language.~~

~~As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use AI/NLP tools to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.~~

[END OF OPTION]

Users who disregard this policy ~~and its accompanying guidelines~~ may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and _____designee_____ as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District Information & Technology Resources.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting PII~~personally identifiable information~~ about students is not permitted. Staff members who violate State and Federal confidentiality and/or privacy laws related to the disclosure of student or employee PII~~personally identifiable information~~ may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

[Cross References:
po5500
po7540.03
po7540.09]

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Legal	P.L. 106-554, Children's Internet Protection Act of 2000
	18 U.S.C. 1460
	18 U.S.C. 2246
	18 U.S.C. 2256
	20 U.S.C. 6777, 9134 (2003)
	20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
	47 C.F.R. 54.500 - 54.523
	47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
Cross References	po5500 - STUDENT CONDUCT
	po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
	po7540.09 - ARTIFICIAL INTELLIGENCE ("AI")

Book	Policy Manual
Section	Ready for Production November 2024
Title	Copy of PUBLIC RECORDS
Code	po8310
Status	
Adopted	October 5, 2007
Last Revised	April 10, 2017

8310 - **PUBLIC RECORDS**

The Board of Education is responsible for maintaining the public records of this District and to make such records available to residents of Ohio for inspection and reproduction.

The Board will utilize the following procedures regarding the availability of public records. "Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Electronic record" is defined as a record created, generated, sent, communicated, received, or stored by electronic means. "Public records" do not include medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, educational support services data as defined in R.C. 3319.32, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. 149.43. No public records, including~~,~~ but not limited to personnel records, personnel files, ~~or~~ staff directories, and/or student records shall include the actual/confidential addresses of students, parents, or employees who are participating in the Safe at Home/Address Confidentiality Program administered by the Secretary of State. Such public records and student records shall only contain the address designated by the Secretary of State to serve as the student's, parent's or employee's address.

The District's public records shall be organized and maintained so that they are readily available for inspection and copying. As such, public records will be available for inspection during regular business hours, with the exception of published holidays. The District's public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the District to review and redact non-public/confidential information contained in the record. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time.

Each request for public records shall be evaluated for a response at the time it is made. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s). If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for inspection or copies of public records such that the District's Record Officer cannot reasonably identify what public records are being requested, the District Record Officer or designee may deny the request but shall provide the requestor with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by the District and accessed in the ordinary course of business. The request for records shall need not be in writing. The requestor shall not be required to provide the requestor's ~~his/her~~ identity or the intended use of the requested public record(s).

At the time of the request, the records custodian shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the District promptly following the receipt of the request. If the request for records was in writing, the acknowledgement by the District shall also be in writing.

Any request deemed significantly beyond routine, such as seeking a voluminous number of copies and/or records, or requiring extensive research, the acknowledgement shall include the following:

A. an estimated number of business days necessary to satisfy the request

B. an estimated cost if copies are requested

C. any items within the request that may be exempt from disclosure

The Superintendent is authorized to grant or refuse access to the records of this District in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, the requester must be notified of the redaction and/or the redaction must be plainly visible, and each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.

A person may obtain copies of the District's public records upon payment of a fee. A person who requests a copy of a public record may request to have said record duplicated on paper, on the same medium on which the District keeps the record, or on any other medium in which the custodian of records determines that said record reasonably can be duplicated as an integral part of normal operations. A person who requests a copy of a public record may choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for the said record as well as the costs for postage and the mailing supplies.

The number of records requested by a person that the District will transmit by U.S. mail shall be limited to ten (10) per month, unless the person certifies, in writing to the District, that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" shall be narrowly defined and does not include reporting or gathering news, reporting gathering information to assist citizen oversight or understanding of the operation or activities of the District, or nonprofit educational research. (R.C. 149.43(B)(7))

Those seeking public records will be charged only the actual cost of making copies.

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District (i.e., they serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District). E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts are subject to disclosure if their content relates to public business, and all employees or representatives of the District are responsible for retaining e-mails that meet the definition of public records and copying them to their District e-mail account(s) and/or to the records custodian.

The records custodian shall treat such e-mail/records from private accounts as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

Private e-mail, electronic documents, and documents ("private records") that do not serve to document the District's organization, functions, policies, decisions, procedures, operations or other activities are not public records. Although private records do not fall under Policy 8310 or AG 8310A, they may fall under Policy 8315 – "Information Management" and/or AG 8315 – "Litigation Hold Procedure".

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member, in the performance of the Board member's ~~his/her~~ official duties, from inspecting any record of this District, except student records and certain confidential portions of personnel records.

A School District Records Commission shall be established consisting of the Board President, Treasurer/CFO, and Superintendent of Schools in accordance with law to judge the advisability of destroying District records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.

The Superintendent shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. Administrative guidelines shall be developed to provide guidance to District employees in responding to public records requests. The Superintendent shall require the posting and distribution of this policy in accordance with statute.

Revised 1/12/09
Revised 7/12/10

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Legal

R.C. 9.01, 102.03(B), 111.41, 111.42,111.43, 111.46, 111.47, 111.99

R.C. 149.011, 149.41, 149.43, 1306.01, 1347 et seq., 3313.26

R.C. 3319.32, 3319.321

20 U.S.C. 1232g

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

29 C.F.R. Part 1635

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised PUBLIC ATTENDANCE AT SCHOOL EVENTS
Code	po9160
Status	
Adopted	November 19, 2007
Last Revised	September 26, 2023

Revised Policy - Vol. 43, No. 1

9160 - **PUBLIC ATTENDANCE AT SCHOOL EVENTS**

The Board of Education welcomes and encourages members of the community to attend athletic and other public events held by the schools in the District. Due to the need to maintain order and preserve the facilities of the District during the conduct of such events, the Board retains the right to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators are expected to call law enforcement officials if a person violates posted regulations or does not leave school property when reasonably requested. In accordance with Board Policy 7440 and AG 7440B, administrators may use metal detectors and other devices to protect the safety and well-being of participants and visitors.

For all school-affiliated events where admission is charged, cash shall be accepted as a method of payment. If concessions are offered, there will be at least one (1) concession stand that will accept cash. If concessions are sold on multiple floors, then at least one (1) location on each floor will accept cash. The cost of admission for school-affiliated events shall not vary based on payment method, except that the District may charge a processing fee for any ticket purchased online or by credit card. The cost of admission for a student enrolled in any school participating in the school-affiliated event shall be less than the cost of admission for an adult at the same event. Persons who receive cash at designated collection points will deposit the cash with the Treasurer/CFO on the next business day of receipt in accordance with Board Policy 6600.

[X] No alcoholic beverage or other controlled substance may be possessed, consumed, or distributed ~~**( )** at any function sponsored by the District~~ **(X)** at any function occurring on Board property. ~~**[END OF OPTION]**~~

[X] Raffles and similar forms of fund-raising by District-related organizations may be permitted by the Superintendent in accordance with Board Policy 9211 - District Support Organizations and Board Policy 9700 - Relations with Special Interest Groups. ~~**[END OF OPTION]**~~

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

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See Board Policy 8390)

Smoking and/or the use of tobacco and/or tobacco substitute products is prohibited at any time within any enclosed facility owned, leased, or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco or nicotine (including synthetic nicotine), in addition to papers used to roll cigarettes, and/or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, and any other smoking devices for burning tobacco or any other substances (see Board Policy 7434).

Such prohibition also applies to

~~**( )** school grounds~~

~~**( )** and any school-related event,~~

~~**( )** except at designated times~~

(X) and in designated areas as defined in statute and by Ohio's Smoke-Free Workplace Program.

~~**[END OF OPTIONS]**~~

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, a recording can be made if the appropriate license authorizing such a recording has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of nondistrict audio/visual recording equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event must obtain prior permission from the Superintendent.

All notices, signs, schedules, and other communications about school events must contain the following statement:

"In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the ___Superintendent_____ if they require a reasonable accommodation."

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Legal

R.C. 955.43, 1716.02, 1716.03

R.C. 3313.5319

28 C.F.R. Part 35

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

34 C.F.R. Part 104

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

CONTRACT FOR NON-HANDICAPPED OPEN ENROLLMENT PUPILS

Agreement for Admission of OPEN ENROLLMENT NON-HANDICAPPED PUPILS

Pursuant to Section 3301.48, 3313.97 and 3313.98 O.R.C.

The Barberton City Board of Education (**District of Attendance**) herby enters into a contract for admission of the student(s) listed below with the **Wadsworth City Schools** Board of Education (**District of Residence**) for educational purposes for the school year of 2024-2025. (Open Enrollment Forms have been sent to your district with proof of residency by email).

The Barberton City Schools Board of Education (**District of Attendance)** acknowledges that pupil(s) listed below are to be included in their ADM certification, as open enrolled from **Wadsworth City Schools** to **Barberton City Schools.**

Wadsworth City Schools Board of Education (**District of Residence**) hereby acknowledges that they have received the open enrollment forms and necessary paperwork to include the pupils(s) in their ADM certification. The pupil (s) listed below will be billed on the SF-OE form for tuition costs.

	Name of the Student (s)	Address of Student (s)
1.	[redacted]	[redacted] Wadsworth, OH 44281

[redacted] October 14, 2024

District of Attendance Superintendent Signature — Date

[redacted] 10/15/2024

District of Attendance Treasurer Signature — Date

District of Residence

We hereby acknowledge and approve the above listed pupil(s) to your schools on the terms described above for the school year 2024-2025

District of Attendance Superintendent Signature — Date

District of Attendance Treasurer Signature — Date

/CONTRACT FOR CHILDREN WITH DISABILITIES
OPEN ENROLLMENT

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

District of Attendance

The Barberton City School Board of Education hereby enters into a contract (pursuant to Section 3313.981 O.R.C., 3323.14 O.R.C., and Rule 3301-48-02(F)) for the student(s) listed below with the **Wadsworth City School** Board of Education (**District of Residence**) for educational purposes for the school year of 2023-2024.

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

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

	Name of Student	**Address of Student**
1.	[redacted]	[redacted]

[redacted]

District of Attendance Superintendent Signature — Date: October 14, 2024

[redacted]

District of Attendance Treasurer Signature — Date: 10/15/2024

District of Residence

We hereby acknowledge and approve the above listed pupil(s) to your schools on the terms described above for the school year 2023-2024.

District of Residence Superintendent Signature — Date

District of Residence Treasurer Signature — Date

FY25 FOUR CITIES COMPACT ADVISORY LIST

Program	Committee Member	Company
Automotive Technologies	Adam Etling	Land Rover Solon
Automotive Technologies	Alex Thompson	Vandevere Chevy
Automotive Technologies	Clark Wilson	Premier GMC
Automotive Technologies	Collin Miller	Murphy Tractor
Automotive Technologies	Frank Dennemiller	Mobile Service & Repair
Automotive Technologies	Jack Mills	Collision Pros
Automotive Technologies	Jeff Mazzei	Fisher Federated Auto Parts
Automotive Technologies	Johnmark Ocheltree	Ag Pro Service Manager
Automotive Technologies	Ken Moehring	Serv Pro
Automotive Technologies	Pete Alexander	Wadsworth High School
Automotive Technologies	Sam Adair	Stark State College
Carpentry	Bill Simmons	Simmons Bros. Construction
Carpentry	Brady O'Connor	Senior Student
Carpentry	Brian Braman	Jared Electric
Carpentry	Darron Monroe	Thompson Excavating
Carpentry	Dave Kaufman	Kaufman Realty
Carpentry	Denny Blough	Steiner Lumber
Carpentry	Eric McNeil	REM Installations
Carpentry	Jesse Smith	Former Carpentry Teacher
Carpentry	Justin Englert	Tim Englert Construction
Carpentry	Kip Shipley	Wadsworth City School
Carpentry	Mark Thompson	Thompson Excavating
Carpentry	Matt Adkins	Jared Electric
Carpentry	Matt Cole	Cole Masonry
Carpentry	Mike Horvat	Wadsworth High School
Carpentry	Mike Kelley	Kelley Construction
Carpentry	Neff Cutshaver	Senior Student
Carpentry	Noah Weideman	Ark Construction
Carpentry	Pat McNeil	REM Installations
Carpentry	Tim Englert	Tim Englert Construction
Carpentry	Zak Ryan	Davis Door

FY25 FOUR CITIES COMPACT ADVISORY LIST

Program	Committee Member	Company
Diversified Medical Technology	Adriane Wemmer	Cuyahoga Community College
Diversified Medical Technology	Amanda Reid	Wadsworth High School
Diversified Medical Technology	Ava Hillyard	Summa Health System
Diversified Medical Technology	Christina Woodard	
Diversified Medical Technology	Collette Burns	Summa Health System
Diversified Medical Technology	Emily Dorland	Bridge Senior Living
Diversified Medical Technology	Gregory Bilowsky	Cleveland Clinic Akron General
Diversified Medical Technology	Jennifer Gonzales	Cleveland Clinic Akron General
Diversified Medical Technology	Jessica Goff	Summa Health System
Diversified Medical Technology	Krista Dobbins	Wadsworth High School
Diversified Medical Technology	Makayla Cerra	Tri-C student
Diversified Medical Technology	Myah Hray	Stark State student/private home care aide
Diversified Medical Technology	Rachel Rexroad	LearnCPR
Diversified Medical Technology	Samantha Woodard	
Diversified Medical Technology	Tammy Reddish	Soprema Senior Center
Engineering, Design & Technology	Amanda Moore	Owens Corning
Engineering, Design & Technology	Bethany Baker	Schaffler
Engineering, Design & Technology	Bill Johnson	Welser Profile North America LLC
Engineering, Design & Technology	Cary Frame	Welser Profile North America LLC
Engineering, Design & Technology	Cindi Kaczmarczyk	Owens Corning
Engineering, Design & Technology	Dan Chase	Parker Hannifin
Engineering, Design & Technology	Dan Kandray	University of Akron
Engineering, Design & Technology	Dave Grumney	Flo-Corp
Engineering, Design & Technology	Gregg Reinmann	Blair Rubber
Engineering, Design & Technology	Jackie Schulte	Clampco
Engineering, Design & Technology	Jason Venner	Clampco
Engineering, Design & Technology	Jeff Schaffer	Parker Hannifin
Engineering, Design & Technology	Jim Wolf	Atlantic Tool and Die
Engineering, Design & Technology	Jon Allen	Luke Engineering
Engineering, Design & Technology	Kathy Breitenbucher	ESC of Medina County
Engineering, Design & Technology	Kayleigh Martins	Atlantic Tool and Die

FY25 FOUR CITIES COMPACT ADVISORY LIST

Program	Committee Member	Company
Engineering, Design & Technology	Keith Francis	Barberton High School Advanced Manufacturing
Engineering, Design & Technology	Kip Shipley	Wadsworth High School
Engineering, Design & Technology	Kyle Townsend	Lincoln Electric
Engineering, Design & Technology	Lauren Thompson	Clampco
Engineering, Design & Technology	Meghan Bates	Luke Engineering
Engineering, Design & Technology	Mike Horvat	Wadsorth High School - Carpentry
Engineering, Design & Technology	Nelson Deschamps	Owens Corning
Engineering, Design & Technology	Pete Alexander	Wadsworth High School - Automotive Techology
Engineering, Design & Technology	Phyllis Caynor	Ebner Furnace
Engineering, Design & Technology	Robert McClenaghan	ContiTech USA Inc.
Engineering, Design & Technology	Scott Dilling	University of Akron
Engineering, Design & Technology	Stephen Williams	Welser Profile North America LLC
Engineering, Design & Technology	Wesley Carpentry	University of Akron
Job Training	Brandon Elswick	
Job Training	Cam Morrison	
Job Training	Darla Ruff	Norton High School
Job Training	Emily Osting	Wadsworth High School
Job Training	Karen Kriss	Opportunities for Ohioans with Disabilites
Job Training	Roni Kemmerer	Cambria
Job Training	Ryan Whited	Four Cities Compact
Job Training	Tabitha Callison	
Job Training	Tom Core	Medina County Board of DD
Media Communications	Cale Breuers	Kent State University Student
Media Communications	Juan Contreras Barberena	ZTV/University of Akron
Media Communications	Justin Stine	Mosher Media
Media Communications	Keith Mollohan	Certified Angus Beef
Media Communications	Kevin Denee	Eyedeal Graphics
Media Communications	Pam Csaky	Wadsworth City Schools
Media Communications	Paul Taylor	Wadsworth City Schools
Media Communications	Ricky Soinski	Cleveland Browns
Media Communications	Scott Hallgren	Kent State University

FY25 FOUR CITIES COMPACT ADVISORY LIST

Program	Committee Member	Company
Media Communications	Tom Kondilas	Jones Day

END USER AGREEMENT

This End User Agreement ("**Agreement**") is entered into by and between Verkada Inc. ("**Verkada**") and Wadsworth City School District ("**Customer**"), and governs the purchase and use of the Products (as defined below) by Customer. This Agreement is effective as of the date last signed below.

Verkada and Customer hereby agree as follows.

1. DEFINITIONS

The definitions of certain capitalized terms used in this Agreement are set forth below. Others are defined in the body of the Agreement.

"**Customer Data**" means all data provided by Customer to Verkada by means of the Products. Customer Data does not include System Data (defined below).

"**Documentation**" means the online documentation regarding the Hardware, available at www.verkada.com/docs/ or as otherwise provided within the Hosted Software.

"**DPA**" means the Data Processing Addendum available at www.verkada.com/support/dpa or other negotiated data protection agreement, entered into between Verkada and Customer.

"**Firmware**" means the software developed and maintained by Verkada that is stored on the Hardware and enables the basic functioning of the Hardware and its communication with the Hosted Software.

"**Hardware**" means the Verkada hardware products, including security cameras, access control units, alarm units, and environmental sensors.

"**Hosted Software**" means Verkada's Software-as-a-Service system, currently known as "Command," and related infrastructure made available to Customer to manage and configure the Hardware.

"**License**" has the meaning ascribed to it in Section 2.1.

"**License Term**" means the length of time indicated in the License SKU set forth on the applicable Purchase Order.

"**Partner**" means a third-party authorized by Verkada to resell the Products, to whom Customer has delivered an ordering document for such Products.

"**Product Feature(s)**" means a unique feature set within the Hosted Software that is identified by a particular stock keeping unit (SKU) on a Purchase Order.

"**Products**" means, collectively, the Software, Hardware, Product Features, Documentation, and all modifications, updates, and upgrades thereto and derivative works thereof.

"**Purchase Order**" means each order document submitted to Verkada by a Partner on behalf of Customer, and accepted by Verkada, indicating Partner's firm commitment to purchase the Products and for the prices set forth thereon.

"**Service Level Agreement**" means the Service Level Agreement set forth on Exhibit A hereto.

"**Software**" means the Firmware and Hosted Software.

"**Support**" means the technical support services and resources available at www.verkada.com/support.

"**System Data**" means configuration information, log and event data, Product performance data, and statistics regarding Customer's use of the Products.

"**Users**" means employees of Customer, or other third parties, each of whom are authorized by Customer to use the Products on Customer's behalf.

2. LICENSE AND RESTRICTIONS

2.1 License to Customer. Subject to the terms of this Agreement, Verkada grants Customer a royalty-free, nonexclusive, transferable (subject to Section 12) worldwide right during each License Term to use the Software, subject to the terms of this Agreement ("**License**"). Customer must purchase one or more Licenses to use the Software for at least the number and type of Hardware units and/or Product Features that the Customer manages by means of the Software (collectively, "**Valid Licensing**"); however, Customer may authorize an unlimited number of Users to access and use the Software. If Customer purchases additional Licenses, either in connection with the purchase of additional Hardware units or renewal of Licenses for existing Hardware units, the overall License Term will be modified such that the License Term for all Licenses purchased will expire and terminate on the same date. If Customer does not maintain Valid Licensing, then (i) Customer will have limited or no access to Customer Data, Product Features, and the Software, and (ii) the Hardware will not function as designed. If Customer purchases the Monitoring Services (as defined on Exhibit B, the "**Alarms Addendum**"), the use of the Products in connection with the Monitoring Services will be subject to the terms of the Alarms Addendum.

2.2 License to Verkada. During the License Term, Customer will transfer Customer Data to Verkada while using the Products. Customer grants Verkada a non-exclusive right and license to use, reproduce, modify, store, and process Customer Data solely to maintain the Products and provide them to Customer. Customer represents and warrants that it possesses the necessary rights and authority to grant Verkada the rights set forth in this Section 2.2 with respect to Customer Data.

2.3 Restrictions. Customer will not: (i) use (or allow a third party to use) the Products for any competitive purposes (other than for routine product comparison purposes), including monitoring or testing their availability, security, performance, or functionality, in each case without Verkada's express written consent; (ii) market, sublicense, resell, lease, loan, transfer, or otherwise commercially exploit the Products; (iii) modify, create derivative works, decompile, reverse engineer, attempt to gain access to the source code, tamper with the Hardware, or copy the Products or any of their components; or (iv) use the Products to conduct any fraudulent, malicious, or illegal activities or otherwise in contravention of any applicable laws or regulations (each of (i) through (iv), a "**Prohibited Use**").

3. COURTESY RETURNS; HARDWARE WARRANTY AND WARRANTY RETURNS

3.1 Courtesy Returns. Customer may return up to $250,000 worth of Products (as reflected in the net price set forth on one or more Purchase Order(s)) for any reason within the 30-day period starting on the shipment date of such Products (a "**Courtesy Return**"). To initiate a Courtesy Return, Customer must send a request for a Courtesy Return by email within such 30-day period either to (a) the Partner that submitted the Purchase Order(s) for the Products to be returned or (b) the Verkada sales representative responsible for Customer's account, and include the serial numbers of the Products to be returned.

3.2 Hardware Warranty. Verkada represents to the original purchaser and user of the Hardware that, for the period set forth in the applicable Documentation from the date of shipment to the location specified on the Purchase Order, the Hardware will be substantially free of defects in materials and workmanship ("**Hardware Warranty**").

3.3 Remedy for Breach of Hardware Warranty. Customer's sole and exclusive remedy and Verkada's (and its suppliers' and licensors') sole and exclusive liability for a breach of the Hardware Warranty will be, in Verkada's sole discretion, to replace the non-conforming Hardware. Replacement

may be made with a new or refurbished product or components. If the Hardware or a component within it is no longer available, then Verkada may replace the Hardware unit with a similar product of similar function. Any Hardware unit that has been replaced under the Hardware Warranty will be covered by the terms of the Hardware Warranty for the longer of (a) 90 days from the date of the delivery, or (b) the remainder of the original Hardware Warranty period. Customer's engaging in a Prohibited Use serves to void the Hardware Warranty.

3.4 Warranty Returns. To request a return under the Hardware Warranty, Customer must notify Verkada or the Partner within the Hardware Warranty period. To initiate a return directly to Verkada, Customer must send a return request to Verkada at support@verkada.com and clearly state details on where and when Customer purchased the Hardware, the serial numbers of the applicable Hardware unit(s), Customer's reason for returning the Hardware, and Customer's name, mailing address, email address, and daytime phone number. If approved, Verkada will provide Customer with a Return Materials Authorization ("**RMA**") and prepaid shipping label via email that must be included with Customer's return shipment to Verkada. Customer must return the Hardware unit(s) listed in the RMA with all included accessories with the RMA within the 14 days following the day on which Verkada issued the RMA.

4. VERKADA OBLIGATIONS

4.1 General. Verkada is responsible for providing the Products in conformance with this Agreement, the Purchase Order(s), and applicable Documentation.

4.2 Availability. Verkada uses its best efforts to ensure that the Hosted Software is available in accordance with the terms of the Service Level Agreement, which sets forth Customer's remedies for any interruptions in the availability of the Hosted Software.

4.3 Support. If Customer experiences any errors, bugs, or other issues in its use of the Products, then Verkada will provide Support in order to resolve the issue or provide a suitable workaround. The fee for Support is included in the cost of the License. As part of a Support case, Customer may grant access, in its sole discretion, to a member of Verkada's Support team through functionality provided in the Hosted Software for a length of time determined by Customer.

4.4 Maintenance. Verkada will use commercially reasonable efforts to maintain the Products and implement updates, upgrades, and fixes as necessary to meet its obligations under this Agreement.

5. CUSTOMER OBLIGATIONS

5.1 Payment; Compliance. Customer is responsible for paying Partner for the Products pursuant to Partner's invoice(s). In the event Customer is delinquent on fees, Verkada may pursue payment directly from Customer if Partner is unable to or chooses not to pursue such fees itself. Customer will use the Products only in accordance with the Documentation and in compliance with all applicable laws, including procurement and maintenance of any applicable licenses and permits. Customer will ensure that none of the Products are directly or indirectly exported, re-exported, or used to provide services in violation of the export laws and regulations of the United States or any other country. If Customer operates in a regulated industry, Customer represents that it has obtained all necessary local and state licenses and/or permits necessary to operate its business and is in compliance (and will use its best efforts to remain in compliance) with all local, state, and (if applicable) federal regulations regarding the conduct of its business. Verkada reserves the right to suspend use of any Products operating in violation of the obligations of this Section 5.1, following written notice to Customer.

5.2 Account Administration. Customer is responsible for identifying one or more individuals within Customer's organization who will act as administrator(s) of Customer's account. Such person(s) will be responsible for, among other things, monitoring and managing access privileges of other Users. Customer is also responsible for verifying, including ensuring that any third-party installer verify, that all Hardware Products purchased are properly claimed into Customer's account within the Hosted Software prior to installation, as more fully set forth in the Documentation.

6. TERM AND TERMINATION

6.1 Term. The term of this Agreement will commence on the Effective Date and will continue for so long as Customer maintains any active Licenses.

6.2 Termination or Suspension for Cause. Either party may terminate this Agreement, and Verkada may suspend Customer's access to the Hosted Software, for cause (i) upon 30 days written notice to the other party of a material breach if such breach remains uncured at the expiration of the 30-day period, or (ii) if the other party becomes the subject of a petition in bankruptcy or any other proceeding relating to insolvency, receivership, liquidation or assignment for the benefit of creditors. For purposes of clarity, a material breach of the Agreement includes Customer's failure to purchase and/or maintain a sufficient number of Licenses, as required by Section 2.1.

6.3 Effect of Termination. If Customer terminates this Agreement in accordance with Section 6.2, then Verkada will refund Customer a pro rata portion of any prepaid fees allocable to the remaining License Term. The following provisions will survive any expiration or termination of the Agreement: Sections 7, 9, 10, 11, and 12, and any other provisions that, by their nature, would reasonably be considered intended to survive.

7. CONFIDENTIALITY

7.1 Confidential Information. Except as explicitly excluded below, any information of a confidential or proprietary nature provided by a party ("**Disclosing Party**") to the other party ("**Receiving Party**") constitutes the Disclosing Party's confidential and proprietary information ("**Confidential Information**"). Verkada's Confidential Information includes the Products and any information conveyed to Customer in connection with Support. Customer's Confidential Information includes Customer Data. Confidential Information does not include information which is: (i) already known by the receiving party without an obligation of confidentiality other than pursuant to this Agreement; (ii) publicly known or becomes publicly known through no unauthorized act of the Receiving Party; (iii) rightfully received from a third party without a confidentiality obligation to the Disclosing Party; or (iv) independently developed by the Receiving Party without access to the Disclosing Party's Confidential Information.

7.2 Confidentiality Obligations. Each party will use the Confidential Information of the other party only as necessary to perform its obligations under this Agreement, will not disclose the Confidential Information to any third party, and will protect the confidentiality of the Disclosing Party's Confidential Information with the same standard of care as the Receiving Party uses or would use to protect its own Confidential Information, but in no event will the Receiving Party use less than a reasonable standard of care. Notwithstanding the foregoing, the Receiving Party may share the other party's Confidential Information with those of its employees, agents and representatives who have a need to know such information and who are bound by confidentiality obligations at least as restrictive as those contained herein (each, a "**Representative**"). Each party shall be responsible for any breach of confidentiality by any of its Representatives.

7.3 Additional Exclusions. A Receiving Party will not violate its confidentiality obligations if it discloses the Disclosing Party's Confidential Information if required by applicable laws, including by court subpoena or similar instrument so long as the Receiving Party provides the Disclosing Party with written notice of the required disclosure so as to allow the Disclosing Party to contest or seek to limit the disclosure or obtain a protective order. If no protective order or other remedy is obtained, the Receiving Party will furnish only that portion of the Confidential Information that is legally required, and agrees to exercise reasonable efforts to ensure that confidential treatment will be accorded to the Confidential Information so disclosed.

8. DATA PROTECTION

Verkada secures the Software and Customer Data in accordance with the security practices available at www.verkada.com/trust/security-controls. Verkada will process all Customer Data in accordance with the DPA.

9. OWNERSHIP

9.1 Verkada Property. Verkada owns and retains all right, title, and interest in and to the Software, the System Data, and all intellectual property embodied in the Hardware and accessories. Except for the limited license granted to Customer in Section 2.1, Verkada does not by means of this Agreement or otherwise transfer any rights in the Products to Customer, and Customer will take no action inconsistent with Verkada's intellectual property rights in the Products.

9.2 Customer Property. Customer owns and retains all right, title, and interest in and to the Customer Data and does not by means this Agreement or otherwise transfer any rights in the Customer Data to Verkada, except for the limited license set forth in Section 2.2.

10. INDEMNIFICATION

10.1 By Verkada. Verkada will indemnify, defend, and hold Customer, its affiliates, and their respective owners, directors, members, officers, and employees (collectively, "**Customer Indemnitees**") harmless from and against any claim, action, demand, suit or proceeding (each, a "**Claim**"), and the attorneys' fees and court and investigative costs of Customer Indemnitees, made or brought by a third party against any of the Customer Indemnitees alleging that Customer's use of the Products infringes or misappropriates any patent, trademark, copyright, or any other intellectual property of such third party.

Verkada will pay any damages finally awarded against any Customer Indemnitees by a court of competent jurisdiction as a result of any such Claim, or any final settlement of such Claim, so long as Customer (i) gives Verkada prompt written notice of the Claim, (ii) gives Verkada sole control of the defense and settlement of the Claim (provided that Verkada may not settle any Claim without the Customer Indemnitee's written consent, which will not be unreasonably withheld), and (iii) provides to Verkada all reasonable assistance, at Verkada's request and expense.

If Customer's right to use the Products hereunder is, or in Verkada's opinion is likely to be, enjoined as the result of a Claim, then Verkada may, at Verkada's sole option and expense procure for Customer the right to continue using the Products under the terms of this Agreement, or replace or modify the Products so as to be non-infringing and substantially equivalent in function to the claimed infringing or enjoined Products.

Verkada will have no indemnification obligations under this Section 10.1 to the extent that a Claim is based on or arises from: (a) use of the Products in a manner other than as expressly permitted in this Agreement; (b) any alteration or modification of the Products except as expressly authorized by Verkada; (c) the combination of the Products with any other software, product, or services (to the extent that the alleged infringement arises from such combination); or (d) where the Claim arises out of specifications provided by Customer. This Section 10.1 sets forth Verkada's sole and exclusive liability, and Customer's exclusive remedies, for any Claim of infringement or misappropriation of intellectual property.

10.2 By Customer. To the extent permitted by applicable law and subject to the limitations Section 11.4, Customer will indemnify, defend, and hold harmless Verkada, its affiliates, and their respective owners, directors, members, officers, and employees (together, the "**Verkada Indemnitees**") from and against any Claim, and the attorneys' fees and court and investigative costs of Verkada Indemnitees, related to: (a) Customer or its Users engaging in a Prohibited Use; and (b) Customer's indemnity obligation under the Alarms Addendum set forth in Exhibit B hereto (if any). To the extent permitted by applicable law and subject to the limitations set forth in Section 11.4, Customer will pay any settlement of and any damages finally awarded against any Verkada Indemnitee by a court of competent jurisdiction as a result of any such Claim so long as Verkada (i) gives Customer prompt written notice of

the Claim, (ii) gives Customer sole control of the defense and settlement of the Claim (provided that Customer may not settle any Claim without Verkada's prior written consent which will not be unreasonably withheld), and (iii) provides to Customer all reasonable assistance, at Customer's request and expense.

11. LIMITATIONS OF LIABILITY

11.1 Disclaimer. EXCEPT FOR THE WARRANTIES EXPLICITLY SET FORTH IN THIS AGREEMENT, VERKADA MAKES NO WARRANTIES, WHETHER EXPRESS, IMPLIED, OR STATUTORY, REGARDING OR RELATING TO THE PRODUCTS, OR ANY MATERIALS OR SERVICES FURNISHED OR PROVIDED TO CUSTOMER IN CONNECTION WITH THIS AGREEMENT, INCLUDING UPDATES OR SUPPORT. WITHOUT LIMITING THE FOREGOING, VERKADA HEREBY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, OR TITLE. VERKADA DOES NOT WARRANT THAT THE PRODUCTS WILL MEET CUSTOMER'S NEEDS OR EXPECTATIONS, THAT USE OF THE PRODUCTS WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT DEFECTS WILL BE CORRECTED.

11.2 No Consequential Damages. NEITHER PARTY, NOR ITS AFFILIATES, NOR THE OFFICERS, DIRECTORS, EMPLOYEES, SHAREHOLDERS, AGENTS OR REPRESENTATIVES OF ANY OF THEM, WILL BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL, INDIRECT, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES, WHETHER FORESEEABLE OR UNFORESEEABLE, THAT MAY ARISE OUT OF OR IN CONNECTION WITH THIS AGREEMENT, EVEN IF THE OTHER PARTY HAS BEEN NOTIFIED OF THE POSSIBILITY OR LIKELIHOOD OF SUCH DAMAGES OR COSTS OCCURRING AND WHETHER SUCH LIABILITY IS BASED ON CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY OR OTHERWISE.

11.3 Direct Damages Cap. EXCEPT WITH RESPECT TO EXCLUDED CLAIMS AND UNCAPPED CLAIMS, IN NO EVENT WILL THE COLLECTIVE LIABILITY OF EITHER PARTY, OR THEIR RESPECTIVE AFFILIATES, OFFICERS, DIRECTORS, EMPLOYEES, SHAREHOLDERS, AGENTS AND REPRESENTATIVES, TO THE OTHER PARTY FOR ANY AND ALL DAMAGES, INJURIES, AND LOSSES ARISING FROM ANY AND ALL CLAIMS AND CAUSES OF ACTION ARISING OUT OF, BASED ON, RESULTING FROM, OR IN ANY WAY RELATED TO THIS AGREEMENT, EXCEED THE TOTAL AMOUNT PAID OR PAYABLE BY CUSTOMER FOR THE USE OF THE PRODUCTS UNDER THIS AGREEMENT DURING THE 24-MONTH PERIOD PRECEDING THE DATE OF THE CLAIM.

THE EXISTENCE OF MULTIPLE CLAIMS OR SUITS UNDER OR RELATED TO THIS AGREEMENT WILL NOT ENLARGE OR EXTEND THE LIMITATION OF MONEY DAMAGES WHICH WILL BE THE CLAIMANT'S SOLE AND EXCLUSIVE REMEDY.

11.4 Excluded Claims Cap. "**Excluded Claims**" means any claim and/or liability associated with: (a) both party's indemnification obligations in Section 10; (b) any breach by Verkada of the DPA, Section 8 (Data Protection), or other data privacy and security obligations. Each party's total, cumulative liability for all Excluded Claims will not exceed two (2) times the total amount paid or payable by Customer for use of the Products under this Agreement during the Term, provided that Customer's total, cumulative liability for its indemnification obligations under Section 10.2 will not exceed the amount provided by insurance purchased by Customer applicable to this Agreement or the amount appropriated by Customer for this Agreement, whichever is greater, to the extent permitted by law.

11.5 Uncapped Claims. "**Uncapped Claims**" means any claim or liability associated with: (a) Customer's breach of Section 2.2 (License to Customer Data), Section 5.1 (Compliance), and Section 3 of Exhibit B (Customer Obligations) (if applicable); (b) either Party's breach of confidentiality (but not relating to any liability associated with Verkada's security obligations with respect to Customer Data which remains subject to the Excluded Claims cap); or (c) any liability of a Party which cannot be limited under applicable law, including gross negligence, recklessness, or intentional misconduct.

12. MISCELLANEOUS

This Agreement is the entire agreement between Customer and Verkada and supersedes all prior agreements and understandings concerning the subject matter hereof and may not be amended or modified except by a writing signed or electronically acknowledged by authorized personnel by both parties. Customer and Verkada are independent contractors, and this Agreement will not establish any relationship of partnership, joint venture, or agency between Customer and Verkada. Failure to exercise any right under this Agreement will not constitute a waiver. There are no third-party beneficiaries to this Agreement. This Agreement is governed by the laws of Ohio without reference to conflicts of law rules. Any notice provided by one party to the other under this Agreement will be in writing and sent either (i) by overnight courier or certified mail (receipt requested), in the case of Customer to Customer's address on record in Verkada's account information and in the case of Verkada, to 406 E. 3rd Ave., San Mateo, CA 94401, or (ii) by electronic mail to Customer's email address on record in Verkada's account information or to Verkada at legal@verkada.com. If any provision of this Agreement is found unenforceable, the Agreement will be construed as if such provision had not been included. Neither party may assign this Agreement without the prior, written consent of the other party, except that either party may assign this Agreement without such consent in connection with an acquisition of the assigning party or a sale of all or substantially all of its assets. In the event of an assignment by Customer in connection with an acquisition of Customer or a sale of all or substantially all of Customer's assets, Customer's License may be transferred to the party acquiring Customer or purchasing all or substantially all of its assets, subject to Verkada's prior written consent, such consent not to be unreasonably withheld. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Facsimile or other electronic copies of such signed copies will be deemed to be binding originals.

A party will not be liable for any failure to perform caused by circumstances beyond its reasonable control which would otherwise make such performance commercially impractical including, but not limited to, acts of God, fire, flood, acts of war, pandemics, government action, accident, labor difficulties or shortage, inability to obtain materials, equipment or transportation (each, a "**Force Majeure Event**"). If a Force Majeure Event lasts longer than five (5) business days, the parties will meet to determine if performance under the Agreement can resume as agreed. If the parties cannot agree, then Verkada may terminate the applicable Purchase Order or this Agreement.

If any disputes arise, the parties will first attempt to resolve the dispute informally via good faith negotiation. If the dispute has not been resolved after 30 days, the parties will resolve any claim, dispute, or controversy (excluding any claims for injunctive or other equitable relief) by binding arbitration before a single arbitrator administered by JAMS, its successors and assigns, in Medina County, Ohio, unless otherwise agreed by the parties in writing, and pursuant to its arbitration rules. Each party will be responsible for paying any arbitration fees in accordance with the foregoing rules, and the award rendered by the arbitrator may include costs of arbitration, reasonable attorneys' fees and reasonable costs for expert and other witnesses. Any judgment on the award rendered by the arbitrator may be entered in any court of competent jurisdiction. Nothing in this Section shall be deemed to prevent either party from seeking injunctive or other equitable relief from the courts as necessary to prevent the actual or threatened infringement, misappropriation, or violation of its data security, intellectual property rights or other proprietary rights.

Signatures on following page

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Wadsworth City School District

By: _____

Name: _____

Title: _____

Date: _____

Verkada Inc.

By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT A

Service Levels

Verkada will use commercially reasonable efforts to make the Hosted Software available 99.99% or more of the time during any calendar month. Subject to the exclusions set forth below, an "**Outage**" will be defined as any time when the Hosted Software is not available due to a cause within the control of Verkada. The availability standard does not apply to any feature of the Hosted Software that Verkada identifies as a "beta" feature or service.

Service Credits

If Verkada fails to achieve the availability percentage above, Customer will be eligible to receive a credit ("**Service Credit**") calculated as a certain number of days added to the end of the License Term. Service Credits are based on the actual availability of the Hosted Software in a given calendar month as set forth below. Service Credits are non-transferable.

Service Availability	Service Credit
Less than 99.99%	3 days
Less than 99.9%	5 days
Less than 99%	10 days
Less than 90%	15 days

Exclusions

Verkada does not include in its calculation of downtime any time the Hosted Software is not available due to:

- Planned maintenance windows where notice of planned unavailability has been given, via the Hosted Software, at least two business days prior to the outage, unless in the case of emergency changes;
- Force Majeure Events;
- Actions or inactions on Customer's part;
- Events arising from Customer's systems or any Customer websites;
- ISP or Internet outages outside of Verkada's control.

Chronic Failure & Termination

Customer may elect to terminate this Agreement in accordance with Section 6.2 if the Hosted Software is available less than 90% in a month for three consecutive months or any five months during a rolling twelve-month period.

Sole Remedy

Notwithstanding any terms to the contrary in the Agreement, the Service Credits are Customer's sole and

exclusive remedy for any Outage.

EXHIBIT B

Alarms Addendum

This "**Alarms Addendum**" sets forth the terms applicable to Customer's use of the Monitoring Services (as defined below).

1. **Certain Definitions**.

   a. "**Alarm(s)**" means an alarm signal, data, video or audio transmission initiated by the Hardware installed on Customer's premises signaling a specific type of situation that is transmitted to a Call Center for response via the Hosted Software.

   b. "**Call Center**(s)" means a central monitoring station that receives and responds to an Alarm for Customer as more fully set forth below.

   c. "**Call List**" means the list of names, with corresponding telephone numbers and email addresses, of those persons in the order Customer wishes to receive notification of Alarms which must be created, and updated by Customer from time to time, via the Hosted Software.

   d. "**First Responder(s)**" means the entity (e.g., fire department, police department) that is contacted by the Call Center to respond to an Alarm received at the Call Center.

   e. "**Monitoring Services**" means the automated Alarm transmission functionality enabled by the Software that, when triggered, transmits an Alarm to the Call Center for a response, as more fully described in the Documentation. The Monitoring Services are deemed to be a Product under the Agreement.

2. **Monitoring Services**.

   a. In order to use the Monitoring Services, Customer must: (i) purchase a License for each location at which Monitoring Services will be provided (a "**Monitoring License**"); and (ii) enable the "Emergency Dispatch" toggle within the Hosted Software, as more fully described in the Documentation.

   b. For each Alarm transmitted through the Hosted Software, the Call Center will respond in accordance with its internal operating procedures, and only if warranted in the sole discretion of the Call Center. Not all Alarms require notification to First Responders. If the video verification settings are set to 'Normal Mode' (as described in the Documentation), the Call Center may not notify the individuals on the Call List if it is unable to determine a threat to person or property, including because Call Center cannot discern a threat from the video provided or it is unable to access video of the trigger event. Once dispatched, the Call Center may be unable to recall First Responders.

   c. In the event of notification to Customer, the Call Center will call the person(s) named in the Call List, in the order set by Customer. Receipt by Customer of any form of notification provided by the Call Center pursuant to the Call List, is deemed compliance with the notification obligation hereunder, which notice may include SMS or voice mail message.

   d. If video or audio Alarms are received at the Call Center, the Call Center will monitor such video or sound in accordance with its internal operating procedures, and for so long as the Call Center, in its sole discretion, deems appropriate.

3. **Customer's Obligations**.

   a. Customer (or a properly licensed installer selected by Customer) is responsible for installation (including the design of such installation), maintenance, service, repair, inspection and testing of the Products. Once installed, it is Customer's responsibility (or a properly licensed installer selected by Customer) to configure its Products in order to enable the Monitoring Services, including by creating and maintaining appropriate Trigger and Response Actions via the Hosted Software (i.e., by creating an "Alarm Address" within Customer's account in the Hosted

Software and configuring it in Customer's discretion). Monitoring Services will be provided only if the Hardware Products have been configured to transmit Alarms to the Call Center by means of the foregoing.

b. Customer is responsible, at Customer's sole expense, for supplying all systems, and incidental functionality (e.g., high-speed Internet access, IP Address and or wireless services, all 110 Volt AC power), necessary to operate the Products at Customer's premises.

c. Once delivered, the Hardware Products are in the possession and control of Customer, and it is Customer's sole responsibility to regularly test the operation of its Products. Verkada does not design installations, install, inspect, maintain, service, repair, or test Products for Customers.

d. Customer is responsible for obtaining and maintaining all licenses, registration and permits for the Products and Monitoring Services, including those required by the Customer's local government, necessary to use the Products as contemplated under this Alarms Addendum in compliance with applicable laws and regulations.

4. **Monitoring Services Exclusions**.

a. Except for the systems under its control that Verkada uses to make the Hosted Software available, Alarms are transmitted over third party communication networks beyond the control of Verkada and are not maintained by Verkada. Verkada will not be responsible for any failure by such third-party networks which prevents transmission of Alarms from reaching the Call Center or any damages arising therefrom.

b. Verkada will have no liability for permit fees, false alarms, false alarm fines, the manner in which First Responders respond, any response delays caused by the First Responders, the failure of First Responders to respond, or the manner in which Alarms are handled by the Call Centers or First Responders.

c. Verkada makes no representation that any aspect of the Products meets code requirements or constitute an alarm system, burglar alarm system, fire alarm system, CCTV system, access control system or other electronic security system, as those terms are defined under the applicable laws of the jurisdictions in which Customer uses the Products.

d. Verkada is not a Call Center and does not provide the services of a Call Center. Verkada does not respond to an Alarm, notify, or attempt to notify the persons named in the Call List, request dispatch of First Responders, or other agents to Customer's premises to investigate or verify an Alarm. The portion of the Monitoring Services performed by Verkada is strictly limited to Verkada's automated signal and data retransmission software, receivers, and related components, routing Alarms generated from the Products at Customer's premise via a third-party network to a Call Center for response. The Customer is not contracting with Verkada to provide the services of the Call Center. Verkada and the Call Center are independent and unrelated entities, and there is no subcontractor, employer or employee, master or servant, joint venture, partnership, or contractual relationship between them.

5. **Suspension & Termination**. Verkada may, without prior notice, suspend or terminate the Monitoring Services, in Verkada's sole discretion, in the event of: (a) a Force Majeure Event which renders any aspect of the Monitoring Services inoperable or impractical; (b) Customer defaults in its performance obligations under the Agreement or use of the Products in a manner that violates any applicable law or any third party right of privacy; (c) Call Center's facilities or communication networks are nonoperational; (d) Customer causes the Products to transmit excessive false alarms, runaway signals, or otherwise unreasonably overburdens either Verkada's systems or the Call Center's systems; or (e) Customer fails to provide accurate information within the Call List or fails to properly update the Call List.

6. **No Representations or Warranties**. Verkada makes no representation or warranty, whether express or implied, that the Products including the Monitoring Services will prevent any loss, damage or injury to any person or property, whether by reason of burglary, theft, hold-up, fire or any other cause, or that the Products will in all cases provide the protection for which they are installed or intended. Monitoring Services are not error-free. Verkada is not an insurer, and Customer assumes all risk for loss or damage to Customer's premises, contents, business interruption, or persons on or around the premises. Customer's sole remedy for Verkada's breach of this Exhibit B is to require Verkada to replace the non-operational Products as set forth in Section 3.2 of the Agreement.

THE ABOVE EXCLUSIONS WILL NOT APPLY, IF THE GOVERNING LAW WHERE THE CUSTOMER'S PREMISE

IS LOCATED PROHIBITS THE EXCLUSION OF IMPLIED WARRANTIES.

7. **Indemnity**. In addition to Section 10.2 of the Agreement, to the fullest extent permitted by governing law, Customer will indemnify, defend, and hold harmless Verkada Indemnitees from and against any Claim (including reasonable attorney's fees, court costs, fees associated with investigations, or fees or fines relating to permits or false alarms) arising from Customer's use of the Monitoring Services or its performance, or failure to perform, its obligations under this Exhibit B.

8. **Exculpatory Clause**.

   a. To the fullest extent permitted by governing law, Verkada will not be liable for any loss or damage sustained by Customer caused or contributed by the performance, or failure of performance, of the Monitoring Services under this Exhibit B, even if caused or contributed by any negligence of any kind or degree of the Call Center, Verkada, or any other third-party, except for Verkada's gross negligence in states that do not permit the exculpation of liability for gross negligence, recklessness and willful misconduct.

   b. IN THE EVENT THAT THE EXCULPATORY CLAUSE IS NOT ENFORCEABLE UNDER THE GOVERNING LAW WHERE THE CUSTOMER'S PREMISES IS LOCATED, THE LIMITATIONS OF LIABILITY IN SECTION 11 OF THE AGREEMENT SHALL GOVERN AND CONTROL.

9. **Insurance**. Customer must maintain a policy of General Liability and Property Insurance for liability, casualty, fire, theft, and property damage and, upon request, will ensure that Verkada is named as additional insured, and which shall on a primary and non-contributing basis cover any loss or damage related to Customer's use of the Products. Customer assumes all potential risk and damage that may arise by reason of failure of the Products, and Customer will look to its own insurance carrier for any loss or assume the risk of loss. Verkada will not be responsible for any portion of any loss or damage which is recovered or recoverable by Customer from insurance covering such loss or damage or for such loss or damage against which Customer is indemnified or insured. Customer and all those claiming rights under Customer policies waive all rights against Verkada and its subcontractors for loss or damages caused by perils intended to be detected by the Products or covered by insurance to be obtained by Customer, except such rights as Customer or others may have to the proceeds of insurance.

10. **Conflict Resolution**. In the event of any conflict, discrepancy, or inconsistency between the terms of the Agreement and this Exhibit B, the terms of this Exhibit B will govern and control.

WADSWORTH CITY SCHOOL DISTRICT BOARD OF EDUCATION
INDEPENDENT CONTRACTOR AGREEMENT
FOR NON-STRS/SERS COVERED SERVICES

This Agreement is made by and between the Wadsworth City School District Board of Education ("Board") and Hope Meadows Foundation ("Contractor") (collectively "Parties").

WHEREAS the Contractor has expertise in providing services and abilities sought by the Board; and

WHEREAS the Board wishes to utilize the Contractor's services and abilities during the term of this Agreement and the Contractor is both qualified to provide such services and willing to offer such services upon the terms and conditions contained in this Agreement.

NOW THEREFORE, in consideration of the promises contained herein, the Parties agree as follows:

1. ENGAGEMENT AND DUTIES

A. During the term of this Agreement, the Board hereby engages the Contractor, and the Contractor hereby agrees to serve the Board, as an independent contractor. The Contractor shall be available to work at reasonable times and for reasonable periods of time to perform services required by the Board.

B. The Contractor hereby represents and warrants to the Board that the Contractor has the necessary expertise, licenses, permits, and capabilities to provide the services and covenants to furnish the Contractor's best skill and judgment in performing the services as set forth herein.

C. The Contractor's duties shall be as follows:

1. Provide an arena and/or pasture space for equine assisted psychotherapy and learning ("EAP-L") sessions at the Hope Meadows location at 4820 Ridge Road, Granger Township, Oho 44281
2. Provide 1 to 6 horses for ongoing EAP-L programming scheduled in advance by Company and accepted by Contractor for the benefit of Company's participants
3. Provide EAP-L equipment reasonably required to perform the Services hereunder
4. Provide for the ability to trailer in additional horses for EAP-L as needed but subject to availability
5. Provide written barn rules for EAP-L to Company and each of its Participants
6. Provide the services scheduled by Company on/before 12/31/24, funded by a grant received by the Contractor
7. Offer one 6 week Mind Times series for 14 students. Sessions meet 1.5 hours per week and program begins with a 2-hour parent component

2. TERM

This Agreement shall begin on October 28th, 2024, and end June 30, 2025. This Agreement shall not renew unless agreed to, in writing, by the Parties and pursuant to a dully approved resolution of the Board.

3. COMPENSATION

For all services rendered by the Contractor under this Agreement, the Contractor shall be paid as follows, which shall include a breakdown of each employee, agent, representative, and subcontractor's rate of pay for services rendered to the Board pursuant to this Agreement:

After service is provided, an invoice will be emailed to the Student Services department for payment to be processed. No payment will be rendered at this time due to being grant funded.

Example:

Service	Employee	Billed Rate	Total Due to Contractor by Board
Provide equine assisted psychotherapy and learning (EAP-L)	Hope Meadows Foundation	A Company grant will provide for the 6 week session to take place prior to 12/31/24	Grant funded at this time.

4. NON-STRS/SERS SERVICES

A. Upon good faith and belief, the Parties agree that the services provided under this Agreement are exempt from State Teacher's Retirement System of Ohio ("STRS"), School Employees Retirement System of Ohio ("SERS"), and/or any successor retirement system(s) to STSR and/or SERS.

B. In the event STRS, SERS, and/or any successor retirement system(s) determine that the Board owes any contributions, penalties, and/or interest to STRS, SERS, any successor retirement system(s), and/or any current and/or former employees, agents, representatives, and/or subcontractors of the Contractor based on the employees, agents, representatives, and/or subcontractors' provision of services to the Board pursuant to an agreement between the Parties, the Contractor expressly agrees that the Contractor shall indemnify and hold the Board harmless from any such obligation(s) previously described in Paragraph 4 of this Agreement.

5. INDEPENDENT CONTRACTOR RELATIONSHIP

A. The Contractor is self-employed.

B. The Contractor is acting as an independent contractor, and nothing contained herein shall be construed to create the relationship of employer and employee and/or principal and agent between the Parties.

C. The Board is relying on the Contractor's own training and expertise to provide the services in a competent, efficient, professional, and satisfactory manner.

D. While the Board has the right to control and/or direct the result of the services performed under this Agreement, only the Contractor has the right to determine what will be done and how it will be done.

E. The Contractor does not perform services that can be controlled by the Board (e.g., what will be done and how it will be done) as only the Contractor has the legal right to control the details of how the services are performed under this Agreement.

F. Neither party shall have authority to create, alter, and/or amend any agreement and/or representations on behalf of the other party and/or to incur liabilities on behalf of the other party.

G. The Contractor shall assume sole responsibility for the payment and/or withholding of all federal, state, and/or local taxes and/or liabilities arising from the Contractor's compensation pursuant to this Agreement and shall be solely responsible for the compensation, benefits, contributions, and taxes, if any, of the Contractor's employees, agents, representatives, and/or subcontractors under this Agreement.

H. The Contractor solely assumes responsibility for compliance with the Fair Labor Standards Act including, but not limited to, minimum wage and overtime requirements.

I. The Contractor shall indemnify and hold the Board harmless from any claims covered by this Agreement pursuant to Paragraph 11 of this Agreement.

6. ADHERENCE TO APPLICABLE POLICIES AND LAWS

A. The Contractor agrees that the Contractor shall adhere to all applicable Board policies, guidelines, and standards, as well as all applicable state, local, and federal laws including, but not limited to, the Family Education Rights and Privacy Act ("FERPA"), any applicable sexual offender/predator laws, and all applicable background check requirements in providing the services under this Agreement.

B. The Contractor further agrees that the Contractor's employees, agents, representatives, and/or subcontractors shall adhere to all applicable Board policies and regulations regarding proper behavior on Board premises and treatment of Board property.

C. The Contractor further agrees to pay all costs for any damage to any Board property caused by the Contractor's employees, agents, representatives, and/or subcontractors.

D. Nothing in this Agreement shall be construed to limit the Contractor's sole right to determine what will be done and how it will be done to provide the services under this Agreement.

7. LICENSURE/CERTIFICATION

The Contractor shall ensure that all individuals providing services under this Agreement obtain and maintain all necessary licensure and/or certification.

8. CRIMINAL RECORDS CHECKS

A. The Contractor shall ensure that all applicable criminal records/background check laws and any hiring restrictions imposed by those laws including, but not limited to, those set forth in R.C. Chapter 3319 are adhered to and satisfied in full.

B. A copy of all background/criminal records checks shall be maintained by the Contractor for inspection by the Board upon request.

9. DUTY TO REPORT CHILD ABUSE

The Contractor shall ensure that any employee, agent, representative, and/or subcontractor who provides services under this Agreement complies with all applicable laws regarding reporting of known and/or suspected child abuse.

10. NONDISCRIMINATION

The Contractor covenants that the Contractor does not and shall not discriminate against any individual based on race, color, religion, sex, military status, national origin, disability, age, genetic information, and/or any other reason prohibited by law.

11. INDEMNIFICATION

The Contractor shall defend, indemnify, and hold the Board, as well as the Board's current and former employees, agents, representatives, and/or subcontractors, harmless from any

and all claims, liabilities, actions, suits, damages, and/or losses of whatsoever nature sustained and/or incurred by the Board in connection with the provision of services under this Agreement including, but not limited to, such claims, liabilities, actions, suits, damages, and/or losses resulting from actions taken and/or care given by the Contractor in providing the services under this Agreement, as well as any losses, costs, and attorney's fees incurred in responding to any such claims arising from and/or connected with the provision of services under this Agreement.

The Board shall be responsible for their actions.

12. LIABILITY INSURANCE

A. At all times during the term of this Agreement, the Contractor shall maintain and keep in full force and effect, liability insurance, at the Contractor's sole cost, as follows: Maintain policies of general liability insurance up to $1,000,000 per person and $3,000,000 per occurrence and equine activities insurance up to $1,000,000 per person and $3,000,000 per occurence. Will provide proof of said policies upon request.

B. The Board shall be named an Additional Insured for all insurance policies except workers' compensation.

C. The insurance coverage shall be carried by insurance companies authorized to transact business in Ohio as selected by the Contractor and approved by the Board.

13. CONFIDENTIALITY, EDUCATIONAL, AND STUDENT RECORDS

A. Confidential, educational, and student records shall only be released to the Contractor as provided by all applicable laws including, but not limited to FERPA, board policies, and administrative guidelines.

B. The Contractor shall adhere to FERPA requirements and all other applicable laws regarding the use, maintenance, and/or disclosure of all confidential, educational, and student records.

C. The Contractor including, but not limited to the Contractor's employees, agents, representatives, and/or subcontractors, shall not use and/or disclose any confidential, educational, and student record in any manner prohibited by local, state, federal laws and/or contrary to the purposes of this Agreement.

D. The duty to maintain the confidentiality of student personally identifying information shall survive the termination of this Agreement.

E. The Contractor shall immediately report to the Board any unauthorized use and/or disclosure of confidential, educational, and student records and/or information by the

Contractor and/or the Contractor's employees, agents, representatives, and/or subcontractors of which the Contractor becomes aware.

F. In addition to the confidentiality obligations the Contractor has regarding educational and student records, the Contractor acknowledges that any information obtained regarding the Board's operations, products, services, policies, and/or any other aspect of the Board's business is confidential and shall not be revealed and/or disclosed to any person, company, and/or other entity without express written permission of the Board.

14. NOTICES

All notices, requests, demands, and other communications provided for by this Agreement shall be in writing and (unless otherwise specifically provided herein) shall be deemed to have been given at the time when delivered via registered or certified mail, postage prepaid, and addressed to the party at the address set forth below, or to such changed address as a party may have fixed by notice to the other party hereto; provided, however, that any change of notice of address shall be effective only upon receipt.

Such notices shall be provided to:

If to the Contractor:

Hope Meadows Foundation
4820 Ridge Road
Wadsworth, Ohio 44281

If to the BOARD:

Board President, Treasurer, **and** Superintendent
Wadsworth City School District Board of Education
524 Broad Street
Wadsworth, Ohio 44281

15. TERMINATION

A. This Agreement may be terminated without cause and without penalty by either party 30 calendar days after written notice of said intent, delivered by certified or registered mail upon the other party at the address provided in Paragraph 14 of this Agreement.

B. This Agreement may also be terminated immediately and without penalty the Board may terminate this Agreement immediately and without penalty for the following reasons:

1) If required by law,

2) If the service the Contractor is providing is reduced and/or eliminated upon the sole discretion of the Board,

3) If the Contractor engages in illegal conduct and/or other conduct that is deemed contrary to the educational mission of the Board as determined in the sole discretion of the Board.

16. GENERAL PROVISIONS

A. The terms of this Agreement shall prevail over any contrary term in any current and/or any future agreement between the Parties.

B. Nothing in this Agreement shall be construed to constitute past, current, and/or future practice between the Parties and this Agreement is non-precedent setting.

C. The terms of this Agreement shall only be modified in writing with the mutual agreement of the Parties.

D. This Agreement shall not be assigned and/or subcontracted by either party without the prior written consent of the other party.

E. The terms and provisions of the Agreement shall be binding upon and shall inure to the benefit of the respective Parties hereto and their respective heirs, successors, and assigns.

F. The waiver by any party of breach and/or violation of any provision of this Agreement shall not operate as and/or be construed to be a waiver of any subsequent breach hereof, or as to any party.

G. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility and/or liability between the Parties shall survive the completion of services hereuncer and the termination of this Agreement, including, without limitation, provisions on indemnity.

H. The only consideration for signing this Agreement are the terms stated herein and no other promises and/or agreements of any kind have been made to cause the Parties to execute this Agreement.

I. The Parties fully understand the meaning and intent of this Agreement including, but not limited to, its final and binding effect.

J. The Parties executed this Agreement freely and voluntarily, after the opportunity for explanation, review, and approval by legal counsel.

K. This Agreement may be executed in counterparts, each of which shall be an original, but all of which together shall constitute but one and the same instrument.

L. Delivery of an executed counterpart of a signature page of this Agreement by electronic means shall be effective the same as the delivery of a manually executed counterpart.

M. Any person signing this Agreement for a party represents and warrants that such person has the express authority to sign this Agreement for that party and to bind that party to the Agreement.

N. The Parties expressly acknowledge and agree that all formal actions of the Board concerning and relating to the adoption of this Agreement were conducted in an open meeting of the Board, and that all deliberations of the Board that resulted in such formal actions were adopted in meetings open to the public in accordance with the law.

O. No presumption or construction shall be made either in favor of or against any party based on the authorship of this Agreement.

[Signature Page to Follow]

IN WITNESS THEREOF, the Parties hereto have set their hands.

FOR Hope Meadows Foundation:

[redacted]

*Michelle Togliatti, Executive Director

10/30/24
Date

*The signatory expressly warrants that he/she has authority to bind the Contractor to the terms of this Agreement.

FOR WADSWORTH CITY SCHOOL DISTRICT BOARD OF EDUCATION:

Jill Stevens*
Board President (In Official Capacity Only)

Dr. Andrew J. Hill*
Superintendent (In Official Capacity Only)

Douglas Beeman*
Treasurer (In Official Capacity Only)

Authorized Pursuant to Board Resolution No. _____
*This Agreement has no legal effect absent Board approval.

[Treasurer Certificate to Follow]

WADSWORTH CITY SCHOOL DISTRICT BOARD OF EDUCATION
R.C. 5705.41 AND R.C. 5705.412 CERTIFICATES

We certify that the Wadsworth City School District Board of Education has in effect for the remainder of the fiscal year and succeeding fiscal years the authorization to levy taxes including the renewal or replacement of existing levies, which when combined with the estimated revenues from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the Wadsworth City School District Board of Education to maintain all personnel and programs for all the days set forth in its adopted school calendars for the current fiscal year and for a number of days in succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year. We additionally certify that the amount required to meet the obligation of the fiscal years in which the attached contract is made has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

_____

Jill Stevens*
Board President (In Official Capacity Only)

_____

Dr. Andrew J. Hill*
Superintendent (In Official Capacity Only)

_____

Douglas Beeman*
Treasurer (In Official Capacity Only)

Template Prepared By:
McGown & Markling Co., L.P.A.
1894 North Cleveland-Massillon Road
Akron, Ohio 44333
1.330.670.0005
www.mcgownmarkling.com

Evolve Academy
of
Medina City School District
222 South Broadway Street
Medina, Ohio 44256
P: 330-636-4213 F: 330-636-4215

CONTRACT ADDENDUM
(Agreement for Admission of Specific Tuition Student to Evolve Academy of Medina City School District)

District of Attendance

The Medina City School District Board of Education (District of Attendance) hereby enters into a contract for admission of the student(s) listed below with the Wadsworth City Schools Board of Education (District of Residence) for educational purposes for the 2024/2025 school year.

Wadsworth City Schools Board of Education (District of Residence) hereby agrees to pay the Medina City Schools' Board of Education (District of Attendance) an amount equal to $4,500.00 per month per full-time student listed below.

The Medina City Schools' Board of Education (District of Attendance) acknowledges that the student(s) listed below are not to be included in their ADM certification, but will be claimed in the ADM of the District of Residence. The Medina City School District does hereby accept the student(s) listed below into Evolve Academy on the terms and conditions listed in the Evolve Academy Agreement and this Addendum to that agreement.

	Name of Student	Birthday
1.	[redacted]	[redacted]
2.	_____	_____
3.	_____	_____

DISTRICT OF SERVICE

_____
Medina City Schools Superintendent/Designee Signature Date

_____
Medina City Schools Treasurer/Designee Signature Date

DISTRICT OF RESIDENCE

_____
Wadsworth City Schools Superintendent/Designee Signature Date

_____
Wadsworth City Schools Treasurer/Designee Signature Date

Medina County Economic Development Corporation

October 22, 2024

Dr. Andrew Hill
Wadsworth City School District
524 Broad Street
Wadsworth, OH 44281

Dear Dr. Hill:

Your support and continued investment in the Medina County Economic Development Corporation have been invaluable to MCEDC's economic development efforts in Medina County, and the support from your membership is central to the continued success of our mission.

Over the past fifteen years, MCEDC has made a significant impact on our community, including the creation of over 7,000 new jobs in Medina County. Between 2018-2023 to date, the companies directly assisted by MCEDC have invested nearly $1.2 billion in new capital investments.

We have also greatly expanded our internal organizational capacity since 2008, adding six new staff members without increasing member dues during that time period. To stretch our members' investments in MCEDC, we identified other revenue sources to fund new services. Our workforce development offerings are helping companies to find workers and pay for training, and we've built very strong partnerships with local schools to connect students to our local workforce pipelines. Our Pre-Apprenticeship program created a certified soft skills program that has now graduated over 150 students into Medina County's labor force. We're also now responsible for tourism programming, which will enhance our talent attraction efforts.

To allow MCEDC to continue providing these services, as well as carrying out creative new workforce initiatives, MCEDC's Board of Directors has adopted an updated membership dues schedule which is effective in 2024. The enclosed invoice reflects your membership dues at the new level.

Your partnership is more critical than ever before as we move into a very exciting new phase for MCEDC's economic development programming. I can assure you that MCEDC will continue to make the very most of the resources your membership support provides. Please contact me directly at 330-764-8484 or bdentler@medinacounty.org at any time with questions or concerns.

We're grateful for your ongoing support!

Sincerely,

[redacted]

Bethany Dentler, CEcD
Executive Director

INVOICE

Medina County Economic Development Corporation
144 N BROADWAY STREET, #119
MEDINA, OH 44256-1974

afink@medinacounty.org

Medina County Economic Development Corporation

Bill to
Dr. Andrew Hill
Wadsworth City School District
524 Broad Street
Wadsworth, OH 44281

Ship to
Dr. Andrew Hill
Wadsworth City School District

Invoice details
Invoice no.: [redacted]
Terms: Net 45 Days
Invoice date: 10/18/2024
Due date: 11/29/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**Public/Curren**	Annual Membership Renewal - December 1, 2024 - November 30, 2025	1	$1,800.00	$1,800.00

Total **$1,800.00**

Ways to pay

BANK

Thank you for your continued support of MCEDC!
You can send an ACH payment or mail to:
144 North Broadway Street, #119,
Medina, OH 44256

Note to customer

NOTE: If you would like to pay via credit card, please contact Annie Fink for your invoice total.

View and pay

View invoice online
Scan code or go to the link below to view the invoice online
View invoice

OHSAA TOURNAMENT SITE AGREEMENT

Regional Girls Basketball Facility Rental Agreement

PLEASE COMPLETE, SIGN AND RETURN PAGE 5 TO Don Spinell (dspinell@ohsaa.org) BY Friday October 25, 2024

This agreement between Wadsworth High School ("Venue") and the Ohio High School Athletic Association/Northeast District ("the OHSAA/NEDAB") located at 4080 Roselea Pl, Columbus, OH 43214 for the rental of the Venue to hold Regional Girls Basketball tournaments (the "Event").

The Premises

The OHSAA is renting the following locations from Venue (the "Premises"):

- Site description- Wadsworth High School: 625 Broad St. Wadsworth, Oh 44281
- The Premises includes, but is not limited to, the competition field, spectator stands, locker rooms, parking areas and press areas.

- Venue grants unto the OHSAA the right to exclusive occupancy and use of the Premises and those areas of the Premises as may be reasonably necessary for ingress and egress for personnel and equipment, as well as those areas outside the facilities and adjacent thereto as required for the OHSAA's parking and unloading of vehicles.
- Venue shall make available to the OHSAA the Premises for the Rental Period, as well as the preceding day for event preparations. The OHSAA, via its employees and representatives shall have the privilege of entering upon the Premises at all reasonable times prior to the Rental Period for the purpose of preparing the Premises for its intended use.
- OHSAA agrees to pay Venue a flat fee in accordance with the financial terms set forth in the agreement for the exclusive use of the Premises, as well as the services provided for operating the event, including but not limited to:
    - ticket takers & sellers
    - ushers
    - announcers
    - scoreboard operators.
- Venue may submit request for additional costs to hold event including:
    - Security
    - emergency services
    - custodial services (if needed)
- OHSAA/NEDAB shall provide for all contest officials including the officiating crew, officials' observers and such other personnel as deemed necessary and appropriate by the OHSAA/NEDAB.

- Venue shall designate a "site manager" as needed who shall be the liaison between venue and the OHSAA/NEDAB and who shall oversee all services personnel including, but not limited to, scoreboard operators, announcers, ushers, ticket sellers, ticket takers, security, EMS, and such other personnel as may be required in order to operate the tournament at venue's site in accordance with the standards established by the OHSAA.
- Venue's site manager shall be responsible for coordinating with the OHSAA's designated representative with respect to all aspects of the events at the Premises. Furthermore, Venue shall be responsible in ensuring the designated site manager adhere to and enforce all tournament regulations as promulgated by the OHSAA for the events that are the subject matter of this agreement.
- Venue shall conduct the tournament competition in accordance with all applicable provisions of the OHSAA Constitution, Bylaws, General Sports Regulations, Specific Sports Regulations, Tournament Regulations and policies and procedures adopted by the OHSAA Board of Directors, Commissioner or Commissioner's designee.
- Parking for the event shall preferably be provided at no cost to fans in lots designated for such purpose by Venue. Such parking will be made available in lots on the Premises. However, if Venue has charged a parking fee during Venue's regular season contest, Venue may continue to charge the parking fee charged during the regular season not to exceed $5.00 per vehicle. If parking is charged by Venue, Venue may retain the revenues received from that parking fee, unless the parties elect to modify this provision by separate agreement.
- Venue shall provide free parking accommodations for OHSAA personnel and guests.

Rental Period

- The OHSAA will have the exclusive use of the Premises beginning at 5:00 PM/12pm on Wed. Feb. 26/Sat. March 1 [date] and ending at 11:00 PM/4pm on dates listed [date] (the "Rental Period").

Ticketing

- Tickets will be available for purchase online at www.ohsaa.org/tickets for both adults and students.
- Venue agrees to sell tickets at the gate for cash at the OHSAA published prices and maintain accurate records of all gate tickets sold. Venue further agrees to accurately and completely record all gate tickets sales into the OHSAA Hometown Ticketing box office and other financial reporting systems of the OHSAA as instructed.
- All attendees must have a ticket which must be scanned for entry by the venue.
- Venue agrees to scan all electronic tickets for the event. **Venue that scans fewer than 70% of tickets sold will not receive the flat fee payment.**

Termination

- Venue takes no responsibility for personal effects and possessions left on Premises during or after anyEvent. Venue will maintain a lost and found and will hold recovered items up to 30 days. Venue will communicate with the OHSAA to attempt to return any recovered item to its rightful owner.

Use of Premises

- The Premises will be in a clean condition at the beginning of the Rental Period.

- Venue has the right to have personnel at the Premises and to inspect all areas of the Premises uponreasonable notice.

- OHSAA agrees that this agreement is for transient occupancy, and that OHSAA does not intend to makethe property a residence or household.

- OHSAA and its invitees agree to behave in a civilized manner and be good neighbors respecting therights of the surrounding property owners.

- OHSAA and its invitees are prohibited from entering any areas not included the Premises, as well as anyother areas at the Premises that are blocked off.

- The OHSAA shall be permitted to charge admission to the Premises and otherwise generate revenues from its use of the Premises. All revenues generated by the OHSAA shall be the sole property of the OHSAA.
    - **Concessions:** The rights to all concessions may be granted to the Venue and all revenue received from all such concessions shall be retained by Venue.
    - **Merchandise / Novelties:** Venue agrees to allow OHSAA to sell merchandise / novelties inside and outside the premises and retain all revenues from such sales. Merchandise / novelty sales locations must meet the approval of Venue. Venue waives all vendor fees and royalties related to the sale of souvenir merchandise for the benefit of the OHSAA and its merchandiser(s).

- The OHSAA and its invitees agree to use the property for legal purposes only. Other use, such as but not limited to, drug use, abuse of any person, etc. are prohibited.

Intellectual Property

- Venue licenses its logos, name, image, and likeness to the OHSAA for purposes of promoting the Event.

Maintenance and Repairs

- The OHSAA and its invitees agree to maintain the Premises in a good, clean, and ready to rent condition,and use the Premises only in a careful and lawful manner. The OHSAA and its invitees agree to leave the premises in a ready to rent condition at the expiration of the Rental Period, defined as being immediately habitable by other guests. Participating schools are responsible for any damage caused by members of their teams or guests. The OHSAA agrees to pay for maintenance and repairs for facility damage not caused by teams should the Premises be left in a lesser condition upon presentation of documentation supporting damages.

Mutual Release, Waiver and Discharge of Claims

- The OHSAA and the Venue hereby mutually agree to release, waive, discharge and covenant not to sue the other party, its directors, officers, employees, and agents (hereinafter referred to as "releases") from all liability to the OHSAA or the Venue, its employees, agents, personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands

therefor on account of injury to person or property resulting in death of the OHSAA or the Venue, its employees, agents, personal representatives, assigns, heirs and next of kin, whether caused by the negligence of the releases or otherwise while the OHSAA or the Venue or its employees, clients, agents, or representatives are in, upon, or about the premises including use of any facilities or equipment therein.

Force Majeure

- This agreement and performance thereof by the parties is in all respects be subject to delay or inabilityto perform all or any portion thereof by reasons of strikes, lockouts, market shortages of labor or materials, acts of God, war, public health crises, terrorism, accidents arising out of circumstances and conditions not directly due to negligence of the parties, or which may affect the parties' suppliers, or subcontractors; and without limitation by reason of any of the foregoing, by reason of any cause, condition or circumstances beyond the control of the parties, including but not limited to the intervention of any rules, law or regulation of any government, or any bureau or department, or any sovereign act, and the term of this agreement or any obligation of the parties hereunder will be extended by the period of such delay or terminated with a full refund of all fees paid.

Governing Law

- This agreement shall be governed in accordance with Ohio law. Each party consents to the exclusive jurisdiction and venue of the courts located in Franklin County, Ohio, in connection with any disputearising hereunder, and further submits to the personal jurisdiction of those courts.

Waiver, Modification, Etc.

- No waiver, modification, or cancellation of any term or condition of this Agreement will be effectiveunless signed in writing by the party charged therewith.

Please complete and return this page to Don Spinell by Friday October 25, 2024.

Venue name and address: Wadsworth High School: 625 Broad St. Wadsworth, Ohio 44281

Financial Terms

Flat Fee

- The Flat Fee for the use of the facility will be as follows: $1200.00
  - Note: Fee includes rental and staffing

Additional Expense

- Custodial services _____
- Special equipment (i.e. timing systems, port-a-johns) _____
  List each item and amount _____
  _____
  _____
  _____
- Required security costs _____
  - Note: An invoice from the security provider must be provided to support payment.

Signatures

Ohio High School Athletic Association/

By: Donald J. Spinell

Its: OHSAA Regional Coordinator NE/E

Date: Wed. October 16, 2024

Venue

By: _____

Its: _____

Date: _____

FRANKLIN UNIVERSITY

The School of Education at Franklin University ("SOE"), and Wadsworth City, Ohio ("Educational Organization") enter into a collaborative agreement to provide services to the Teaching Professions and, specifically, to cooperatively develop and implement Field Work, (pre-student teaching field experience, student teaching clinical experience, and advanced degree internships) for teacher and/or administrator candidates enrolled in the Education Programs of the SOE.

Objectives of the Collaborative Effort: Through collaboration and cooperation, the SOE and the Educational Organization will develop and implement:

- The Field Work aspect of the teacher preparation program at Franklin University in accordance with the detailed explanation provided within the School of Education's most current Licensure Handbook
- The administrative internship aspect of the advanced licensure program at Franklin University in accordance with the detailed explanation provided within the School of Education's most current Licensure Handbook

Terms of the Collaborative Effort: The SOE and the Educational Organization, jointly and separately commit to follow the expectations as outlined in the sections Field Experience, Student Teaching, and Advanced Licensure Internships provided in detail within the most current Licensure Handbook. Through this collaborative effort, all parties commit to providing exceptional, best practice clinical experiences for teacher and administrator candidates enrolled in the Education Program at Franklin University.

Collectively the SOE and the Educational Organization will provide the following:

I. Selection of highly qualified personnel:
   i. Teacher Preparation Program - cooperating teachers (Teachers with 5 Year Professional License or has completed the Ohio RESA program in the grade level/content area the teacher candidate is pursuing, Teachers trained in the Science of Reading)
   ii. Advanced Licensure Program – highly qualified mentoring administrators

II. Placements of candidates in field work / internship

III. Supervision of teacher candidates during field work / internship

IV. Evaluation of candidates during student teaching / internship

The SOE will provide the following:

I. All Teacher candidates will have a valid BCI and FBI Background Clearance on file prior to being provided their Field Work placements and/or Internships.

II. Remediation for teacher and administrator candidates, if the need is identified by the Educational Organization or the SOE

III. For each teacher candidates placed in the Educational Organization for student teaching clinical experience, one free course/per candidate or $200 stipend to the Educational Organization

IV. The following benefits to all Educational Organizational employees if enrolled in a Franklin University program:
   a. 20% off masters and graduate certificate tuition
   b. 15% off doctoral tuition, targeting the Ed.D. only.
   c. 10% off undergraduate and Post-Bacc tuition
   d. Free books

The College, through Franklin University, provides general liability insurance to student engaged in assigned field experiences in the amount of $1,000 per occurrence, and provides malpractice Insurance in the amount of $1000 per claim, with a $3000 aggregate. A Certificate of Insurance (COI) is available upon request.

The Educational Organization will provide the following:

Teacher Preparation Program

I. The cooperating teacher's willingness to supervise and guide teacher candidates during Field Work

II. The cooperating teacher's willingness to complete the Cooperating Teacher Data Sheet prior to a teacher candidate's placement, which requires details regarding their training in the Science of Reading
III. The cooperating teacher's willingness to complete Teacher Candidate Field Experience Evaluation for pre-student teaching field experience
IV. The cooperating teacher's willingness to complete the training, Mid-term, and Final for the Candidate Preservice Assessment of Student Teaching Form (CPAST)
V. The cooperating teacher acknowledges having completed training in the Science of Reading, meeting one of the multiple criteria for training options as outlined on the Ohio Department of Education and Workforce's website, as mandated by House Bill 33 (HB 33) in Ohio

Advanced Licensure Program

I. The mentoring administrator's willingness to supervise and guide administrator candidates during the internship
II. The mentoring administrator's willingness to complete the Mentoring Administrator Data Sheet prior to a candidate's placement
III. The mentoring administrator's willingness to complete the Candidate Internship Evaluation
IV. The mentoring administrator's willingness to complete the full internship with the candidate

The SOE will convene and host policy development sessions for the purpose of planning meaningful updates to procedural requirements leading to immediate and future implementation as part of the Teacher Education Program or the Advanced Licensure Program at Franklin University through biannual partnership meetings, which the partnership contact will receive an invitation to attend and may invite any members of the administrative team of the Educational Organization to attend as well.

The Educational Organization will appoint a representative from the organization to be the Field Placement / Internship contact. The contact will be the SOE's point of contact to establish all placements within the Educational Organization. The Educational Organization will also appoint a representative from the organization to be the Partnership contact. The Partnership contact will be the SOE's point of contact for all details pertaining to the established partnership. The Educational Organization may change the appointed representative assigned to either role as needed. The SOE asks that the Educational Organization inform the SOE two weeks prior to the change of the representative.

The Partnership contact appointed by the Educational Organization is as follows:

Name:_____
Phone Number: _____
Email Address: _____
Position Within the Organization:_____

The Field Placement / Internship contact appointed by the Educational Organization is as follows:

Name:_____
Phone Number: _____
Email Address: _____
Position Within the Organization: _____

For the Educational Organization:		**For the University:**	
Signature	Title	Signature	Title
Date		Date	

PREVENTIVE MAINTENANCE AGREEMENT

FOR

Wadsworth City Schools

(hereafter referred to as Customer)

Speer Mechanical agrees to perform preventive maintenance services per the specification attached, hereto, on the listed equipment at:

Wadsworth YMCA Community Center
623 School Dr.
Wadsworth, OH 44281

This preventive maintenance agreement will include the following systems:

Heating, Ventilation, and Air Conditioning Systems: Provide maintenance inspections, in a time frame described in this contract, of the heating, ventilation and air conditioning systems at the above location

__X__ **Included** _____ **Not Included**

Plumbing Systems: Provide maintenance inspections, in a time frame as described in this contract, of the plumbing systems at the above location.

_____ **Included** __X__ **Not Included**

Backflow Preventor Certification: Provide annual certification of all backflow preventors, as described in this contract, at the above location.

_____ **Included** __X__ **Not Included**

Building Automation Systems: Provide maintenance inspections, in a time frame as described in this contract, at the above location.

_____ **Included** __X__ **Not Included**

Energy Services: Provide an energy benchmark of the site, based upon the energy bills provided by the customer, as described in this contract.

_____ **Included** __X__ **Not Included**

In consideration for the preventive maintenance services performed, hereunder, the Customer agrees to pay SPEER MECHANICAL as indicated below:

$11,550.00 Per Year
$5,775.00 Invoiced 2 Times per year

This contract is based upon the beginning and ending dates listed below:

Beginning Date	1/1/2025
Ending Date	12/31/2025

By signing on the line below, the customer agrees to the scope of work, as defined by the HVAC, Plumbing, Backflow, Building Automation, Energy Services, and Site Specific Information sections of this contract and the terms and conditions as defined in the Terms and Conditions section.

Signed and Dated in Columbus, Ohio

Customer		Speer Mechanical	
Sign		Sign	[redacted]
Print		Print	Logan Weiser
Title		Title	Account Manager
Date		Date	Thursday, October 31, 2024

Terms and Conditions

1. Maintainable Condition

SPEER MECHANICAL assumes that the systems being quoted upon are in a maintainable condition. If the inspection or initial seasonal start up indicates that repairs are required, a firm quotation will be submitted for the Customer's approval. Should the Customer not authorize the repairs or service, SPEER MECHANICAL may either remove the unacceptable systems, components, or parts from its scope of responsibility and adjust monthly rates accordingly, after customer approval or cancel this agreement.

2. Working Hours

All services to be performed pursuant to this agreement shall be done during the regular working hours of SPEER MECHANICAL, unless otherwise specified.

3. Site Access

The Customer agrees to permit properly accredited representatives of SPEER MECHANICAL to enter the Customer's property and have access to the equipment in order to fulfill the service duties assumed herein. SPEER MECHANICAL will provide trained service technicians directly employed and supervised by SPEER MECHANICAL, who will be qualified to service the equipment properly.

4. Liability

SPEER MECHANICAL shall not be liable for loss, damage or injury caused by failure or delay in performing services, hereunder, when such failure or delay arises from labor stoppages, commercial delays, destruction by fire, acts of God, or other causes beyond its control. SPEER MECHANICAL shall not be liable for any loss, damage, or injury arising from performance of service, hereunder, unless caused by its sole or joint negligence, or the sole or joint negligence of its employees or subcontractors.

Under no circumstances, whether arising in contract, tort, equity or otherwise, will SPEER MECHANICAL be responsible for loss of use, loss of profit, or any special , indirect or consequential damages, except for the negligence of SPEER MECHANICAL or its subcontractors.

5. Termination

SPEER MECHANICAL may terminate this agreement upon the failure of the Customer to comply with the terms of this agreement by giving thirty (30) days written notice to the Customer. The Customer may terminate this agreement at any time for any reason with a thirty (30) day written notice to SPEER MECHANICAL. In the event of such termination, neither party shall be liable to the other party for any reason because of termination under the terms of this agreement.

6. Miscellaneous

This Agreement is not assignable without the written consent of SPEER MECHANICAL.

SPEER MECHANICAL

HVAC Maintenance Inspection Schedule

CONTRACT # : [redacted]
SITE ADDRESS : Wadsworth YMCA Community Center
623 School Dr.
ISSUE DATE : 10/31/24

QUANTITY	EQUIPMENT TYPE / DESCRIPTION	FREQUENCY
29	WHP - Water Source Heat Pump	2 TIMES PER YEAR
12	EFU - Exhaust Fan Unit	1 TIMES PER YEAR
3	RTU- Rooftop Unit	2 TIMES PER YEAR
1	MUA- Make Up Air Unit	1 TIMES PER YEAR
1	DOAS- Direct Outdoor Air System	2 TIMES PER YEAR

TOTAL

Optional Maintenance Services:

YES	NO	
X		AIR FILTERS REPLACED
X		FAN BELTS REPLACED
X		CONDENSER COIL CLEANING
	X	CLEAN CONDENSER TUBES
	X	CLEAN EVAPORATOR TUBES
	X	WATER TREATMENT SERVICES
	X	PROVIDE MANLIFT FOR INSPECTIONS

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EFU - Exhaust Fan Unit

Repair Code	Description	Major	Minor
029	MOTOR-LUBRICATE BEARINGS	X	X
030	BACKDRAFT DAMPERS-INSPECT	X	X
031	MOTOR CONTROLS - INSPECT	X	X
210	FAN - CHECK ROTATION	X	X
212	FAN - INSPECT BELTS	X	X
213	FAN - INSPECT SHEAVES	X	X
214	FAN - INSPECT DRIVE ALIGNMENT	X	X
034	AMPERAGES - CHECK & RECORD	X	X
211	CHECK FOR UNUSUAL VIBRATION	X	X
032	REPLACE BELTS AS REQUIRED	X	X

Selected Options	Quantity / Frequency
Major	1
Minor	0
Replace Belts	1

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Maintenance Task Schedule

MUA- Make Up Air Unit

Repair Code	Description	Major Heat	Minor Heat	Major Cool	Minor Cool
012	ELECTRIC CONTROLS-INSPECT	X	X	X	X
020	AIR FILTER(S)-INSPECT	X	X	X	X
033	THERMOSTAT-CALIBRATE	X	X	X	X
034	AMPERAGES - CHECK & RECORD	X	X	X	X
038	HI LIMIT CONTROL-CHECK OP.	X	X	X	X
049	INDOOR COIL - INSPECT			X	X
050	REFRIG. CHARGE - CHK & RECORD			X	X
052	INDOOR COIL - (EAT-LAT) TEMP			X	X
065	ELECTRICAL CONN.-TIGHTNESS CHK	X	X	X	X
073	COND.VISUAL LEAK CHK			X	X
076	CHECK OIL PRESS. & RECORD			X	X
077	COND.COIL-STRAIGHTEN BENT FINS			X	X
078	GAS PRESSURE - CHECK & SET	X			
079	BURNERS-INSPECT & CLEAN	X			
080	HEAT EXCHANGER - CHECK CONDITION	X	X		
081	FLAME-VISUAL CHECK FOR PATTERN	X	X		
082	FLUE PIPING-INSPECT FOR DAMAGE	X	X		
206	DAMPERS- LUBRICATE JOINTS	X	X	X	X
207	DAMPERS- CHECK OPERATION	X	X	X	X
212	FAN- INSPECT BELTS	X	X	X	X
213	FAN-INSPECT SHEAVES	X	X	X	X
214	FAN-CHECK DRIVE ALIGNMENT	X	X	X	X
215	FAN-ADJUST DRIVE ALIGN IF REQ'D	X	X	X	X
216	FAN-INSPECT BEARINGS	X	X	X	X
217	FAN-LUBRICATE BEARINGS AS REQ.	X	X	X	X
218	MOTOR-LUBE BEARINGS AS REQ.	X	X	X	X
219	MOTOR-INSPECT MOUNTS & BOLTS	X	X	X	X
220	MOTOR-CHECK AMPERAGE&RECORD	X	X	X	X
235	MSR.HEAT TEMP RISE & RECORD	X	X	X	X

Selected Options	Frequency
Major Heat	1
Minor Heat	0
Major Cool	0
Minor Cool	0
Filter Cleaning	1
Belt Replacement	1
Condenser Coil Cleaning	0

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Maintenance Task Schedule

DOAS- Direct Outdoor Air System

Repair Code	Description	Major Inspection*	Minor Inspection*
001	INSPECT CONDENSER COIL	X	
		X	
003	TXV SUPERHEAT RDG(S) & RECORD	X	
004	CRANKCASE HTR. CHECK OPERATION	X	
009	REFRIG. LEAK CHECK - VISUAL	X	
010	COMPRESSOR CYL. UNLOAD -CHECK	X	
020	AIR FILTER(S)-INSPECT	X	
021	CONDENSATE PAN - INSPECT / CLEAN	X	
035	M.A. CONTROL-CHECK OPERATION	X	
038	HI LIMIT CONTROL -CHECK OP.	X	X
041	COMPRESSOR OIL LEVEL - CHECK	X	X
043	VOLUME CONTROL -CHECK	X	X
049	INDOOR COIL - INSPECT	X	X
050	REFRIG. CHARGE - CHK & RECORD	X	
052	INDOOR COIL - (EAT-LAT) TEMP	X	
065	ELECTRICAL CONN.-TIGHTNESS CHK	X	X
073	COND.VISUAL LEAK CHK	X	X
076	CHECK OIL PRESS. & RECORD	X	X
077	COND.COIL-STRAIGHTEN BENT FINS	X	
078	GAS PRESS.-CHECK AND SET	X	
079	BURNERS-INSPECT & CLEAN	X	X
080	HT. EXCHR-CHECK FOR DAMAGE	X	X
081	FLAME-VISUAL CHECK FOR PATTERN	X	X
082	FLUE PIPING-INSPECT FOR DAMAGE	X	
206	DAMPERS- LUBRICATE JOINTS	X	
207	DAMPERS- CHECK OPERATION	X	
211	CHECK FOR UNUSUAL VIBRATION	X	
212	FAN- INSPECT BELTS	X	
213	FAN-INSPECT SHEAVES	X	
214	FAN-CHECK DRIVE ALIGNMENT	X	
215	FAN-ADJUST DRIVE ALIGN IF REQ'D	X	
216	FAN-INSPECT BEARINGS	X	
217	FAN-LUBRICATE BEARINGS AS REQ.	X	
218	MOTOR-LUBE BEARINGS AS REQ.	X	
219	MOTOR-INSPECT MOUNTS & BOLTS	X	
220	MOTOR-CHECK AMPERAGE&RECORD	X	
223	CONTROLS-SEQUENCE OPERATION	X	
224	CONTROLS-CHECK OPERATION	X	

Selected Options	Frequency
MERV 8 Filter Replacement**	2
High Efficiency Filter Replacement	0
Belt Replacement	1
Clean Condenser coils with High Pressure water	1

* Seasonal Specific

** Applies to equipment with proper static pressure specifications

Maintenance Task Schedule

RTU- Rooftop Unit

Repair Code	Description	Major Inspection*	Minor Inspection*
001	INSPECT CONDENSER COIL	X	
		X	
003	TXV SUPERHEAT RDG(S) & RECORD	X	
004	CRANKCASE HTR. CHECK OPERATION	X	
009	REFRIG. LEAK CHECK - VISUAL	X	
010	COMPRESSOR CYL. UNLOAD -CHECK	X	
020	AIR FILTER(S)-INSPECT	X	
021	CONDENSATE PAN - INSPECT / CLEAN	X	
035	M.A. CONTROL-CHECK OPERATION	X	
038	HI LIMIT CONTROL -CHECK OP.	X	X
041	COMPRESSOR OIL LEVEL - CHECK	X	X
043	VOLUME CONTROL -CHECK	X	X
049	INDOOR COIL - INSPECT	X	X
050	REFRIG. CHARGE - CHK & RECORD	X	
052	INDOOR COIL - (EAT-LAT) TEMP	X	
065	ELECTRICAL CONN.-TIGHTNESS CHK	X	X
073	COND.VISUAL LEAK CHK	X	X
076	CHECK OIL PRESS. & RECORD	X	X
077	COND.COIL-STRAIGHTEN BENT FINS	X	
078	GAS PRESS.-CHECK AND SET	X	
079	BURNERS-INSPECT & CLEAN	X	X
080	HT. EXCHR-CHECK FOR DAMAGE	X	X
081	FLAME-VISUAL CHECK FOR PATTERN	X	X
082	FLUE PIPING-INSPECT FOR DAMAGE	X	
206	DAMPERS- LUBRICATE JOINTS	X	
207	DAMPERS- CHECK OPERATION	X	
211	CHECK FOR UNUSUAL VIBRATION	X	
212	FAN- INSPECT BELTS	X	
213	FAN-INSPECT SHEAVES	X	
214	FAN-CHECK DRIVE ALIGNMENT	X	
215	FAN-ADJUST DRIVE ALIGN IF REQ'D	X	
216	FAN-INSPECT BEARINGS	X	
217	FAN-LUBRICATE BEARINGS AS REQ.	X	
218	MOTOR-LUBE BEARINGS AS REQ.	X	
219	MOTOR-INSPECT MOUNTS & BOLTS	X	
220	MOTOR-CHECK AMPERAGE&RECORD	X	
223	CONTROLS-SEQUENCE OPERATION	X	
224	CONTROLS-CHECK OPERATION	X	

Selected Options	Frequency
MERV 8 Filter Replacement**	2
High Efficiency Filter Replacement	0
Belt Replacement	1
Clean Condenser coils with High Pressure water	1

* Seasonal Specific

** Applies to equipment with proper static pressure specifications

SPEER MECHANICAL

WHP - Water Source Heat Pump

Repai	Description	Major Inspection*	Minor Inspection*
003	TXV SUPERHEAT RDG(S) & RECORD	X	X
004	CRANKCASE HTR. CHECK OPERATION	X	X
009	REFRIG. LEAK CHECK - VISUAL	X	X
010	COMPRESSOR CYL. UNLOAD -CHECK	X	X
020	AIR FILTER(S)-INSPECT	X	X
021	CONDENSATE PAN - INSPECT / CLEAN	X	X
035	M.A. CONTROL-CHECK OPERATION	X	X
038	HI LIMIT CONTROL -CHECK OP.	X	X
041	COMPRESSOR OIL LEVEL - CHECK	X	X
043	VOLUME CONTROL -CHECK	X	X
049	INDOOR COIL - INSPECT	X	X
052	INDOOR COIL - (EAT-LAT) TEMP	X	X
065	ELECTRICAL CONN.-TIGHTNESS CHK	X	X
211	CHECK FOR UNUSUAL VIBRATION	X	X
212	FAN- INSPECT BELTS	X	X
213	FAN-INSPECT SHEAVES	X	X
214	FAN-CHECK DRIVE ALIGNMENT	X	X
215	FAN-ADJUST DRIVE ALIGN IF REQ'D	X	X
216	FAN-INSPECT BEARINGS	X	X
217	FAN-LUBRICATE BEARINGS AS REQ.	X	X
218	MOTOR-LUBE BEARINGS AS REQ.	X	X
219	MOTOR-INSPECT MOUNTS & BOLTS	X	X
220	MOTOR-CHECK AMPERAGE&RECORD	X	X
223	CONTROLS-SEQUENCE OPERATION	X	X
220	MOTOR-CHECK AMPERAGE&RECORD	X	X
223	CONTROLS-SEQUENCE OPERATION	X	X

Selected Options	Frequency
MERV 8 Filter Replacem	2
Belt Replacement	0

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BRT Bob Rogers Travel

Group Name: Wadsworth High School **Trip Start Date:** 2024-11-26

Primary Destination: New York, NY **Trip End Date:** 2024-11-30

Quote Number: Q-11520

I. PROPOSAL BASIS

This tour agreement is for the stated number of paying people in your proposal. Any deviations from this number will result in a change of the price per person. Your final payment will be adjusted to reflect the final number of travelers. These terms and conditions together with any other documentation we provide you form the basis of your contract with us (hereinafter The Agreement). By booking a tour with us, you are accepting and consenting to The Agreement.

II. PAYMENTS

Your signature and deposit confirm your acceptance of your trip proposal. To allow us to begin booking the transportation, lodging, meals and attractions we will need the signed tour agreement and deposit by March 1, 2024. We cannot guarantee terms of the trip proposal until we are in receipt of your deposit and signed tour agreement.

All trip costs must be paid in full 45 days prior to departure. If any payment per the payment schedule is not received on time, Bob Rogers Travel reserves the right to cancel your trip and retain all fees paid by the trip participant(s).

III. ROOMING LISTS

We require all rooming lists to be typed on the rooming list template provided to you by Bob Rogers Travel and returned in electronic format. Handwritten and/or faxed rooming lists will not be accepted.
Please note that the sheets are titled FEMALE STUDENTS, MALE STUDENTS, and ADULTS.

Group rooming lists will be due in our office no later than 90 days prior to departure. If not received by the due date, cancellation of room reservations will occur or penalties will be enforced by the hotel property(ies).

IV. CANCELLATION POLICY FOR ENTIRE GROUP. Bob Rogers Travel is required to pay all suppliers well in advance of your tour date. All suppliers have their own cancellation policies, which will affect the amount which is non-refundable. Should a cancellation become necessary, please inform Bob Rogers Travel immediately in writing and request a written confirmation of your cancellation. Upon, receipt Bob Rogers Travel will make every effort to secure you the maximum possible refund. However, in addition to any penalty outlined above, there may be amounts which we are unable to recover from the vendors. Generally, flight tickets, hotel reservation and other items provided for the travel cannot be refunded if they are partially used. We are not responsible for a supplier's failure to pay a refund.

In addition to any terms of our suppliers the following cancellations fees from Bob Roger's Travel will also apply:

91 days or more from departure – 100% refund less nonrefundable vendor payments made by BRT
90 days or less from departure – Refund less any non-refundable vendor payments and a 15% service charge.

V. CANCELLATION POLICY FOR INDIVIDUALS

All cancellations must be in writing to Bob Rogers Travel. The date of the postmark is the date used to determine the amount of the cancellation fee. All money and fees paid prior to individual cancellation are non-refundable. No refunds or credits will be issued for a cancelled participant.

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VI. AIRFARE

If applicable, a separate air agreement will be sent for your review and signature once the air has been confirmed. Air Travel will be governed by the terms and conditions of the airline.

VII. TAXES

All taxes and service charges are included as of the date of your proposal. These taxes and charges are subject to change in the event of any increase or decrease prior to departure.

VIII. MANDATORY PERMISSION & MEDICAL RELEASE FORM *(applicable to student groups only)*

A copy of the Mandatory Permission & Medical Release Form needs to be saved by the school or organization for each traveler and accessible for 5 years from the date of the trip.

IX. DISCLAIMER

BOB ROGERS TRAVEL, Inc. and its agents act only in the capacity of agents for the participants in all matters pertaining to accommodations, tour activities, meals and transportation. We arrange for a variety of travel related products from different suppliers and service providers, including but not limited to airlines, tour operators, rental car companies, accommodations providers and any other suppliers of the travel services ("Suppliers"). Each Supplier has its own terms and condition that are applicable to your particular arrangements in addition to our general terms and conditions; Bob Rogers Travel, does not own, manage, operate, supervise, or control any transportation, vehicle, airplane, hotel or restaurants, or any other entity that supplies services related to the travel. All suppliers are independent contractors, and are not agents or employees or representatives of Bob Rogers Travel. All arrangements are subject to the terms and conditions specified by each supplier, and by utilizing the services, all customers agree that neither Bob Rogers Travel, nor its employees, agents, or representatives is liable for any injury, personal injury, damage, loss, accident, delay or irregularity which may happen by default of any hotel, motel, restaurant, bus, airplane, steamship, taxi, railroad, car rental agency, tour service, company or person rendering any of the services involved or by natural forces.

X. FORCE MAJEURE

No responsibilities are accepted, nor will we pay any compensation or refund where the performance or prompt performance of our contractual obligations are prevented for any cancellation, damage or delay due to illness, pilferage, labor dispute, machinery breakdown, quarantine, epidemic, pandemic, medical or customs or immigration regulation, delay, or cancellation governmental restraints, weather, war, incidents of politically motivated violence, or other causes beyond - our control. In the event that it becomes necessary to cancel or alter a tour or any aspect of that tour, such alterations will be made and, in the event of cancellation, our regular cancellation fees will apply.

XI. STUDENT BEHAVIOR

Acceptable participant behavior is determined solely by the group leader/school. Participants may be sent home at the school's discretion for behavioral concerns. Any participant sent home for behavior or disciplinary issues will be sent at their sole expense, and no refund will be available for any portion of the trip.

XII. HEALTH AND SAFETY

For the safety or our guests, Bob Rogers Travel reserves the right to request health information prior to travel and to exclude any participants it deems unfit for travel at its sole discretion.

XIII. TRAVEL PROTECTION

Bob Rogers Travel, believes that planning a successful trip also means considering what to do when things don't go as planned. Travel Protection safeguards your travel investment, your belongings, and most importantly, you. Your travel protection plan should cover at a minimum, cancellation, cancel for any reason, curtailment, medical, emergency travel and personal accidents, and damage or loss to personal belongings.

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Bob Rogers Travel recommends student coverage including Cancel for Any Reason through Trip Mate. Bob Rogers Travel is not qualified to answer technical questions about the benefits, exclusions, and conditions of travel protection plans. Bob Rogers Travel cannot evaluate the adequacy of the prospective insured's existing insurance coverage. If you have any questions about your travel protection, call your insurer or insurance agent or broker. If a participant chooses to travel without adequate travel protection, we will not be liable for any of your losses howsoever arising, which would have been covered by adequate travel protection.

XIV. SEVERABILITY

If any provision of this Agreement shall be held illegal, invalid, or unenforceable, the remaining portions shall remain in full force and effect.

XV. GOVERNING LAW AND VENUE SELECTION

This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, without regard to its choice of law rules. Each of the parties hereto consents and agrees to the jurisdiction of any state court or any federal court sitting in Ohio, and waives any objection based on venue or forum non conveniens with respect to any action instituted therein, and agrees that any dispute arising out of this Agreement, or concerning the conduct of either party in connection with this Agreement or otherwise, shall be heard only in the courts described above. **All claims must be submitted in writing and received by Bob Rogers Travel no later than sixty (60) days after the completion of the Bob Rogers Travel Tour. Any claims not submitted and received within this time shall be deemed waived and barred.**

BOB ROGERS TRAVEL, INC. and Wadsworth High School *(Group Name)* agree to the above proposal and conditions effective on the date signed below.

I, Andrew Hill *(Group Leader Name)*, agree to adhere to the provisions in the agreement regarding payment schedule, room list deadline, final itinerary and equipment list for airline where applicable, and any other pertinent information to help us make our trip more successful. I understand our trip proposal is based on a specific amount of paying people and if our numbers increase or decrease it could have an effect on the per person "TOUR PACKAGE COST".

GROUP LEADER

~~Andrew Hill~~ Douglas D. Beeman

Name of Authorized Representative

[redacted]

Signature of Authorized Representative

Date 11/4/2024

BOB ROGERS TRAVEL, INC.

Todd A. Wessel

Name of Bob Rogers Travel Representative

[redacted]

Signature of Bob Rogers Travel Representative

Date 11-5-24

MEMORANDUM OF UNDERSTANDING
Between the Wadsworth Board of Education and the
Wadsworth Educational Support Personnel Association OEA/NEA

This Memorandum of Understanding is entered into this 4th day of November 2024, pursuant to Article VIII, Leave Provisions, of the *Collective Bargaining Agreement* (hereinafter referred to as "the Agreement"), between the Wadsworth City School District Board of Education (hereinafter referred to as "the Board"), and the Wadsworth Educational Support Personnel Association OEA/NEA (hereinafter referred to as "the Association").

WHEREAS, the Board and the Association are parties to the Agreement that governs the wages, hours, and other terms and conditions of employment of support personnel employed in the Wadsworth City School District (hereinafter referred to as "the District").

WHEREAS, Article 8.01A states the following:

"Members shall accrue sick leave at (1 1/4) times the average scheduled hours worked per week divided by five (5). Sick leave shall be charged as it is used in minimum increments of one quarter (1/4) hours, with a maximum accumulation of two hundred eighty-four (284) days. Members in the transportation series will be charged leave to the minute used, not in one-quarter (1/4) hour increments. The state-mandated accumulation of fifteen (15) days per year remains in effect. A member shall receive notification of his/her accumulated sick leave with each pay. A member who has not yet accumulated sufficient sick leave or who has exhausted sick leave and personal leave shall be credited up to five days of sick leave."

NOW, THEREFORE, the Board and the Association agree as follows:

1. Article 8.01A will be revised as follows:

   "Members shall accrue sick leave at (1 1/4) times the average scheduled hours worked per week divided by five (5). Sick leave shall be charged as it is used in minimum increments of one quarter (1/4) hours, with a maximum accumulation of two hundred eighty-four (284) days. Members in the transportation series will be charged leave to the minute used, not in one-quarter (1/4) hour increments. The state-mandated accumulation of fifteen (15) days per year remains in effect. A member shall receive notification of his/her accumulated sick leave with each pay. A member who has not yet accumulated sufficient sick leave or who has exhausted sick leave ~~and personal leave~~ shall be credited up to five days of sick leave."

2. Except as modified by this Memorandum of Understanding, all other terms and conditions of the Agreement shall remain in full force and effect. This Memorandum of Understanding represents the entire agreement of the parties with respect to its subject matter and shall only be amended by a signed writing.

IN WITNESS WHEREOF, the parties have entered into this Memorandum of Understanding at Wadsworth, Ohio, on the date first set forth above.

For the Wadsworth Educational Support Personnel Association OEA/NEA

[redacted]

Michael Burkhart, President

For the Wadsworth City School District Board of Education

_____

Andrew J. Hill, Ed.D., Superintendent

Resolution Number:_____

OARnet

1224 Kinnear Road Columbus, Ohio 43212 • Phone: (614) 292-9151 • Fax: (614) 292-9397 • www.oar.net

TO: Phil Luthman
Technology Supervisor
Wadsworth City Schools
625 Broad Street
Wadsworth, OH 44281 USA

EMAIL: wadc_pluthman@wadsworthschools.org

PHONE: (330) 335-1406

FROM: OARnet
1224 Kinnear Rd
Columbus, OH 43212

EMAIL: oarnetvmware@oar.net **WEB:** www.oar.net

FAX: (614) 292-9397

TERMS: OARnet-VMware ELA
Remit to: The Ohio State University
Accounts Receivable
PO Box 182905, Columbus, Ohio 43218-2905
Payment Terms: Net 30
Credit Cards: VISA/MasterCard/AMEX/DISCOVER (2.85% processing fee)

QUOTE NO:	38801744
QUOTE DATE:	10/21/2024
QUOTE EXPIRES:	12/05/2024
TOTAL QUOTE:	**$23,232.96**

LINE NO.	PRODUCT SKU	DESCRIPTION	PRODUCT PRICE	CO-TERM COST	QTY	SUBTOTAL
		YEAR 1				
1	VCF-CLD-FND-EDG-5	VMware Cloud Foundation Edge 5 - For Edge Deployments Only Start Date: 07/31/2024 End Date: 07/30/2025	$40.03	$40.03	96	$3,842.88
		YEAR 1 SUBTOTAL:				$3,842.88
		YEAR 2				
2	VCF-CLD-FND-EDG-5	VMware Cloud Foundation Edge 5 - For Edge Deployments Only Start Date: 07/31/2025 End Date: 07/30/2026	$43.99	$43.99	96	$4,223.04
		YEAR 2 SUBTOTAL:				$4,223.04
		YEAR 3				
3	VCF-CLD-FND-EDG-5	VMware Cloud Foundation Edge 5 - For Edge Deployments Only Start Date: 07/31/2026 End Date: 07/30/2027	$48.34	$48.34	96	$4,640.64
		YEAR 3 SUBTOTAL:				$4,640.64
		YEAR 4				
4	VCF-CLD-FND-EDG-5	VMware Cloud Foundation Edge 5 - For Edge Deployments Only Start Date: 07/31/2027 End Date: 07/30/2028	$52.54	$52.54	96	$5,043.84
		YEAR 4 SUBTOTAL:				$5,043.84
		YEAR 5				
5	VCF-CLD-FND-EDG-5	VMware Cloud Foundation Edge 5 - For Edge Deployments Only Start Date: 07/31/2028 End Date: 07/30/2029	$57.11	$57.11	96	$5,482.56
		YEAR 5 SUBTOTAL:				$5,482.56

OARnet

1224 Kinnear Road Columbus, Ohio 43212 • Phone: (614) 292-9191 • Fax: (614) 292-9397 • www.oar.net

LINE NO.	PRODUCT SKU	DESCRIPTION	PRODUCT PRICE	CO-TERM COST	QTY	SUBTOTAL
		SUBTOTAL:				$23,232.96
				TOTAL QUOTE:		$23,232.96

Please note, by executing this quote, you agree to purchase the above software through July 30, 2029. You have the ability to pay for the entire amount or for the current year listed. This quote reflects current pricing and is valid through the above expiration date. Prior to submitting a PO, ensure this quote has not expired. If the quote has expired, please request a refreshed quote.

TO ORDER: Submit a copy of this quote along with your PO to: oarnetvmware@oar.net. Quote number should be referenced on your Purchase Order.

OARnet Terms and Conditions

The use of these products and services are governed by the following terms and conditions provided herein.

VMware by Broadcom Terms and Conditions

The terms and condition OARnet negotiated with VMware by Broadcom are shown in the VMware by Broadcom Foundation Agreement available for reveiw on the OARnet website at https://www.oar.net/services/application_services/vmware_broadcom. These terms and conditions cannot be changed.

OARnet Terms and Conditions

1. Payment Terms

Failure to Pay: End User shall pay to OARnet the amounts set forth for the Products and Services within this quote. Payment is due upon 30 days of receipt of invoice. Pursuant to Section 2 below, OARnet may terminate this Agreement and demand End User no longer use the Product upon the failure of End User to pay charges when due.

2. Term and Termination

The initial term of this Agreement shall commence on the date this Agreement is executed and shall continue until July 30, 2029. OARnet may terminate this Agreement upon 30 days' notice for End User's failure to pay invoice(s) when due or immediately for material breach of any other term of this Agreement and demand End User no longer use the Product. If the Term of this Agreement extends into fiscal years subsequent such continuation may be contingent upon the appropriation of funds from the Ohio Legislature or Controlling Board or legal funding entity. If such funds are not appropriated, End User may terminate this Agreement in whole upon written notice to OARnet.

3. Early Termination

In the event of Early Termination, the End User will be responsible for 100% of the unpaid balance for the remaining term of the contract unless the termination is the result of a non-appropriation of funds.

4. Limitation of Liability

OARnet shall not be liable to End User for any damage arising out of any event that is beyond the control of OARnet. OARnet shall not be liable to End User for any indirect, special, incidental, exemplary, consequential or other form of money damages, including but not limited to lost profits or damages of any kind, however caused, arising out of or in connection with the use or provision of the Product, whether based in contract, tort or any other legal theory, and whether or not OARnet has been made aware of the possibility of those damages.

5. Compliance with Applicable Law and Other Obligations

End User must comply with all laws, regulations, and policies applicable to their use of the Product, including, without limitation, U.S. export laws concerning use of the Product.

7. Governing Law and Jurisdiction

This Agreement shall be subject to and construed in accordance with Ohio law. Any action based in whole or in part on this agreement must be brought in an Ohio court of competent jurisdiction

8. Entire Agreement; Amendments

This Agreement constitutes the entire Agreement between the parties and supersedes all prior agreements and understandings with respect to the same subject matter. This Agreement may not be modified by and shall supersede any additional or contradictory term or condition of, any current or future purchase order from End User unless OARnet expressly agrees otherwise in writing. No amendment or modification of this Agreement shall be effective unless in writing and signed by both parties.

OARnet

1224 Kinnear Road Columbus, Ohio 43212 • Phone: (614) 292-9191 • Fax: (614) 292-9397 • www.oar.net

END USER CONTACT INFORMATION

Entity/Customer/End User Name: _____

Portal Folder Name (if known): _____

Technical Contact (Primary):	Billing Contact:
Name: _____	Name: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

IN WITNESS WHEREOF, customer hereto warrants and represents that this order form has been executed by a duly authorized representative, and it constitutes the legal, valid, and binding obligation.

Signature: _____

Name: _____

Title: _____

Date: _____



HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

August 1, 2023 to July 31, 2026

Revised November 2024 ~~June 2023~~

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HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

DECLARATION

The following benefit provisions apply to all those persons employed by the Board of Education and officially classified as an Hourly Exempt Employee, "HEE". The following positions are classified as HEE for the purpose of this Benefit Provision:

Accounts Payable & Payroll Specialist
Administrative Assistant to the Superintendent
Assistant to the Superintendent and Communication Specialist
Administrative Assistant to the Director of Instruction and Professional Development
Administrative Assistant to the Treasurer
Administrative Assistant to the Assistant Superintendent
Licensed Practical Nurse
Medical Assistant

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

WAGE RANGE & SCHEDULE

	2023-2024		2024-2025		2025-2026			
Position	Low	High	Low	High	Low	High	Days	Hrs./Day
Administrative Asst. to the Superintendent	$26.20	$33.34	$26.86	$34.17	$27.67	$35.20	260	8
Administrative Asst. to the Treasurer, Asst. Superintendent	$24.67	$31.36	$25.29	$32.15	$26.04	$33.11	260	8
Administrative Asst. to the Director of Instruction & PD	$24.67	$31.36	$25.29	$32.15	$26.04	$33.11	Varies	Varies
Accounts Payable & Payroll Specialist	$20.60	$27.81	$21.12	$28.51	$21.75	$29.36	260	8
Licensed Practical Nurse	$29.09	$35.86	$29.82	$36.76	$30.71	$37.86	As needed	
Medical Assistant	$21.82	$28.60	$22.36	$29.32	$23.03	$30.20	As needed	

*Hourly employees with a 2- or 4-year degree applicable to their responsibilities will receive an additional $0.50 per hour. This provision does not apply to the LPN.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

CALAMITY DAYS

A. Unless notified otherwise by supervisory personnel or administration, HEE who are contracted to work in excess of two hundred and thirty five (235) or more days are expected to report to work when the school(s) in which they are employed are closed owing to an epidemic or other public calamity. HEE required to work on these days shall be paid one (1) calamity day in addition to their regular pay for each hour actually worked for up to five (5) calamity days. Any calamity day beyond the first five (5) will be paid at straight time.

B. HEE who work in excess of two hundred and thirty five (235) days shall be paid for regular time lost if said epidemic or calamity prevents them from reporting, or causes them to be late.

C. HEE who work in excess of two hundred and thirty five (235) days are required to make every reasonable effort to be present to assist in the routine tasks to be performed and in coping with the emergency.

CELL PHONES

Cell phone reimbursements are given to HEEs based upon the following:
Licensed Practical Nurses who float between buildings. $11/month for cell phone minute package; $30/month for data package; $492 total annually

COMPENSATION SYSTEM (YEARLY)

CONCEPT

Each hourly exempt employee has an hourly rate, the starting point of which is determined at his/her date of hire (see description below). Each year the Board of Education will determine a dollar amount available for raises to hourly exempt employees. If the Board of Education determines money is available, they will be responsible for determining how the money will be distributed to the employees. The Board of Education will determine a percentage increase that corresponds to each level of the evaluation instrument (ineffective, developing, skilled, accomplished). Each hourly exempt employee's percentage increase will be based upon the employee's summative (end of year) evaluation rating and the percentage the Board of Education set for the said rating. Within the parameters written above, the total compensation increase an employee

receives in a given year cannot exceed the top of the salary range for his/her position in the year in question.

HIRING HOURLY RATE

The determination of the appropriate starting salary or hourly rate for new hires will be made by the Superintendent. Starting salaries or hourly rates should be at, or toward, the minimum of the assigned hourly rate range. A starting hourly rate which is higher than the minimum assigned hourly rate range may be granted for such reasons as education and/or work experience directly applicable to the job which exceeds the minimum qualification requirements, a competitive market situation, a special or specific talent, etc. Hourly rate levels of current District employees should also be considered in determining new hire hourly rates.

ATTAINMENT OF PERFORMANCE GOALS

At the beginning of each school year, the employee will set a minimum of two (2) performance goals collaboratively with his/her direct supervisor.

HOURLY RATE STRUCTURE ANALYSIS

In response to market trends,hourly rate structures should be reviewed and updated, as appropriate. A market analysis should be completed using comparable school districts in our area.

RATIONALE

This system allows for performance-based financial incentives while creating an atmosphere where everyone has an equal opportunity for advancement within their respective range. The evaluation instrument is known to the employee from the beginning, thus eliminating to a great degree the idea of a supervisor being “arbitrary” with decisions that are made. All of this is done within the dollar amount allocated by the Board of Education.

DISCIPLINARY PROCEEDINGS

Appropriate discipline may include oral or written reprimand, suspension with or without pay, reduction, demotion and/or termination.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

EVALUATION

A. All HEE will be formally evaluated at least once each year by May 15 for HEE with less than two hundred sixty (260) day contracts, and June 15 for HEE with two hundred sixty (260) day contracts (See Appendix A for a copy of the evaluation instrument).

B. The purpose of such an evaluation is to promote better understanding of the consistent requirements of each position and expectations of the Administration of the HEE's productivity and the specific performance objective or targets to be achieved in a period covered by the evaluation and to point out and to attempt to mutually correct any deficiencies the HEE may have in his/her job performance. Expectations will be communicated to the HEE sufficiently in advance of the evaluation to provide an opportunity to meet expectations. Copies of the written evaluation will be given to the HEE evaluated and a copy will be filed in the HEE's personnel file.

C. The evaluator shall give the HEE a signed copy of the evaluation at least two (2) workdays prior to the post-evaluation conference. The HEE shall have an opportunity to discuss the evaluation with the evaluator. Where appropriate, suggestions for improvement will be made to the HEE. No HEE shall be adversely evaluated without just cause.

D. The HEE shall sign the evaluation form, which signifies only that the HEE has seen and discussed the evaluation; the HEE's signature does not signify agreement with the evaluation. The HEE will have ten (10) workdays after the above conference to notify the evaluator that he/she will file a written response to the evaluation with the Superintendent or designee. The response will be attached to and made part of the evaluation.

E. An HEE will be evaluated on his/her work performance by his/her immediate supervisor/administrator.

FBI CHECK

The Board shall pay for the cost of any FBI check provided the HEE initiated the background check through central office.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

FLEX TIME

Flex time should be used within the pay period it is accrued. If this is not possible, then every effort should be made to use it in the next pay period. The maximum flex time that can be accrued at any one time is twelve (12) hours.

HOLIDAY PAY

A. Any HEE who is required to work on the day observed as a holiday shall receive time and one half (1 1/2) for all hours worked in addition to pay for the holiday.

B. Holidays granted and paid are as follows: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day. Good Friday also shall be a paid holiday in years when school is not in session on that day. HEE assigned to work two hundred sixty (260) days or more will also receive Fourth of July, Christmas Eve, and New Year's Eve. HEE's whose regular job calendar requires them to work eleven (11) or twelve (12) months receive Juneteenth as a paid holiday. HEE's who work less than eleven (11) months and who are scheduled to work on Juneteenth or the observance of Juneteenth as part of their regular job calendar (not because of extra work opportunities) will also receive Juneteenth as a paid holiday.

C. In order to qualify for holiday pay, an HEE must be either working his/her last scheduled work day prior to the holiday and his/her first scheduled work day after the holiday, or be properly excused. Members on unpaid leave shall not be eligible for holiday pay.

D. In the event a holiday falls on Saturday, Friday will be the paid holiday. If it falls on Sunday, then, Monday will be the paid holiday.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

INSURANCE

GENERAL PROVISIONS

A. Right to Insurance Benefits

In addition to the salary and other payments, the compensation of full-time HEE shall include the insurance benefits provided herein. Full-time HEE's shall be those who are contracted to work one thousand two hundred fifty (1,250) hours or more in a work year.

B. Distribution of Insurance Cards

Each HEE shall be issued a current insurance card.

PREFERRED PROVIDER ORGANIZATION (PPO)

A. Method of Payment
HEE shall pay a portion of the monthly premium according to the following schedule:

Single: 9%
Family: 6%

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

B. Specifications

Wadsworth City Schools – Base Plan
Blue Access® (PPO)
Effective 07/01/2018

Covered Benefits	Network	Non-Network
Deductible (Single/Family)	$250/$500	$1,000/$1,600
Out-of-Pocket Limit (Single/Family)	$1,250/$2,500	$3,400/$6,800
Physician Home and Office Services (PCP/SCP) **Primary Care Physician (PCP)/** **Specialty Care Physician (SCP)** Including Office Surgeries and allergy serum: • allergy injections (PCP and SCP) • allergy testing • MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and pharmaceutical products	$20/$20 20% 20% 20%	30% 30% 30% 30%
Preventive Care Services • Services included but not limited to: Routine medical exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Hearing screenings and Vision screenings which are limited to Screening tests (i.e. Snellen eye chart) and Ocular Photo screening.	No cost share	30%
Emergency and Urgent Care **Emergency Room Services** • **facility/other covered services** (copayment waived if admitted) **Urgent Care Center Services** • MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasounds and pharmaceutical products • Allergy injections • Allergy testing	 $100 $25 20% 20% 20%	 $100 30% 30% 30% 30%
Inpatient and Outpatient Professional Services Include but are not limited to: • Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams	20%	30%
Blue 8.0 500 Series		

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
Inpatient Facility Services (Network/Non-Network combined) Unlimited days except for: • 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis) • 180 days for skilled nursing facility	20%	30%
Outpatient Surgery Hospital/Alternative Care Facility • Surgery and administration of general anesthesia	20%	30%
Other Outpatient Services including but not limited to: • Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services. • Home Care Services 30 visits (excludes IV Therapy) (Network/Non-Network combined) • Durable Medical Equipment, Orthotics and Prosthetics • Physical Medicine Therapy Day Rehabilitation programs • Hospice Care • Ambulance Services	20% 20% 20%	30% 20% 20%
Outpatient Therapy Services (Combined Network & Non-Network limits) • Physician Home and Office Visits (PCP/SCP) • Other Outpatient Services @ Hospital/Alternative Care Facility Limits apply to: • Cardiac Rehabilitation Unlimited • Pulmonary Rehabilitation Unlimited • Physical Therapy: 60 visits • Occupational Therapy: 60 visits • Manipulation Therapy: 12 visits • Speech therapy: 20 visits • Teledoc (Live Health Online)	 $20/$20 20%	 30% 30%
Accidental Dental: Unlimited per accident (Network and Non-network combined)	Copayments/Coinsurance based on setting where covered services are received	30%
Behavioral Health: **Mental Illness and Substance Abuse[2]** • Inpatient Facility Services • Physician Home and Office Visits (PCP/SCP) • Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional	 20% $20 20%	 30% 30% 30%
Human Organ and Tissue Transplants[3] • Acquisition and transplant procedures, harvest and storage.	20%	30%

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
Prescription Drugs **Network Tier structure equals 1/2/3**		
○ **Network Retail Pharmacies:** (30-day supply)	$10 generic/$20 preferred brand/$30 Non-preferred generic & brand	50%, min $30[5]
○ **Home Delivery Service:** (90-day supply)	$25 generic/$50 preferred brand/$70 Non-preferred generic & brand	Not covered
Member may be responsible for additional cost when not selecting the available generic drug. Medicare Rx - Wrap	Rx OOP Max: $6,525 Single/$13,050 Family	Rx OOP Max: $13,050 Single/$26,100 Family

Notes:

- All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services). Prescription drug cost shares have a separate out-of-pocket maximum.
- Deductible(s) apply to covered medical services listed with a percentage (%) coinsurance, including 0%. However, the deductible does not apply to Emergency Room Services where a copayment & (%) coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies. When the Office Visit cost share is a % coinsurance, deductible and coinsurance apply to allergy injections
- No cost share (NCS) means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- Certain diabetic and asthmatic supplies, except diabetic test strips, have no deductible/copayment/coinsurance up to the maximum allowable amount at network pharmacies.
- Benefit period = calendar year
- Mammograms (Diagnostic) are no copayment/coinsurance in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.
- Private Duty Nursing – limited to 82 visits/Calendar Year
- Vision limited services – additional vision services are covered when specifically coded as determination of refraction, routine ophthalmological examination including refraction for new and established patients, and a visual functional screening for visual acuity. No additional ophthalmological services are covered as part of the medical coverage.
- Plan to exclude coverage for elective abortions.

[2] We encourage you to review the Schedule of Benefits for limitations.
[3] Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.
[5] Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Precertification:
Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

Pre-existing Exclusion Period: none

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

This summary of benefits is intended to be a brief outline of coverage. The entire provisions of benefits and exclusions are contained in the Group Contract, Certificate, and Schedule of Benefits. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.

By signing this Summary of Benefits, I agree to the benefits for the product selected as of the effective date indicated.

Authorized group signature (if applicable)	Date
Underwriting signature (if applicable)	Date

WELLNESS RIDER

The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.

The program includes the following provisions:

(1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in four (4) key wellness categories:

- Non-smoker or participation in a smoking cessation program
- Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol
- Body Mass Index (BMI)
- Blood Pressure (BP)

(2) Beginning in 2019 and applicable for each subsequent calendar year, HRA credits shall be issued subject to the terms and conditions outlined herein; credits shall be provided on the following basis:

- Participation in the immediately preceding period's onsite biometrics initiative or physician directed preventive exam.
- Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth $25/single or $50/family.
- Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.
- Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.
- Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over both the prior year's Systolic and Diastolic blood pressure number provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

(3) For each year after 2018, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits for the following calendar year.

TERM LIFE INSURANCE

A. Right to Coverage

The Board shall purchase from a carrier licensed by the State of Ohio, group term life insurance in the amount of $50,000 for each regular, full-time HEE now or hereinafter employed.

B. Method of Payment

The full cost of this program and any increase thereof shall be paid by the Board.

C. Right to Purchase Additional Coverage

The Board shall allow an eligible HEE to purchase additional amounts of coverage through payroll deduction, provided the number electing to take advantage of this opportunity is adequate to meet the requirements of the insuring company. The Board may insist that the amount of such additional coverage shall be $50,000 or One Hundred Thousand Dollars $100,000, at the option of the HEE. The right to purchase such additional coverage is subject to availability and to all requirements imposed by the insurance carrier.

DENTAL INSURANCE

A. Right to Coverage

The Board shall self-fund and/or purchase from a carrier licensed in the State of Ohio, dental insurance coverage for each full-time HEE now or hereinafter employed, and his/her family.

B. Method of Payment of Coverage

The full cost of such insurance shall be paid by the Board.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

C. Right to Change Coverage Status

An HEE may change coverage during the district's open enrollment period or when the employee has a "change in life event" as defined by the insurance carrier.

DELTA DENTAL®

Delta Dental of Michigan, Ohio, Indiana QUALITY ISO 9001 CERTIFICATION

Delta Dental PPO (Point-of-Service) Summary of Dental Plan Benefits For Group# 1151-5000, 5091

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.*

	PPO Dentist	Premier Dentist	Non-participating Dentist
	Plan Pays	Plan Pays	Plan Pays*
Diagnostic & Preventive			
Diagnostic and Preventive Services – exams, cleanings, fluoride, and space maintainers	100%	100%	100%
Sealants – to prevent decay of permanent teeth	100%	100%	100%
Brush Biopsy – to detect oral cancer	100%	100%	100%
Radiographs – X-rays	100%	100%	100%
Basic Services			
Emergency Palliative Treatment – to temporarily relieve pain	80%	80%	80%
Minor Restorative Services – fillings and crown repair	80%	80%	80%
Endodontic Services – root canals	80%	80%	80%
Periodontic Services – to treat gum disease	80%	80%	80%
Oral Surgery Services – extractions and dental surgery	80%	80%	80%
Other Basic Services – misc. services	80%	80%	80%

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Major Services			
Major Restorative Services – crowns	**70%**	**70%**	**70%**
Relines and Repairs – to bridges, implants, and dentures	**70%**	**70%**	**70%**
Prosthodontic Services – bridges, implants, and dentures	**70%**	**70%**	**70%**
Orthodontic Services			
Orthodontic Services – braces	**60%**	**60%**	**60%**
Orthodontic Age Limit –	**No Age Limit**	**No Age Limit**	**No Age Limit**

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. The Nonparticipating Dentist Fee may be less than what your dentist charges and you are responsible for that difference.

- Oral exams (including evaluations by a specialist) are payable twice per calendar year.
- Prophylaxes (cleanings) are payable twice per calendar year. Periodontal maintenance procedures are not a Covered

  Service for people under age 16.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice per calendar year for people up to age 19.
- Space maintainers are payable once per area per lifetime for people up to age 16.
- Bitewing X-rays are payable twice per calendar year for people under age 19 and once per calendar year for people age
  19 and older. Full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period. Vertical bitewing X-rays are payable once in any three-year period.
- Four periapical and two occlusal X-rays are payable per calendar year.
- Sealants are payable twice per tooth per lifetime for the occlusal surface of first and second permanent molars up to age 16. The surface must be free from decay and restorations.
- Crowns, inlays and onlays are Covered Services for people age 16 and older once in any five-year period.

  Recementation of crowns, inlays and onlays are payable once per lifetime for people age 16 and older. Prefabricated crowns are Covered Services on primary teeth.
- Composite resin (white) restorations are Covered Services on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Root canal treatment is payable once per tooth per lifetime. Retreatment of a previous root canal is payable once per tooth per lifetime.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

- Certain oral surgery procedures including vestibuloplasty, frenulectomy, frenuloplasty, oroantral fistula closure, primary closure of sinus perforation and biopsy of hard tissue are Covered Services.
- Full and partial dentures are payable once in any five-year period. Tissue conditioning is payable twice in any 12- month period. Chairside reline and rebase of dentures are payable once in any calendar year. Lab reline and rebase of dentures are payable once in a three-year period. Adjustments of dentures are payable once in any calendar year.
- Recement of bridges is payable once per lifetime. Repair of bridges is payable once in any five-year period.
- Implants and implant related services are payable once per tooth in any five-year period.
- Emergency palliative treatment is a Covered Service twice in any calendar year. Consultations (by other than the treating dentist) are Covered Services once in any calendar year. Occlusal guards and occlusal adjustments are not Covered Services.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Website or contact your benefits representative to get a copy of our Passport Dental information sheet.

Maximum Payment – $3,000 per person total per Benefit Year on all services except orthodontics. $1,500 per person total per lifetime on orthodontic services.

Deductible – $25 Deductible per person total per Benefit Year limited to a maximum Deductible of $50 per family per Benefit Year. The Deductible does not apply to oral exams, preventive services, consultations, office visit for observation, X-rays, brush biopsy, sealants, and orthodontic services.

Any expenses incurred by an eligible person for covered services during the last three months of a benefit year and applied to the Deductible for that benefit year will also be applied to the Deductible for the following Benefit Year.
The Deductible met under the previous carrier for the period January 1, 2014 through June 30, 2014 will be applied to the 2014 calendar year Deductible with Delta Dental. It is the Subscriber's responsibility to provide Delta Dental with adequate documentation of the Deductible met under the previous carrier.

Waiting Period – Employees who are eligible for dental benefits are covered as identified in your contract with the school district.

Eligible People – All eligible contracted employees of the school district who elect the dental plan. The Contractor and Subscriber share the cost of this plan.

Also eligible at your option are your legal spouse and your dependent unmarried children to the end of the month in which they turn 26 if eligible to be claimed by you as a dependent under the U.S. Internal Revenue code during the current calendar year. You and your eligible dependents must enroll for a minimum of 12 months. If coverage is terminated after 12 months, you may not re-enroll prior to the open enrollment that occurs at least 12 months from the date of termination. Your dependents may only enroll if you are enrolled (except under COBRA) and must be enrolled in the same plan as you. Plan changes are only allowed during open enrollment periods, except that an election may be revoked or

changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

If you and your spouse are both eligible under this Contract, you may be enrolled as both a Subscriber on your own application and as a dependent on your spouse's application. Your dependent children may be enrolled on both applications as well. Delta Dental will coordinate benefits.

Benefits will cease on the last day of the month in which the employee is terminated.

LEAVE PROVISIONS

SICK LEAVE

A. HEE shall accrue sick leave as established by the Ohio Revised Code. Sick leave shall be charged as it is used in minimum increments of one-quarter (1/4) hours, with a maximum accumulation of two hundred eighty-four (284) days. The State mandated accumulation of Sick Leave is also established by the Ohio Revised Code. An HEE shall receive notification of his/her accumulated sick leave with each pay. An HEE who has not yet accumulated sufficient sick leave or who has exhausted sick leave ~~and personal leave~~ shall be credited up to five (5) days of sick leave.

B. HEE may use sick leave, upon approval of the responsible administrative officer of the employee, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and to illness, injury or death in the HEE immediate family. Sick leave may also be used as follows: (1) for pregnancy as provided in the Ohio Revised Code. Absent medical verification of a need for a longer leave, the use of sick leave for pregnancy and/or child birth will not exceed six (6) weeks from date of delivery or eight (8) weeks from the date of delivery for a cesarean section, when documentation of the cesarean section has been provided; (2) for care of a spouse with a newborn baby up to a maximum of five (5) days. If an HEE requires more than five days, he/she will provide written documentation to the Superintendent; and (3) for the death of an aunt or uncle up to a maximum of two days. Babysitting for the HEE children or grandchildren is an inappropriate use of sick leave. When the administration suspects an abuse in the use of sick leave, the administration has the right to require an affidavit from a physician to verify the use of sick leave. Any misuse, abuse, or unauthorized use of sick leave will result in disciplinary action up to and including termination.

C. Any HEE whose job requires the operation of machinery or motor vehicle and who is on prescription medication that might impact the HEE ability to perform

those functions must immediately inform his/her supervisor and provide a physician's statement verifying the member's fitness to operate such machinery or motor vehicle.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

D. The local definition of "immediate family" is:
Spouse of HEE
Children or grandchildren of HEE or of his/her spouse
Parents and stepparents of HEE and HEE's spouse
Brothers and sisters of HEE and HEE's spouse
Grandparents of HEE and HEE's spouse
Son-in-law and daughter-in-law of HEE or of his/her spouse
In the event of death, "immediate family" also includes aunts and uncles.

Any person *in loco* of the above (e.g., anyone residing in the same home with the HEE or any relative who clearly stands in the same relationship with the HEE as any of those so specified). An HEE must provide a written description of the facts on the District absence report form supporting the *in loco* situation.

E. HEE shall not be charged sick leave when school is not in session or when the HEE is not required to report to work.

SICK LEAVE POOL

1. A Sick Leave Pool shall be established from voluntary donations of sick leave days from HEEs.

2. Each year, no later than October 31, each HEE who has a minimum of ten (10) accumulated sick days may donate one (1) day per year to the Sick Leave Pool by completing the Sick Leave Donation Form and sending this form to the Assistant Superintendent. As the Sick Leave Pool is beginning mid-year during the 2021-2022 school year, a HEE may initially donate up to five (5) days by following the procedure below no later than February 1, 2022.

3. Once a HEE donates sick leave and the form is forwarded to the Assistant Superintendent, the sick leave donation is irrevocable. The sick leave donation shall be immediately deducted from the HEE who donated the sick leave and placed into the Sick Leave Pool.

4. A HEE may use the Sick Leave Pool if the HEE has met all the following criteria:

   - All of the HEE's sick leave accumulation has been exhausted.

   - The HEE's absence is due to a catastrophic illness or accident, or long-term illness, any of which must be certified by a doctor of the member.

- The HEE's catastrophic illness or accident or long-term illness has disabled the individual from performing normal job duties for at least ten (10) consecutive workdays and the condition is anticipated to continue fifty (50) continuous workdays from the date of the qualifying condition. Written medical verification of the above shall be required by a licensed medical doctor.

- The HEE has completed the Application to Use Sick Leave Pool.

- The HEE has applied for, or will apply within thirty (30) days from the start of the Sick Leave Pool benefits, for SERS disability or private disability retirement where the medical prognosis is that the HEE will not return to work within a reasonably short time (normally within sixty [60] working days). The Board will provide assistance to the HEE in preparing the disability retirement application, when requested.

- The HEE has:

    1. contributed to the Sick Leave Pool in that same year or contributed to the Sick Leave Pool in past years but is not able to donate at the time because the HEE does not have enough available sick leave to meet the requirements identified above; or

    2. The HEE is in his/her first or second year of employment and does not have enough available sick leave to meet the requirements identified above.

5. The Assistant Superintendent will review each new application and determine the eligibility of the applicant consistent with the criteria described above. The application of any member who meets the criteria will be forwarded to the Superintendent for verification and processing.

6. In the case of a HEE who has been approved to participate in the Sick Leave Pool, days shall be granted in ten (10)-day increments up to fifty (50) days. Unused days shall be returned to the Sick Leave Pool. If the Sick Leave Pool falls below a value of two thousand dollars ($2,000.00), a period in addition to the yearly September donation time period can be established in order to ask HEEs to donate sick days to the Sick Leave Pool. In no case can a HEE receive more sick leave days from the pool than are available in the Sick Leave Pool.

7. Days will be donated and issued based on the per diem at the time of the donation or issuance of the sick leave.

8. The maximum number of Sick Leave Pool days that may be claimed by any one (1) HEE is fifty (50) days for each separate and distinct catastrophic illness, accident or long-term illness as certified by a doctor of the HEE.

9. When a HEE is approved for SERS disability retirement or for private disability insurance benefits during the fifty (50) day Sick Leave Pool period, the HEE must immediately utilize such benefits, and Sick Leave Pool benefits shall cease.

PERSONAL LEAVE

A. Right to Leave

1. HEE shall be eligible for three (3) unrestricted days per school year.
2. HEE will not be charged personal leave on non-work days.

B. Notice of Intent to Use Leave

Notice of intent to use Personal Leave shall be provided by completing and delivering to the person the HEE directly reports to the prescribed form at least three (3) days in advance of the anticipated absence. If circumstances make advance notice impossible, the HEE shall notify the person they report to with his/her intent to use Personal Leave as soon as practicable.

C. Purpose of Leave

It is the intent of this Section to provide HEE with a means of dealing with personal matters that cannot be handled except during school hours.

D. Personal Leave must be taken in minimum increments of one-quarter (1/4) hour.

E. On occasion, special circumstances not covered by the provision above may arise and HEE may wish to request personal leave. Such requests shall be made in writing to the person the HEE reports to who may grant the personal leave on a paid or unpaid basis or may deny the request.

F. An HEE who abuses personal leave will be subject to discipline, up to and including termination.

G. Any unused personal leave hours at the end of the contract year (June 30) will be paid at the HEE's per diem rate. If the HEE desires to have unused personal leave

converted to sick leave in lieu of receiving his/her per diem rate reimbursement for unused personal leave hours, he/she must submit a letter to the Treasurer's office by June 15.

UNPAID LEAVE

A. Unpaid Leave – Short Term

Unpaid leave of up to ten (10) days at one time may be granted, in writing, by the Superintendent or his designee upon prior written request to the Superintendent or his designee by the HEE. In emergency cases, verbal requests and approval shall be reported, in writing, by the supervisor or administrator granting the request.

B. Unpaid Leave – Long Term

Upon the written request of an HEE, the Board may grant Unpaid Leaves up to two (2) years in length.

PAID ADOPTION LEAVE

A. Adoptions in the United States

An HEE is eligible, upon adoption of a child in the United States, to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed twenty (20) days.

B. Adoptions Outside the United States

If a child outside of the United States is adopted, an HEE will be able to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. Further, accumulated sick leave may be used for up to a total of ten (10) days for the adoption process, prior to receiving custody of the child. The scheduling of leave for the adoption process will be arranged between the HEE and the Superintendent. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed thirty (30) days.

C. HEE will not be charged adoption leave on non-work days.

UNPAID CHILD CARE LEAVE

A. Length of Leave

An HEE shall be granted unpaid child care leave to care for a newborn or an adopted child who is not yet school age. Unpaid child care leave and the absence (if any) charged to sick leave shall not exceed six (6) months. Unpaid child care leave shall start at the end of the use of sick leave (if any) and will expire no later than the end of the sixth month following the child's birth or date of adoption.

B. Eligibility for Leave

An HEE wishing to take unpaid leave for child care pursuant to this Section shall, as a prerequisite, file a letter of intent to use such leave, specifying its expected duration, not later than the end of the fifth (5th) month of pregnancy or within four (4) months of pending adoption date.

C. Right to Return from Leave

1. An HEE who has elected not to take additional leave shall return to work as soon as the period of actual physical disability has ended. The HEE will notify the Superintendent in writing, of the date of her expected return as far in advance as possible.

2. An HEE who uses an additional unpaid leave for child care shall return on the date specified in the notice of intent to use the unpaid leave.

D. Rights While on Leave

An HEE who is absent on unpaid child care leave shall have the same rights, and only those rights, while on leave and upon returning from leave as any other HEE who is absent on unpaid leave pursuant to Ohio Revised Code.

E. Insurance Coverage While on Leave

An HEE on unpaid child care leave may continue all insurance coverage provided. Such coverage will be at his/her own expense unless otherwise required by statute. Payment for such coverage shall be made monthly by the HEE to the Treasurer.

JURY DUTY

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

An HEE shall be granted time off for jury duty actually served during work hours and shall suffer no loss of pay. If an HEE has served on jury duty in excess of four (4) hours in a given day, the member need not report to work. Similarly, if an HEE has worked four (4) hours of his/her shift prior to reporting to jury duty, the HEE need not return to work. The HEE may keep any payment received for jury duty. Documentation of jury duty actually served must be submitted to the appropriate supervisor.

LEAVE PURSUANT TO SUMMONS OR SUBPOENA

A. Right to Leave for a Summons or Subpoena

Any HEE who is summoned or subpoenaed for a job-related issue shall be granted leave with no loss of pay or other benefits for days missed by reasons of the summons or subpoena. A summons or subpoena issued because of a student's custody issue is considered to be job related. A HEE receiving a subpoena to appear as a witness for a non-job related issue shall be eligible for leave under this section.

B. Right to Leave for a Non-Job Related Issue

Personal leave must be utilized for a summons issued because of a non-job related issue. If the HEE has exhausted his/her personal leave, and is summoned for something that is not job related, leave pursuant to summons or subpoena may be used in order to comply with the summons.

C. Leave not Covered

An HEE is not eligible for leave under this Section if the HEE is a party to the legal proceeding.

D. Duty to Report

If the HEE responsibility under the summons or subpoena requires the HEE participation in excess of four (4) hours in a given day, the member need not report to work. Similarly, if the HEE has worked four (4) or more hours of his/her shift and the HEE requires leave due to a summons or subpoena, the HEE need not return to work following completion of that responsibility. Documentation of the HEE's obligations under this Section must be submitted to the appropriate supervisor.

ASSAULT LEAVE

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

A. Right to Leave

An HEE who is absent due to physical disability directly resulting from an assault, which occurs in the course of Board employment, while on duty either during school hours or where required to be in attendance at a school-sponsored function, shall be eligible to receive Assault Leave.

B. Notice of Intent to Use Leave

1. Such leave shall be granted, for a period not to exceed one hundred eighty (180) workdays, upon the HEE delivering to their immediate supervisor a signed Employee Report of Injury Form.

2. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault (if known), the facts surrounding the assault and willingness of the HEE to cooperate with the Board if the Board chooses to pursue legal action against the assailant(s).

C. Rights While On Leave

1. An HEE on Assault Leave shall be maintained on full pay status during the period of his/her leave with the exceptions listed in D and E below.

2. Leave granted under this Section shall not be charged against Sick Leave earned or earnable under ORC Section 3319.141 or leave granted under other section in the benefit provision plan.

D. Length of Leave

Assault Leave may be used for the period of the disability up to a maximum of one hundred (180) workdays.

E. Restrictions

1. If medical attention is required, the HEE shall supply a certificate from a licensed physician stating the nature of the disability and its duration.

2. The HEE must file a Workers Compensation claim with the Business Office. The pay of a HEE on Assault Leave shall be reduced by the amount received by him/her, if any, for Workers' Compensation as a benefit to cover loss of pay resulting from the injury. However, the HEE's pay shall not be reduced by benefits received from Workers' Compensation to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines and/or rehabilitation services.

3. If an HEE is unable to return to work after using fifty (50) days for assault leave, he/she shall provide the Board medical verification of the need for additional assault leave. The Board retains the right, at its own expense, to require the HEE to obtain the opinion of a second healthcare provider designated by the Board. If the second opinion is in conflict with the member's first medical verification, the Board may request, at the Board's expense, that the HEE see a mutually agreed upon healthcare provider to give a final and binding opinion regarding the need for continued assault leave.

4. Falsification of either the signed statement or a physician's certificate may be grounds for suspension or termination of employment under ORC Section 3319.16.

5. HEE shall not be charged assault leave when school is not in session or when the member is not required to report to work.

F. Verbal Assault Leave

1. An HEE not physically assaulted but who is emotionally distraught due to a threat of physical injury that is direct, specific and plausible will receive up to two (2) days off without loss of pay, as long as the HEE reports the threat to the police.

2. HEEs shall not be charged verbal assault leave when school is not in session or when the HEE is not required to report to work.

PROFESSIONAL LEAVE

A. Eligibility for Leave

An HEE may initiate a request or be assigned to attend professional conferences designed to improve the HEE's effectiveness in his/her assigned area(s).

B. Application for Leave

Application for professional leave shall be made by the HEE completing the form provided by the Board, and submitting it to his/her district supervisor.

C. Restriction

In determining whether to approve requests, the value of the conference relative to the costs of attendance shall be considered along with the availability of funds within the Board's annual appropriation.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

FAMILY AND MEDICAL LEAVE

A. To be eligible for FMLA Leave, the HEE must:

1. Have been working for the Board for at least twelve (12) months before the leave request (these do not need to be consecutive months); and

2. Have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period preceding the FMLA Leave.

3. Provide the Board with thirty (30) days advance notice when the need is foreseeable and such notice is practicable.

B. An HEE may take up to twenty-six (26) workweeks of leave during a single twelve (12) month period to care for a covered service member who is the spouse, son, daughter, parent, or next of kin of the HEE.

C. An eligible HEE may take up to twelve (12) workweeks of paid (if sick leave is available) or unpaid leave ("FMLA Leave") in any school year (August 1st through July 31st) for one (1) or more of the following circumstances:

1. The birth of an HEE's child and to care for the child up to age one (1);

2. The placement of a child with an HEE for adoption or foster care, up to a twelve (12) month period after the placement;

3. To care for the spouse, child, or parent of an HEE when that family member has a serious health condition;

4. The HEE's inability to perform the functions of the position because of the HEE's own serious health condition.

5. For qualifying military situations arising when an HEE's spouse, son, daughter or parent is on active duty or is called to active duty status.

D. A "serious health condition" is defined as one that involves either inpatient care or one where the period of incapacity: (1) is more than three consecutive calendar days and involves treatment by a health care provider, (2) is due to incapacity due to pregnancy or prenatal care, (3) is a period of incapacity or treatment for such incapacity due to a chronic serious health condition, (4) is a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, or (5) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

Conditions for which cosmetic treatment are administered are not "serious health conditions" unless complications develop.

E. Spouses employed by the Board are jointly entitled to a combined total of twelve (12) weeks of FMLA Leave if the FMLA Leave is requested for the birth or placement of a child or to care for an ill parent (but not parent-in-law). Spouses employed by the board are jointly entitled to a combined total of twenty-six (26) of FMLA leave if the leave is requested to care for a covered service member.

F. For purposes of this section, a qualifying military situation arises when an HEE's spouse, son, daughter, or parent is on active duty or called to active duty status (i.e., not on active duty in the Armed Forces) and includes, but is not limited to, the following situations:

1. Attendance at official military sponsored events
2. To provide or arrange for alternative child care or schooling
3. To make financial or legal arrangements to address the HEE address while on active duty
4. Counseling
5. Rest and recuperation, and
6. Post-employment activities.

For purposes of military caregiver leave, a covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury incurred in the line of active duty that renders a service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, therapy or otherwise in an out-patient status or on temporary disability retired list.

G. Sick leave taken shall be counted as FMLA Leave if the reasons for taking it qualify as FMLA reasons.

H. The Board shall maintain coverage under the group health plans and life insurance plans for the duration of the unpaid FMLA leave at the level and under the conditions that would have been provided if the employee had continued to work and not taken leave. Payment of the employee's required contribution toward the premium (if any) is due the first day of the month. Failure to make payment within thirty (30) days will result in termination of coverage during the unpaid

FMLA Leave. The HEE shall accrue seniority but shall not accrue any other employment benefits during the unpaid FMLA Leave.

I. The Board shall notify the HEE of FMLA eligibility within three business days of learning of the need for the FMLA leave.

J. For unpaid FMLA Leave the Board retains the right, at its own expense, to require the member to obtain the opinion of a second health care provider designated by the Board. If the second opinion is in conflict with the first, the Board may request, at the Board's expense, the HEE to see a mutually agreed upon health care provider to give a final and binding opinion regarding eligibility for unpaid FMLA leave. The HEE and Board must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. If the Board does not attempt in good faith to reach agreement, the Board will be bound by the first certification. If the HEE does not attempt in good faith to reach agreement, the HEE will be bound by the second certification.

K. Intermittent Leave and Reduced-Work Schedule

1. Intermittent leave means leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as for chemotherapy.

2. When medically necessary, an HEE may take intermittent FMLA Leave or a reduced-work schedule to care for a spouse/child/parent who has a serious health condition. The HEE shall make reasonable efforts to schedule treatment so as not to unduly disrupt the regular operations of the Board.

3. Where FMLA Leave is taken because of birth or placement for adoption or foster care, an HEE may take leave intermittently or on a reduced-work schedule only if the Board agrees.

L. Return to Work

1. At the end of unpaid FMLA Leave, the Board shall restore the HEE to the same or to an equivalent position with equal benefits, pay, and other terms and conditions of employment.

2. When an HEE is medically able to return to work after using unpaid FMLA Leave because of a serious personal health condition, he/she shall provide the

Board with a statement from his/her health care provider that the employee is able to resume the job functions for his/her position.

3. Should an HEE not return to work at the end of the unpaid FMLA Leave or contractual leave that is adjacent to the FMLA leave for reasons other than the continuation, recurrence, or onset of the serious health condition that gave rise to the FMLA Leave or for circumstances beyond the HEE's control, the HEE shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA Leave period. As HEE shall be required to support his/her claim of inability to return to work because of the continuation, recurrence, or onset of the serious health condition. Certification from the HEE's health care provider shall be provided in a timely manner, and no later than thirty (30) calendar days after the claimed inability to return. If this certification is not provided in a timely manner, the Board may recover the health benefit premiums it paid during the period of unpaid FMLA Leave.

M. All terms which are not defined in this Article shall have the same meaning as those terms defined in the Family and Medical Leave Act of 1993, as amended January 16, 2009. If there are any inconsistencies between this Article of the Agreement and the Family and Medical Leave Act of 1993, the Family and Medical Leave Act of 1993 shall prevail.

MILITARY LEAVE

An HEE engaged in military service will receive leave and reinstatement rights in accordance with the requirements of applicable Federal and Ohio law.

MILEAGE REIMBURSEMENT

An HEE who is required by the Board to use his/her own automobile to perform his/her assigned duties shall be reimbursed for all such travel, unless the Board has notified SEEs that the district-owned pool car must be used if available. Examples are: an HEE who is assigned to more than one (1) school building per day or attending mandatory training meetings that involve considerable distances. Rate of compensation is approved IRS rate.

PAYROLL PRACTICES

Paychecks will be biweekly on Friday, during the term of employment. HEE may elect to receive his/her wages in twenty-six (26) bi-weekly, substantially equal pays. In order to facilitate payroll procedures, pay will be one week in arrears. All HEE will be paid via

direct deposit into the account in the financial institution of the HEE choice and will receive their pay stub via email.

PERSONNEL FILES

A. Right to Review

An HEE shall have the right, upon request, to examine and obtain a copy of any information in his/her personnel file except for information classified by law as confidential.

B. Right to See Copy of Material in File

If an Administration communication or a communication received from parents and other nonprofessionals regarding an HEE is intended to become a part of the HEE's file, it shall be reviewed by HEE's boss and the HEE involved and such HEE shall be afforded the opportunity to file a written reply. After receiving the communication, the HEE shall sign it to acknowledge he/she has had the opportunity to review it. This signature shall not indicate agreement with the substance of the communication.

C. Right to Challenge Contents of File

1. An HEE will have the right to indicate which, if any, document(s) or other material(s) in his/her personnel file is obsolete or otherwise inappropriate for retention.

2. Such document(s) will then be reviewed by an appropriate member of the administrative staff.

3. In determining whether a document is "obsolete or otherwise inappropriate for retention," the standards set forth in ORC Section 1347.05 shall apply.

D. Maintenance of Files

Neither the Board nor any Administrator shall maintain confidential and separate files on personnel in the form of communications from parents or computerized information which the HEE has neither seen or had the right to challenge.

E. Public Request to View Personnel Files

In the event any person, other than the HEE's Supervisor or other Administrator or Board member, seeks to review the personnel file of an HEE, the HEE shall be notified of such request. Such notice shall include the name of the person making

the request, the date the request was made and, if scheduled, the date and time of the review, if applicable.

SEVERANCE PAY

A. An HEE shall receive severance pay upon quitting his/her employment in the District and retiring from active service providing he/she; (1) is approved for retirement benefits by the State Employees Retirement System (SERS), or (2) is at least fifty (50) years old and has worked at least ten (10) full years in the District, or (3) has fifteen (15) or more years' service credit with the SERS and at least ten (10) full years of employment in the District.

B. A qualifying HEE shall receive severance pay equal to forty percent (40%) of two hundred (200) days; i.e., a benefit of up to eighty (80) days of his/her accumulated and unused sick leave. If a qualifying HEE does not have sufficient sick leave to qualify for maximum severance resigns or retires after fifteen (15) or more years employment in the district, then the severance pay to which he/she is entitled shall be supplemented by one day's pay for each year of employment in the district, provided that the total severance pay shall not exceed the eighty (80) day cap.

C. The payment shall be based on average hours assigned for the last three (3) years of employment. Hours will be based on the last three (3) wage notices issued by June 30th of each year. Wages will be based on final wage rate at the time of retirement.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

D. The payment will be made in one lump sum within ninety (90) calendar days of the last work day with the District. Alternatively, at the request of the HEE, payment may be delayed until the calendar year following retirement, providing the member takes full responsibility for taxes.

VACATION DAYS

A. HEE assigned to at least two hundred sixty (260) days of work per year (excluding paid holidays) will be granted paid vacations as follows:

- 11 days- less than six years
- 14 days- six years, less than nine years
- 17 days- nine years, less than fourteen years
- 22 days- fourteen years, less than twenty years
- 27 days-twenty years and over

For purposes of vacation accrual, the passage of each August 1 defines one year.

B. Vacation will be awarded on August 1 of each year for the year to be worked and may be taken upon accrual at times requested by the HEE and recommended and approved by his/her supervisor. Requests must be made at least three (3) days in advance, except: (1) this requirement can be waived by the administration and (2) a one-day or two-day vacation can be taken with one (1) workday's notice.

C. A maximum of ten (10) days of unused vacation will be carried forward to the next year.

D. When an HEE moves from a position that does not qualify for vacation to a vacation qualifying position, placement on the vacation schedule will be determined by the following formula:

(Total years in a nine month position) times (.75) example:

13 years as nine month employee moving to a twelve month position (13) x (.75) = 8.25 twelve month years, therefore, the SEE receives fourteen (14) prorated days of vacation and after one (1) year in the twelve month position, the SEE would be entitled to seventeen 17 days of vacation.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

(Total years in a ten and one-half month [220 days] position) times (.85) example:

13 years as a ten and one-half month (220 days) employee moving to a twelve-month position (13) x (.85) = 11.05 twelve-month years, therefore the SEE receives seventeen (17) prorated days of vacation and after three (3) years in the twelve (12) month position, the SEE would be entitled to twenty-two (22) days of vacation.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

WADSWORTH CITY SCHOOLS EVALUATION INSTRUMENT

Wadsworth City Schools Evaluation Instrument
Administrators and Exempt Employees

EMPLOYEE _____ EVALUATOR _____

DEPT. _____ POSITION _____ DATE _____

Performance Traits	*Rating (Numerical Score)*	*Numerical Score (from previous column)*	*Comments*
1. PROFESSIONAL EXPERTISE Knowledge of job, qualifications	Accomplished (4)		
2. TEAMWORK: Teamwork, works well with others, cooperates with colleagues	Accomplished (4)		
3. PROFESSIONAL CHARACTER: Appearance, courtesy, attitude, public relations, communication	Accomplished (4)		
4. PERSONAL JOB ACCOMPLISHMENTS/INITIATIVE: Motivation, reliability, dependability, interest in work	Accomplished (4)		
5. LEADERSHIP: Sets example, provides direction, has vision	Accomplished (4)		

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Wadsworth City Schools Evaluation Instrument
Administrators and Exempt Employees

6. QUALITY OF WORK: Accuracy, neatness, thoroughness, standard of work	Accomplished (4)		
7. QUANTITY OF WORK: Volume, amount, speed, turn-around time, projects	Accomplished (4)		
8. PROFESSIONAL GROWTH: Activities, programs, initiatives	Accomplished (4)		
9. ATTENDANCE: Punctual, absenteeism	Accomplished (4)		
GENERAL COMMENTS:			
	RATING TOTAL	0	**OVERALL RATING**: Accomplished Accomplished 32-36 Skilled 23-31 Developing 14-22 Ineffective 9-13

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Sick Leave Pool Donation Form
Hourly Exempt Employee

I, _____, wish to donate one (1) day of sick leave to the
(printed name)

Wadsworth City School District's Hourly Exempt sick leave pool.

_____ _____
Signature Date

Please submit this form to the Assistant Superintendent.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Sick Leave Pool Application Form
Hourly Exempt Employee

I, _____, wish to use _____ days of sick leave
(printed name)

from the Wadsworth City School District's Hourly Exempt Employee sick leave pool.

_____ _____
Signature Date

Please submit this form to the Assistant Superintendent.

Attach your doctor's certificate to this form.

Leave is for illness only. Days may be used for catastrophic or life-threatening situations only.



SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

August 1, 2023 to July 31, 2026

Revised November 2024 ~~June 2023~~

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

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SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

DECLARATION

The following benefit provisions apply to all those persons employed by the Board of Education and officially classified as a "Salary Exempt." The following positions are classified Salary Exempt for the purpose of this Salary Exempt Employee Benefit Provision and will be referred to as "SEE" from this point on:

Attendance Officer
Bear Cub Director
EMIS Coordinator
Food Service Supervisor
High School Security Monitor
Network Engineer
Payroll Supervisor
School Nurse
Preschool Supervisor/Psychologist
Special Education Transition Specialist
Student Well-Being/Mental Health Coordinator
Supervisor of Facilities and Grounds
Technology Support Specialist
Transportation Supervisor

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

SALARY RANGE AND WORK SCHEDULE

	2023-2024		2024-2025		2025-2026			
Position	**Low**	**High**	**Low**	**High**	**Low**	**High**	**Days**	
Preschool Supervisor/Psychologist	$84,917	$99,040	$87,040	$101,516	$89,651	$104,561	195	
Supervisor of Facilities & Grounds	$73,885	$90,156	$75,732	$92,410	$78,004	$95,182	260	
Transportation Supervisor	$56,955	$72,970	$58,379	$74,795	$60,130	$77,038	260	
Food Service Supervisor	$57,124	$71,644	$58,552	$73,435	$60,308	$75,638	210	
Network Engineer/Technology Support Specialist	$47,454	$64,312	$48,641	$65,920	$50,100	$67,898	260	
Payroll Supervisor	$54,293	$68,357	$55,651	$70,066	$57,320	$72,168	260	
EMIS Coordinator	$56,704	$65,434	$58,121	$67,070	$59,865	$69,082	260	
Bear Cub Director	$37,120	$46,437	$38,048	$47,597	$39,190	$49,025	204	
High School Security Monitor	$33,308	$42,353	$34,141	$43,411	$35,165	$44,714	185	
School Nurse	$57,400	$81,000	$58,835	$83,025	$60,600	$85,516	190	
Student Well Being/Mental Health Coordinator	$59,740	$92,700	$61,234	$95,018	$63,071	$97,868	202	

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

CALAMITY DAYS

A. Unless notified otherwise by administration, SEEs who are contracted to work in excess of two hundred and thirty five (235) or more days are expected to report to work when the school(s) in which they are employed are closed owing to an epidemic or other public calamity.

B. SEEs who work in excess of two hundred and thirty five (235) days shall be paid for regular time lost if said epidemic or calamity prevents them from reporting, or causes them to be late.

C. SEEs who work in excess of two hundred and thirty five (235) days are required to make every reasonable effort to be present to assist in the routine tasks to be performed and in coping with the emergency.

CELL PHONES

Cell phone reimbursements are given to SEEs based upon the following:

Attendance Officer, Bear Cub Director, Food Service Supervisor, Network Engineer, Preschool Supervisor/Psychologist, School Nurse, Special Education Transition Specialist, Student Well-Being/Mental Health Coordinator, Technology Support Specialist, Supervisor of Facilities and Grounds, and Transportation Supervisor: $15/month for cell phone minute package; $35/month for data package; $600 total annually. An additional $100 will be paid for device reimbursement in every odd number year.

COMPENSATION SYSTEM (YEARLY)

CONCEPT

Each salary exempt employee has a base salary, the starting point of which is determined at his/her date of hire (see description below). Each year the Board of Education will determine a dollar amount available for raises to salary exempt employees. If the Board of Education determines money is available, they will be responsible for determining how the money will be distributed to the employees. The Board of Education will determine a percentage increase that corresponds to each level of the evaluation instrument (ineffective, developing, skilled, accomplished). Each salary exempt employee's percentage increase will be based upon the employee's summative (end of year) evaluation rating and the percentage the Board of Education set for the said rating. Within the parameters written

above, the total compensation increase an employee receives in a given year cannot exceed the top of the salary range for his/her position in the year in question.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

HIRING SALARIES

The determination of the appropriate starting salary for new hires will be made by the Superintendent. Starting salaries ~~or hourly rates~~ should be at, or toward, the minimum of the assigned salary. A starting salary which is higher than the minimum assigned salary ~~or~~ range may be granted for such reasons as education and/or work experience directly applicable to the job which exceeds the minimum qualification requirements, a competitive market situation, a special or specific talent, etc. Salary levels of current District employees should also be considered in determining new hire salaries.

ATTAINMENT OF PERFORMANCE GOALS

At the beginning of each school year, the employee will set a minimum of two (2) performance goals collaboratively with his/her direct supervisor.

SALARY RATE STRUCTURE ANALYSIS

In response to market trends, the salary structures should be reviewed and updated, as appropriate. A market analysis should be completed using comparable school districts in our area.

RATIONALE

This system allows for performance-based financial incentives while creating an atmosphere where everyone has an equal opportunity for advancement within their respective range. The evaluation instrument is known to the employee from the beginning, thus eliminating to a great degree the idea of a supervisor being “arbitrary” with decisions that are made. All of this is done within the dollar amount allocated by the Board of Education.

DISCIPLINARY PROCEEDINGS

Appropriate discipline may include oral or written reprimand, suspension with or without pay, reduction, demotion and/or termination.

EVALUATION

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

The Superintendent will institute and maintain a comprehensive program for the evaluation of SEEs. SEEs include positions listed on page one and any other SEE not included in an employee negotiating unit.

The purpose of a SEE Evaluation will be to assess the performance of SEE and to provide information upon which to base employment and personnel decisions. Evaluation should also assist SEEs to develop their professional abilities in order to better accomplish the effective management of the school system.

The evaluation criteria for each position will be in written form and will be made available to the SEE. Evaluations will be made by the person to whom the SEE is immediately responsible (See Appendix A). The results of the evaluation will be put in writing and discussed with the SEE by the person who makes the evaluation.

In order to comply with the provisions of Ohio Revised Code, the SEE positions are categorized as either a non-teaching position or an administrative position. The details for the evaluation of each SEE type follow.

Non-Teaching SEE

The following SEE positions are categorized as a non-teaching employee:
Attendance Officer
EMIS Coordinator
High School Security Monitor
Network Engineer
Payroll Supervisor
Special Education Transition Specialist
Technology Support Specialist

Non-Teaching SEE Evaluation

A. All non-teaching SEEs will be formally evaluated at least once each year by May 15 for SEEs with less than two hundred sixty (260) day contracts, and June 15 for SEEs with two hundred sixty (260) day contracts (See Appendix A for a copy of the evaluation instrument).

B. The purpose of such an evaluation is to promote better understanding of the consistent requirements of each position and expectations of the Administration of the SEE's productivity and the specific performance objective or targets to be achieved in a period covered by the evaluation and to point out and to attempt to mutually correct any deficiencies the SEE may have in his/her job performance. Expectations will be communicated to the SEE sufficiently in advance of the

evaluation to provide an opportunity to meet expectations. Copies of the written evaluation will be given to the SEE evaluated, and a copy will be filed in the SEE's personnel file.

C. The evaluator shall give the SEE a signed copy of the evaluation at least two (2) workdays prior to the post-evaluation conference. The SEE shall have an opportunity to discuss the evaluation with the evaluator. Where appropriate, suggestions for improvement will be made to the SEE. No SEE shall be adversely evaluated without just cause.

D. The SEE shall sign the evaluation form, which signifies only that the SEE has seen and discussed the evaluation; the SEE's signature does not signify agreement with the evaluation. The SEE will have ten (10) workdays after the above conference to notify the evaluator that he/she will file a written response to the evaluation with the Superintendent or designee. The response will be attached to and made part of the evaluation.

E. A SEE will be evaluated on his/her work performance by his/her immediate supervisor/administrator.

Administrative SEE

The following SEE positions are categorized as administrative:

~~Assistant Treasurer~~
Bear Cub Director
Food Service Supervisor
School Nurse
Preschool Supervisor/Psychologist
Student Well-Being/Mental Health Coordinator
Supervisor of Facilities and Grounds
Transportation Supervisor

Administrative SEE Evaluation

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

the contract. A written copy of the final evaluation report shall be provided to the SEE at least five (5) days prior to any Board action on the renewal or non-renewal of the contract.

The SEE being evaluated will have the right to attach a memorandum to the written evaluation. The results of the evaluation will be kept in personnel records maintained in the central office. Information gathered and written evaluative documents used in retention, promotion or termination of a SEE will be accessible to the person concerned or his representative.

In order that there will be no conflict of interest in the supervision and evaluation of employees, at no time may any SEE be solely responsible for the supervision and/or evaluation of an employee if the SEE is directly related to that employee.

HOLIDAY PAY

A. Holidays granted and paid are as follows: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day. Good Friday also shall be a paid holiday in years when school is not in session on that day. SEE assigned to work two hundred sixty (260) days or more will also receive Fourth of July, Christmas Eve, and New Year's Eve. SEE's whose regular job calendar requires them to work eleven (11) or twelve (12) months receive Juneteenth as a paid holiday. SEE's who work less than eleven (11) months and who are scheduled to work on Juneteenth or the observance of Juneteenth as part of their regular job calendar (not because of extra work opportunities) will also receive Juneteenth as a paid holiday.

B. In order to qualify for holiday pay , a SEE must be either working his/her last scheduled work day prior to the holiday and his/her first scheduled work day after the holiday, or be properly excused. SEE's on unpaid leave shall not be eligible for holiday pay.

C. In the event a holiday falls on Saturday, Friday will be the paid holiday. If it falls on Sunday, then Monday will be the paid holiday.

FBI CHECK

The Board shall pay for the cost of any FBI check provided the SEE initiates the background check through central office.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

INSURANCE

GENERAL PROVISIONS

A. Right to Insurance Benefits

In addition to the salary and other payments, the compensation of full-time SEEs shall include the insurance benefits provided herein. Full-time is defined as being scheduled to work no less than seven (7) hours per day.

B. Copy of Certificate of Insurance

1. SEEs will receive a certificate of insurance which shall provide the specific benefits provided.

C. Distribution of Explanation of Coverage(s)

1. As amendments and/or changes in insurance coverages or carriers are made, SEEs will receive a written description, prepared by the carrier, of such amendments and/or changes. This written description shall be provided within sixty (60) days of the amendment and/or changes.

2. A SEE hired during the term of this agreement shall, at the time of the signing of his/her contract, receive a written description of all insurance coverages in effect at that time.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

D. Distribution of Insurance Cards

Each SEE shall be issued a current insurance card.

PREFERRED PROVIDER ORGANIZATION (PPO)

A. Method of Payment

SEE shall pay a portion of the monthly premium according to the following schedule:

Single: 9%
Family: 6%

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

B. Specifications

Wadsworth City Schools – Base Plan
Blue Access® (PPO)
Effective 07/01/2018

Covered Benefits	Network	Non-Network
Deductible (Single/Family)	$250/$500	$1,000/$1,600
Out-of-Pocket Limit (Single/Family)	$1,250/$2,500	$3,400/$6,800
Physician Home and Office Services (PCP/SCP) **Primary Care Physician (PCP)/** **Specialty Care Physician (SCP)** Including Office Surgeries and allergy serum:	$20/$20	30%
o allergy injections (PCP and SCP)	20%	30%
o allergy testing	20%	30%
o MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and pharmaceutical products	20%	30%
Preventive Care Services o Services included but not limited to: Routine medical exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Hearing screenings and Vision screenings which are limited to Screening tests (i.e. Snellen eye chart) and Ocular Photo screening.	No cost share	30%
Emergency and Urgent Care **Emergency Room Services** o **facility/other covered services** (copayment waived if admitted)	$100	$100
Urgent Care Center Services	$25	30%
o MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasounds and pharmaceutical products	20%	30%
o Allergy injections	20%	30%
o Allergy testing	20%	30%
Inpatient and Outpatient Professional Services Include but are not limited to: o Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams	20%	30%
Blue 8.0 500 Series		

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
Inpatient Facility Services (Network/Non-Network combined) Unlimited days except for: o 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis) o 180 days for skilled nursing facility	20%	30%
Outpatient Surgery Hospital/Alternative Care Facility o Surgery and administration of general anesthesia	20%	30%
Other Outpatient Services including but not limited to: o Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services. o Home Care Services 30 visits (excludes IV Therapy) (Network/Non-Network combined) o Durable Medical Equipment, Orthotics and Prosthetics o Physical Medicine Therapy Day Rehabilitation programs o Hospice Care o Ambulance Services	20% 20% 20%	30% 20% 20%
Outpatient Therapy Services (Combined Network & Non-Network limits) o Physician Home and Office Visits (PCP/SCP) o Other Outpatient Services @ Hospital/Alternative Care Facility Limits apply to: o Cardiac Rehabilitation Unlimited o Pulmonary Rehabilitation Unlimited o Physical Therapy: 60 visits o Occupational Therapy: 60 visits o Manipulation Therapy: 12 visits o Speech therapy: 20 visits o Teledoc (Live Health Online)	 $20/$20 20%	 30% 30%
Accidental Dental: Unlimited per accident (Network and Non-network combined)	Copayments/Coinsurance based on setting where covered services are received	30%
Behavioral Health: **Mental Illness and Substance Abuse[2]** o Inpatient Facility Services o Physician Home and Office Visits (PCP/SCP) o Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional	 20% $20 20%	 30% 30% 30%
Human Organ and Tissue Transplants[3] o Acquisition and transplant procedures, harvest and storage.	20%	30%

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
Prescription Drugs **Network Tier structure equals 1/2/3**		
o **Network Retail Pharmacies:** (30-day supply)	$10 generic/$20 preferred brand/$30 Non-preferred generic & brand	50%, min $30[5]
o **Home Delivery Service:** (90-day supply)	$25 generic/$50 preferred brand/$70 Non-preferred generic & brand	Not covered
Member may be responsible for additional cost when not selecting the available generic drug. Medicare Rx - Wrap	Rx OOP Max: $6,525 Single/$13,050 Family	Rx OOP Max: $13,050 Single/$26,100 Family

Notes:

- All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services). Prescription drug cost shares have a separate out-of-pocket maximum.
- Deductible(s) apply to covered medical services listed with a percentage (%) coinsurance, including 0%. However, the deductible does not apply to Emergency Room Services where a copayment & (%) coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies. When the Office Visit cost share is a % coinsurance, deductible and coinsurance apply to allergy injections
- No cost share (NCS) means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- Certain diabetic and asthmatic supplies, except diabetic test strips, have no deductible/copayment/coinsurance up to the maximum allowable amount at network pharmacies.
- Benefit period = calendar year
- Mammograms (Diagnostic) are no copayment/coinsurance in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.
- Private Duty Nursing – limited to 82 visits/Calendar Year
- Vision limited services – additional vision services are covered when specifically coded as determination of refraction, routine ophthalmological examination including refraction for new and established patients, and a visual functional screening for visual acuity. No additional ophthalmological services are covered as part of the medical coverage.
- Plan to exclude coverage for elective abortions.

[2] We encourage you to review the Schedule of Benefits for limitations.
[3] Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.
[5] Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Precertification:
Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

Pre-existing Exclusion Period: none

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

This summary of benefits is intended to be a brief outline of coverage. The entire provisions of benefits and exclusions are contained in the Group Contract, Certificate, and Schedule of Benefits. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.

By signing this Summary of Benefits, I agree to the benefits for the product selected as of the effective date indicated.

Authorized group signature (if applicable)	Date
Underwriting signature (if applicable)	Date

WELLNESS RIDER

The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.

The program includes the following provisions:

(1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in four (4) key wellness categories:

- Non-smoker or participation in a smoking cessation program
- Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol
- Body Mass Index (BMI)
- Blood Pressure (BP)

(2) Beginning in 2019 and applicable for each subsequent calendar year, HRA credits shall be issued subject to the terms and conditions outlined herein; credits shall be provided on the following basis:

- Participation in the immediately preceding period's onsite biometrics initiative or physician directed preventive exam.
- Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth $25/single or $50/family.
- Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.
- Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.
- Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over both the prior year's Systolic and Diastolic blood pressure number provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

(3) For each year after 2018, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed

preventive exam will have the opportunity to earn health credits for the following calendar year.

TERM LIFE INSURANCE

A. Right to Coverage

The Board shall purchase from a carrier licensed by the State of Ohio, group term life insurance in the amount of $50,000 for each regular, full-time SEE now or hereinafter employed.

B. Method of Payment

The full cost of this program and any increase thereof shall be paid by the Board.

C. Right to Purchase Additional Coverage

The Board shall allow an eligible SEE to purchase additional amounts of coverage through payroll deduction, provided the number electing to take advantage of this opportunity is adequate to meet the requirements of the insuring company. The Board may insist that the amount of such additional coverage shall be $50,000 or One Hundred Thousand Dollars $100,000, at the option of the SEE. The right to purchase such additional coverage is subject to availability and to all requirements imposed by the insurance carrier.

DENTAL INSURANCE

A. Right to Coverage
The Board shall self-fund and/or purchase from a carrier licensed in the State of Ohio, dental insurance coverage for each full-time SEE now or hereinafter employed, and his/her family.

B. Method of Payment of Coverage
The full cost of such insurance shall be paid by the Board.

C. Right to Change Coverage Status
A SEE may change coverage during the district's open enrollment period or when the employee has a "change in life event" as defined by the insurance carrier.

Delta Dental PPO (Point-of-Service) Summary of Dental Plan Benefits For Group# 1151-5000, 5091

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.*

Control Plan – Delta Dental of Ohio
Benefit Year – January 1 through December 31

	PPO Dentist	Premier Dentist	Non-participating Dentist
	Plan Pays	Plan Pays	Plan Pays*
Diagnostic & Preventive			
Diagnostic and Preventive Services – exams, cleanings, fluoride, and space maintainers	100%	100%	100%
Sealants – to prevent decay of permanent teeth	100%	100%	100%
Brush Biopsy – to detect oral cancer	100%	100%	100%
Radiographs – X-rays	100%	100%	100%
Basic Services			
Emergency Palliative Treatment – to temporarily relieve pain	80%	80%	80%
Minor Restorative Services – fillings and crown repair	80%	80%	80%
Endodontic Services – root canals	80%	80%	80%
Periodontic Services – to treat gum disease	80%	80%	80%
Oral Surgery Services – extractions and dental surgery	80%	80%	80%
Other Basic Services – misc. services	80%	80%	80%
Major Services			
Major Restorative Services – crowns	70%	70%	70%
Relines and Repairs – to bridges, implants, and dentures	70%	70%	70%
Prosthodontic Services – bridges, implants, and dentures	70%	70%	70%
Orthodontic Services			
Orthodontic Services – braces	60%	60%	60%
Orthodontic Age Limit –	No Age Limit	No Age Limit	No Age Limit

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. The Nonparticipating Dentist Fee may be less than what your dentist charges and you are responsible for that difference.

➢ Oral exams (including evaluations by a specialist) are payable twice per calendar year.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

- Prophylaxes (cleanings) are payable twice per calendar year. Periodontal maintenance procedures are not a Covered Service for people under age 16.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice per calendar year for people up to age 19.
- Space maintainers are payable once per area per lifetime for people up to age 16.
- Bitewing X-rays are payable twice per calendar year for people under age 19 and once per calendar year for people age 19 and older. Full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period. Vertical bitewing X-rays are payable once in any three-year period.
- Four periapical and two occlusal X-rays are payable per calendar year.
- Sealants are payable twice per tooth per lifetime for the occlusal surface of first and second permanent molars up to age 16. The surface must be free from decay and restorations.
- Crowns, inlays and onlays are Covered Services for people age 16 and older once in any five-year period. Recementation of crowns, inlays and onlays are payable once per lifetime for people age 16 and older. Prefabricated crowns are Covered Services on primary teeth.
- Composite resin (white) restorations are Covered Services on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Root canal treatment is payable once per tooth per lifetime. Retreatment of a previous root canal is payable once per tooth per lifetime.
- Certain oral surgery procedures including vestibuloplasty, frenulectomy, frenuloplasty, oroantral fistula closure, primary closure of sinus perforation and biopsy of hard tissue are Covered Services.
- Full and partial dentures are payable once in any five-year period. Tissue conditioning is payable twice in any 12- month period. Chairside reline and rebase of dentures are payable once in any calendar year. Lab reline and rebase of dentures are payable once in a three-year period. Adjustments of dentures are payable once in any calendar year.
- Recement of bridges is payable once per lifetime. Repair of bridges is payable once in any five-year period.
- Implants and implant related services are payable once per tooth in any five-year period.
- Emergency palliative treatment is a Covered Service twice in any calendar year. Consultations (by other than the treating dentist) are Covered Services once in any calendar year. Occlusal guards and occlusal adjustments are not Covered Services.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

Maximum Payment – $3,000 per person total per Benefit Year on all services except orthodontics. $1,500 per person total per lifetime on orthodontic services.

Deductible – $25 Deductible per person total per Benefit Year limited to a maximum Deductible of $50 per family per Benefit Year. The Deductible does not apply to oral exams, preventive services, consultations, office visit for observation, X-rays, brush biopsy, sealants, and orthodontic services.

Any expenses incurred by an eligible person for covered services during the last three months of a benefit year and applied to the Deductible for that benefit year will also be applied to the Deductible for the following Benefit Year.
The Deductible met under the previous carrier for the period January 1, 2014 through June 30, 2014 will be applied to the 2014 calendar year Deductible with Delta Dental. It is the Subscriber's responsibility to provide Delta Dental with adequate documentation of the Deductible met under the previous carrier.

Waiting Period – Employees who are eligible for dental benefits are covered as identified in your contract with the school district.

Eligible People – All eligible contracted employees of the school district who elect the dental plan. The Contractor and Subscriber share the cost of this plan.

Also eligible at your option are your legal spouse and your dependent unmarried children to the end of the month in which they turn 26 if eligible to be claimed by you as a dependent under the U.S. Internal Revenue code during the current calendar year. You and your eligible dependents must enroll for a minimum of 12 months. If coverage is terminated after 12 months, you may not re-enroll prior to the open enrollment that occurs at least 12 months from the date of termination. Your dependents may only enroll if you are enrolled (except under COBRA) and must be enrolled in the same plan as you. Plan changes are only allowed during open enrollment periods, except that an election may be revoked or changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

If you and your spouse are both eligible under this Contract, you may be enrolled as both a Subscriber on your own application and as a dependent on your spouse's application. Your dependent children may be enrolled on both applications as well. Delta Dental will coordinate benefits.

Benefits will cease on the last day of the month in which the employee is terminated.

LEAVE PROVISIONS

SICK LEAVE

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

A. SEEs shall accrue sick leave as established by the Ohio Revised Code. Sick leave shall be charged as it is used in minimum increments of one-quarter (1/4) hours, with a maximum accumulation of two hundred eighty-four (284) days. The State mandated accumulation of sick leave is also established by the Ohio Revised Code. A SEE shall receive notification of his/her accumulated sick leave with each pay. A SEE who has not yet accumulated sufficient sick leave or who has exhausted sick leave ~~and personal leave~~ shall be credited up to five (5) days of sick leave.

B. SEEs may use sick leave, upon approval of the responsible administrative officer of the employee, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and to illness, injury or death in the SEE immediate family. Sick leave may also be used as follows: (1) for pregnancy as provided in the Ohio Revised Code. Absent medical verification of a need for a longer leave, the use of sick leave for pregnancy and/or child birth will not exceed six (6) weeks from date of delivery or eight (8) weeks from the date of delivery for a cesarean section, when documentation of the cesarean section has been provided; (2) for care of a spouse with a newborn baby up to a maximum of five (5) days. If a SEE requires more than five days, he/she will provide written documentation to the Superintendent; and (3) for the death of an aunt or uncle up to a maximum of two days. Babysitting for the SEE's children or grandchildren is an inappropriate use of sick leave. When the administration suspects an abuse in the use of sick leave, the administration has the right to require an affidavit from a physician to verify the use of sick leave. Any misuse, abuse, or unauthorized use of sick leave will result in disciplinary action up to and including termination.

C. Any SEE whose job requires the operation of machinery or motor vehicle and who is on prescription medication that might impact the SEEs ability to perform those functions must immediately inform his/her supervisor and provide a physician's statement verifying the member's fitness to operate such machinery or motor vehicle.

D. The local definition of "immediate family" is:

Spouse of SEE
Children or grandchildren of SEE or of his/her spouse
Parents and stepparents of SEE and SEE's spouse
Brothers and sisters of SEE and SEE's spouse
Grandparents of SEE and SEE's spouse
Son-in-law and daughter-in-law of SEE or of his/her spouse
In the event of death, "immediate family" also includes aunts and uncles.

Any person *in loco* of the above (e.g., anyone residing in the same home with the SEE or any relative who clearly stands in the same relationship with the SEE as any of those so specified). A SEE must provide a written description of the facts on the District absence report form supporting the *in loco* situation.

E. SEEs shall not be charged sick leave when school is not in session or when the SEE is not required to report to work.

SICK LEAVE POOL

1. A Sick Leave Pool shall be established from voluntary donations of sick leave days from SEEs.

2. Each year, during the month of September, each SEE who has a minimum of ten (10) accumulated sick days may donate one (1) day per year to the Sick Leave Pool by completing the Sick Leave Donation Form and sending this form to the Assistant Superintendent. As the Sick Leave Pool is beginning mid-year during the 2021-2022 school year, a SEE may initially donate up to five (5) days by following the procedure below no later than February 1, 2022.

3. Once a SEE donates sick leave and the form is forwarded to the Assistant Superintendent, the sick leave donation is irrevocable. The sick leave donation shall be immediately deducted from the SEE who donated the sick leave and placed into the Sick Leave Pool.

4. A SEE may use the Sick Leave Pool if the SEE has met all the following criteria:

   - All of the SEE's sick leave accumulation has been exhausted. SEE may apply to the sick leave pool prior to exhausting their sick leave balance.

   - The SEE's absence is due to a life-threatening illness or catastrophic accident of the SEE or the SEE's spouse or child, any of which must be certified by a doctor of the SEE or doctor of the SEE's spouse or child.

   - The SEE has completed the Application to Use Sick Leave Pool.

5. The SEE will initially be granted up to thirty (30) days from the Sick Leave Pool provided they have met the criteria established above. In order to qualify for an additional thirty (30) days (for a total of sixty [60]) the SEE must have applied for SERS or STRS disability or private disability retirement where the medical prognosis is that the SEE will not return to work within a reasonably short time

(normally within sixty [60] working days). The Board will provide assistance to the SEE in preparing the disability retirement application, when requested. SEEs accessing the sick leave pool due to a life-threatening illness or catastrophic

6. accident of the SEE's spouse or child may only access a maximum of thirty (30) days.

7. The Assistant Superintendent will review each new application and determine the eligibility of the applicant consistent with the criteria contained above. The application of any SEE who meets the criteria will be forwarded to the Superintendent for verification and processing.

8. If the Sick Leave Pool value falls below twenty-five thousand dollars ($25,000.00), a time period in addition to the yearly September donation time period can be established in order to ask SEEs to donate sick leave days to the Sick Leave Pool.

9. Days will be donated and issued based on the per diem at the time of the donation or issuance of the sick leave.

10. The maximum number of Sick Leave Pool days that may be claimed by any one (1) SEE is sixty (60) days for each separate and distinct life-threatening illness or catastrophic accident as certified by a doctor of the SEE or thirty (30) days for each separate and distinct life-threatening illness or catastrophic accident if accessing the sick leave pool due to the SEE's spouse or child as certified by a doctor of the SEE's spouse or child. In no case can a SEE receive more sick leave days from the pool than are available in the Sick Leave Pool.

11. If a SEE is approved for SERS or STRS disability retirement or for private disability insurance benefits while receiving Sick Leave Pool days, the SEE must immediately utilize such benefits, and Sick Leave Pool benefits shall cease.

PERSONAL LEAVE

A. Right to Leave

1. SEE shall be eligible for three (3) unrestricted days per school year.

2. SEE will not be charged personal leave on non-work days.

B. Notice of Intent to Use Leave

Notice of intent to use Personal Leave shall be provided by completing and delivering to the person the SEE directly reports to the prescribed form at least three (3) days in advance of the anticipated absence. If circumstances make advance

notice impossible, the SEE shall notify the person they report to with his/her intent to use Personal Leave as soon as practicable.

C. Purpose of Leave

It is the intent of this Section to provide SEEs with a means of dealing with personal matters that cannot be handled except during school hours.

D. Personal Leave must be taken in minimum increments of one-quarter (1/4) hour.

E. On occasion, special circumstances not covered by the provision above may arise and SEEs may wish to request personal leave. Such requests shall be made in writing to the person the SEE reports to who may grant the personal leave on a paid or unpaid basis or may deny the request.

F. A SEE who abuses personal leave will be subject to discipline, up to and including termination.

G. A Non-Teaching SEE will also be reimbursed one hundred fifty dollars ($150.00) for each unused personal leave day(s) by June 30 of each year. If a SEE desires to have unused personal leave converted to sick leave in lieu of receiving one-hundred fifty dollars ($150.00) for each unused personal leave day, he/she must submit a letter to the Treasurer's office by June 15.

An Administrative SEE will also be reimbursed one hundred fifty dollars ($150.00) for each unused personal leave day(s) by July 31 of each year. If a SEE desires to have unused personal leave converted to sick leave in lieu of receiving one-hundred fifty dollars ($150.00) for each unused personal leave day, he/she must submit a letter to the Treasurer's office by July 15.

UNPAID LEAVE

A. Unpaid Leave – Short Term

Unpaid leave of up to ten (10) days at one time may be granted, in writing, by the Superintendent or his designee upon prior written request to the Superintendent or his designee by the SEE. In emergency cases, verbal requests and approval shall be reported, in writing, by the supervisor or administrator granting the request.

B. Unpaid Leave – Long Term

Upon the written request of a SEE, the Board may grant Unpaid Leaves up to two (2) years in length.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

PAID ADOPTION LEAVE

A. Adoptions in the United States

A SEE is eligible, upon adoption of a child in the United States, to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed twenty (20) days.

B. Adoptions Outside the United States

If a child outside of the United States is adopted, a SEE will be able to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. Further, accumulated sick leave may be used for up to a total of ten (10) days for the adoption process, prior to receiving custody of the child. The scheduling of leave for the adoption process will be arranged between the SEE and the Superintendent. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed thirty (30) days.

B. SEEs will not be charged adoption leave on non-work days.

UNPAID CHILD CARE LEAVE

A. Length of Leave

A SEE shall be granted unpaid child care leave to care for a newborn or an adopted child who is not yet school age. Unpaid child care leave and the absence (if any) charged to sick leave shall not exceed six (6) months. Unpaid child care leave shall start at the end of the use of sick leave (if any) and will expire no later than the end of the sixth month following the child's birth or date of adoption.

B. Eligibility for Leave

A SEE wishing to take unpaid leave for child care pursuant to this Section shall, as a prerequisite, file a letter of intent to use such leave, specifying its expected duration, not later than the end of the fifth (5th) month of pregnancy or within four (4) months of pending adoption date.

C. Right to Return from Leave

1. A SEE who has elected not to take additional leave shall return to work as soon as the period of actual physical disability has ended. The SEE will notify the Superintendent in writing, of the date of her expected return as far in advance as possible.

2. A SEE who uses an additional unpaid leave for child care shall return on the date specified in the notice of intent to use the unpaid leave.

D. Rights While on Leave

A SEE who is absent on unpaid child care leave shall have the same rights, and only those rights, while on leave and upon returning from leave as any other SEE-who is absent on unpaid leave pursuant to Ohio Revised Code.

E. Insurance Coverage While on Leave

A SEE on unpaid child care leave may continue all insurance coverage provided by this Agreement. Such coverage will be at his/her own expense unless otherwise required by statute. Payment for such coverage shall be made monthly by the SEE to the Treasurer.

JURY DUTY

A SEE shall be granted time off for jury duty actually served during work hours and shall suffer no loss of pay. If a SEE has served on jury duty in excess of four (4) hours in a given day, the member need not report to work. Similarly, if a SEE has worked four (4) hours of his/her shift prior to reporting to jury duty, the need not return to work. The SEE may keep any payment received for jury duty. Documentation of jury duty actually served must be submitted to the appropriate supervisor.

LEAVE PURSUANT TO SUMMONS OR SUBPOENA

A. Right to Leave for a Summons or Subpoena

Any SEE who is summoned or subpoenaed for a job-related issue shall be granted leave with no loss of pay or other benefits for days missed by reasons of the summons or subpoena. A summons or subpoena issued because of a student's custody issue is considered to be job related. A member receiving a subpoena to appear as a witness for a non-job related issue shall be eligible for leave under this section.

B. Right to Leave for a Non-Job Related Issue

Personal leave must be utilized for a summons issued because of a non-job related issue. If the SEE has exhausted his/her personal leave, and is summoned for something that is not job related, leave pursuant to summons or subpoena may be used in order to comply with summons.

C. Leave not Covered

A SEE is not eligible for leave under this Section if the SEE is a party to the legal proceeding.

D. Duty to Report

If the SEE responsibility under the summons or subpoena requires the SEE participation in excess of four (4) hours in a given day, the member need not report to work. Similarly, if the SEE has worked four (4) or more hours of his/her shift and the SEE requires leave due to a summons or subpoena, the SEE need not return to work following completion of that responsibility. Documentation of the SEE-obligations under this Section must be submitted to the appropriate supervisor.

ASSAULT LEAVE

A. Right to Leave

A SEE who is absent due to physical disability directly resulting from an assault, which occurs in the course of Board employment, while on duty either during school hours or where required to be in attendance at a school-sponsored function, shall be eligible to receive Assault Leave.

B. Notice of Intent to Use Leave

1. Such leave shall be granted, for a period not to exceed one hundred eighty (180) workdays, upon the SEE delivering to their immediate supervisor a signed Employee Report of Injury Form.

2. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault (if known), the facts surrounding the assault and willingness of the SEE to cooperate with the Board if the Board chooses to pursue legal action against the assailant(s).

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

C. Rights While On Leave

1. A SEE on Assault Leave shall be maintained on full pay status during the period of his/her leave with the exceptions listed in Article D and E below.

2. Leave granted under this Section shall not be charged against Sick Leave earned or earnable under ORC Section 3319.141 or leave granted under other Sections in this benefit provision plan.

D. Length of Leave

Assault Leave may be used for the period of the disability up to a maximum of one hundred (180) workdays.

E. Restrictions

1. If medical attention is required, the SEE shall supply a certificate from a licensed physician stating the nature of the disability and its duration.

2. The SEE must file a Workers Compensation claim with the Business Office. The pay of a SEE on Assault Leave shall be reduced by the amount received by him/her, if any, for Workers' Compensation as a benefit to cover loss of pay resulting from the injury. However, the SEE pay shall not be reduced by benefits received from Workers' Compensation to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines and/or rehabilitation services.

3. If a SEE is unable to return to work after using fifty (50) days for assault leave, he/she shall provide the Board medical verification of the need for additional assault leave. The Board retains the right, at its own expense, to require the SEE to obtain the opinion of a second healthcare provider designated by the Board. If the second opinion is in conflict with the member's first medical verification, the Board may request, at the Board's expense, that the SEE see a mutually agreed upon healthcare provider to give a final and binding opinion regarding the need for continued assault leave.

4. Falsification of either the signed statement or a physician's certificate may be grounds for suspension or termination of employment under ORC Section 3319.16.

5. SEEs shall not be charged assault leave when school is not in session or when the member is not required to report to work.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

F. Verbal Assault Leave

1. A SEE not physically assaulted but who is emotionally distraught due to a threat of physical injury that is direct, specific and plausible will receive up to two (2) days off without loss of pay, as long as the SEE reports the threat to the police.

2. SEEs shall not be charged verbal assault leave when school is not in session or when the SEE is not required to report to work.

PROFESSIONAL LEAVE

A. Eligibility for Leave

A SEE may initiate a request or be assigned to attend professional conferences designed to improve the SEE's effectiveness in his/her assigned area(s).

B. Application for Leave

Application for professional leave shall be made by the SEE completing the form provided by the Board, and submitting it to his/her district supervisor.

C. Restriction

1. In determining whether to approve requests, the value of the conference relative to the costs of attendance shall be considered along with the availability of funds within the Board's annual appropriation.

2. The number of SEEs attending any particular conference may be limited, and priority generally will be given to a SEE who has not, previously, been assigned to attend conferences.

FAMILY AND MEDICAL LEAVE

A. To be eligible for FMLA Leave, the SEE must:

1. Have been working for the Board for at least twelve (12) months before the leave request (these do not need to be consecutive months); and

2. Have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period preceding the FMLA Leave.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

3. Provide the Board with thirty (30) days advance notice when the need is foreseeable and such notice is practicable.

B. A SEE may take up to twenty-six (26) workweeks of leave during a single twelve (12) month period to care for a covered service member who is the spouse, son, daughter, parent, or next of kin of the SEE.

C. An eligible SEE may take up to twelve (12) workweeks of paid (if sick leave is available) or unpaid leave ("FMLA Leave") in any school year (August 1st through July 31st) for one (1) or more of the following circumstances:

1. The birth of a SEE's child and to care for the child up to age one (1);

2. The placement of a child with a SEE for adoption or foster care, up to a twelve (12) month period after the placement;

3. To care for the spouse, child, or parent of a SEE when that family member has a serious health condition;

4. The SEE's inability to perform the functions of the position because of the SEE's own serious health condition.

5. For qualifying military situations arising when a SEE's spouse, son, daughter or parent is on active duty or is called to active duty status.

D. A "serious health condition" is defined as one that involves either inpatient care or one where the period of incapacity: (1) is more than three consecutive calendar days and involves treatment by a health care provider, (2) is due to incapacity due to pregnancy or prenatal care, (3) is a period of incapacity or treatment for such incapacity due to a chronic serious health condition, (4) is a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, or (5) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider. Conditions for which cosmetic treatment are administered are not "serious health conditions" unless complications develop.

E. Spouses employed by the Board are jointly entitled to a combined total of twelve (12) weeks of FMLA Leave if the FMLA Leave is requested for the birth or placement of a child or to care for an ill parent (but not parent-in-law). Spouses employed by the board are jointly entitled to a combined total of twenty-six (26) of FMLA leave if the leave is requested to care for a covered service member.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

F. For purposes of this section, a qualifying military situation arises when a SEE spouse, son, daughter, or parent is on active duty or called to active duty status (i.e., not on active duty in the Armed Forces) and includes, but is not limited to, the following situations:

1. Attendance at official military sponsored events

2. To provide or arrange for alternative child care or schooling

3. To make financial or legal arrangements to address the SEE address while on active duty

4. Counseling

5. Rest and recuperation, and

6. Post-employment activities.

For purposes of military caregiver leave, a covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury incurred in the line of active duty that renders a service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, therapy or otherwise in an out-patient status or on temporary disability retired list.

G. Sick leave taken shall be counted as FMLA Leave if the reasons for taking it qualify as FMLA reasons.

H. The Board shall maintain coverage under the group health plans and life insurance plans for the duration of the unpaid FMLA leave at the level and under the conditions that would have been provided if the employee had continued to work and not taken leave. Payment of the employee's required contribution toward the premium (if any) is due the first day of the month. Failure to make payment within thirty (30) days will result in termination of coverage during the unpaid FMLA Leave. The SEE shall accrue seniority but shall not accrue any other employment benefits during the unpaid FMLA Leave.

I. The Board shall notify the SEE of FMLA eligibility within three business days of learning of the need for the FMLA leave.

J. For unpaid FMLA Leave the Board retains the right, at its own expense, to require the member to obtain the opinion of a second health care provider designated by the Board. If the second opinion is in conflict with the first, the Board may request, at

the Board's expense, the SEE to see a mutually agreed upon health care provider to give a final and binding opinion regarding eligibility for unpaid FMLA leave. The SEE and Board must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. If the Board does not attempt in good faith to reach agreement, the Board will be bound by the first certification. If the SEE does not attempt in good faith to reach agreement, the SEE will be bound by the second certification.

K. Intermittent Leave and Reduced-Work Schedule

1. Intermittent leave means leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as for chemotherapy.

2. When medically necessary, a SEE may take intermittent FMLA Leave or a reduced-work schedule to care for a spouse/child/parent who has a serious health condition. The SEE shall make reasonable efforts to schedule treatment so as not to unduly disrupt the regular operations of the Board.

3. Where FMLA Leave is taken because of birth or placement for adoption or foster care, a SEE may take leave intermittently or on a reduced-work schedule only if the Board agrees.

L. Return to Work

1. At the end of unpaid FMLA Leave, the Board shall restore the SEE to the same or to an equivalent position with equal benefits, pay, and other terms and conditions of employment.

2. When a SEE is medically able to return to work after using unpaid FMLA Leave because of a serious personal health condition, he/she shall provide the Board with a statement from his/her health care provider that the employee is able to resume the job functions for his/her position.

3. Should a SEE not return to work at the end of the unpaid FMLA Leave or contractual leave that is adjacent to the FMLA leave for reasons other than the continuation, recurrence, or onset of the serious health condition that gave rise to the FMLA Leave or for circumstances beyond the SEE control, the SEE shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA Leave period. A SEE shall be

required to support his/her claim of inability to return to work because of the continuation, recurrence, or onset of the serious health condition. Certification from the SEE health care provider shall be provided in a timely manner, and no later than thirty (30) calendar days after the claimed inability to return. If this certification is not provided in a timely manner, the Board may recover the health benefit premiums it paid during the period of unpaid FMLA Leave.

M. All terms which are not defined in this Article shall have the same meaning as those terms defined in the Family and Medical Leave Act of 1993, as amended January 16, 2009. If there are any inconsistencies between this Article of the Agreement and the Family and Medical Leave Act of 1993, the Family and Medical Leave Act of 1993 shall prevail.

MILITARY LEAVE

A SEE engaged in military service will receive leave and reinstatement rights in accordance with the requirements of applicable Federal and Ohio law.

MILEAGE REIMBURSEMENT

A SEE who is assigned to more than one (1) school per day and is required by the Board to use his/her own automobile to perform his/her assigned duties shall be reimbursed for all such travel. SEEs will also be reimbursed for travel when required to attend mandatory training meetings that involve considerable distance, unless the Board has notified SEEs that the district-owned pool car must be used if available. Rate of compensation is approved IRS rate.

PAYROLL PRACTICES

Paychecks will be biweekly on Friday, during the term of employment. SEEs are required to receive his/her wages in twenty-six (26) bi-weekly, substantially equal pays. In order to facilitate payroll procedures, pay will be one week in arrears. All SEEs are required to receive their paychecks via direct deposit and their pay stub via email.

PERSONNEL FILES

A. Right to Review

A SEE shall have the right, upon request, to examine and obtain a copy of any information in his/her personnel file except for information classified by law as confidential.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

B. Right to See Copy of Material in File

If an Administration communication or a communication received from parents and other nonprofessionals regarding a SEE is intended to become a part of the SEE's file, it shall be reviewed by SEE's boss and the SEE involved and such SEE shall be afforded the opportunity to file a written reply. After receiving the communication, the SEE shall sign it to acknowledge he/she has had the opportunity to review it. This signature shall not indicate agreement with the substance of the communication.

C. Right to Challenge Contents of File

1. A SEE will have the right to indicate which, if any, document(s) or other material(s) in his/her personnel file is obsolete or otherwise inappropriate for retention.

2. Such document(s) will then be reviewed by an appropriate member of the administrative staff.

3. In determining whether a document is "obsolete or otherwise inappropriate for retention," the standards set forth in ORC Section 1347.05 shall apply.

D. Maintenance of Files

Neither the Board nor any Administrator shall maintain confidential and separate files on personnel in the form of communications from parents or computerized information which the SEE has neither seen or had the right to challenge.

E. Public Request to View Personnel Files

In the event any person, other than Administration or a Board member, seeks to review the personnel file of a SEE, the SEE shall be notified of such request. Such notice shall include the name of the person making the request, the date the request was made and, if scheduled, the date and time of the review, if applicable.

SEVERANCE PAY

A. A SEE shall receive severance pay upon quitting his/her employment in the District and/or retiring from active service providing he/she; (1) is approved for retirement benefits by the State Teachers Retirement System (STRS)/State Employees Retirement System (SERS), or (2) is at least fifty (50) years old and has worked at least ten (10) full years in the District, or (3) has fifteen (15) or more years service credit with the SERS and at least ten (10) full years of employment in the District.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

B. A qualifying SEE shall receive severance pay equal to forty percent (40%) of two hundred (200) days; i.e., a benefit of up to eighty (80) days of his/her accumulated and unused sick leave. If a qualifying SEE does not have sufficient sick leave to qualify for maximum severance resigns or retires after fifteen (15) or more years employment in the district, then the severance pay to which he/she is entitled shall be supplemented by one day's pay for each year of employment in the district, provided that the total severance pay shall not exceed the eighty (80) day cap.

C. The payment shall be based on average hours assigned for the last three (3) years of employment. Hours will be based on the last three (3) wage notices issued by June 30 of each year. Wages will be based on final wage rate at the time of retirement.

D. The payment will be made in one lump sum within ninety (90) calendar days of the last work day with the District.

VACATION DAYS

A. SEEs assigned to at least two hundred sixty (260) days of work per year (excluding paid holidays) will be granted paid vacations as follows:

- 15 days- 0 to 9 years
- 20 days- 10 to 14 years
- 22 days- 15 to 19 years
- 25 days- 20 years and over
  For purposes of vacation accrual, the passage of each August 1 defines one year.

* SEEs who have twenty-seven (27) days of vacation as of June of 2023 will be grandfathered in at twenty-seven (27) days.

B. Vacation will be awarded on August 1 of each year for Administrative SEEs and July 1 of each year for Non-Teaching SEEs for the year to be worked and may be taken upon accrual at times requested by the SEE and recommended and approved by his/her supervisor. Requests must be made at least three (3) days in advance, except: (1) this requirement can be waived by the administration and (2) a one-day or two-day vacation can be taken with one (1) workday's notice.

C. A maximum of ten (10) days of unused vacation will be carried forward to the next year.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

D. When a SEE moves from a position that does not qualify for vacation to a vacation qualifying position, placement on the vacation schedule will be determined by the following formula:

(Total years in a nine month position) times (.75) example: 13 years as nine month employee moving to a twelve month position (13) x (.75) = 8.25 twelve month years, therefore, the SEE receives fourteen(14) prorated days of vacation and after one (1) year in the twelve month position, the SEE would be entitled to seventeen (17) days of vacation.

(Total years in a ten and one-half month [218 days] position) times (.85) example:

13 years as a ten and one-half month (218 days) employee moving to a

twelve-month position (13) x (.85) = 11.05 twelve-month years, therefore the SEE receives seventeen (17) prorated days of vacation and after three (3) years in the twelve (12) month position, the SEE would be entitled to twenty-two (22) days of vacation.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

WADSWORTH CITY SCHOOLS EVALUATION INSTRUMENT

EMPLOYEE _____ EVALUATOR _____

DEPT. _____ POSITION _____ DATE _____

Performance Traits	*Rating (Numerical Score)*	*Numerical Score (from previous column)*	*Comments*
1. PROFESSIONAL EXPERTISE Knowledge of job, qualifications	Accomplished (4)		
2. TEAMWORK: Teamwork, works well with others, cooperates with colleagues	Accomplished (4)		
3. PROFESSIONAL CHARACTER: Appearance, courtesy, attitude, public relations, communication	Accomplished (4)		
4. PERSONAL JOB ACCOMPLISHMENTS/INITIATIVE: Motivation, reliability, dependability, interest in work	Accomplished (4)		
5. LEADERSHIP: Sets example, provides direction, has vision	Accomplished (4)		

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

6. QUALITY OF WORK: Accuracy, neatness, thoroughness, standard of work	Accomplished (4)		
7. QUANTITY OF WORK: Volume, amount, speed, turn-around time, projects	Accomplished (4)		
8. PROFESSIONAL GROWTH: Activities, programs, initiatives	Accomplished (4)		
9. ATTENDANCE: Punctual, absenteeism	Accomplished (4)		
GENERAL COMMENTS:			
	RATING TOTAL	0	**OVERALL RATING:** Accomplished Accomplished 32-36 Skilled 23-31 Developing 14-22 Ineffective 9-13

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Sick Leave Pool Donation Form
Salary Exempt Employee

I, _____, wish to donate one (1) day of sick leave to the
(printed name)

Wadsworth City School District's Salary Exempt sick leave pool.

_____ _____
Signature Date

Please submit this form to the Assistant Superintendent.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Sick Leave Pool Application Form
Salary Exempt Employee

I, _____, wish to use _____ days of sick leave
(printed name)

from the Wadsworth City School District's Salary Exempt Employee sick leave pool.

_____ _____
Signature Date

Please submit this form to the Assistant Superintendent.

Attach your doctor's certificate to this form.

Leave is for illness only. Days may be used for catastrophic or life-threatening situations only.



HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

August 1, 2023 - July 31, 2026

Revised November 2024 ~~July 2023~~

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

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HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

DECLARATION

The following benefit provisions apply to all those persons employed by the Board of Education and officially classified as an Hourly Exempt Employee, “HEE”. The following position is classified as HEE for the purpose of this Benefit Provision:

Administrative Assistant to Career Technical Director

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

WAGE RANGE & SCHEDULE

	2023-2024		2024-2025		2025-2026		
Position	Low	High	Low	High	Low	High	**Days
Admin. Asst. to Compact Director	$24.12	$30.67	$24.72	$31.44	$25.46	$32.38	TBD

*Hourly employees with a 2- or 4-year degree applicable to their responsibilities will receive an additional $0.50 per hour.

**4.5 hrs./day

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

CALAMITY DAYS

A. Unless notified otherwise by supervisory personnel or administration, HEE who are contracted to work in excess of two hundred and thirty five (235) or more days are expected to report to work when the school(s) in which they are employed are closed owing to an epidemic or other public calamity. HEE required to work on these days shall be paid one (1) calamity day in addition to their regular pay for each hour actually worked for up to five (5) calamity days. Any calamity day beyond the first five (5) will be paid at straight time.

B. HEE who work in excess of two hundred and thirty five (235) days shall be paid for regular time lost if said epidemic or calamity prevents them from reporting, or causes them to be late.

C. HEE who work in excess of two hundred and thirty five (235) days are required to make every reasonable effort to be present to assist in the routine tasks to be performed and in coping with the emergency.

COMPENSATION SYSTEM (YEARLY)

CONCEPT

Each hourly exempt employee has an hourly rate, the starting point of which is determined at his/her date of hire (see description below). Each year the Superintendents' of the Four Cities Compact, in consultation with their Boards of Education,will determine a dollar amount available for raises to hourly exempt employees. If the Superintendents' of the Four Cities Compact, in consultation with their Boards of Education, determine money is available, they will be responsible for determining how the money will be distributed to the employees. The Four Cities Compact Superintendents will determine a percentage increase that corresponds to each level of the evaluation instrument (ineffective, developing, skilled, accomplished). Each hourly exempt employee's percentage increase will be based upon the employee's summative (end of year) evaluation rating and the percentage the Four Cities Compact Superintendents set for the said rating. Within the parameters written above, the total compensation increase an employee receives in a given year cannot exceed the top of the hourly range for his/her position in the year in question.

HIRING/HOURLY RATE

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

The determination of the appropriate starting salary or hourly rate for new hires will be made by the Superintendents' of the districts comprising the Four Cities Compact. Starting hourly rates should be at, or toward, the minimum of the assigned hourly rate range. A starting hourly rate which is higher than the minimum assigned hourly rate range may be granted for such reasons as education and/or work experience directly applicable to the job which exceeds the minimum qualification requirements, a competitive market situation, a special or specific talent, etc. Hourly rate levels of current District employees should also be considered in determining new hire hourly rates.

ATTAINMENT OF PERFORMANCE GOALS

At the beginning of each school year, the employee will set a minimum of two (2) performance goals collaboratively with his/her direct supervisor.

HOURLY STRUCTURE ANALYSIS

In response to market trends, the hourly rate structures should be reviewed and updated, as appropriate. A market analysis should be completed using comparable school districts in our area.

RATIONALE

This system allows for performance-based financial incentives while creating an atmosphere where everyone has an equal opportunity for advancement within their respective range. The evaluation instrument is known to the employee from the beginning, thus eliminating to a great degree the idea of a supervisor being "arbitrary" with decisions that are made. All of this is done within the dollar amount allocated by the Superintendents' of the Four Cities Compact, in consultation with their Boards of Education.

DISCIPLINARY PROCEEDINGS

Appropriate discipline may include oral or written reprimand, suspension with or without pay, reduction, demotion and/or termination.

EVALUATION

A. All HEE will be formally evaluated at least once each year by May 15 for HEE with less than two hundred sixty (260) day contracts, and June 15 for HEE with

two hundred sixty (260) day contracts (See Appendix A for a copy of the evaluation instrument).

B. The purpose of such an evaluation is to promote better understanding of the consistent requirements of each position and expectations of the Administration of the HEE's productivity and the specific performance objective or targets to be achieved in a period covered by the evaluation and to point out and to attempt to mutually correct any deficiencies the HEE may have in his/her job performance. Expectations will be communicated to the HEE sufficiently in advance of the evaluation to provide an opportunity to meet expectations. Copies of the written evaluation will be given to the HEE evaluated and a copy will be filed in the HEE's personnel file.

C. The evaluator shall give the HEE a signed copy of the evaluation at least two (2) workdays prior to the post-evaluation conference. The HEE shall have an opportunity to discuss the evaluation with the evaluator. Where appropriate, suggestions for improvement will be made to the HEE. No HEE shall be adversely evaluated without just cause.

D. The HEE shall sign the evaluation form, which signifies only that the HEE has seen and discussed the evaluation; the HEE's signature does not signify agreement with the evaluation. The HEE will have ten (10) workdays after the above conference to notify the evaluator that he/she will file a written response to the evaluation with the Superintendent or designee. The response will be attached to and made part of the evaluation.

E. An HEE will be evaluated on his/her work performance by his/her immediate supervisor/administrator.

FBI CHECK

The Board shall pay for the cost of any FBI check provided the HEE-initiated the background check through central office.

FLEX TIME

Flex time should be used within the pay period it is accrued. If this is not possible, then every effort should be made to use it in the next pay period. The maximum flex time that can be accrued at any one time is twelve (12) hours.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

HOLIDAY PAY

A. Any HEE who is required to work on the day observed as a holiday shall receive time and one half (1 1/2) for all hours worked in addition to pay for the holiday.

B. Holidays granted and paid are as follows: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day. Good Friday also shall be a paid holiday in years when school is not in session on that day. HEE assigned to work two hundred sixty (260) days or more will also receive Fourth of July, Christmas Eve and New Year's Eve. HEE's whose regular job calendar requires them to work eleven (11) or twelve (12) months receive Juneteenth as a paid holiday. HEE's who work less than eleven (11) months and who are scheduled to work on Juneteenth or the observance of Juneteenth as part of their regular job calendar (not because of extra work opportunities) will also receive Juneteenth as a paid holiday.

C. In order to qualify for holiday pay, an HEE must be either working his/her last scheduled work day prior to the holiday and his/her first scheduled work day after the holiday, or be properly excused. Members on unpaid leave shall not be eligible for holiday pay.

D. In the event a holiday falls on Saturday, Friday will be the paid holiday. If it falls on Sunday, then, Monday will be the paid holiday.

INSURANCE

GENERAL PROVISIONS

A. Right to Insurance Benefits

In addition to the salary and other payments, the compensation of full-time HEE shall include the insurance benefits provided herein. A full-time HEE is defined as those who are contracted to work one thousand two hundred fifty (1,250) hours or more in a work year.

B. Distribution of Insurance Cards

Each HEE shall be issued a current insurance card.

PREFERRED PROVIDER ORGANIZATION (PPO)

A. Method of Payment

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

HEE shall pay a portion of the monthly premium according to the following schedule:

Single: 9%
Family: 6%

B. Specifications
Wadsworth City Schools – Base Plan
Blue Access® (PPO)
Effective 07/01/2017

Covered Benefits	Network	Non-Network
Deductible (Single/Family)	$250/$500	$1,000/$1,600
Out-of-Pocket Limit (Single/Family)	$1,250/$2,500	$3,400/$6,800
Covered Benefits	**Network**	**Non-Network**
Physician Home and Office Services (PCP/SCP) **Primary Care Physician (PCP)/** **Specialty Care Physician (SCP)** Including Office Surgeries and allergy serum: • allergy injections (PCP and SCP) • allergy testing • MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and pharmaceutical products	$20/$20 20% 20% 20%	30% 30% 30% 30%
Preventive Care Services Services included but not limited to: Routine medical exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Hearing screenings and Vision screenings which are limited to Screening tests (i.e. Snellen eye chart) and Ocular Photo screening.	No cost share	30%
Emergency and Urgent Care **Emergency Room Services** • **facility/other covered services** (copayment waived if admitted) **Urgent Care Center Services** • MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasounds and pharmaceutical products • Allergy injections • Allergy testing	$100 $25 20% 20% 20%	$100 30% 30% 30%

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

		30%
Inpatient and Outpatient Professional Services Include but are not limited to: • Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations,Surgery and administration of general anesthesia and Newborn exams	20%	30%
Inpatient Facility Services (Network/Non-Network combined) Unlimited days except for: • 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis) • 180 days for skilled nursing facility	20%	30%

Covered Benefits	Network	Non-Network
Outpatient Surgery Hospital/Alternative Care Facility • Surgery and administration of general anesthesia	20%	30%
Other Outpatient Services including but not limited to: • Non-Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services. • Home Care Services 30 visits (excludes IV Therapy) (Network/Non-Network combined) • Durable Medical Equipment, Orthotics and Prosthetics • Physical Medicine Therapy Day Rehabilitation programs • Hospice Care • Ambulance Services	20% 20% 20%	30% 20% 20%

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Outpatient Therapy Services (Combined Network & Non-Network limits) • Physician Home and Office Visits (PCP/SCP) • Other Outpatient Services @ Hospital/Alternative Care Facility Limits apply to: • Cardiac Rehabilitation Unlimited • Pulmonary Rehabilitation Unlimited • Physical Therapy: 60 visits • Occupational Therapy: 60 visits • Manipulation Therapy: 12 visits • Speech therapy: 20 visits • Teledoc (Live Health Online)	$20/$20 20%	30% 30%
Accidental Dental: Unlimited per accident (Network and Non-network combined)	Copayments/Coinsurance based on setting where covered services are received	30%
Behavioral Health: **Mental Illness and Substance Abuse[2]** • Inpatient Facility Services • Physician Home and Office Visits (PCP/SCP) • Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional	20% $20 20%	30% 20% 20%
Human Organ and Tissue Transplants[3] • Acquisition and transplant procedures, harvest and storage.	20%	30%

Covered Benefits	Network	Non-Network

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Prescription Drugs **Network Tier structure equals 1/2/3**		
• **Network Retail Pharmacies:** (30-day supply)	$10 generic/$20 preferred brand/$30 Non-preferred generic & brand	50%, min $30[5]
• **Home Delivery Service:** (90-day supply)	$25 generic/$50 preferred brand/$70 Non-preferred generic & brand	Not covered
Member may be responsible for additional cost when not selecting the available generic drug.	Rx OOP Max: $6,525 Single/$13,050 Family	
Medicare Rx - Wrap		

Notes:

- All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services). Prescription drug cost shares have a separate out-of-pocket maximum.
- Deductible(s) apply to covered medical services listed with a percentage (%) coinsurance, including 0%. However, the deductible does not apply to Emergency Room Services where a copayment & (%) coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies.
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies. When the Office Visit cost share is a % coinsurance, deductible and coinsurance apply to allergy injections.
- No cost share (NCS) means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- Certain diabetic and asthmatic supplies, except diabetic test strips, have no deductible/copayment/

coinsurance up to the maximum allowable amount at network pharmacies.

- Benefit period = calendar year
- Mammograms (Diagnostic) are no copayment/coinsurance in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.
- Private Duty Nursing – limited to 82 visits/Calendar Year
- Vision limited services – additional vision services are covered when specifically coded as determination of refraction, routine ophthalmological examination including refraction for new and established patients, and a visual functional screening for visual acuity. No additional ophthalmological services are covered as part of the medical coverage.
- Plan to exclude for elective abortions.

2 We encourage you to review the Schedule of Benefits for limitations.
3 Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.
4 Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

Precertification:

Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

Pre-existing Exclusion Period: none

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

WELLNESS RIDER

The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.

The program includes the following provisions:

(1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall

of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in four (4) key wellness categories:

- Non-smoker or participation in a smoking cessation program
- Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol
- Body Mass Index (BMI)
- Blood Pressure (BP)

(2) Beginning in 2019 and applicable for each subsequent calendar year, HRA credits shall be issued subject to the terms and conditions outlined herein, credits shall be provided on the following basis:

- Participation in the immediately preceding period's onsite biometrics initiative or physician directed preventive exam.
- Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth $25/single or $50/family.
- Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.
- Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination

process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

- Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over both the prior year's Systolic and Diastolic blood pressure number provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

(4) For each year after 2018, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits for the following calendar year.

TERM LIFE INSURANCE

A. Right to Coverage

The Board shall purchase from a carrier licensed by the State of Ohio, group term life insurance in the amount of $50,000 for each regular, full-time HEE now or hereinafter employed.

B. Method of Payment

The full cost of this program and any increase thereof shall be paid by the Board.

C. Right to Purchase Additional Coverage

The Board shall allow an eligible HEE to purchase additional amounts of coverage through payroll deduction, provided the number electing to take advantage of this opportunity is adequate to meet the requirements of the insuring company. The Board may insist that the amount of such additional coverage shall be $50,000 or One Hundred Thousand Dollars $100,000, at the option of the HEE. The right to purchase such additional coverage is subject to availability and to all requirements imposed by the insurance carrier.

DENTAL INSURANCE

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

A. Right to Coverage

The Board shall self-fund and/or purchase from a carrier licensed in the State of Ohio, dental insurance coverage for each full-time HEE now or hereinafter employed, and his/her family.

B. Method of Payment of Coverage

The full cost of such insurance shall be paid by the Board.

C. Right to Change Coverage Status

An HEE may change coverage during the districts open enrollment period or when the employee has a "change in life event" as defined by the insurance carrier.

Delta Dental PPO (Point-of-Service) Summary of Dental Plan Benefits for Group# 1151-5000, 5091

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.*

Control Plan – Delta Dental of Ohio
Benefit Year – January 1 through December 31
Covered Services –

	PPO Dentist	Premier Dentist	Non-participating Dentist
	Plan Pays	Plan Pays	Plan Pays*
Diagnostic & Preventive			
Diagnostic and Preventive Services – exams, cleanings, fluoride, and space maintainers	100%	100%	100%
Sealants – to prevent decay of permanent teeth	100%	100%	100%
Brush Biopsy – to detect oral cancer	100%	100%	100%
Radiographs – X-rays	100%	100%	100%
Basic Services			
Emergency Palliative Treatment – to temporarily relieve pain	80%	80%	80%
Minor Restorative Services – fillings and crown repair	80%	80%	80%
Endodontic Services – root canals	80%	80%	80%
Periodontic Services – to treat gum disease	80%	80%	80%
Oral Surgery Services – extractions and dental surgery	80%	80%	80%
Other Basic Services – misc. services	80%	80%	80%
Major Services			

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Major Restorative Services – crowns	**70%**	**70%**	**70%**
Relines and Repairs – to bridges, implants, and dentures	**70%**	**70%**	**70%**
Prosthodontic Services – bridges, implants, and dentures	**70%**	**70%**	**70%**
Orthodontic Services			
Orthodontic Services – braces	**60%**	**60%**	**60%**
Orthodontic Age Limit –	**No Age Limit**	**No Age Limit**	**No Age Limit**

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. The Nonparticipating Dentist Fee may be less than what your dentist charges and you are responsible for that difference.

- Oral exams (including evaluations by a specialist) are payable twice per calendar year.
- Prophylaxes (cleanings) are payable twice per calendar year. Periodontal maintenance procedures are not a Covered Service for people under age 16.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice per calendar year for people up to age 19.
- Space maintainers are payable once per area per lifetime for people up to age 16.
- Bitewing X-rays are payable twice per calendar year for people under age 19 and once per calendar year for people age 19 and older. Full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period. Vertical bitewing X-rays are payable once in any three-year period.
- Four periapical and two occlusal X-rays are payable per calendar year.
- Sealants are payable twice per tooth per lifetime for the occlusal surface of first and second permanent molars up to age 16. The surface must be free from decay and restorations.
- Crowns, inlays and onlays are Covered Services for people age 16 and older once in any five-year period. Recementation of crowns, inlays and onlays are payable once per lifetime for people age 16 and older. Prefabricated crowns are Covered Services on primary teeth.
- Composite resin (white) restorations are Covered Services on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Root canal treatment is payable once per tooth per lifetime. Retreatment of a previous root canal is payable once per tooth per lifetime.
- Certain oral surgery procedures including vestibuloplasty, frenulectomy, frenuloplasty, oroantral fistula closure, primary closure of sinus perforation and biopsy of hard tissue are Covered Services.
- Full and partial dentures are payable once in any five-year period. Tissue conditioning is payable twice in any 12- month period. Chairside reline and rebase of dentures are payable once in any calendar year. Lab reline and rebase of dentures are payable once in a three-year period. Adjustments of dentures are payable once in any calendar year.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

- Recement of bridges is payable once per lifetime. Repair of bridges is payable once in any five-year period.
- Implants and implant related services are payable once per tooth in any five-year period.
- Emergency palliative treatment is a Covered Service twice in any calendar year. Consultations (by other than the treating dentist) are Covered Services once in any calendar year. Occlusal guards and occlusal adjustments are not Covered Services.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

Maximum Payment – $3,000 per person total per Benefit Year on all services except orthodontics. $1,500 per person total per lifetime on orthodontic services.

Deductible – $25 Deductible per person total per Benefit Year limited to a maximum Deductible of $50 per family per Benefit Year. The Deductible does not apply to oral exams, preventive services, consultations, office visit for observation, X-rays, brush biopsy, sealants, and orthodontic services.

Any expenses incurred by an eligible person for covered services during the last three months of a benefit year and applied to the Deductible for that benefit year will also be applied to the Deductible for the following Benefit Year.
The Deductible met under the previous carrier for the period January 1, 2014 through June 30, 2014 will be applied to the
2014 calendar year Deductible with Delta Dental. It is the Subscriber's responsibility to provide Delta Dental with adequate documentation of the Deductible met under the previous carrier.

Waiting Period – Employees who are eligible for dental benefits are covered as identified in your contract with the school district.

Eligible People – All eligible contracted employees of the school district who elect the dental plan. The Contractor and Subscriber share the cost of this plan.

Also eligible at your option are your legal spouse and your dependent unmarried children to the end of the month in which they turn 26 if eligible to be claimed by you as a dependent under the U.S. Internal Revenue code during the current calendar year. You and your eligible dependents must enroll for a minimum of 12 months. If coverage is terminated after 12 months, you may not re-enroll prior to the open enrollment that occurs at least 12 months from the date of termination. Your dependents may only enroll if you are enrolled (except under COBRA) and must be enrolled in the same plan as you. Plan changes are only allowed during open enrollment periods, except that an election may be revoked or changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

If you and your spouse are both eligible under this Contract, you may be enrolled as both a Subscriber on your own application and as a dependent on your spouse's application. Your dependent children may be enrolled on both applications as well. Delta Dental will coordinate benefits.

Benefits will cease on the last day of the month in which the employee is terminated.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

LEAVE PROVISIONS

SICK LEAVE

A. HEE shall accrue sick leave as established by the Ohio Revised Code. Sick leave shall be charged as it is used in minimum increments of one-quarter (1/4) hours, with a maximum accumulation of two hundred eighty-four (284) days. The State mandated accumulation of Sick Leave is also established by the Ohio Revised Code. An HEE shall receive notification of his/her accumulated sick leave with each pay. An HEE who has not yet accumulated sufficient sick leave or who has exhausted sick leave ~~and personal leave~~ shall be credited up to five (5) days of sick leave.

B. HEE may use sick leave, upon approval of the responsible administrative officer of the employee, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and to illness, injury or death in the HEE immediate family. Sick leave may also be used as follows: (1) for pregnancy as provided in the Ohio Revised Code. Absent medical verification of a need for a longer leave, the use of sick leave for pregnancy and/or child birth will not exceed six (6) weeks from date of delivery or eight (8) weeks from the date of delivery for a cesarean section, when documentation of the cesarean section has been provided; (2) for care of a spouse with a newborn baby up to a maximum of five (5) days. If an HEE requires more than five days, he/she will provide written documentation to the Superintendent; and (3) for the death of an aunt or uncle up to a maximum of two days. Babysitting for the HEE children or grandchildren is an inappropriate use of sick leave. When the administration suspects an abuse in the use of sick leave, the administration has the right to require an affidavit from a physician to verify the use of sick leave. Any misuse, abuse, or unauthorized use of sick leave will result in disciplinary action up to and including termination.

C. Any HEE whose job requires the operation of machinery or motor vehicle and who is on prescription medication that might impact the HEE ability to perform those functions must immediately inform his/her supervisor and provide a physician's statement verifying the member's fitness to operate such machinery or motor vehicle.

D. The local definition of "immediate family" is:

- Spouse of HEE
- Children or grandchildren of HEE or of his/her spouse
- Parents and stepparents of HEE and HEE's spouse
- Brothers and sisters of HEE and HEE's spouse

- Grandparents of HEE and HEE's spouse
- Son-in-law and daughter-in-law of HEE or of his/her spouse
- In the event of death, "immediate family" also includes aunts and uncles.

Any person *in loco* of the above (e.g., anyone residing in the same home with the HEE or any relative who clearly stands in the same relationship with the HEE as any of those so specified). An HEE must provide a written description of the facts on the District absence report form supporting the *in loco* situation.

E. HEE shall not be charged sick leave when school is not in session or when the HEE is not required to report to work.

PERSONAL LEAVE

A. Right to Leave

1. HEE shall be eligible for three (3) unrestricted days per school year.
2. HEE will not be charged personal leave on non-work days.

B. Notice of Intent to Use Leave

Notice of intent to use Personal Leave shall be provided by completing and delivering to the person the HEE directly reports to the prescribed form at least three (3) days in advance of the anticipated absence. If circumstances make advance notice impossible, the HEE shall notify the person they report to with his/her intent to use Personal Leave as soon as practicable.

C. Purpose of Leave

It is the intent of this Section to provide HEE with a means of dealing with personal matters that cannot be handled except during school hours.

D. Personal Leave must be taken in minimum increments of one-quarter (1/4) hour.

E. On occasion, special circumstances not covered by the provision above may arise and HEE may wish to request personal leave. Such requests shall be made in writing to the person the HEE reports to who may grant the personal leave on a paid or unpaid basis or may deny the request.

F. An HEE who abuses personal leave will be subject to discipline, up to and including termination.

G. Any unused personal leave hours at the end of the contract year (June 30) will be paid at the HEE's per diem rate. If the HEE desires to have unused personal leave converted to sick leave in lieu of receiving his/her per diem rate reimbursement

for unused personal leave hours, he/she must submit a letter to the Treasurer's office by June 15.

UNPAID LEAVE

A. Unpaid Leave – Short Term

Unpaid leave of up to ten (10) days at one time may be granted, in writing, by the Superintendent or his designee upon prior written request to the Superintendent or his designee by the HEE. In emergency cases, verbal requests and approval shall be reported, in writing, by the supervisor or administrator granting the request.

B. Unpaid Leave – Long Term

Upon the written request of an HEE, the Board may grant Unpaid Leaves up to two (2) years in length.

PAID ADOPTION LEAVE

A. Adoptions in the United States

An HEE is eligible, upon adoption of a child in the United States, to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed twenty (20) days.

B. Adoptions Outside the United States

If a child outside of the United States is adopted, an HEE will be able to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. Further, accumulated sick leave may be used for up to a total of ten (10) days for the adoption process, prior to receiving custody of the child. The scheduling of leave for the adoption process will be arranged between the HEE and the Superintendent. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed thirty (30) days.

C. HEE will not be charged adoption leave on non-work days.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

UNPAID CHILD CARE LEAVE

A. Length of Leave

An HEE shall be granted unpaid child care leave to care for a newborn or an adopted child who is not yet school age. Unpaid child care leave and the absence (if any) charged to sick leave shall not exceed six (6) months. Unpaid child care leave shall start at the end of the use of sick leave (if any) and will expire no later than the end of the sixth month following the child's birth or date of adoption.

B. Eligibility for Leave

An HEE wishing to take unpaid leave for child care pursuant to this Section shall, as a prerequisite, file a letter of intent to use such leave, specifying its expected duration, not later than the end of the fifth (5th) month of pregnancy or within four (4) months of pending adoption date.

C. Right to Return from Leave

1. An HEE who has elected not to take additional leave shall return to work as soon as the period of actual physical disability has ended. The HEE will notify the Superintendent in writing, of the date of her expected return as far in advance as possible.

2. An HEE who uses an additional unpaid leave for child care shall return on the date specified in the notice of intent to use the unpaid leave.

D. Rights While on Leave

An HEE who is absent on unpaid child care leave shall have the same rights, and only those rights, while on leave and upon returning from leave as any other HEE who is absent on unpaid leave pursuant to Ohio Revised Code.

E. Insurance Coverage While on Leave

An HEE on unpaid child care leave may continue all insurance coverage provided. Such coverage will be at his/her own expense unless otherwise required by statute. Payment for such coverage shall be made monthly by the HEE to the Treasurer.

JURY DUTY

An HEE shall be granted time off for jury duty actually served during work hours and shall suffer no loss of pay. If an HEE has served on jury duty in excess of four (4) hours

in a given day, the member need not report to work. Similarly, if an HEE has worked four (4) hours of his/her shift prior to reporting to jury duty, the HEE need not return to work. The HEE may keep any payment received for jury duty. Documentation of jury duty actually served must be submitted to the appropriate supervisor.

LEAVE PURSUANT TO SUMMONS OR SUBPOENA

A. Right to Leave for a Summons or Subpoena

Any HEE who is summoned or subpoenaed for a job-related issue shall be granted leave with no loss of pay or other benefits for days missed by reasons of the summons or subpoena. A summons or subpoena issued because of a student's custody issue is considered to be job related. A HEE receiving a subpoena to appear as a witness for a non-job related issue shall be eligible for leave under this section.

B. Right to Leave for a Non-Job Related Issue

Personal leave must be utilized for a summons issued because of a non-job related issue. If the HEE has exhausted his/her personal leave, and is summoned for something that is not job related, leave pursuant to summons or subpoena may be used in order to comply with the summons.

C. Leave not Covered

An HEE is not eligible for leave under this Section if the HEE is a party to the legal proceeding.

D. Duty to Report

If the HEE responsibility under the summons or subpoena requires the HEE participation in excess of four (4) hours in a given day, the member need not report to work. Similarly, if the HEE has worked four (4) or more hours of his/her shift and the HEE requires leave due to a summons or subpoena, the HEE need not return to work following completion of that responsibility. Documentation of the HEE's obligations under this Section must be submitted to the appropriate supervisor.

ASSAULT LEAVE

A. Right to Leave

An HEE who is absent due to physical disability directly resulting from an assault, which occurs in the course of Board employment, while on duty either during school hours or where required to be in attendance at a school-sponsored function, shall be eligible to receive Assault Leave.

B. Notice of Intent to Use Leave

1. Such leave shall be granted, for a period not to exceed one hundred eighty (180) workdays, upon the HEE delivering to their immediate supervisor a signed Employee Report of Injury Form.

2. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault (if known), the facts surrounding the assault and willingness of the HEE to cooperate with the Board if the Board chooses to pursue legal action against the assailant(s).

C. Rights While On Leave

1. An HEE on Assault Leave shall be maintained on full pay status during the period of his/her leave with the exceptions listed in D and E below.

2. Leave granted under this Section shall not be charged against Sick Leave earned or earnable under ORC Section 3319.141 or leave granted under other section in the benefit provision plan.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

D. Length of Leave

Assault Leave may be used for the period of the disability up to a maximum of one hundred (180) workdays.

E. Restrictions

1. If medical attention is required, the HEE shall supply a certificate from a licensed physician stating the nature of the disability and its duration.

2. The HEE must file a Workers Compensation claim with the Business Office. The pay of a HEE on Assault Leave shall be reduced by the amount received by him/her, if any, for Workers' Compensation as a benefit to cover loss of pay resulting from the injury. However, the HEE's pay shall not be reduced by benefits received from Workers' Compensation to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines and/or rehabilitation services.

3. If an HEE is unable to return to work after using fifty (50) days for assault leave, he/she shall provide the Board medical verification of the need for additional assault leave. The Board retains the right, at its own expense, to require the HEE to obtain the opinion of a second healthcare provider designated by the Board. If the second opinion is in conflict with the member's first medical verification, the Board may request, at the Board's expense, that the HEE see a mutually agreed upon healthcare provider to give a final and binding opinion regarding the need for continued assault leave.

4. Falsification of either the signed statement or a physician's certificate may be grounds for suspension or termination of employment under ORC Section 3319.16.

5. HEE shall not be charged assault leave when school is not in session or when the member is not required to report to work.

F. Verbal Assault Leave

1. An HEE not physically assaulted but who is emotionally distraught due to a threat of physical injury that is direct, specific and plausible will receive up to two (2) days off without loss of pay, as long as the HEE reports the threat to the police.

2. HEEs shall not be charged verbal assault leave when school is not in session or when the HEE is not required to report to work.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

PROFESSIONAL LEAVE

A. Eligibility for Leave

An HEE may initiate a request or be assigned to attend professional conferences designed to improve the HEE's effectiveness in his/her assigned area(s).

B. Application for Leave

Application for professional leave shall be made by the HEE completing the form provided by the Board, and submitting it to his/her district supervisor.

C. Restriction

In determining whether to approve requests, the value of the conference relative to the costs of attendance shall be considered along with the availability of funds within the Board's annual appropriation.

FAMILY AND MEDICAL LEAVE

A. To be eligible for FMLA Leave, the HEE must:

1. Have been working for the Board for at least twelve (12) months before the leave request (these do not need to be consecutive months); and

2. Have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period preceding the FMLA Leave.

3. Provide the Board with thirty (30) days advance notice when the need is foreseeable and such notice is practicable.

B. An HEE may take up to twenty-six (26) workweeks of leave during a single twelve (12) month period to care for a covered service member who is the spouse, son, daughter, parent, or next of kin of the HEE.

C. An eligible HEE may take up to twelve (12) workweeks of paid (if sick leave is available) or unpaid leave ("FMLA Leave") in any school year (August 1st through July 31st) for one (1) or more of the following circumstances:

1. The birth of an HEE's child and to care for the child up to age one (1);

2. The placement of a child with an HEE for adoption or foster care, up to a twelve (12) month period after the placement;

3. To care for the spouse, child, or parent of an HEE when that family member has a serious health condition;

4. The HEE's inability to perform the functions of the position because of the HEE's own serious health condition.

5. For qualifying military situations arising when an HEE's spouse, son, daughter or parent is on active duty or is called to active duty status.

D. A "serious health condition" is defined as one that involves either inpatient care or one where the period of incapacity: (1) is more than three consecutive calendar days and involves treatment by a health care provider, (2) is due to incapacity due to pregnancy or prenatal care, (3) is a period of incapacity or treatment for such incapacity due to a chronic serious health condition, (4) is a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, or (5) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider. Conditions for which cosmetic treatment are administered are not "serious health conditions" unless complications develop.

E. Spouses employed by the Board are jointly entitled to a combined total of twelve (12) weeks of FMLA Leave if the FMLA Leave is requested for the birth or placement of a child or to care for an ill parent (but not parent-in-law). Spouses employed by the board are jointly entitled to a combined total of twenty-six (26) of FMLA leave if the leave is requested to care for a covered service member.

F. For purposes of this section, a qualifying military situation arises when an HEE's spouse, son, daughter, or parent is on active duty or called to active duty status (i.e., not on active duty in the Armed Forces) and includes, but is not limited to, the following situations:

1. Attendance at official military sponsored events

2. To provide or arrange for alternative child care or schooling

3. To make financial or legal arrangements to address the HEE address while on active duty

4. Counseling

5. Rest and recuperation, and

6. Post-employment activities.

For purposes of military caregiver leave, a covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury incurred in the line of active duty that renders a service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, therapy or otherwise in an out-patient status or on temporary disability retired list.

G. Sick leave taken shall be counted as FMLA Leave if the reasons for taking it qualify as FMLA reasons.

H. The Board shall maintain coverage under the group health plans and life insurance plans for the duration of the unpaid FMLA leave at the level and under the conditions that would have been provided if the employee had continued to work and not taken leave. Payment of the employee's required contribution toward the premium (if any) is due the first day of the month. Failure to make payment within thirty (30) days will result in termination of coverage during the unpaid FMLA Leave. The HEE shall accrue seniority but shall not accrue any other employment benefits during the unpaid FMLA Leave.

I. The Board shall notify the HEE of FMLA eligibility within three business days of learning of the need for the FMLA leave.

J. For unpaid FMLA Leave the Board retains the right, at its own expense, to require the member to obtain the opinion of a second health care provider designated by the Board. If the second opinion is in conflict with the first, the Board may request, at the Board's expense, the HEE to see a mutually agreed upon health care provider to give a final and binding opinion regarding eligibility for unpaid FMLA leave. The HEE and Board must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. If the Board does not attempt in good faith to reach agreement, the Board will be bound by the first certification. If the HEE does not attempt in good faith to reach agreement, the HEE will be bound by the second certification.

K. Intermittent Leave and Reduced-Work Schedule

1. Intermittent leave means leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as for chemotherapy.

2. When medically necessary, an HEE may take intermittent FMLA Leave or a reduced-work schedule to care for a spouse/child/parent who has a serious

health condition. The HEE shall make reasonable efforts to schedule treatment so as not to unduly disrupt the regular operations of the Board.

3. Where FMLA Leave is taken because of birth or placement for adoption or foster care, an HEE may take leave intermittently or on a reduced-work schedule only if the Board agrees.

L. Return to Work

1. At the end of unpaid FMLA Leave, the Board shall restore the HEE to the same or to an equivalent position with equal benefits, pay, and other terms and conditions of employment.

2. When an HEE is medically able to return to work after using unpaid FMLA Leave because of a serious personal health condition, he/she shall provide the Board with a statement from his/her health care provider that the employee is able to resume the job functions for his/her position.

3. Should an HEE not return to work at the end of the unpaid FMLA Leave or contractual leave that is adjacent to the FMLA leave for reasons other than the continuation, recurrence, or onset of the serious health condition that gave rise to the FMLA Leave or for circumstances beyond the HEE's control, the HEE shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA Leave period. As HEE shall be required to support his/her claim of inability to return to work because of the continuation, recurrence, or onset of the serious health condition. Certification from the HEE's health care provider shall be provided in a timely manner, and no later than thirty (30) calendar days after the claimed inability to return. If this certification is not provided in a timely manner, the Board may recover the health benefit premiums it paid during the period of unpaid FMLA Leave.

M. All terms which are not defined in this Article shall have the same meaning as those terms defined in the Family and Medical Leave Act of 1993, as amended January 16, 2009. If there are any inconsistencies between this Article of the Agreement and the Family and Medical Leave Act of 1993, the Family and Medical Leave Act of 1993 shall prevail.

MILITARY LEAVE

An HEE engaged in military service will receive leave and reinstatement rights in accordance with the requirements of applicable Federal and Ohio law.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

MILEAGE REIMBURSEMENT

An HEE who is required by the Board to use his/her own automobile to perform his/her assigned duties shall be reimbursed for all such travel. Examples are: an HEE who is assigned to more than one (1) school building per day or attending mandatory training meetings that involve considerable distances. Rate of compensation is approved IRS rate.

PAYROLL PRACTICES

Paychecks will be biweekly on Friday, during the term of employment. HEE may elect to receive his/her wages in twenty-six (26) bi-weekly, substantially equal pays. In order to facilitate payroll procedures, pay will be one week in arrears. All HEE will be paid via direct deposit into the account in the financial institution of the HEE choice and will receive their pay stub via email.

PERSONNEL FILES

A. Right to Review

An HEE shall have the right, upon request, to examine and obtain a copy of any information in his/her personnel file except for information classified by law as confidential.

B. Right to See Copy of Material in File

If an Administration communication or a communication received from parents and other nonprofessionals regarding an HEE is intended to become a part of the HEE's file, it shall be reviewed by HEE's boss and the HEE involved and such HEE shall be afforded the opportunity to file a written reply. After receiving the communication, the HEE shall sign it to acknowledge he/she has had the opportunity to review it. This signature shall not indicate agreement with the substance of the communication.

C. Right to Challenge Contents of File

1. An HEE will have the right to indicate which, if any, document(s) or other material(s) in his/her personnel file is obsolete or otherwise inappropriate for retention.

2. Such document(s) will then be reviewed by an appropriate member of the administrative staff.

3. In determining whether a document is "obsolete or otherwise inappropriate for retention," the standards set forth in ORC Section 1347.05 shall apply.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

D. Maintenance of Files

Neither the Board nor any Administrator shall maintain confidential and separate files on personnel in the form of communications from parents or computerized information which the HEE has neither seen or had the right to challenge.

E. Public Request to View Personnel Files

In the event any person, other than the HEE's Supervisor or other Administrator or Board member, seeks to review the personnel file of an HEE, the HEE shall be notified of such request. Such notice shall include the name of the person making the request, the date the request was made and, if scheduled, the date and time of the review, if applicable.

SEVERANCE PAY

A. An HEE shall receive severance pay upon quitting his/her employment in the District and retiring from active service providing he/she; (1) is approved for retirement benefits by the State Employees Retirement System (SERS), or (2) is at least fifty (50) years old and has worked at least ten (10) full years in the District, or (3) has fifteen (15) or more years' service credit with the SERS and at least ten (10) full years of employment in the District.

B. A qualifying HEE shall receive severance pay equal to forty percent (40%) of two hundred (200) days; i.e., a benefit of up to eighty (80) days of his/her accumulated and unused sick leave. If a qualifying HEE does not have sufficient sick leave to qualify for maximum severance resigns or retires after fifteen (15) or more years employment in the district, then the severance pay to which he/she is entitled shall be supplemented by one day's pay for each year of employment in the district, provided that the total severance pay shall not exceed the eighty (80) day cap.

C. The payment shall be based on average hours assigned for the last three (3) years of employment. Hours will be based on the last three (3) wage notices issued by June 30th of each year. Wages will be based on final wage rate at the time of retirement.

D. The payment will be made in one lump sum within ninety (90) calendar days of the last work day with the District. Alternatively, at the request of the HEE, payment may be delayed until the calendar year following retirement, providing the member takes full responsibility for taxes.

VACATION DAYS

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

A. HEE assigned to at least two hundred sixty (260) days of work per year (excluding paid holidays) will be granted paid vacations as follows:

- 11 days- less than six years
- 14 days- six years, less than nine years
- 17 days- nine years, less than fourteen years
- 22 days- fourteen years, less than twenty years
- 27 days-twenty years and over

For purposes of vacation accrual, the passage of each August 1 defines one year.

B. Vacation will be awarded on August 1 of each year for the year to be worked and may be taken upon accrual at times requested by the HEE and recommended and approved by his/her supervisor. Requests must be made at least three (3) days in advance, except: (1) this requirement can be waived by the administration and (2) a one-day or two-day vacation can be taken with one (1) workday's notice.

C. A maximum of ten (10) days of unused vacation will be carried forward to the next year.

D. When an HEE moves from a position that does not qualify for vacation to a vacation qualifying position, placement on the vacation schedule will be determined by the following formula:

(Total years in a nine month position) times (.75) example:

> 13 years as nine month employee moving to a twelve month position (13) x (.75) = 8.25 twelve month years, therefore, the SEE receives fourteen (14) prorated days of vacation and after one (1) year in the twelve month position, the SEE would be entitled to seventeen (17) days of vacation.

(Total years in a ten and one-half month [220 days] position) times (.85) example:

> 13 years as a ten and one-half month (220 days) employee moving to a twelve month position (13) x (.85) = 11.05 twelve-month years, therefore the SEE receives seventeen (17) prorated days of vacation and after three (3) years in the twelve (12) month position, the SEE would be entitled to twenty-two (22) days of vacation.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

WADSWORTH CITY SCHOOLS EVALUATION INSTRUMENT

EMPLOYEE _____ EVALUATOR _____

DEPT. _____ POSITION _____ DATE _____

Performance Traits	*Rating (Numerical Score)*	*Numerical Score (from previous column)*	*Comments*
1. PROFESSIONAL EXPERTISE Knowledge of job, qualifications	Accomplished (4)		
2. TEAMWORK: Teamwork, works well with others, cooperates with colleagues	Accomplished (4)		
3. PROFESSIONAL CHARACTER: Appearance, courtesy, attitude, public relations, communication	Accomplished (4)		
4. PERSONAL JOB ACCOMPLISHMENTS/INITIATIVE: Motivation, reliability, dependability, interest in work	Accomplished (4)		
5. LEADERSHIP: Sets example, provides direction, has vision	Accomplished (4)		

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

6. QUALITY OF WORK: Accuracy, neatness, thoroughness, standard of work	Accomplished (4)		
7. QUANTITY OF WORK: Volume, amount, speed, turn-around time, projects	Accomplished (4)		
8. PROFESSIONAL GROWTH: Activities, programs, initiatives	Accomplished (4)		
9. ATTENDANCE: Punctual, absenteeism	Accomplished (4)		
GENERAL COMMENTS:			
	RATING TOTAL	0	**OVERALL RATING**: Accomplished Accomplished 32-36 Skilled 23-31 Developing 14-22 Ineffective 9-13



SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

August 1, 2023 - July 31, 2026

Revised November 2024 ~~July 2024~~3

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

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SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

DECLARATION

The following benefit provisions apply to all those persons employed by the Board of Education and officially classified as a "Salary Exempt." The following positions are classified Salary Exempt for the purpose of this Salary Exempt Employee Benefit Provision and will be referred to as "SEE" from this point on:

Career Pathway Compact Counselor
Job Training Compact Counselor

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

SALARY RANGE AND WORK SCHEDULE

	2023-2024		2024-2025		2025-2026		
Position	Low	High	Low	High	Low	High	*Days
Career Pathway Compact Counselor	$84,635	$102,273	$86,751	$104,830	$89,354	$107,975	204
Job Training Compact Counselor	$69,978	$87,738	$71,727	$89,931	$73,879	$92,629	~~194~~ 199

*8-hrs./day

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

CALAMITY DAYS

A. Unless notified otherwise by administration, SEEs who are contracted to work in excess of two hundred and thirty five (235) or more days are expected to report to work when the school(s) in which they are employed are closed owing to an epidemic or other public calamity.

B. SEEs who work in excess of two hundred and thirty five (235) days shall be paid for regular time lost if said epidemic or calamity prevents them from reporting, or causes them to be late.

C. SEEs who work in excess of two hundred and thirty five (235) days are required to make every reasonable effort to be present to assist in the routine tasks to be performed and in coping with the emergency.

CELL PHONES

Cell phone reimbursements are given to SEEs based upon the following:

$11/month for cell phone minute package; $30/month for data package; $492 total annually.

COMPENSATION SYSTEM (YEARLY)

CONCEPT

Each salary exempt employee has a base salary, the starting point of which is determined at his/her date of hire (see description below). Each year the Superintendents' of the Four Cities Compact, in consultation with their Boards of Education, will determine a dollar amount available for raises to salary exempt employees. If the Superintendents of the Four Cities Compact, in consultation with their Boards of Education, determine money is available, they will be responsible for determining how the money will be distributed to the employees. The Four Cities Compact Superintendents will determine a percentage increase that corresponds to each level of the evaluation instrument (ineffective, developing, skilled, accomplished). Each salary exempt employee's percentage increase will be based upon the employee's summative (end of year) evaluation rating and the

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

percentage the Four Cities Compact Superintendents set for the said rating Within the parameters written above, the total compensation increase an employee receives in a given year cannot exceed the top of the salary range for his/her position in the year in question.

HIRING SALARIES

The determination of the appropriate starting salary for new hires will be made by the Superintendents of the districts comprising the Four Cities Compact. Starting salaries should be at, or toward, the minimum of the assigned salary range. A starting salary which is higher than the minimum assigned salary range may be granted for such reasons as education and/or work experience directly applicable to the job which exceeds the minimum qualification requirements, a competitive market situation, a special or specific talent, etc. Salary levels of current District employees should also be considered in determining new hire salaries or hourly rates.

ATTAINMENT OF PERFORMANCE GOALS

At the beginning of each school year, the employee will set a minimum of two (2) performance goals collaboratively with his/her direct supervisor.

SALARY STRUCTURE ANALYSIS

In response to market trends, the salary structure should be reviewed and updated, as appropriate. A market analysis should be completed using comparable school districts in our area.

RATIONALE

This system allows for performance-based financial incentives while creating an atmosphere where everyone has an equal opportunity for advancement within their respective range." The evaluation instrument is known to the employee from the beginning, thus eliminating to a great degree the idea of a supervisor being "arbitrary" with decisions that are made. All of this is done within the dollar amount allocated by the Superintendents' of the Four Cities Compact, in consultation with their Boards of Education.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

DISCIPLINARY PROCEEDINGS

Appropriate discipline may include oral or written reprimand, suspension with or without pay, reduction, demotion and/or termination.

EVALUATION

The Superintendent will institute and maintain a comprehensive program for the evaluation of SEEs. SEEs include positions listed on page one and any other SEE not included in an employee negotiating unit.

The purpose of a SEE Evaluation will be to assess the performance of SEE and to provide information upon which to base employment and personnel decisions. Evaluation should also assist SEEs to develop their professional abilities in order to better accomplish the effective management of the school system.

The evaluation criteria for each position will be in written form and will be made available to the SEE. Evaluations will be made by the person to whom the SEE is immediately responsible (See Appendix A). The results of the evaluation will be put in writing and discussed with the SEE by the person who makes the evaluation. A SEE whose contract is due to expire at the conclusion of the current school year shall have at least one (1) preliminary evaluation and one (1) final evaluation during such year. A written copy of the preliminary evaluation report shall be provided to the SEE at least sixty (60) days prior to any Board action on the renewal or non-renewal of the contract. A written copy of the final evaluation report shall be provided to the SEE at least five (5) days prior to any Board action on the renewal or non-renewal of the contract.

The SEE being evaluated will have the right to attach a memorandum to the written evaluation. The results of the evaluation will be kept in personnel records maintained in the central office. Information gathered and written evaluative documents used in retention, promotion or termination of a SEE will be accessible to the person concerned or his representative.

In order that there will be no conflict of interest in the supervision and evaluation of employees, at no time may any SEE be solely responsible for the supervision and/or evaluation of an employee if the SEE is directly related to that employee.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

HOLIDAY PAY

A. Holidays granted and paid are as follows: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day. Good Friday also shall be a paid holiday in years when school is not in session on that day. SEE assigned to work two hundred sixty (260) days or more will also receive Fourth of July, Christmas Eve and New Year's Eve. SEE's whose regular job calendar requires them to work eleven (11) or twelve (12) months receive Juneteenth as a paid holiday. SEE's who work less than eleven (11) months and who are scheduled to work on Juneteenth or the observance of Juneteenth as part of their regular job calendar (not because of extra work opportunities) will also receive Juneteenth as a paid holiday.

B. In order to qualify for holiday pay , a SEE must be either working his/her last scheduled work day prior to the holiday and his/her first scheduled work day after the holiday, or be properly excused. SEE's on unpaid leave shall not be eligible for holiday pay.

C. In the event a holiday falls on Saturday, Friday will be the paid holiday. If it falls on Sunday, then, Monday will be the paid holiday.

FBI CHECK

The Board shall pay for the cost of any FBI check provided the SEE initiates the background check through central office.

INSURANCE

GENERAL PROVISIONS

A. Right to Insurance Benefits

In addition to the salary and other payments, the compensation of full-time SEEs shall include the insurance benefits provided herein. SEEs who are scheduled to work less than seventy-five percent (75%) of full-time shall not be eligible for insurance benefits. A full-time is defined as those who are contracted to work one thousand two hundred fifty (1,250) hours or more in a work year.

B. Copy of Certificate of Insurance

1. SEEs will receive a certificate of insurance which shall provide the specific benefits provided.

C. Distribution of Explanation of Coverage(s)

1. As amendments and/or changes in insurance coverages or carriers are made, SEEs will receive a written description, prepared by the carrier, of such amendments and/or changes. This written description shall be provided within sixty (60) days of the amendment and/or changes.

2. A SEE hired during the term of this agreement shall, at the time of the signing of his/her contract, receive a written description of all insurance coverages in effect at that time.

D. Distribution of Insurance Cards

Each SEE shall be issued a current insurance card.

Preferred Provider Organization (PPO)

A. Method of Payment

SEE shall pay a portion of the monthly premium according to the following schedule:

Single: 9%
Family: 6%

B. Specifications

Wadsworth City Schools – Base Plan
Blue Access® (PPO)
Effective 07/01/2018

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
Deductible (Single/Family)	$250/$500	$1,000/$1,600
Out-of-Pocket Limit (Single/Family)	$1,250/$2,500	$3,400/$6,800
Physician Home and Office Services (PCP/SCP) **Primary Care Physician (PCP)/** **Specialty Care Physician (SCP)** Including Office Surgeries and allergy serum:	$20/$20	30%
o allergy injections (PCP and SCP)	20%	30%
o allergy testing	20%	30%
o MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and pharmaceutical products	20%	30%
Preventive Care Services o Services included but not limited to: Routine medical exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Hearing screenings and Vision screenings which are limited to Screening tests (i.e. Snellen eye chart) and Ocular Photo screening.	No cost share	30%
Emergency and Urgent Care		
Emergency Room Services	$100	$100
o **facility/other covered services** (copayment waived if admitted)		
Urgent Care Center Services	$25	30%
o MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasounds and pharmaceutical products	20%	30%
o Allergy injections	20%	30%
o Allergy testing	20%	30%
Inpatient and Outpatient Professional Services Include but are not limited to: o Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams	20%	30%
Blue 8.0 500 Series		

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
Inpatient Facility Services (Network/Non-Network combined) Unlimited days except for: • 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis) • 180 days for skilled nursing facility	20%	30%
Outpatient Surgery Hospital/Alternative Care Facility • Surgery and administration of general anesthesia	20%	30%
Other Outpatient Services including but not limited to: • Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services. • Home Care Services 30 visits (excludes IV Therapy) (Network/Non-Network combined) • Durable Medical Equipment, Orthotics and Prosthetics • Physical Medicine Therapy Day Rehabilitation programs • Hospice Care • Ambulance Services	20% 20% 20%	30% 20% 20%
Outpatient Therapy Services (Combined Network & Non-Network limits) • Physician Home and Office Visits (PCP/SCP) • Other Outpatient Services @ Hospital/Alternative Care Facility Limits apply to: • Cardiac Rehabilitation Unlimited • Pulmonary Rehabilitation Unlimited • Physical Therapy: 60 visits • Occupational Therapy: 60 visits • Manipulation Therapy: 12 visits • Speech therapy: 20 visits • Teledoc (Live Health Online)	 $20/$20 20%	 30% 30%
Accidental Dental: Unlimited per accident (Network and Non-network combined)	Copayments/Coinsurance based on setting where covered services are received	30%
Behavioral Health: **Mental Illness and Substance Abuse[2]** • Inpatient Facility Services • Physician Home and Office Visits (PCP/SCP) • Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional	 20% $20 20%	 30% 30% 30%
Human Organ and Tissue Transplants[3] • Acquisition and transplant procedures, harvest and storage.	20%	30%

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
Prescription Drugs **Network Tier structure equals 1/2/3**		
• **Network Retail Pharmacies:** (30-day supply)	$10 generic/$20 preferred brand/$30 Non-preferred generic & brand	50%, min $30[5]
• **Home Delivery Service:** (90-day supply)	$25 generic/$50 preferred brand/$70 Non-preferred generic & brand	Not covered
Member may be responsible for additional cost when not selecting the available generic drug.	Rx OOP Max: $6,525 Single/$13,050 Family	Rx OOP Max: $13,050 Single/$26,100 Family
Medicare Rx - Wrap		

Notes:

- All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services). Prescription drug cost shares have a separate out-of-pocket maximum.
- Deductible(s) apply to covered medical services listed with a percentage (%) coinsurance, including 0%. However, the deductible does not apply to Emergency Room Services where a copayment & (%) coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies. When the Office Visit cost share is a % coinsurance, deductible and coinsurance apply to allergy injections
- No cost share (NCS) means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- Certain diabetic and asthmatic supplies, except diabetic test strips, have no deductible/copayment/coinsurance up to the maximum allowable amount at network pharmacies.
- Benefit period = calendar year
- Mammograms (Diagnostic) are no copayment/coinsurance in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.
- Private Duty Nursing – limited to 82 visits/Calendar Year
- Vision limited services – additional vision services are covered when specifically coded as determination of refraction, routine ophthalmological examination including refraction for new and established patients, and a visual functional screening for visual acuity. No additional ophthalmological services are covered as part of the medical coverage.
- Plan to exclude coverage for elective abortions.

[2] We encourage you to review the Schedule of Benefits for limitations.
[3] Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.
[5] Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Precertification:
Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

Pre-existing Exclusion Period: none

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

This summary of benefits is intended to be a brief outline of coverage. The entire provisions of benefits and exclusions are contained in the Group Contract, Certificate, and Schedule of Benefits. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.

By signing this Summary of Benefits, I agree to the benefits for the product selected as of the effective date indicated.

Authorized group signature (if applicable)	Date
Underwriting signature (if applicable)	Date

WELLNESS RIDER

The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.

The program includes the following provisions:

(1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as

determined by the District) confidential employee information in four (4) key wellness categories:

- Non-smoker or participation in a smoking cessation program
- Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol
- Body Mass Index (BMI)
- Blood Pressure (BP)

(2) Beginning in 2019 and applicable for each subsequent calendar year, HRA credits shall be issued subject to the terms and conditions outlined herein, credits shall be provided on the following basis:

- Participation in the immediately preceding period's onsite biometrics initiative or physician directed preventive exam.
- Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth $25/single or $50/family.
- Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.
- Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.
- Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a

management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over both the prior year's Systolic and Diastolic blood pressure number provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth $25/single or $50/family.

(4) For each year after 2018, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits for the following calendar year.

TERM LIFE INSURANCE

A. Right to Coverage

The Board shall purchase from a carrier licensed by the State of Ohio, group term life insurance in the amount of $50,000 for each regular, full-time SEE now or hereinafter employed.

B. Method of Payment

The full cost of this program and any increase thereof shall be paid by the Board.

C. Right to Purchase Additional Coverage

The Board shall allow an eligible SEE to purchase additional amounts of coverage through payroll deduction, provided the number electing to take advantage of this opportunity is adequate to meet the requirements of the insuring company. The Board may insist that the amount of such additional coverage shall be $50,000 or One Hundred Thousand Dollars $100,000, at the option of the SEE. The right to purchase such additional coverage is subject to availability and to all requirements imposed by the insurance carrier.

DENTAL INSURANCE

A. Right to Coverage

The Board shall self-fund and/or purchase from a carrier licensed in the State of Ohio, dental insurance coverage for each full-time SEE now or hereinafter employed, and his/her family.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

B. Method of Payment of Coverage
The full cost of such insurance shall be paid by the Board.

C. Right to Change Coverage Status
A SEE may change coverage during the district's open enrollment period or when the employee has a "change in life event" as defined by the insurance carrier.

Delta Dental PPO (Point-of-Service) Summary of Dental Plan Benefits
For Group# 1151-5000, 5091
Wadsworth City Schools

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.*

Control Plan – Delta Dental of Ohio
Benefit Year – January 1 through December 31
Covered Services –

	PPO Dentist	Premier Dentist	Non-participating Dentist
	Plan Pays	Plan Pays	Plan Pays*
Diagnostic & Preventive			
Diagnostic and Preventive Services – exams, cleanings, fluoride, and space maintainers	100%	100%	100%
Sealants – to prevent decay of permanent teeth	100%	100%	100%
Brush Biopsy – to detect oral cancer	100%	100%	100%
Radiographs – X-rays	100%	100%	100%
Basic Services			
Emergency Palliative Treatment – to temporarily relieve pain	80%	80%	80%
Minor Restorative Services – fillings and crown repair	80%	80%	80%
Endodontic Services – root canals	80%	80%	80%
Periodontic Services – to treat gum disease	80%	80%	80%
Oral Surgery Services – extractions and dental surgery	80%	80%	80%
Other Basic Services – misc. services	80%	80%	80%
Major Services			
Major Restorative Services – crowns	70%	70%	70%
Relines and Repairs – to bridges, implants, and dentures	70%	70%	70%
Prosthodontic Services – bridges, implants, and dentures	70%	70%	70%
Orthodontic Services			
Orthodontic Services – braces	60%	60%	60%

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Orthodontic Age Limit –	**No Age Limit**	**No Age Limit**	**No Age Limit**

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. The Nonparticipating Dentist Fee may be less than what your dentist charges and you are responsible for that difference.

- Oral exams (including evaluations by a specialist) are payable twice per calendar year.
- Prophylaxes (cleanings) are payable twice per calendar year. Periodontal maintenance procedures are not a Covered Service for people under age 16.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice per calendar year for people up to age 19.
- Space maintainers are payable once per area per lifetime for people up to age 16.
- Bitewing X-rays are payable twice per calendar year for people under age 19 and once per calendar year for people age 19 and older. Full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period. Vertical bitewing X-rays are payable once in any three-year period.
- Four periapical and two occlusal X-rays are payable per calendar year.
- Sealants are payable twice per tooth per lifetime for the occlusal surface of first and second permanent molars up to age 16. The surface must be free from decay and restorations.
- Crowns, inlays and onlays are Covered Services for people age 16 and older once in any five-year period. Recementation of crowns, inlays and onlays are payable once per lifetime for people age 16 and older. Prefabricated crowns are Covered Services on primary teeth.
- Composite resin (white) restorations are Covered Services on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Root canal treatment is payable once per tooth per lifetime. Retreatment of a previous root canal is payable once per tooth per lifetime.
- Certain oral surgery procedures including vestibuloplasty, frenulectomy, frenuloplasty, oroantral fistula closure, primary closure of sinus perforation and biopsy of hard tissue are Covered Services.
- Full and partial dentures are payable once in any five-year period. Tissue conditioning is payable twice in any 12- month period. Chairside reline and rebase of dentures are payable once in any calendar year. Lab reline and rebase of dentures are payable once in a three-year period. Adjustments of dentures are payable once in any calendar year.
- Recement of bridges is payable once per lifetime. Repair of bridges is payable once in any five-year period.
- Implants and implant related services are payable once per tooth in any five-year period.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

- Emergency palliative treatment is a Covered Service twice in any calendar year. Consultations (by other than the treating dentist) are Covered Services once in any calendar year. Occlusal guards and occlusal adjustments are not Covered Services.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

Maximum Payment – $3,000 per person total per Benefit Year on all services except orthodontics. $1,500 per person total per lifetime on orthodontic services.

Deductible – $25 Deductible per person total per Benefit Year limited to a maximum Deductible of $50 per family per Benefit Year. The Deductible does not apply to oral exams, preventive services, consultations, office visit for observation, X-rays, brush biopsy, sealants, and orthodontic services.

Any expenses incurred by an eligible person for covered services during the last three months of a benefit year and applied to the Deductible for that benefit year will also be applied to the Deductible for the following Benefit Year.
The Deductible met under the previous carrier for the period January 1, 2014 through June 30, 2014 will be applied to the
2014 calendar year Deductible with Delta Dental. It is the Subscriber's responsibility to provide Delta Dental with adequate documentation of the Deductible met under the previous carrier.

Waiting Period – Employees who are eligible for dental benefits are covered as identified in your contract with the school district.

Eligible People – All eligible contracted employees of the school district who elect the dental plan. The Contractor and
Subscriber share the cost of this plan.

Also eligible at your option are your legal spouse and your dependent unmarried children to the end of the month in which they turn 26 if eligible to be claimed by you as a dependent under the U.S. Internal Revenue code during the current calendar year. You and your eligible dependents must enroll for a minimum of 12 months. If coverage is terminated after
12 months, you may not re-enroll prior to the open enrollment that occurs at least 12 months from the date of termination. Your dependents may only enroll if you are enrolled (except under COBRA) and must be enrolled in the same plan as you. Plan changes are only allowed during open enrollment periods, except that an election may be revoked or changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

If you and your spouse are both eligible under this Contract, you may be enrolled as both a Subscriber on your own application and as a dependent on your spouse's application. Your dependent children may be enrolled on both applications as well. Delta Dental will coordinate benefits.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Benefits will cease on the last day of the month in which the employee is terminated.

LEAVE PROVISIONS

SICK LEAVE

A. SEEs shall accrue sick leave as established by the Ohio Revised Code. Sick leave shall be charged as it is used in minimum increments of one-quarter (1/4) hours, with a maximum accumulation of two hundred eighty-four (284) days. The State mandated accumulation of sick leave is also established by the Ohio Revised Code. A SEE shall receive notification of his/her accumulated sick leave with each pay. A SEE who has not yet accumulated sufficient sick leave or who has exhausted sick leave ~~and personal leave~~ shall be credited up to five (5) days of sick leave.

B. SEEs may use sick leave, upon approval of the responsible administrative officer of the employee, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and to illness, injury or death in the SEE immediate family. Sick leave may also be used as follows: (1) for pregnancy as provided in the Ohio Revised Code. Absent medical verification of a need for a longer leave, the use of sick leave for pregnancy and/or child birth will not exceed six (6) weeks from date of delivery or eight (8) weeks from the date of delivery for a caesarean section, when documentation of the caesarean section has been provided; (2) for care of a spouse with a newborn baby up to a maximum of five (5) days. If a SEE requires more than five days, he/she will provide written documentation to the Superintendent; and (3) for the death of an aunt or uncle up to a maximum of two days. Babysitting for the SEE's children or grandchildren is an inappropriate use of sick leave. When the administration suspects an abuse in the use of sick leave, the administration has the right to require an affidavit from a physician to verify the use of sick leave. Any misuse, abuse, or unauthorized use of sick leave will result in disciplinary action up to and including termination.

C. Any SEE whose job requires the operation of machinery or motor vehicle and who is on prescription medication that might impact the SEEs ability to perform those functions must immediately inform his/her supervisor and provide a physician's statement verifying the member's fitness to operate such machinery or motor vehicle.

D. The local definition of "immediate family" is:

- Spouse of SEE

- Children or grandchildren of SEE or of his/her spouse
- Parents and stepparents of SEE and SEE's spouse
- Brothers and sisters of SEE and SEE's spouse
- Grandparents of SEE and SEE's spouse
- Son-in-law and daughter-in-law of SEE or of his/her spouse
- In the event of death, "immediate family" also includes aunts and uncles.

Any person *in loco* of the above (e.g., anyone residing in the same home with the SEE or any relative who clearly stands in the same relationship with the SEE as any of those so specified). A SEE must provide a written description of the facts on the District absence report form supporting the *in loco* situation.

E. SEEs shall not be charged sick leave when school is not in session or when the SEE is not required to report to work.

PERSONAL LEAVE

A. Right to Leave

1. SEE shall be eligible for three (3) unrestricted days per school year.

2. SEE will not be charged personal leave on non-work days.

B. Notice of Intent to Use Leave

Notice of intent to use Personal Leave shall be provided by completing and delivering to the person the SEE directly reports to the prescribed form at least three (3) days in advance of the anticipated absence. If circumstances make advance notice impossible, the SEE shall notify the person they report to with his/her intent to use Personal Leave as soon as practicable.

C. Purpose of Leave

It is the intent of this Section to provide SEEs with a means of dealing with personal matters that cannot be handled except during school hours.

D. Personal Leave must be taken in minimum increments of one-quarter (1/4) hour.

E. On occasion, special circumstances not covered by the provision above may arise and SEEs may wish to request personal leave. Such requests shall be made in writing to the person the SEE reports to who may grant the personal leave on a paid or unpaid basis or may deny the request.

F. A SEE who abuses personal leave will be subject to discipline, up to and including termination.

G. A SEE will also be reimbursed one hundred fifty dollars ($150.00) for each unused personal leave day(s) by June 30 of each year. If a SEE desires to have unused personal leave converted to sick leave in lieu of receiving one-hundred fifty dollars ($150.00) for each unused personal leave day, he/she must submit a letter to the Treasurer's office by June 15.

UNPAID LEAVE

A. Unpaid Leave – Short Term

Unpaid leave of up to ten (10) days at one time may be granted, in writing, by the Superintendent or his designee upon prior written request to the Superintendent or his designee by the SEE. In emergency cases, verbal requests and approval shall be reported, in writing, by the supervisor or administrator granting the request.

B. Unpaid Leave – Long Term

Upon the written request of a SEE, the Board may grant Unpaid Leaves up to two (2) years in length.

PAID ADOPTION LEAVE

A. Adoptions in the United States

A SEE is eligible, upon adoption of a child in the United States, to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed twenty (20) days.

B. Adoptions Outside the United States

If a child outside of the United States is adopted, a SEE will be able to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a twelve (12) month period, during which period custody is received. Further, accumulated sick leave may be used for up to a total of ten (10) days for the adoption process, prior to receiving custody of the child. The scheduling of leave for the adoption process will be arranged between the SEE and the Superintendent. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed thirty (30) days.

C. SEEs will not be charged adoption leave on non-work days.

UNPAID CHILD CARE LEAVE

A. Length of Leave

A SEE shall be granted unpaid child care leave to care for a newborn or an adopted child who is not yet school age. Unpaid child care leave and the absence (if any) charged to sick leave shall not exceed six (6) months. Unpaid child care leave shall start at the end of the use of sick leave (if any) and will expire no later than the end of the sixth month following the child's birth or date of adoption.

B. Eligibility for Leave

A SEE wishing to take unpaid leave for child care pursuant to this Section shall, as a prerequisite, file a letter of intent to use such leave, specifying its expected duration, not later than the end of the fifth (5th) month of pregnancy or within four (4) months of pending adoption date.

C. Right to Return from Leave

1. A SEE who has elected not to take additional leave shall return to work as soon as the period of actual physical disability has ended. The SEE will notify the Superintendent in writing, of the date of her expected return as far in advance as possible.

2. A SEE who uses an additional unpaid leave for child care shall return on the date specified in the notice of intent to use the unpaid leave.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

D. Rights While on Leave

A SEE who is absent on unpaid child care leave shall have the same rights, and only those rights, while on leave and upon returning from leave as any other SEE who is absent on unpaid leave pursuant to Ohio Revised Code.

E. Insurance Coverage While on Leave

A SEE on unpaid child care leave may continue all insurance coverage provided by this Agreement. Such coverage will be at his/her own expense unless otherwise required by statute. Payment for such coverage shall be made monthly by the SEE to the Treasurer.

JURY DUTY

A SEE shall be granted time off for jury duty actually served during work hours and shall suffer no loss of pay. If a SEE has served on jury duty in excess of four (4) hours in a given day, the member need not report to work. Similarly, if a SEE has worked four (4) hours of his/her shift prior to reporting to jury duty, the need not return to work. The SEE may keep any payment received for jury duty. Documentation of jury duty actually served must be submitted to the appropriate supervisor.

LEAVE PURSUANT TO SUMMONS OR SUBPOENA

A. Right to Leave for a Summons or Subpoena

Any SEE who is summoned or subpoenaed for job-related issue shall be granted leave with no loss of pay or other benefits for days missed by reasons of the summons or subpoena. A summons or subpoena issued because of a student's custody issue is considered to be job related. A member receiving a subpoena to appear as a witness for a non-job related issue shall be eligible for leave under this section.

B. Right to Leave for a Non-Job Related Issue

Personal leave must be utilized for a summons issued because of a non-job related issue. If the SEE has exhausted his/her personal leave, and is summoned for something that is not job related, leave pursuant to summons or subpoena may be used in order to comply with summons.

C. Leave not Covered

A SEE is not eligible for leave under this Section if the SEE is a party to the legal proceeding.

D. Duty to Report

If the SEE responsibility under the summons or subpoena requires the SEE participation in excess of four (4) hours in a given day, the member need not report to work. Similarly, if the SEE has worked four (4) or more hours of his/her shift and the SEE requires leave due to a summons or subpoena, the SEE need not return to work following completion of that responsibility. Documentation of the SEE obligations under this Section must be submitted to the appropriate supervisor.

ASSAULT LEAVE

A. Right to Leave

A SEE who is absent due to physical disability directly resulting from an assault, which occurs in the course of Board employment, while on duty either during school hours or where required to be in attendance at a school-sponsored function, shall be eligible to receive Assault Leave.

B. Notice of Intent to Use Leave

1. Such leave shall be granted, for a period not to exceed one hundred eighty (180) workdays, upon the SEE delivering to their immediate supervisor a signed Employee Report of Injury Form.

2. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault (if known), the facts surrounding the assault and willingness of the SEE to cooperate with the Board if the Board chooses to pursue legal action against the assailant(s).

C. Rights While On Leave

1. A SEE on Assault Leave shall be maintained on full pay status during the period of his/her leave with the exceptions listed in Article D and E below.

2. Leave granted under this Section shall not be charged against Sick Leave earned or earnable under ORC Section 3319.141 or leave granted under other Sections in this benefit provision plan.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

D. Length of Leave

Assault Leave may be used for the period of the disability up to a maximum of one hundred (180) workdays.

E. Restrictions

1. If medical attention is required, the SEE shall supply a certificate from a licensed physician stating the nature of the disability and its duration.

2. The SEE must file a Workers Compensation claim with the Business Office. The pay of a SEE on Assault Leave shall be reduced by the amount received by him/her, if any, for Workers' Compensation as a benefit to cover loss of pay resulting from the injury. However, the SEE pay shall not be reduced by benefits received from Workers' Compensation to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines and/or rehabilitation services.

3. If a SEE is unable to return to work after using fifty (50) days for assault leave, he/she shall provide the Board medical verification of the need for additional assault leave. The Board retains the right, at its own expense, to require the SEE to obtain the opinion of a second healthcare provider designated by the Board. If the second opinion is in conflict with the member's first medical verification, the Board may request, at the Board's expense, that the SEE see a mutually agreed upon healthcare provider to give a final and binding opinion regarding the need for continued assault leave.

4. Falsification of either the signed statement or a physician's certificate may be grounds for suspension or termination of employment under ORC Section 3319.16.

5. SEEs shall not be charged assault leave when school is not in session or when the member is not required to report to work.

F. Verbal Assault Leave

1. A SEE not physically assaulted but who is emotionally distraught due to a threat of physical injury that is direct, specific and plausible will receive up to two (2) days off without loss of pay, as long as the SEE reports the threat to the police.

2. SEEs shall not be charged verbal assault leave when school is not in session or when the SEE is not required to report to work.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

PROFESSIONAL LEAVE

A. Eligibility for Leave

A SEE may initiate a request or be assigned to attend professional conferences designed to improve the SEE's effectiveness in his/her assigned area(s).

B. Application for Leave

Application for professional leave shall be made by the SEE completing the form provided by the Board, and submitting it to his/her district supervisor.

C. Restriction

1. In determining whether to approve requests, the value of the conference relative to the costs of attendance shall be considered along with the availability of funds within the Board's annual appropriation.

2. The number of SEEs attending any particular conference may be limited, and priority generally will be given to a SEE who has not, previously, been assigned to attend conferences.

FAMILY AND MEDICAL LEAVE

A. To be eligible for FMLA Leave, the SEE must:

1. Have been working for the Board for at least twelve (12) months before the leave request (these do not need to be consecutive months); and

2. Have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period preceding the FMLA Leave.

3. Provide the Board with thirty (30) days advance notice when the need is foreseeable and such notice is practicable.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

B. A SEE may take up to twenty-six (26) workweeks of leave during a single twelve (12) month period to care for a covered service member who is the spouse, son, daughter, parent, or next of kin of the SEE.

C. An eligible SEE may take up to twelve (12) workweeks of paid (if sick leave is available) or unpaid leave ("FMLA Leave") in any school year (August 1st through July 31st) for one (1) or more of the following circumstances:

1. The birth of a SEE's child and to care for the child up to age one (1);

2. The placement of a child with a SEE for adoption or foster care, up to a twelve (12) month period after the placement;

3. To care for the spouse, child, or parent of a SEE when that family member has a serious health condition;

4. The SEE's inability to perform the functions of the position because of the SEE's own serious health condition.

5. For qualifying military situations arising when a SEE's spouse, son, daughter or parent is on active duty or is called to active duty status.

D. A "serious health condition" is defined as one that involves either inpatient care or one where the period of incapacity: (1) is more than three consecutive calendar days and involves treatment by a health care provider, (2) is due to incapacity due to pregnancy or prenatal care, (3) is a period of incapacity or treatment for such incapacity due to a chronic serious health condition, (4) is a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, or (5) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider. Conditions for which cosmetic treatment are administered are not "serious health conditions" unless complications develop.

E. Spouses employed by the Board are jointly entitled to a combined total of twelve (12) weeks of FMLA Leave if the FMLA Leave is requested for the birth or placement of a child or to care for an ill parent (but not parent-in-law). Spouses employed by the board are jointly entitled to a combined total of twenty-six (26) of FMLA leave if the leave is requested to care for a covered service member.

F. For purposes of this section, a qualifying military situation arises when a SEE spouse, son, daughter, or parent is on active duty or called to active duty status

(i.e., not on active duty in the Armed Forces) and includes, but is not limited to, the following situations:

1. Attendance at official military sponsored events

2. To provide or arrange for alternative child care or schooling

3. To make financial or legal arrangements to address the SEE address while on active duty

4. Counseling

5. Rest and recuperation, and

6. Post-employment activities.

For purposes of military caregiver leave, a covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury incurred in the line of active duty that renders a service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, therapy or otherwise in an out-patient status or on temporary disability retired list.

G. Sick leave taken shall be counted as FMLA Leave if the reasons for taking it qualify as FMLA reasons.

H. The Board shall maintain coverage under the group health plans and life insurance plans for the duration of the unpaid FMLA leave at the level and under the conditions that would have been provided if the employee had continued to work and not taken leave. Payment of the employee's required contribution toward the premium (if any) is due the first day of the month. Failure to make payment within thirty (30) days will result in termination of coverage during the unpaid FMLA Leave. The SEE shall accrue seniority but shall not accrue any other employment benefits during the unpaid FMLA Leave.

I. The Board shall notify the SEE of FMLA eligibility within three business days of learning of the need for the FMLA leave.

J. For unpaid FMLA Leave the Board retains the right, at its own expense, to require the member to obtain the opinion of a second health care provider designated by the Board. If the second opinion is in conflict with the first, the Board may request, at the Board's expense, the SEE to see a mutually agreed upon health care provider to give a final and binding opinion regarding eligibility for unpaid

FMLA leave. The SEE and Board must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. If the Board does not attempt in good faith to reach agreement, the Board will be bound by the first certification. If the SEE does not attempt in good faith to reach agreement, the SEE will be bound by the second certification.

K. Intermittent Leave and Reduced-Work Schedule

1. Intermittent leave means leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as for chemotherapy.

2. When medically necessary, a SEE may take intermittent FMLA Leave or a reduced-work schedule to care for a spouse/child/parent who has a serious health condition. The SEE shall make reasonable efforts to schedule treatment so as not to unduly disrupt the regular operations of the Board.

3. Where FMLA Leave is taken because of birth or placement for adoption or foster care, a SEE may take leave intermittently or on a reduced-work schedule only if the Board agrees.

L. Return to Work

1. At the end of unpaid FMLA Leave, the Board shall restore the SEE to the same or to an equivalent position with equal benefits, pay, and other terms and conditions of employment.

2. When a SEE is medically able to return to work after using unpaid FMLA Leave because of a serious personal health condition, he/she shall provide the Board with a statement from his/her health care provider that the employee is able to resume the job functions for his/her position.

3. Should a SEE not return to work at the end of the unpaid FMLA Leave or contractual leave that is adjacent to the FMLA leave for reasons other than the continuation, recurrence, or onset of the serious health condition that gave rise to the FMLA Leave or for circumstances beyond the SEE control, the SEE shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA Leave period. A SEE shall be required to support his/her claim of inability to return to work because of the continuation, recurrence, or onset of the serious

health condition. Certification from the SEE health care provider shall be provided in a timely manner, and no later than thirty (30) calendar days after the claimed inability to return. If this certification is not provided in a timely manner, the Board may recover the health benefit premiums it paid during the period of unpaid FMLA Leave.

M. All terms which are not defined in this Article shall have the same meaning as those terms defined in the Family and Medical Leave Act of 1993, as amended January 16, 2009. If there are any inconsistencies between this Article of the Agreement and the Family and Medical Leave Act of 1993, the Family and Medical Leave Act of 1993 shall prevail.

MILITARY LEAVE

A SEE engaged in military service will receive leave and reinstatement rights in accordance with the requirements of applicable Federal and Ohio law.

MILEAGE REIMBURSEMENT

A SEE who is assigned to more than one (1) school per day and is required by the Board to use his/her own automobile to perform his/her assigned duties shall be reimbursed for all such travel. SEEs will also be reimbursed for travel when required to attend mandatory training meetings that involve considerable distance. Rate of compensation is approved IRS rate.

PAYROLL PRACTICES

Paychecks will be biweekly on Friday, during the term of employment. SEEs are required to receive his/her wages in twenty-six (26) bi-weekly, substantially equal pays. In order to facilitate payroll procedures, pay will be one week in arrears. All SEEs are required to receive their paychecks via direct deposit and their pay stub via email.

PERSONNEL FILES

A. Right to Review

A SEE shall have the right, upon request, to examine and obtain a copy of any information in his/her personnel file except for information classified by law as confidential.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

B. Right to See Copy of Material in File

If an Administration communication or a communication received from parents and other nonprofessionals regarding a SEE is intended to become a part of the SEE's file, it shall be reviewed by SEE's boss and the SEE involved and such SEE shall be afforded the opportunity to file a written reply. After receiving the communication, the SEE shall sign it to acknowledge he/she has had the opportunity to review it. This signature shall not indicate agreement with the substance of the communication.

C. Right to Challenge Contents of File

1. A SEE will have the right to indicate which, if any, document(s) or other material(s) in his/her personnel file is obsolete or otherwise inappropriate for retention.

2. Such document(s) will then be reviewed by an appropriate member of the administrative staff.

3. In determining whether a document is "obsolete or otherwise inappropriate for retention," the standards set forth in ORC Section 1347.05 shall apply.

D. Maintenance of Files

Neither the Board nor any Administrator shall maintain confidential and separate files on personnel in the form of communications from parents or computerized information which the SEE has neither seen or had the right to challenge.

E. Public Request to View Personnel Files

In the event any person, other than Administration or a Board member, seeks to review the personnel file of a SEE, the SEE shall be notified of such request. Such notice shall include the name of the person making the request, the date the request was made and, if scheduled, the date and time of the review, if applicable.

SEVERANCE PAY

A. A SEE shall receive severance pay upon quitting his/her employment in the District and/or retiring from active service providing he/she; (1) is approved for retirement benefits by the State Teachers Retirement System (STRS)/State Employees Retirement System (SERS), or (2) is at least fifty (50) years old and has worked at least ten (10) full years in the District, or (3) has fifteen (15) or

more years service credit with the SERS and at least ten (10) full years of employment in the District.

B. A qualifying SEE shall receive severance pay equal to forty percent (40%) of two hundred (200) days; i.e., a benefit of up to eighty (80) days of his/her accumulated and unused sick leave. If a qualifying SEE does not have sufficient sick leave to qualify for maximum severance resigns or retires after fifteen (15) or more years employment in the district, then the severance pay to which he/she is entitled shall be supplemented by one day's pay for each year of employment in the district, provided that the total severance pay shall not exceed the eighty (80) day cap.

C. The payment shall be based on average hours assigned for the last three (3) years of employment. Hours will be based on the last three (3) wage notices issued by June 30 of each year. Wages will be based on final wage rate at the time of retirement.

D. The payment will be made in one lump sum within ninety (90) calendar days of the last work day with the District.

VACATION DAYS

A. SEEs assigned to at least two hundred sixty (260) days of work per year (excluding paid holidays) will be granted paid vacations as follows:

- 15 days- 0 to 9 years
- 20 days- 10 to 14 years
- 22 days- 15 to 19 years
- 25 days- 20 years and over
  For purposes of vacation accrual, the passage of each August 1 defines one year.

* SEEs who have twenty-seven (27) days of vacation as of July of 2023 will be grandfathered in at twenty-seven (27) days.

For purposes of vacation accrual, the passage of each August 1 defines one year.

B. Vacation will be awarded on August 1 of each year for the year to be worked and may be taken upon accrual at times requested by the SEE and recommended and approved by his/her supervisor. Requests must be made at least three (3) days in advance, except: (1) this requirement can be waived by the administration and (2) a one-day or two-day vacation can be taken with one (1) workday's notice.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

C. A maximum of ten (10) days of unused vacation will be carried forward to the next year.

D. When a SEE moves from a position that does not qualify for vacation to a vacation qualifying position, placement on the vacation schedule will be determined by the following formula:

(Total years in a nine month position) times (.75) example:

13 years as nine-month employee moving to a twelvemonth position (13) x (.75) = 8.25 twelvemonth years, therefore, the SEE receives fourteen (14) prorated days of vacation and after one (1) year in the twelve month position, the SEE would be entitled to seventeen (17) days of vacation.

(Total years in a ten and one-half month [218 days] position) times (.85) example:

13 years as a ten and one-half month (218 days) employee moving to a twelve-month position (13) x (.85) = 11.05 twelve-month years, therefore the SEE receives seventeen (17) prorated days of vacation and after three (3) years in the twelve (12) month position, the SEE would be entitled to twenty-two (22) days of vacation.

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

WADSWORTH CITY SCHOOLS EVALUATION INSTRUMENT

Wadsworth City Schools Evaluation Instrument
Administrators and Exempt Employees

EMPLOYEE _____ EVALUATOR _____

DEPT. _____ POSITION _____ DATE _____

Performance Traits	*Rating (Numerical Score)*	*Numerical Score (from previous column)*	*Comments*
1. PROFESSIONAL EXPERTISE Knowledge of job, qualifications	Accomplished (4)		
2. TEAMWORK: Teamwork, works well with others, cooperates with colleagues	Accomplished (4)		
3. PROFESSIONAL CHARACTER: Appearance, courtesy, attitude, public relations, communication	Accomplished (4)		
4. PERSONAL JOB ACCOMPLISHMENTS/INITIATIVE: Motivation, reliability, dependability, interest in work	Accomplished (4)		
5. LEADERSHIP: Sets example, provides direction, has vision	Accomplished (4)		

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Wadsworth City Schools Evaluation Instrument
Administrators and Exempt Employees

6. QUALITY OF WORK: Accuracy, neatness, thoroughness, standard of work	Accomplished (4)		
7. QUANTITY OF WORK: Volume, amount, speed, turn-around time, projects	Accomplished (4)		
8. PROFESSIONAL GROWTH: Activities, programs, initiatives	Accomplished (4)		
9. ATTENDANCE: Punctual, absenteeism	Accomplished (4)		
GENERAL COMMENTS:			
	RATING TOTAL	0	**OVERALL RATING**: Accomplished Accomplished 32-36 Skilled 23-31 Developing 14-22 Ineffective 9-13

Agreement
Between
Wraparound Experts, LLC
And
Wadsworth City Schools

Wraparound Experts, LLC, located at 1956 W.25th St., Cleveland, OH 44113, and Wadsworth City Schools, located at 524 Broad Street Wadsworth, OH 44281, collectively "the Parties", enter into this Agreement on this 7th day of November 2024 for the purpose of ensuring the provision of Occupational Therapy services through Auxiliary Funding at Sacred Heart of Jesus School for the 2024-2025 school year.

I. ROLES AND RESPONSIBILITIES:

Wraparound Experts, LLC agrees to provide Sacred Heart of Jesus School with the services identified in Exhibit A to support the academic and social-emotional learning standards (including mental health, behavioral support, and special education support) set forth by the Ohio Department of Education, under this Agreement:

1. All Wraparound Expert employees are properly licensed by the Ohio Department of Education and/or their respective boards, credentialed, supervised, covered under appropriate liability insurance, and maintain valid background checks as required by the state of Ohio to work in school systems.
2. All Wraparound Expert employees will be evaluated by Wraparound Experts' Supervisors.
3. In collaboration with school leaders, each Wraparound Experts employee will provide services in support of their particular area of expertise and the specific needs of the students/teachers/staff.
4. Wraparound Experts is responsible for the job descriptions of the following employee positions that may be contracted for the 2024-2025 school year:
    a. School Psychologist
    b. Intervention Specialist
    c. Board Certified Behavior Analyst (BCBA)
    d. Registered Behavior Technician (RBT)
    e. Mental Health Counselor
    f. Speech and Language Pathologist
    g. Enrichment Teacher
    h. Remedial Teacher/Title I
    i. Occupational Therapy

II. FINANCIAL/COMPENSATION:

Wadsworth City Schools agrees to compensate Wraparound Experts for the total amounts indicated on Exhibit A for the 2024-2025 school year.

Wadsworth City Schools will be invoiced on the first of the month, each month, for the listed services, beginning December 1, 2024. Payment is due within 30 days of the date of the invoice. Late payment may result in the termination of services.

III. CONFIDENTIALITY:

Each Party agrees to hold and maintain in confidence all Confidential Information of the other Party. Unless otherwise required by law, each Party further agrees not to disclose any Confidential Information of the other Party to any person or entity except to those of its and its Affiliates' employees, consultants, agents, and advisors who have a need to know.

IV. AGREEMENT:

This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.

Wraparound Experts, LLC

By:_____ Date:_____

Title:_____

Wadsworth City School District

By: [redacted] Douglas D Beeman Date: 11/11/2024

Title: Treasurer

Exhibit A
Sacred Heart of Jesus School

Wadsworth City Schools agrees to a total sum of **$1,400.00** for the 2024-2025 school year.

The following includes a breakdown of each position and the associated cost. The total cost listed is all-inclusive of fees and benefits.

Position	Number of Staff	Hours Per Month	Cost per Hour	Total Cost
Occupational Therapy	1	2	$100	$1,400.00
			Total	**$1,400.00**

Any additional services or hours will be provided at corresponding hourly rates for each position with the written approval of Wadsworth City Schools.

Wadsworth City Schools will be invoiced on the first of the month, each month, for the listed services, beginning December 1, 2024. Payment is due within 30 days of the date of the invoice. Late payment may result in the termination of services.

CHIPPEWA LOCAL SCHOOL DISTRICT
56 NORTH PORTAGE STREET
DOYLESTOWN, OHIO 44230-1398

SUPERINTENDENT'S OFFICE
Mr. Todd Osborn
Superintendent
Phone: (330) 658-6368
FAX: (330) 658-5842

TREASURER'S OFFICE
Mr. Ira Hamman
Treasurer
Phone: (330) 658-6700
FAX: (330) 658-5842

Interagency Agreement/MOU

Chippewa Local Schools and Wadsworth City Schools – Sacred Heart of Jesus Catholic School

Non-Public Title I

The goal of this interagency agreement is to provide Title I reading intervention services to identify students who have a home district of Chippewa Local Schools. In accordance with Title I application and guidelines, services will be provided to students who qualify.

Chippewa Local Schools agrees to the following:

- Provide Wadsworth City Schools with a Purchase Order with the identified amount of funding for the current school year through Title I services. School Year 2024-2025 amount is $1,271.74.
- Confirm home district status for all identified Sacred Heart of Jesus Catholic School students in writing to Wadsworth City Schools ensuring appropriateness of providing services.
- Provide timely payment of received invoices for services provided to students.

Wadsworth City Schools agrees to the following:

- Promote and support goals within the guidelines of Title I Federal guidance through program services.
- Act as fiscal agent for the Federal funding allocated to provide Title I services and to coordinate funding.
- Invoice home district in a timely manner coinciding with the end of the academic year.

Sacred Heart of Jesus Catholic School agrees to the following:

- Provide Wadsworth City Schools with a list of students who are being services and note the home district of residence.
- Provide Wadsworth City Schools with description of the Title I assistance being provided to students.
- Provide adequate space at the school during school hours for staff to perform intervention services.

Chippewa Local Schools, Wadsworth City Schools, and Sacred Heart of Jesus Catholic School agree to the above procedures for the operation of the Title I intervention program for the 2024-2025 school year.

[redacted]

Jodie Hughes
Director of Curriculum, Assessment & Instruction
Federal Funding & Literacy Coordinator

[redacted]

Todd Osborn
Superintendent

For Chippewa Local School District:

[redacted] 10/30/2024

Treasurer Date

[redacted] 10/30/2024

Superintendent Date

For Wadsworth City School District:

Treasurer Date

Superintendent Date

For Sacred Heart of Jesus Catholic School:

Treasurer Date

Superintendent/Principal Date

TCP Services Agreement

THIS TCP SERVICES AGREEMENT (the "Agreement") is entered into as of _____ ("Effective Date"), by and between **TimeClock Plus, LLC**, a Delaware limited liability company with its principal office located at 1 Time Clock Drive, San Angelo, TX 76904 ("TCP"), and _____, with its principal office located at _____ ("Client").

WHEREAS TCP and Client (the "Parties") desire to enter into this Agreement for the provision of hosted services by TCP to Client, as provided herein.

NOW, THEREFORE, in reliance on the mutual covenants, promises, representations, and agreements set forth herein, the Parties agree as follows:

1. **Definitions.**

1.1 "Active License" means an Employee or Designated User that has not been marked as either terminated or suspended within TCP Services for whom Client is required to pay a fee under this Agreement.

1.2 "Affiliate" means any parent or subsidiary corporation, and any corporation or other business entity controlling, controlled by, or under common control with a Party.

1.3 "Biometric Data" means any information based on an individual's retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry, which is used to identify an individual, regardless of how it is captured, converted, stored, or shared.

1.4 "Client Data" means all of Client's data processed or stored by or transmitted to TCP in connection with the TCP Services, including, without limitation, all Personal Data contained therein.

1.5 "Designated User" means an individual Employee who is authorized by Client to access the administrative features of the TCP Services, and whose Personal Data may be processed or stored by or transmitted to TCP in connection with the TCP Services.

1.6 "Employee" means Client's individual employee, manager, administrator, worker, consultant, substitute, or contractor.

1.7 "Hardware Support and Maintenance Agreement" means any agreement that extends services to current TimeClock Plus terminals, clocks, and biometric devices, and maintenance releases for related products purchased or licensed by the Client from TCP or a registered reseller, as applicable.

1.8 "Initial Term" has the meaning set forth in Section 10.

1.9 "Monthly License Fee" means TCP's then current fees applicable for each of Client's Active Licenses based on the aggregated Permissions to access and use the TCP Services measured over the course of each calendar month, as outlined on an invoice or Order Form. This fee may be prorated during the first month of the Initial Term and prorated for the last month of the Initial Term.

1.10 "Order Form" means a written document, including, but not limited to, a TCP issued invoice, a TCP issued order form, or a Client issued purchase order, which has been mutually agreed upon and executed by the Parties for ordering products and/or services, and which expressly incorporates the terms of this Agreement.

1.11 "Permissions" means the permission(s) granted to Client's Employees to access features within TCP Services, as outlined on an invoice or Order Form. Permissions are applied within the TCP Services by Client's Designated Users.

1.12 "Personal Data" means any information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular Employee or Designated User.

1.13 "Privacy Policy" means TCP's Global Data Privacy Policy located at https://www.tcpsoftware.com/legal, as updated from time to time.

1.14 "Service Level Agreement" means the Service Level Agreement that serves as an addendum to this Agreement. The Service Level Agreement is located at https://www.tcpsoftware.com/legal, as updated from time to time.

1.15 "Subprocessor" means any third-party entity that processes Personal Data on behalf of TCP and to which TCP discloses Personal Data for a business purpose pursuant to a written contract, provided that the contract prohibits such entity from retaining, using, or disclosing the Personal Data for any purpose other than for the specific purpose of performing the services identified in such contract.

1.16 "Supported Hardware" means any hardware purchased or leased from TCP that is coverable under a Hardware Support and Maintenance Agreement located at https://www.tcpsoftware.com/legal, as updated from time to time.

1.17 "TCP Services" means the TCP software application(s) hosted by TCP in accordance with TCP's then-current hosting environment, any associated documentation, and any ancillary services described in this Agreement or an Order Form.

1.18 "TCP Technology" means the computer hardware, software, and other tangible equipment and intangible computer code contained therein used by TCP in the provision of the TCP Services.

1.19 "Term" has the meaning set forth in Section 10.

1.20 "Use Fees" means the fees set forth on the applicable invoice or Order Form, including, but not limited to, Monthly License Fees and Hardware Support and Maintenance Agreement Fees.

2. Delivery of Services.

2.1 TCP Services. Subject to the terms and conditions of this Agreement and the Privacy Policy, TCP grants to Client, its Affiliates and their Designated Users a limited, non-transferable (except in compliance with Section 22), nonexclusive right and subscription license to access and use the TCP Services during the Term only for the internal business purposes of processing, storing, and maintaining Client Data. TCP shall provide to Client the TCP Services during the Term in accordance with the terms and conditions of this Agreement, the Privacy Policy, the Service Level Agreement, the Hardware Support and Maintenance Agreement (if applicable), and any additional terms outlined in an Order Form.

2.2 Client Responsibilities. Client's use of the TCP Services is subject to the terms of this Agreement, the Privacy Policy, the Service Level Agreement, the Hardware Support and Maintenance Agreement (if applicable), and any additional terms outlined in an Order Form. The aforementioned documents are available to view at http://www.tcpsoftware.com/legal.

2.2.1 Access. Client is responsible for maintaining the confidentiality of Client's account and password and for restricting access to its computer systems, and Client agrees to accept responsibility for all activities that occur under Client's account or password, including but not limited to any acts or omissions by Designated Users. Client shall inform each Designated User of the terms and conditions governing such Designated User's use of the TCP Services as set forth herein and shall cause each Designated User to comply with such terms and conditions.

2.2.2 Restrictions on Use. Client acknowledges and agrees that Client will not use the TCP Services for the benefit of any third party. Client agrees not to, not to attempt to, nor allow any third party to: (i) use the TCP Services in any manner that could damage, disable, overburden, or impair TCP's servers or networks or interfere with any other party's use and enjoyment of the TCP Services; (ii) attempt to gain unauthorized access to any services, user accounts, computer systems, or networks through hacking, password mining, or any other means; (iii) copy, distribute, rent, lease, lend, sublicense, transfer the TCP Services, make the TCP Services available to any third party, or use the TCP Services on a service bureau or time sharing basis, (iv) decompile, reverse engineer, or disassemble the TCP Services or otherwise attempt to reconstruct or discover any source code, underlying ideas, algorithms, file formats, or programming interfaces of the TCP Services, (v) create derivative works based on the TCP Services; (vi) modify, remove, or obscure any copyright, trademark, patent, or other notices or legends that appear on the TCP Services or during the use and operation thereof; (vii) publicly disseminate performance information or analysis (including benchmarks) relating to the TCP Services; or (viii) use the TCP Services in a manner which violates or infringes any laws, rules, regulations, third party intellectual property rights, or third party privacy rights.

Client may not use any automated means, including agents, robots, scripts, or spiders to access or manage the TCP Services, except solely to the extent as may be specifically enabled and authorized by TCP in writing. TCP may take any legal and technical measures to prevent the violation of this provision and to enforce this Agreement.

2.3 Third Party Services.

2.3.1 Client may require the TCP Services to interoperate with platforms or other online services operated by third parties ("Third-Party Platforms") pursuant to an agreement between TCP and the operators of such Third-Party Platforms, an agreement between Client and the operators of such Third-Party Platforms, or through application programming interfaces ("APIs") or other means of interoperability which are generally made available by such operators.

2.3.2 As applicable, Client hereby grants TCP the limited right to access such Third-Party Platforms with Client's credentials and on behalf of the Client in connection with the performance of the TCP Services. Client acknowledges and agrees that TCP's agreements with the operators of such Third-Party Platforms and the terms governing the use of APIs may be modified, suspended, or terminated at any time, and TCP shall have no liability with respect to any such modification, suspension, or termination. Client is responsible for ensuring that its use of the TCP Services in connection with any Third-Party Platform, and TCP's access to such Third-Party Platforms on Client's behalf, complies with all agreements and terms applicable to such Third-Party Platform.

2.4 Client Data.

2.4.1 General. Client hereby grants TCP a worldwide, royalty-free, non-exclusive, limited license to use, host, copy, transmit, display, modify, and create derivative works of Client Data for the express purpose of providing the TCP Services. Client acknowledges and agrees that it will determine the means and purposes of processing Client Data and that TCP acts solely as a service provider that processes Client Data on behalf of and at the direction of Client for the sole purpose of performing the TCP Services under this Agreement. Client is responsible for ensuring that all Designated Users who provide instructions to TCP on Client's behalf are authorized. Client shall have sole responsibility for the accuracy, quality, content, legality, and use of Client Data and the means by which any Personal Data is obtained from Designated Users and Employees and transferred to TCP, and Client is solely responsible for any transfer of Personal Data to any third-party data controller or data processor (*e.g.*, human resources or payroll application), and TCP shall have no liability in connection therewith. Client agrees to implement data protection-related procedures that will not be less protective than those imposed on TCP by this Agreement and the Privacy Policy.

2.4.2 Restrictions on TCP's Processing of Client Data. TCP is expressly prohibited from processing any Client Data for any purpose other than for the specific purpose of performing the TCP Services unless requested by Client or required by applicable law. TCP is prohibited from selling Personal Data under any circumstances

and for any purpose. No other collection, use, disclosure, or transfer (except to Subprocessors in accordance with Section 22) of Client Data is permitted without Client's express prior written instruction. TCP acknowledges and agrees that it understands and will comply with each of the restrictions and obligations set forth in this Section 2.4.2.

2.4.3 Subprocessors. TCP has appointed Subprocessors for the purpose of providing data hosting and security services. Client acknowledges and agrees that Subprocessors may process Client Data in accordance with the terms of this Agreement, the Privacy Policy and any Order Form. TCP's agreements with its Subprocessors impose data protection-related processing terms on such Subprocessors that are no less protective than the terms imposed on TCP in this Agreement and the Privacy Policy. The Privacy Policy contains an overview of the categories of Subprocessors involved in the performance of the relevant TCP Services. The appointment of a Subprocessor to perform part or all the TCP Services hereunder shall not relieve TCP of any liability under this Agreement.

3. Data Security.

3.1 Security Standards.

3.1.1 TCP shall implement reasonable security procedures consistent with industry standards to protect Client Data from unauthorized access, including without limitation (i) industry-standard encryption of data at rest within TCP's data centers; (ii) web application firewalls; (iii) virus detection and anti-virus software; (iv) authentication techniques, such as user names and passwords, or authorization formats, which limit access to particular TCP personnel; and (v) additional security controls consistent with SOC 2 Type II reporting standards.

3.1.2 The Parties shall implement administrative, technical and physical security procedures consistent with industry standards and applicable data protection laws to protect Client Data from unauthorized access, including by adopting access policies that prevent the internal sharing or inadvertent communication of login credentials.

3.1.3 Client is responsible for reviewing the information made available by TCP relating to data security and making an independent determination as to whether the TCP Services meet Client's requirements and obligations under applicable data protection laws. Client acknowledges that data security measures taken by TCP are subject to technical progress and development and TCP may update or modify such security measures from time to time, provided that such updates and modifications do not result in the degradation of the overall security of the TCP Services.

3.2 Security Breach Notifications. TCP will promptly report to Client any unauthorized access to Client Data within TCP's or its Subprocessors' systems upon discovery and in accordance with applicable data breach notification laws. TCP will use diligent efforts to promptly remedy any breach of security that permitted such unauthorized access. TCP's notification of or response to any security incident under this

Section 3.2 shall not be construed as an acknowledgment by TCP of any fault or liability with respect to such security incident.

3.3 Data Backup and Retention. TCP shall undertake commercially reasonable efforts to backup Client Data with a restore point objective of twenty-four (24) hours. Client Data shall be backed up and retained in accordance with TCP's retention policy as set forth in the Privacy Policy.

4. Data Privacy. TCP will process Employee Personal Data in accordance with the terms of this Agreement, the Privacy Policy and all applicable data protection laws. Client must maintain its own data collection, disclosure, retention, and storage policies in compliance with applicable law.

4.1 Biometric Data. To the extent that Client collects, captures, stores, or otherwise uses Biometric Data relating to an individual, Client must (i) first inform the individual from whom Biometric Data will be collected, in writing and prior to collecting his or her Biometric Data, that Biometric Data is being collected, stored, and/or used; (ii) indicate, in writing, the specific purpose(s) (which may not be other than employment-related purposes) and length of time for which Biometric Data is being collected, stored, and/or used; and (iii) receive a written release from the individual (or his or her legally authorized representative) authorizing the Client, TCP, TCP's third-party service providers (who are subject to restrictions no less restrictive than those imposed on TCP herein) to collect, store, and/or use the Biometric Data and authorizing the Client to disclose such Biometric Data to TCP and TCP's third-party service providers

4.2 Requests. Client agrees to adopt a commercially reasonable policy for managing data requests from Designated Users and Employees, which policy shall safeguard the rights of such data subjects and respect the original purpose of such data collection. Client, as the Party which determines the means and purposes for processing Client Data, shall be responsible for receiving, investigating, documenting, and responding to all Designated User and Employee requests for inspection or erasure of Personal Data.

4.3 Assistance. If Client receives a request from a Designated User or Employee to exercise such individual's rights under applicable data protection laws, and Client requires TCP's assistance to respond to such request in accordance with applicable data protection laws, TCP shall assist the Client by providing any necessary information and documentation that is under TCP's control. TCP shall be given reasonable time to assist the Client with such requests in accordance with applicable law.

4.4 Client's Privacy Policy. Where required by law, Client agrees to adopt a privacy policy in alignment with this Agreement and all applicable laws governing the collection, use, transfer and retention of Personal Data. Client agrees to provide TCP, upon reasonable request, Client's adopted privacy policy.

5. Confidential Information.

5.1 Each Party (the "Receiving Party") acknowledges that it will have access to certain confidential information of the other Party (the "Disclosing Party") concerning the Disclosing Party's business, plans, customers, software, technology and products, other information held in confidence by the Disclosing Party, and Personal Data. In addition, a Disclosing Party's confidential information will include (i) all information in tangible or intangible form that is marked or designated as confidential or that, under the circumstances of its disclosure, should be considered confidential, and (ii) the TCP Technology and related algorithms, logic, design, specifications, and coding methodology, but not its existence (all of the foregoing being referred to as "Confidential Information").

5.2 The Receiving Party agrees that it will not use in any way, for its own account or the account of any third party, except as expressly permitted by, or required to achieve the purposes of, this Agreement, nor disclose to any third party (except as required by law or to that party's attorneys, accountants and other advisors as reasonably necessary), any of the Disclosing Party's Confidential Information, and will take reasonable precautions to protect the confidentiality of such Confidential Information in at least the same manner as is necessary to protect its own Confidential Information and in accordance with applicable data protection laws. To the extent that the Receiving Party is permitted to retransmit any Confidential Information it receives from the Disclosing Party, the mode of retransmission must be at least as secure as the mode by which the Disclosing Party transmitted the Confidential Information to the Receiving Party.

5.3 Information will not be deemed Confidential Information hereunder if such information: (i) is known to the Receiving Party prior to receipt from the Disclosing Party, whether directly or indirectly, from a source other than one having an obligation of confidentiality to the Disclosing Party; (ii) becomes known (independently of disclosure by the Disclosing Party) to the Receiving Party, whether directly or indirectly, from a source other than one having an obligation of confidentiality to the Disclosing Party; (iii) becomes publicly known or otherwise ceases to be secret or confidential, except through a breach of this Agreement by the Receiving Party; or (iv) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

6. Cooperation With Authorities. If either Party is requested to disclose all or any part of any Confidential Information under a subpoena or inquiry issued by a court of competent jurisdiction or by a judicial or administrative agency or legislative body or committee, the Receiving Party shall (i) immediately notify the Disclosing Party of the existence, terms and circumstances surrounding such request; (ii) consult with the Disclosing Party on the advisability of taking legally available steps to resist or narrow such request and cooperate with the Disclosing Party on any such steps it considers advisable; and (iii) if disclosure of the Confidential Information is required or deemed advisable, exercise its best efforts to obtain an order, stipulation or other reasonably acceptable assurance that the Confidential Information or part thereof required to be disclosed shall retain its confidentiality and remain otherwise subject to this Agreement. Although TCP will not systematically monitor the Client Data, TCP reserves the right,

upon prior written notice to Client, to remove access to Client Data to comply with applicable law, provided, however, that access to such Client Data will be restored upon a mutual determination of the Parties that such Client Data is in compliance with, or has been modified to be in compliance with, applicable law.

7. Supplemental Services; Master Agreement.

7.1 TCP may provide to Client supplemental services in accordance with a Statement of Work or a separate services agreement.

7.2 Client may elect to purchase additional products and services via Order Forms from time to time. The Parties agree that this Agreement is a master agreement such that additional transactions, excluding leased hardware, will be governed by the terms and conditions hereof. Pricing for additional transactions shall be in accordance with TCP's then-current pricing schedule. Client agrees that absent TCP's express written acceptance thereof indicated by execution by an officer of TCP, the terms and conditions contained in any purchase order or other document issued by Client to TCP for the purchase of additional services, shall not be binding on TCP to the extent that such terms and conditions are additional to or inconsistent with those contained in this Agreement.

7.3 Hardware purchased from TCP and incorporated into TCP Services requires the purchase of a Hardware Support and Maintenance Agreement, which shall be renewed for the term of this Agreement.

8. Use Fees.

8.1 In consideration for the performance of the TCP Services, Client shall pay TCP the Use Fees. During the Term, Client will be billed in advance an amount equal to charges as indicated in the applicable invoice or Order Form. All other charges for TCP Services received and expenses incurred during a month will be billed at the end of the month in which the TCP Services were provided. Payment by Client for all Use Fees is due upon receipt of each TCP invoice, and in no event shall such payment be received by TCP later than thirty (30) days after the invoice, except in cases where a Net Terms Agreement has been authorized by TCP. All payments will be made to TCP in U.S. dollars.

8.2 TCP Services charges will be equal to the number of total Active Licenses multiplied by the Monthly License Fee which is based on the aggregated Permissions for each Active License. Client is responsible for Monthly License Fees for the maximum number of Active Licenses during any calendar month. Client may add additional Employees, Designated Users and Permissions as desired each month by paying the Monthly License Fees on the next billing cycle. Client agrees to promptly update the status in the TCP Services for any Active License which has been terminated or suspended.

8.3 Employees and Designated Users added at any time during a calendar month will be charged in full for that billing period. Because Client is billed in advance for

TCP Services, if Client increases its Active License count or increases Permissions during a calendar month, Client will receive an invoice reflecting the increased Active License count with overage charges incurred from the previous month and prorated over the number of months remaining in the Term.

8.4 Hardware Support and Maintenance charges will be equal to the percentage set forth in the applicable Hardware Support and Maintenance Agreement multiplied by the total purchase price of the Supported Hardware.

8.5 Reserved.

8.6 Reserved.

9. Taxes. As applicable, Client shall, in addition to the other amounts payable under this Agreement, pay all sales, use, value added or other taxes, whether federal, state or local, however named, arising out of the transactions contemplated by this Agreement, except that Client shall not be liable for taxes based on TCP's aggregate income.

10. Term; Guaranteed Payment. This Agreement commences on the Effective Date and, unless terminated earlier in accordance with Section 11, will remain in effect for the term specified in the applicable Order Form ("Initial Term"). For avoidance of doubt, except as otherwise set forth in the terms and conditions of this Agreement, all fees mutually agreed to in an Order Form are committed and non-cancelable.

11. Termination for Cause. A Party may terminate this Agreement for cause if (i) the other Party breaches any material term or condition of this Agreement and fails to cure such breach within thirty (30) days after receipt of written notice of the same, or in the case of failure to pay Use Fees, thirty (30) days; (ii) the other Party becomes the subject of a voluntary petition in bankruptcy or any voluntary proceeding relating to insolvency, receivership, liquidation or composition for the benefit of creditors; or (iii) the other Party becomes the subject of an involuntary petition in bankruptcy or any involuntary proceeding relating to insolvency, receivership, liquidation or composition for the benefit of creditors, and such petition or proceeding is not dismissed within sixty (60) days of filing. Notwithstanding the foregoing, if a material breach by Client, by its nature, cannot be cured, TCP may terminate this Agreement immediately.

12. Effect of Termination. Without prejudice to any right or remedy of a Party with respect to the other Party's breach hereunder, upon the effective date of any termination of this Agreement:

12.1 TCP's obligation to provide the TCP Services shall immediately terminate;

12.2 after such termination and upon Client's reasonable request, no later than thirty (30) days from termination, TCP shall provide Client Data to Client in a SQL database file format; and

12.3 within thirty (30) days of such termination, each Party will destroy or return all additional Confidential Information of the other Party in its possession and will not

make or retain any copies of such Confidential Information except as required to comply with any applicable legal or accounting record keeping requirement.

13. Intellectual Property Ownership. Subject to the limited rights expressly granted hereunder, TCP reserves all right, title, and interests in and to the TCP Services and TCP Technology, including all intellectual property rights embodied therein, which shall remain the sole and exclusive property of TCP or its licensors. No rights are granted to Client hereunder other than as expressly set forth herein. This Agreement does not transfer from TCP to Client any ownership interest in the TCP Services or TCP Technology and does not transfer from Client to TCP any ownership interest in Client Data.

14. Client Representations and Warranties.

14.1 Client represents and warrants that (i) it has the legal right to enter into this Agreement and perform its obligations hereunder, and (ii) the performance of Client's obligations and use of the TCP Services by Client, its Designated Users and Employees will not violate any applicable laws, including all applicable domestic and international data protection laws, or cause a breach of duty to any third party, including Employees.

14.2 Client represents and warrants that all Personal Data included in the Client Data has been collected from all Employees and Designated Users and will be transferred to TCP in accordance with all applicable data protection laws, including, but not limited to, the EU General Data Protection Regulation 2016/679 and the Illinois Biometric Information Privacy Act, to the extent applicable. Client acknowledges and agrees that (i) TCP is a service provider and processes Client Data solely on behalf of and at the direction of Client, and exercises no control whatsoever over the content of the Client Data passing through the TCP Services or that is otherwise transferred by Client to TCP, and (ii) it is the sole responsibility of Client to ensure that the Client Data passing through the TCP Services or that is otherwise transferred by Client to TCP complies with all applicable laws and regulations, whether now in existence or hereafter enacted and in force.

14.3 Client represents and warrants that its Affiliates' use of the TCP Services, if any, shall not relieve Client of any liability under this Agreement, and Client shall be responsible and liable for the acts and omissions of its Affiliates hereunder as if performed or omitted by Client.

14.4 In the event of any breach of any of the foregoing representations or warranties in this Section 14, in addition to any other remedies available at law or in equity, TCP will have the right to suspend immediately any TCP Services if deemed reasonably necessary by TCP to prevent any harm to TCP and its business. TCP will provide notice to Client and an opportunity to cure, if practicable, depending on the nature of the breach. Once cured, TCP will promptly restore the TCP Services.

15. TCP Representations and Warranties. TCP represents and warrants that (i) it has the legal right to enter into this Agreement and perform its obligations hereunder, and (ii) the performance of its obligations and delivery of the TCP Services to Client will not

violate any applicable laws or regulations of the United States or cause a breach of any agreements between TCP and any third parties.

16. Mutual Representations and Warranties. Each Party represents and warrants that it has implemented a comprehensive written information security program that includes appropriate administrative, technical and physical safeguards to: (i) ensure the safety and confidentiality of Personal Data; (ii) protect against unauthorized access to and use of Personal Data; (iii) protect against anticipated threats or hazards to the security or integrity of Personal Data, and (iv) comply with applicable data protection laws.

17. Limited Warranty. TCP represents and warrants that the TCP Services and related products, as described with this Agreement, will perform in accordance with all TCP published documentation, contract documents, contractor marketing literature, and any other communications attached to or referenced in this Agreement and that the TCP Services will be free of errors and defects that materially affect the performance of the TCP Services ("Limited Warranty"). Client's sole and exclusive remedy for breach of the Limited Warranty shall be the prompt correction of non-conforming TCP Services at TCP's expense.

18. Reserved.

19. Indemnification.

19.1 Reserved.

19.2 TCP will indemnify, defend and hold harmless Client and its Affiliates (the "Client Indemnitees") from and against any lawsuit, liability, loss, cost or expense actually incurred or suffered by a Client Indemnitee of every kind and nature to the extent caused by or resulting from a third-party claim made against a Client Indemnitee that the TCP Technology infringes on any U.S. intellectual property right of a third party; provided, however, that TCP is notified in writing of such claim promptly after such claim is made upon Client. TCP shall have the right to control any defense provided pursuant to this Section 19.2. In no event shall Client settle any such claim without TCP's prior written approval. If such a claim is made or if the TCP Technology, in TCP's opinion, is likely to become subject to such a claim, TCP may, at its option and expense, either (i) procure the right to continue using the TCP Technology or portion thereof, or (ii) replace or modify the TCP Technology or portion thereof so that it becomes non-infringing. If TCP determines that neither alternative is reasonably practicable, TCP may terminate this Agreement with respect to the portion of the TCP Technology infringing or alleged to infringe. TCP shall have no liability or obligation under this Section 19.2 if the claim arises from (i) any alteration or modification to the TCP Technology other than by TCP, (ii) any combination of the TCP Technology with other programs or data not furnished by TCP, or (iii) any use of the TCP Technology prohibited by this Agreement or otherwise outside the scope of use for which the TCP Technology is intended.

20. Liability Limitation. Except for claims arising out of Section 19.2 (TCP's Intellectual Property Indemnity) and Section 5 (Confidential Information), in no event shall

TCP's aggregate liability, if any, including liability arising out of contract, negligence, strict liability in tort or warranty, or otherwise, exceed the sum of amounts paid by Client to TCP during the twelve (12) months immediately prior to the date of the claim.

21. Notices. Any notice or communication required or permitted to be given hereunder may be delivered by hand, deposited with an overnight courier, sent by email (provided delivery is confirmed), or U.S. Mail (registered or certified only), return receipt requested, to the address set forth on the initial page hereof.

22. Assignment. This Agreement shall not be assigned by either Party without the prior written consent of the other Party, which shall not be unreasonably withheld; provided, however, that either Party may, without the prior consent of the other, assign all of its rights under this Agreement to (i) such Party's parent company or a subsidiary of such Party, (ii) a purchaser of all or substantially all of such Party's assets related to this Agreement, or (iii) a third party participating in a merger, acquisition, sale of assets or other corporate reorganization in which such Party is participating. This Agreement shall bind and inure to the benefit of the Parties and their respective successors and permitted assigns.

23. Continuing Obligations. Those clauses the survival of which is necessary for the interpretation or enforcement of this Agreement shall continue in full force and effect in accordance with their terms notwithstanding the expiration or termination hereof, such clauses to include the following: (i) any and all warranty disclaimers, limitations on or limitations of liability granted by either Party herein; (ii) any terms relating to the ownership or protection of intellectual property rights or Confidential Information of either Party, or any remedy for breach thereof; and (iii) the payment of taxes, duties, or any money to either Party hereunder.

24. Marketing. During the Term hereof, Client agrees that TCP may publicly refer to Client, orally and in writing, as a customer of TCP. Any other reference to Client by TCP requires the written consent of Client.

25. Force Majeure. Except for the obligation to make payments, neither Party will be liable for any failure or delay in its performance under this Agreement due to any cause beyond its reasonable control, including acts of war, terrorism, acts of God, epidemic, earthquake, flood, embargo, riot, sabotage, labor shortage or dispute, governmental act or complete or partial failure of the Internet (not resulting from the actions or inactions of TCP), provided that the delayed Party: (i) gives the other Party prompt notice of such cause, and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance.

26. Dispute Resolution. For any dispute, controversy or claims arising out of or relating to this Agreement or the breach, termination, interpretation or invalidity thereof or any Invoice, or Order Form, the Parties shall endeavor for a period of two (2) weeks to resolve the Dispute by negotiation. This period may be extended by mutual agreement of the Parties. In the event the Dispute is not successfully resolved, the Parties agree to submit the Dispute to litigation in a court of competent jurisdiction.

27. Reserved.

28. Reserved.

29. Applicable Law; Jurisdiction; Limitations Period. This Agreement shall be construed under the laws of the State of Ohio, without regard to its principles of conflicts of law. To the extent permitted by law, no action, regardless of form, arising out of this Agreement may be brought by either Party more than one (1) year after the cause of action is known.

30. Counterparts; Facsimile Signatures. This Agreement may be executed in multiple counterparts, each of which, when executed and delivered, shall be deemed an original, but all of which shall constitute one and the same instrument. Any signature page of any such counterpart, or any email transmission thereof, may be attached or appended to any other counterpart to complete a fully executed counterpart of this Agreement, and any email transmission of any signature of a Party shall be deemed an original and shall bind such Party.

31. Miscellaneous. This Agreement constitutes the entire understanding of the Parties with respect to the subject matter of this Agreement and merges all prior communications, understandings, and agreements. This Agreement may be modified only by a written agreement signed by the Parties. In the case of any conflict between this Agreement and the Privacy Policy, the Privacy Policy shall control. The failure of either Party to enforce any of the provisions hereof at any time shall not be a waiver of such provision, any other provision, or of the right of such Party thereafter to enforce any provision hereof. If any provision of this Agreement is declared invalid or unenforceable, such provision shall be deemed modified to the extent necessary and possible to render it valid and enforceable. In any event, the unenforceability or invalidity of any provision shall not affect any other provision of this Agreement, and this Agreement shall continue in full force and effect and be construed and enforced as if such provision had not been included or had been modified as above provided.

TimeClock Plus
Hardware Support and Maintenance Agreement - Addendum

This Hardware Support and Maintenance Agreement is an addendum to the Master Licensing Agreement or Perpetual Licensing Agreement – EULA, hereafter referred to as the "Licensing Agreement", made and entered into by and between TimeClock Plus, LLC ("TCP") and Client. TCP reserves the right to continuously improve the Hardware Support and Maintenance Services and to adapt such Services to changes in technology and to TCP's business environment. Services shall be provided in accordance with TCP's then current Support Level Agreement ("SLA"), located at https://www.timeclockplus.com/agreements/sla.

1. **Term**. Services provided under this Hardware Support and Maintenance Agreement shall commence on the date of purchase and shall continue for one (1) year from the date of purchase ("Initial Term").

2. **Supported Hardware**. All hardware purchased by Client from TCP for which Client has paid a fee for support and maintenance shall be considered Supported Hardware under the terms of this Hardware Support and Maintenance Agreement.

3. **Incident**. An Incident is defined as a single support issue with a TCP hardware product and the reasonable effort needed to resolve it. A single support Incident is a problem that cannot be broken down into subordinate parts. It is possible for one Incident to span multiple telephone calls and multiple emails; it is also possible for one telephone call to include multiple Incidents.

4. **Support Services**. TCP support technicians shall aid in the resolution of hardware support requests in a timely and professional manner. TCP will assist with issues related only to the Supported Hardware. Upon notification of an Incident, an Incident number will be issued, and the Incident number will remain effective and open until satisfactory resolution of the cause of the Incident, or 5 business days without a Client communication, after which the Incident number will be closed.

5. **Maintenance Services**. During the term, should a defect in materials or workmanship be identified on supported hardware ("Defective Hardware"), TCP will incur expense to promptly ship Client a comparable hardware device of like kind with the functional equivalent of the Defective Hardware ("Replacement Hardware") to arrive at Client's specified location. Cost to ship replacement hardware outside the United States is the responsibility of Client.

6. **Return of Defective Hardware**. Upon replacement of Defective Hardware, Client's Defective Hardware shall become the property of TCP and the Replacement Hardware

shall become Client's property. Instructions and a return label for return of the Defective Hardware will be included in the packaging of the Replacement Hardware or can be provided upon request. Client shall properly package the shipment when returning the Defective Hardware. The Defective Hardware must be returned to TCP within 14 days of receiving the Replacement Hardware. Should Client refuse to or fail to return the Defective Hardware, Client agrees to pay TCP the Manufacturer's Suggested Retail Price ("MSRP") of the Defective Hardware. Additionally, Client's ability to request Maintenance Services on any other supported hardware will be suspended until the Defective Hardware is returned to TCP or Client pays TCP the MSRP of the Defective Hardware.

7. **Additional Products**. If during the Term, Client purchases additional hardware products, this Hardware Support and Maintenance Agreement is amended to include Services for such additional hardware products. The annual fee for such additional hardware products shall be charged at the time of purchase and shall be prorated so that the term of such additional product coverage will expire at the end of the Term.

8. **Limitations**.

8.1. Support Services. Support Services are limited to hardware troubleshooting and hardware configurations as described in the TimeClock Plus product documentation. This Hardware Support and Maintenance Agreement does not cover inquiries on legal time keeping compliance nor does it include in-depth product training. Support Services extend only to platforms and operating environments specified by TCP. TCP is not responsible for integration or configuration with third-party software, hardware, or operating environments except as allowed by the Licensing Agreement and the products purchased from TCP. Client is entitled to an unlimited number of support Incidents during the Term.

8.2. Maintenance Services. Maintenance Services does not cover (a) damage caused by accident, abuse, misuse, liquid contact, fire, earthquake, other external causes, or operating covered hardware outside its intended or permitted use; (b) hardware with a serial number that has been defaced, altered, removed, or modified without written permission from TCP; (c) hardware that has been lost or stolen; (d) cosmetic damage including but not limited to scratches, dents, and broken plastics or ports; (e) consumable parts such as batteries; (f) preventative maintenance; or (g) defects caused by normal wear and tear or otherwise normal aging of product.

9. **Services Requests**. Requests for Services are made by Client to TCP via support portal located at https://timeclockplus.force.com/TCPSupport/s/ . The Client shall provide a reasonable amount of information and assistance related to the Incident for verification and resolution of the Incident. When requesting Replacement Hardware, Client must provide TCP with the serial number of Defective Hardware in question, the problem, the context in which the problem was encountered, a description of the system configuration, the steps necessary to generate or reproduce the problem, and the address TCP will use to ship the Replacement Hardware. Failure to provide reasonable information or assistance may result failure to resolve the Incident.

10. **Miscellaneous.** This Hardware Support and Maintenance Agreement is not transferable. With the exception of the Licensing Agreement, this Hardware Support and Maintenance Agreement supersedes all other written and oral proposals, purchase orders, prior agreements, and other communications between Client and TCP concerning the subject matter of this Hardware Support and Maintenance Agreement, and along with the documents referenced herein constitutes the entire agreement between TCP and Client regarding provision of Support and Maintenance Services. A Hardware Support and Maintenance Agreement does not constitute a certification or warranty, express or implied of any kind. TCP's obligations and responsibilities regarding product warranties are governed solely by the Licensing Agreement under which they are sold or licensed.

TCP SERVICE LEVEL AGREEMENT (SLA)

This Service Level Agreement is an addendum to the Master Licensing Agreement, hereafter referred to as the "Licensing Agreement", made and entered into by and between TimeClock Plus, LLC ("TCP") and Client. TCP reserves the right to continuously improve the Support and Maintenance and to adapt such services to changes in technology and to TCP's business environment. All Support and Maintenance will be provided in accordance with applicable data protection laws and the Privacy Policy which can be found at www.tcpsoftware.com/legal.

1. **Definitions**. Capitalized terms herein, but not included in this Section 1, shall have the meaning set forth in the Licensing Agreement and/or attached Addendums.

1.1 "24/7 Support" means continuous service is provided for twenty-four hours per day, seven days per week, and throughout the year.

1.2 "Downtime" shall mean "unplanned" network unavailability within TCP's United States network for thirty (30) consecutive minutes due to the failure of TCP to provide services for such period. Downtime shall not include any packet loss or network unavailability during TCP's scheduled maintenance of the Internet Data Center(s), network and software services.

1.3 "Issue" means a failure of the Software to substantially conform to the functional specifications set forth in TCP published documentation.

21.4 "Performance Problem" shall mean a material deterioration in the performance of the Humanity Services excluding any Downtime.

1.5 "Response Time" means the time period in which the assigned support resource shall provide Client with an initial technical response as a result of an Issue reported by Client.

1.6 "Service Credit" shall mean an amount equal to the pro-rata monthly recurring connectivity charges (i.e., all monthly recurring bandwidth-related charges) for one (1) day of software services.

1.7 "Software" means the certain software program(s) purchased by Client. Software includes TCP Services as defined in the Licensing Agreement.

1.8 "Standard Support" means the Standard support level of Support and Maintenance as set out in Section 3.

1.9 "Standard Support Hours" means the hours between 7:00 am PST and 7:00 pm PST, excluding Saturday, Sunday, and TCP recognized employee holidays.

1.10 "Support and Maintenance" means the support and maintenance services to be provided by TCP to the Client. All Support and Maintenance will be provided to Client in accordance with the terms of this Service Level Agreement.

1.11 "Term" has the same meaning as defined in the Order Form or Licensing Agreement.

1.12 "Updates" means service packs, patches, hot fixes, or workarounds for a particular version of the Software. All Updates are licensed to Customer and subject to the terms and conditions of the License Agreement.

1.13 "Workaround" means a modification or "patch" for a particular version of the Software, which may be of a temporary or interim nature to help cure or avoid an Issue.

2. **Support and Maintenance Services.** In consideration of the Client's payment of the applicable fees related to the TCP Services, TCP agrees to provide Support and Maintenance for the duration of the Term, and solely for the Software.

3. **Software Support and Maintenance.**

3.1 Software Maintenance. TCP will provide 24/7 Support to Client via both telephone and electronic mail. Client may report an Issue during Standard Support Hours by calling 888-973-6030 or any time by emailing support@tcpsoftware.com. TCP shall use commercially reasonable efforts to maintain the Software so that it operates without Issues. Software maintenance includes the Software features that TCP makes generally available to its Client base during the applicable Term. These Software features, include Updates to the Software.

3.2 Software Support. Support Services include:

3.2.1 Information gathering and analysis of Software to identify Issues;

3.2.2 Chat, email, or telephone consultation regarding the use and operation of the Software that does not rise to the level of training;

3.2.3 Configuration changes for the Software;

3.2.4 Repair or replacement of open source software with functionally equivalent software; and

3.2.5 Issue correction in accordance with the Support Response Time Goals below.

3.3 Severity Classification and Response Time Goals. Issues are classified according to severity of impact on the use of the Software, according to the Support Response Time Goal chart below. All disputes regarding severity classification will be resolved by TCP in its sole discretion.

Support Response Time Goals

Severity	Impact	Response Time Goal
Level 1	Production system is down, impacting all applications and associated business systems. No Workaround exists.	A Level 1 Issue will immediately be assigned to a TCP Support Technician who will contact Client within one (1) business hour with an initial response. The support technician will then work without interruption on the Issue until a resolution is reached, either in the form of a complete fix, or an interim Workaround solution that will cause the level of urgency to drop to Level 2.
Level 2	Production system performance is degraded, but operational; Issue affects essential functions and no Workaround exists; or Issue is blocking critical systems tests or deliverables.	A Level 2 Issue will immediately be assigned to a TCP Support Technician who will contact Client within two (2) business hours with an initial response. The support technician will then work without interruption during standard support hours until a resolution is reached, either in the form of a complete fix, or an interim Workaround solution that will cause the level of urgency to drop to Level 3.
Level 3	General product questions relating to development, feature issues, or Documentation.	A Level 3 Issue will be assigned to a TCP Support Technician who will contact Client within one (1) business day with an initial response. The support technician will work on the issue during Standard Support Hours.

4. **Performance Problem**. In the event that TCP discovers or is notified by Client that Client is experiencing a Performance Problem, TCP will take all commercially reasonably actions necessary to determine the source of the Performance Problem.

4.1 **Discovery of Source; Notification of Client**. Within four (4) hours of discovering or receiving notice of the Performance Problem, TCP will use commercially reasonable efforts to determine whether the source of the Performance Problem is limited to the Humanity Services or whether the Performance Problem arises from the Client equipment or Client's connection to the Internet. TCP will notify Client of its findings regarding the source of the Performance Problem promptly after the additional four (4) hour period.

4.2 **Correction**. If the source of the Performance Problem is within the sole control of TCP, then TCP will use commercially reasonable efforts to remedy the Performance Problem within four (4) hours of determining the source of the Performance Problem. If the source of and remedy to the Performance Problem reside outside of the sole control of TCP, then TCP will use commercially reasonable efforts to notify the party responsible for the source of the Performance Problem and cooperate with it to resolve such problem as soon as possible.

4.3 **Service Credits for Performance Problems**. In the event that TCP (i) is unable to determine the source of the Performance Problem within the time periods described in Section 5; or (ii) is the sole source of the Performance Problem and is unable to remedy such Performance Problem within the time period described in Section 6, TCP will deliver a Service Credit to Client for each four (4) hour period incurred in excess of the time periods for identification and resolution described above; provided, however, that in no event shall Client be entitled to more than two (2) Service Credits for a given calendar day.

4.4 **Client Must Request Service Credit**. Upon receipt of a written request from Client for a prior calendar month requesting information regarding a specific instance of Downtime or Performance Problem, TCP will provide Client with a related incident report from which Client may determine any Downtime and/or Performance Problems. In order to receive a Service Credit in connection with a particular instance of Downtime or a Performance Problem, Client must notify TCP within thirty (30) days from the time Client becomes eligible to receive a Service Credit. Failure to comply with this requirement will forfeit Client's right to receive a Service Credit for the applicable instance of Downtime or Performance Problem.

4.5 **Maximum Service Credit**. The aggregate maximum number of Service Credits to be issued by TCP to Client for any and all Downtime and Performance Problems that occur in a single calendar month shall not exceed seven (7) Service Credits. Any Service Credits owed shall be issued in the TCP invoice in the month following the Downtime or Performance Problem, unless the Service Credit is due in Client's final month of Service. In such case, a refund for the dollar value of the Service Credit will be mailed to Client.

5. Obligations of Client

5.1 Support Contact. All communications relating to Support and Maintenance will be supervised, coordinated, and undertaken by a primary Client contact unless additional contacts are designated as an approved contact persons by Client's primary contact. Issues related to the security of Clients Data, including but not limited to, password resets, may require approval of Client's primary contact.

5.2 Pre-Call Procedures. Prior to requesting support from TCP, Client shall comply with all published operating and troubleshooting procedures for the Software. If such efforts are unsuccessful in eliminating the Issue, Client shall then promptly notify TCP of the Issue. Client shall confirm that the following conditions are true before contacting Service Provider for support:

5.2.1 If possible, the situation giving rise to the Issue is reproducible in the Software;

5.2.2 The Client contact has the technical knowledge regarding the Software, any other software or hardware systems involved, and in the facts and circumstances surrounding the Issue;

5.2.3 The entire system is available to the Client contact during any communication with the assigned TCP support technician; and

5.2.4 If requested and required, Client must make available to TCP a technical representative during Standard Support Hours for all Issues. TCP reserves the right to suspend all work relating to any Issues during periods for which the Client does not provide access to Client's technical representative or requested data to continue to work on the Issue.

5.3 Remote Connection. If appropriate, Client will cooperate with TCP to allow and enable TCP to perform Support and Maintenance via remote connection using standard, commercially available remote control software.

5.4 Disclaimer. TCP shall not be responsible for providing Support and Maintenance, Updates, or any other support and maintenance to the extent that Issues arise because Client (i) misuses, improperly uses, mis-configures, alters, or damages the Software; (ii) uses the Software with any hardware or software not recommended or sold by TCP; (iii) uses the Software at any unauthorized location; or (iv) otherwise uses the Software in a manner not in accordance with the License Agreement.

6. **Limitations of Support and Maintenance Services.**

6.1 Non-Compliance Problems. If Client notifies TCP of a problem and TCP correctly determines that the problem is due to Client's incorrect or improper use of the Software or failure to comply with the terms of the License Agreement an attached Addendums, the resolution of such problem is not covered by Support and Maintenance. However, TCP may provide additional services to correct the problem pursuant to a separate Statement of Work.

6.2 Third-Party Products. Support and Maintenance does not cover the operation or use of third-party hardware or software or Software modified by any party other than TCP or used in any manner in violation of the License Agreement or inconsistent with TCP published product documentation.

7. **Downtime Periods**. In the event Client experiences Downtime, Client shall be eligible to receive a one-time Service Credit for each Downtime period; provided, however, that in no event shall Client be entitled to more than two (2) Service Credits for any given calendar day. For example, if Client experiences one (1) Downtime period, then Client shall be eligible to receive one (1) Service Credit; if Client experiences two (2) Downtime periods, whether from a single event or multiple events, then Client shall be eligible to receive two (2) Service Credits.

7. **Termination; Effects of Termination**

7.1 TCP will provide Support and Maintenance services for the Term of the Agreement as defined by the applicable Order Form.

7.2 Termination of Support Terms. If TCP or Client terminates the License Agreement in accordance with the terms provided therein, then the Support and Maintenance hereunder will also terminate. Further, TCP may terminate this Agreement upon the following conditions:

7.2.1 if Client fails to make any payments due hereunder within ten (10) days after TCP delivers notice of default to Customer;

7.2.2 by giving prior written notice to Client if Client fails to perform any material obligation required of it hereunder, and such failure is not cured within thirty (30) days from Client's receipt of TCP's notice to cure such non-performance of material obligation; or

7.2.3 if Client files a petition for bankruptcy or insolvency, has an involuntary petition filed against it, commences an action providing for relief under bankruptcy laws, files for the appointment of a receiver, or is adjudicated a bankrupt concern.

7.3 Termination Option for Chronic Problems. Client may terminate this Agreement and without liability or penalty to TCP by notifying TCP within ten (10) days following the occurrence of either of the following: (i) Client experiences more than five (5) Downtime periods in any three (3) consecutive calendar month period; or (ii) Client experiences more than eight (8) consecutive business hours of Downtime due to any single event. Such termination will be effective thirty (30) days after receipt of such notice by TCP.

8. **Warranty**. TCP warrants all services performed under this Agreement shall be performed in a workmanlike and professional manner. EXCEPT AS OTHERWISE STATED IN THIS AGREEMENT TCP MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED INCLUDING EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NONINFRINGEMENT.

TimeClock Plus, LLC.

Global Data Privacy Policy

Last Updated May 2nd, 2024

As a provider of workforce management solutions, TimeClock Plus, LLC ("TCP Software," "we," or "us") respects the privacy of our clients and others who use our website, mobile application, products, and services. In connection with providing our services and operating our business and website, we process certain Personal Data, including from our Clients, prospective clients, and, for certain Clients, end-users of our products. We have adopted this Global Data Privacy Policy so that you can learn how we collect, use, and otherwise process your Personal Data.

This Global Data Privacy Policy covers information collected through the following websites:

1. TCPSoftware.com
2. Humanity.com
3. Aladtec.com
4. ScheduleAnywhere.com
5. WhenToWork.com

This Global Data Privacy Policy, which includes each of the sub-policies identified below, applies to the Personal Data we collect from you, including via your access to and use of the Services and, for Clients, is incorporated into and is subject to the TCP Software Terms of Service, which can be found at: https://www.tcpsoftware.com/legal.

The Global Data Privacy Policy consists of and incorporates each of the following:

- TimeClock Plus, LLC Privacy Policy for All Personal Data Except U.S. Resident Biometric Data
- TimeClock Plus, LLC Privacy Policy for the Processing of Biometric Data from U.S. Residents
- TimeClock Plus, LLC Data Privacy Framework (DPF) Privacy Policy for Data Transferred to the United States from the EU, the UK (including Gibraltar) and/or Switzerland

This Global Data Privacy Policy uses certain defined terms identified in the "Definitions" section at the end of this Global Data Privacy Policy.

TimeClock Plus, LLC Privacy Policy for All Personal Data Except U.S. Resident Biometric Data

With the exception of biometric data collected from U.S. residents, which is addressed separately within the Global Data Privacy Policy, this policy explains how TCP processes, uses and discloses all Personal Data it collects, including from Clients, end-users of our products (e.g., Client staff) for those Clients for whom TCP hosts data, prospective clients, and individuals who visit our website.

In this Privacy Policy, you will find information regarding:

- Collection and Sources of Personal Data
  - Personal Data We Receive Directly From You
  - Personal Data We Host on Behalf of Clients
  - Personal Data We Receive From Other Sources

    - Cookies and Tracking Technologies
- Purposes for Processing and Disclosures of Personal Data
    - General Purposes for Processing and Disclosures of Any and All Categories of Personal Data
    - Other Purposes for Processing and Disclosures of Specific Categories of Personal Data
        - Personal Data We Receive Directly From You
        - Personal Data We Host on Behalf of Clients
        - Personal Data We Receive From Other Sources
- Data Sales
- Data Retention
- Protection of Personal Data
- International Data Transfers
- Your Rights & Choices
- Other Important Information about Our Practices
- Changes to This Privacy Policy
- Contact Us

Collection and Sources of Personal Data.

Personal Data We Receive Directly From You.

TCP may collect the following categories of Personal Data directly from you:

a. *Client Account Data.* We may collect Personal Data in connection with Client management and account set-up and management, finance, dispute resolution, and for consolidated management and reporting. Client Account Data may include contact information, billing and banking information, Client account preferences and settings, and Client communications concerning the implementation and maintenance of the Services.

b. *Communications Data.* We may collect Personal Data that you provide when you express an interest in obtaining additional information about the Services, have questions or concerns about the Services, use our "Contact Us" or similar features, sign up for our emails or attend an event or webinar, or download certain content. Such information may include contact information such as name, job title, company name, phone number, and email address.

c. *Human Resources Data.* We may collect Personal Data from employees and job applicants, including contact information, social security number, background reports, job history, certain health or dietary information, payroll and banking information, and other Personal Data incident to the employment relationship.

d. *Reputation & Creditworthiness Data.* We may collect Personal Data in connection with performing diligence on our Clients, prospective clients, Service Providers or prospective service providers, and business partners or prospects. This data may include contact details, information concerning business practices, creditworthiness, reputation and business history, and job titles or roles.

e. *Transaction and Payment Data.* When you sign up for events or purchase some or all of the Services, we may require that you provide contact information such as name and address, billing information, such as billing name and address, credit card number, or bank account information.

f. *Visitor Data.* We may collect Personal Data from you when you visit our offices, including your name, who you are visiting, company name, and time and date of arrival and departure.

Personal Data We Host on Behalf of Clients.

TCP processes and stores Personal Data concerning Client staff on behalf of those Clients who have engaged us to do so. In particular, we process the following categories of Personal Data for Clients:

a. *Profile Data.* We may process general demographic data about you that you or your employer enters into the Services. Profile data may include username, password, first name, last name, address, email, phone number, job title, employee ID, taxpayer ID, gender, date or birth, hire date, termination date, language preference, payroll classification, employment classification, pay rates, work schedules, employment contracts, and labor union affiliation.
b. *Service Data.* We may process Personal Data collected from you in connection with using the Services, including clock-in time, clock-out time, clock-in location, clock-out location, leave requests, including vacation, sick, and other third-party defined leave reasons, leave accruals, FMLA cases, and hours worked.
c. *EU Resident Special Category Data.* We may collect certain "special categories" of Personal Data, as identified in the GDPR, from EU residents including photographic images, racial, or ethnic data, biometric data, physical or mental health data, and data concerning religious or other beliefs.

Personal Data We Receive From Other Sources.

We may also receive Personal Data about you from other sources, including:

- Third-party lead providers from whom we have purchased Personal Data. We may combine this information with Personal Data provided by you. This "*Lead Data*" may include business contact data, social media data, and usage data (including web user behavior and IP addresses).
- Consumer reporting agencies or other background investigation or credit check service providers in connection with our collection of Human Resources Data and Reputation and Creditworthiness Data.

Cookies and Tracking Technologies.

When you use the Services, we collect certain information by automated means, using technologies such as cookies, pixel tags, browser analysis tools, server logs and web beacons. For example, when you visit our website, we may place cookies on your computer.

Cookies are small text files that websites send to your computer or other Internet-connected device to uniquely identify your browser or to store information or settings in your browser. Cookies can contain and/or automatically collect information, such as a user identification code or IP address, which a website will use to track the pages and number of times you have visited, allowing us to recognize you when you return. They also help us provide a customized experience and enable us to detect certain kinds of fraud. The data read from these cookies may be linked to Personal Data. In many cases, you can manage cookie preferences and opt-out of having cookies and other data collection technologies used by adjusting the settings on your browser. All browsers are different, so visit the "help" section of your browser to learn about cookie preferences and other privacy settings that may be available.

Cookies fall into the subcategories below.

a. *Essential Cookies.* Certain cookies are used for specific purposes that are essential to your secure use and navigation of our website. Without them, TCP may not be able to provide core website functions and features to you, and the website would not operate as well as you or TCP would like. These cookies collect and use information such as your server preferences, single-session data and corresponding identifier, web beacons and log files (detailed below), and other

credential-related information. For EU individuals, essential cookies also help inform TCP whether you require, or have already been served, an affirmative consent request in connection with the GDPR. Essential cookies include analytics cookies, which provide us data that allows TCP to better understand its users and improve the website based on what we have learned from that data.

b. *Preference Cookies*. Other cookies are used to collect and process information about your preferences and similar choices in connection with the website in order to optimize your browsing. Preference cookies include social media cookies, which collect information about your social media usage and other data you may have provided in connection with such usage (if you access the website through a social media website or mobile application, you may have social media cookies). If you wish to modify or change your social media cookies, please visit and review the settings on your applicable social media account(s).

c. *Advertising Cookies*. To help support the Services and further tailor your experience, TCP uses Google Analytics as a third-party vendor. For information on how Google Analytics uses data, please visit "How Google uses data when you use our partners sites or apps", located at http://bit.ly/2jXZ13Y.

We encourage you to consider keeping your cookies enabled because if you choose to disable the receipt of cookies, you may not be able to use or benefit from certain features of the website, particularly the features that are designed to personalize your experience.

Most web browsers automatically accept cookies, but generally allow users to modify their browser settings to display a warning before accepting a cookie, to accept cookies only from certain websites, and/or to refuse all cookies.

Pixel tags and web beacons are tiny graphic images placed on website pages or in our emails that allow us to determine whether you have performed a specific action. When you access these pages or open or click an email, the pixel tags and web beacons generate a notice of that action. These tools allow us to measure response to our communications and improve our web pages and promotions.

In many cases, the information we collect using cookies and other tools is only used in a non-identifiable way, without reference to Personal Data. For example, we use information we collect about website users to optimize our websites and to understand website traffic patterns. In some cases, we do associate the information we collect using cookies and other technology with your Personal Data. This policy applies to the information when we associate it with your Personal Data.

Although our website does not currently have a mechanism to recognize the various web browser "Do Not Track" signals, we do offer individuals choices to manage their preferences, as described above. We do expect our third-party adverting partners to use reasonable efforts to respect browser "Do Not Track" signals by not delivering targeted advertisements to website visitors whose browsers have a "Do Not Track" setting enabled. However, we understand that some companies do not have this capability today. To learn more about browser tracking signals and "Do Not Track," please visit http://www.allaboutdnt.org/.

Purposes for Processing and Disclosures of Personal Data.

General Purposes for Processing and Disclosures of Any and All Categories of Personal Data

In general, TCP may use and disclose *any* Personal Data it maintains about you as follows, pursuant to TCP's legitimate business interests and need to comply with law:

- To manage and mitigate risk, including for insurance functions, to ensure the proper functioning of the Services, to maintain the privacy and security of our data (such as through threat detection, disaster recovery and business continuity activities), and to conduct audits or investigations, in which case we may disclose your Personal Data to Service Providers, insurance providers, tax or financial authorities or consultants, and legal advisors;

- As needed to assess and ensure compliance with applicable laws, legal requirements and company policies, to protect our assets (including to license and protect intellectual property) or to investigate or defend against any claims of illegality or wrongdoing (including to obtain legal advice), or in response to a court order or judicial or other government subpoena or warrant, in which case we may disclose your Personal Data to law enforcement, regulators, governmental authorities or other bodies, courts, tax authorities, insurance providers, legal advisors, and mediators;

- In the event TCP undertakes or is involved in or contemplating (e.g., in connection with due diligence) any merger, acquisition, reorganization, sale of assets, bankruptcy, or insolvency event, in which case we may disclose your Personal Data to buyers or purchasers (or potential buyers or purchasers) and their representatives.

Other Purposes for Processing and Disclosures of Specific Categories of Personal Data

In addition to the general purposes for processing and disclosing any category of your Personal Data, the chart below includes other purposes for which we may process specific categories of your Personal Data and to whom such data is disclosed as well as our legal bases for such processing, consistent with the GDPR.

Personal Data We Receive Directly From You.

Category of Personal Data	**Purpose(s) for Processing**	**Legal Basis for Processing**	**Categories of Third Parties to Whom Personal Data may be Disclosed**
Client Account Data	For account management, to maintain Client relationships and provide the Services, for billing, for quality management and troubleshooting, to develop and expand TCP's products and services, and for research, development, analytics, and business intelligence.	Consent. Performance of a contract.	Service Providers, including those used for website and application development and support, customer relationship management, payment processing and financial services, IT security, support and hosting, and marketing and promotions management.
Communications Data	To initiate or expand a business relationship, to develop or improve upon TCP's products and services, to respond to	Consent.	Service Providers, including those used for website and application development and support, customer relationship

Category of Personal Data	Purpose(s) for Processing	Legal Basis for Processing	Categories of Third Parties to Whom Personal Data may be Disclosed
	inquiries, to market TCP's products and services, and for research, development, analytics, and business intelligence.		management, IT security, support and hosting, and marketing and promotions management.
Human Resources Data	Employment, including recruitment and hiring, interviewing, administering payroll, and managing employees and other staff, and to ensure the safety and security of TCP and its staff.	Pursuit of legitimate business interests. Consent. Performance of a contract. Legal requirement.	Service Providers, including those used for human resources management, financial services, IT security, support and hosting, and legal advice and other professional services. Consumer Reporting Agencies and other background check or identity verification providers.
Reputation & Creditworthiness Data	For quality management and to enforce company standards and policies and for identity verification and risk management and mitigation, including for audit and insurance functions.	Consent. Performance of a contract. Legal requirement.	Service Providers, including those used for customer relationship management, financial services, IT security, support and hosting, and legal advice and other professional services. Consumer Reporting Agencies and other background check or identity verification providers.
Transaction and Payment Data	To process payment required for the Services or events or webinars you have registered to attend, to send transaction-related emails or otherwise communicate with you concerning a transaction, to deliver and provide the Services or conduct events, and to maintain Client relationships.	Consent. Performance of a contract.	Service Providers, including those used for customer relationship management, payment processing and financial services, and IT security, support and hosting.
Visitor Data	To ensure the safety and security of TCP and its staff.	Consent. Vital Interest.	Service Providers, including those used for IT security, support and hosting.

Personal Data We Host on Behalf of Clients.

Categories of Personal Data	Purpose(s) for Processing	Legal Basis for Processing	Categories of Third Parties to Whom Personal Data may be Disclosed
Profile Data	To comply with our contractual obligations and provide the Services to our Clients.	Performance of a contract.	TCP's Clients and other entities when instructed by TCP's Clients, including payroll processors, benefits administration providers, and enterprise resource planning vendors. Service Providers, including those used for application development and support and IT security, support and hosting.
Service Data	To comply with our contractual obligations and provide the Services to our Clients.	Performance of a contract.	TCP's Clients and other entities when instructed by TCP's Clients, including payroll processors, benefits administration providers, and enterprise resource planning vendors. Service Providers, including those used for application development and support and IT security, support and hosting.
EU Resident Special Category Data	*Biometric Data*: Our Clients are contractually obligated to process biometric data only for employment-related purposes. TCP's purpose for processing this data is to comply with our contractual obligations and provide the Services to our Clients.	Consent. Performance of a contract.	TCP's Clients. Service Providers, including those used for IT security, support and hosting.
	Photographic images: Our Clients are contractually obligated to process photographic images data only for employment-related	Consent. Performance of a contract.	TCP's Clients. Service Providers, including those used for IT security, support and hosting.

Categories of Personal Data	Purpose(s) for Processing	Legal Basis for Processing	Categories of Third Parties to Whom Personal Data may be Disclosed
	purposes. TCP's purpose for processing this data is to comply with our contractual obligations and provide the Services to our Clients.		
	Physical or mental health data: Our Clients determine the purpose for which this information is collected. They may wish to process this data to accommodate disabilities and dietary needs and to address emergency health needs. TCP's purpose for processing this data is to comply with our contractual obligations and provide the Services to our Clients.	Performance of a contract.	TCP's Clients. Service Providers, including those used for IT security, support and hosting.
	Racial or ethnic data: Our Clients determine the purpose for which this information is collected. They may wish to process this data to facilitate affirmative action and other inclusion programs. TCP's purpose for processing this data is to comply with our contractual obligations and provide the Services to our Clients.	Performance of a contract.	TCP's Clients. Service Providers, including those used for IT security, support and hosting.
	Religion or beliefs: Our Clients determine the purpose for which this information is collected. They may wish to process this data to meet an individual's specific needs or requests, including dietary requests and to respect religious holidays and other observances. TCP's purpose for processing this data is to comply with our contractual	Performance of a contract.	TCP's Clients. Service Providers, including those used for IT security, support and hosting.

Categories of Personal Data	Purpose(s) for Processing	Legal Basis for Processing	Categories of Third Parties to Whom Personal Data may be Disclosed
	obligations and provide the Services to our Clients.		

Personal Data We Receive From Other Sources.

Categories of Personal Data	Purpose(s) for Processing	Legal Basis for Processing	Categories of Third Parties to Whom Personal Data may be Disclosed
Lead Data	To identify new customers, initiate or expand a business relationship, and create more tailored advertising to provide products and services that may be of interest to you.	Consent. Performance of a contract.	Service Providers, including those used for website and application development and support, customer relationship management, IT support and hosting, data storage, and marketing and promotions management.
Human Resources Data	Employment, including recruitment and hiring, interviewing, administering payroll, and managing employees and other staff, and to ensure the safety and security of TCP and its staff.	Pursuit of legitimate business interests. Consent. Performance of a contract. Legal requirement.	Service Providers, including those used for human resources management, financial services, IT security, support and hosting, and legal advice and other professional services.
Reputation & Creditworthiness Data	For quality management and to enforce company standards and policies and for identity verification and risk management and mitigation, including for audit and insurance functions.	Performance of a contract. Legal requirement.	Service Providers, including those used for human resources management, financial services, IT security, support and hosting, and legal advice and other professional services.

Cookies and Tracking Technologies.

Pursuant to TCP's legitimate business interests and/or your consent, TCP may use information obtained via Cookies and tracking technologies to personalize and optimize your browsing experience and the Services by:

- Providing you tailored content and ads;
- Enabling social media features;
- Safeguarding against spam and malware;
- Analyzing trends, traffic, and user behavior;
- Administering the website;
- Gathering demographic information about our user base as a whole;
- Tracking web and advertising analytics throughout our website and our affiliate websites;
- Remembering your preferences and voluntarily-submitted information;
- Performing location-related functionalities and analytics;
- Participating in market research; and
- to improve the Services.

TCP may disclose this information to Service Providers, including those used for website and application development and support, IT support, security and hosting, and marketing and promotions management.

Data Sales.

TCP does not and will not sell or rent your Personal Data.

Data Retention.

TCP will only retain your Personal Data for as long as necessary to fulfill the purposes for which it is processed, to comply with applicable Data Protection Laws, or as otherwise required for other legitimate legal purposes. TCP has implemented a Data Retention Policy for all types of Personal Data that TCP processes. Personal Data is generally retained in accordance with the retention schedules defined therein. When the retention period has expired, Personal Data will be securely deleted or destroyed.

Protection of Personal Data.

TCP has implemented and maintains commercially reasonable organizational, technical, and physical controls to protect Personal Data from misuse or accidental, unlawful, or unauthorized destruction, loss, alteration, disclosure, acquisition or access. In each case, TCP will strive to provide security that is proportional to the sensitivity of the Personal Data being protected, with the greatest effort being focused on protecting sensitive Personal Data and other Personal Data whose compromise could result in substantial harm or inconvenience.

Please note that you should also take steps to protect your data. For example, when you register for the Services, choose a strong password, and do not share it with anyone else. TCP will never ask you for your password in an unsolicited phone call or email.

In the event TCP learns of a data security breach, TCP (potentially with the help of others such as third-party forensic investigators, legal counsel, and TCP's insurance provider) shall investigate and document the facts relating thereto, its effects and the remedial actions taken and shall notify you within a reasonable period of time to the extent required by and in accordance with applicable Data Protection Laws.

International Data Transfers.

TCP is headquartered in the United States of America. Your Personal Data may be stored and processed by TCP in the United States and TCP may transfer Personal Data pertaining to individuals located outside of the United States to our affiliates and suppliers in the United States, as permitted by applicable Data Protection Laws. Therefore, your Personal Data may be processed outside the European Economic Area ("EEA"), and in countries which are not subject to an adequacy decision by the European Commission and which may not provide for the same level of data protection as the EEA. In this event, we will ensure that such recipient offers an adequate level of protection, for instance by verifying that the recipient is Data Privacy Framework (DPF) certified (TCP is self-certified - see the TimeClock Plus, LLC Data Privacy Framework (DPF) Privacy Policy for Data Transferred to the United States from the EU, the UK (including Gibraltar) and/or Switzerland below), by entering into standard contractual clauses for the transfer of data as approved by the European Commission (Art. 46 GDPR), or by asking for your prior consent to such transfer.

Your Rights & Choices.

Communication Preferences.

TCP will send direct marketing materials if you have provided opt-in consent or if applicable Data Protection Laws otherwise permit. You have the right to opt-out of these communications. To opt-out of commercial emails, simply click the link labeled "unsubscribe" at the bottom of any email we send you. Additionally, you may opt-in or opt-out of communications by calling us at +1 (325) 223-9500. Please note that if you are currently receiving services from TCP and you have decided to opt-out of promotional emails, this will not impact the messages we send to you for purposes of delivering such services.

Review, Correction, Erasure, and Other Individual Rights.

You have the right to request a copy of the Personal Data maintained by or on behalf of TCP unless otherwise prohibited by applicable Data Protection Laws. If the Personal Data is incorrect, incomplete, or not processed in compliance with applicable Data Protection Laws or this Privacy Policy, you have the right to have the Personal Data rectified, restricted, or erased (as appropriate) subject to applicable Data Protection Law.

Additionally, you have the right to object to the processing of your Personal Data on the basis of compelling grounds related to your particular situation or in connection with any direct marketing communications. Restrictions may be lifted if they were temporary, based on certain grounds such as a dispute about data accuracy or the lawfulness of processing or if TCP is in the process of reviewing an objection request, and the basis of the restriction has been resolved. You will be notified about the removal of any such restriction via email or mail. In addition, once a restriction has been implemented, processing can only resume if you grant explicit consent or you request to lift the original restriction and there is no conflict with applicable Data Protection Laws.

You may contact us using the contact information provided in the "Contact Us" section below to request access to your data and to exercise any of the other individual rights afforded to you by applicable Data Protection Laws. TCP will receive, investigate, document, and respond to requests as soon as possible and in accordance with applicable Data Protection Laws. In cases where the request cannot be fulfilled by TCP, we will use best efforts to notify any third-party processing relevant data of the required correction and/or erasure.

In some cases, requests to delete data may be denied in accordance with applicable Data Protection Laws, including, for example, when the data is still needed for processing, where you gave consent and did not

withdraw consent, where there has been a previous processing objection that has been granted, and where the data was processed lawfully or there is a not a legal requirement to delete the data. TCP may also reject the request if it needs access to the data to comply with a law, defend a legal claim or for research/historic/scientific purposes.

Individuals Located in the EEA.

In addition to the rights stated above and below, you also have the right to data portability, as well as the right to be notified of automated decision-making or profiling related to your Personal Data.

Individuals in the EEA, the UK, and Switzerland

Individuals located in the EEA, the UK, and Switzerland may file a complaint if they believe TCP has violated this policy or applicable Data Protection Law. Please see TimeClock Plus, LLC Data Privacy Framework (DPF) Privacy Policy for Data Transferred to the United States from the EU, the UK (including Gibraltar) and/or Switzerland for additional information concerning how you may file such a complaint. TCP's Data Protection Officer will receive, investigate, and document each complaint and respond within a reasonable timeframe in accordance with applicable Data Protection Laws of the outcome of the investigation. of the outcome of the investigation.

VeraSafe has been appointed as TCP's representative in the European Union for data protection matters, pursuant to Article 27 of the GDPR. VeraSafe can be contacted in addition to TCP, only on matters related to the processing of Personal Data. To make such an inquiry, please contact VeraSafe using this contact form: https://www.verasafe.com/privacy-services/contact-article-27-representative

Alternatively, VeraSafe can be contacted at:

VeraSafe Ireland Ltd
Unit 3D North Point House
North Point Business Park
New Mallow Road
Cork T23AT2P
Ireland

California Residents

If you are a California resident, California's "Shine the Light" law, Civil Code sections 1798.80 – 1798.84, includes provisions for securing and disposing of Personal Data, notifying you of a breach of your Personal Data, and for responding to requests by you asking about the businesses' practices related to disclosing Personal Data to third-parties for the third-parties' direct marketing purposes. TCP complies with California Civil Code sections 1798.80 – 1798.84. TCP does not share your Personal Data with third-parties for the third-parties' direct marketing purposes. For more information about your rights under California's Civil Code sections 1798.80 – 1798.84, please visit https://leginfo.legislature.ca.gov.

Effective January 1, 2020, the CCPA provides California residents with additional rights related to data privacy.

Pursuant to the CCPA, upon making a verifiable request, California residents may:

- request (in a format that is portable and, to the extent technically feasible, in a readily useable format that will allow you to transmit it to another entity) access to the specific pieces and

categories of Personal Data that we have collected about you over the past twelve months, the categories of sources of that information, our business or commercial purposes for collecting the information, and the categories of third parties with whom the information was shared;

- submit a request for deletion of Personal Data, subject to certain exceptions, including (without limitation) in the event that we may need to retain Personal Data to complete the transaction for which the Personal Data was collected, detect security incidents or protect against illegal activity, exercise free speech, comply with a legal obligation, or for lawful internal use compatible with the context in which the information was provided by you. If your request is subject to any exception, we may deny your request to delete your data.

Please note that you must verify your identity and request before further action is taken by us. To do so, we may request certain information from you, including a copy of a government-issued ID or other identifier.

To exercise these rights, you may contact us at: DPO@tcpsoftware.com or 1-800-749-8463. You have the right not to be discriminated against for exercising your rights under the CCPA. Consistent with California law, you may designate an authorized agent that is registered with the Secretary of State to make a request on your behalf. In order to designate an authorized agent, please contact us at DPO@tcpsoftware.com. We will require written proof that the person acting as your agent is in fact authorized to act on your behalf.

If you have any questions about this section or whether it applies to you, please contact us at DPO@tcpsoftware.com.

Other Important Information about Our Practices.

Third-Party Content.

This policy only addresses the use and disclosure of information by TCP. Third-party websites, applications, services, goods or advertisements that may be accessible through our website have their own privacy statements and data collection, use and disclosure practices. We encourage you to familiarize yourself with the privacy statements provided by third-parties prior to providing them with information or taking advantage of an offer or promotion. TCP does not control and is not responsible for the content or privacy and data protection practices of third-party websites, applications, services, goods, or advertisements. If you link to or otherwise interact with third-party content, you do so at your own risk. TCP does not endorse, recommend, or make any representations or warranties regarding websites, applications, services, goods, or advertisements that may be linked to or otherwise incorporated into the Services.

Forums, Product Reviews and Other Public Areas.

Our Services, including social media, may provide forums and other public areas where you may communicate with others and publicly post information. Prior to posting in these areas, please read the Third-parties' Terms of Use carefully. The information you post may be accessible to anyone with Internet access, and Personal Data you include in your posting may be read, collected, and used by others. For example, if you post your email address on a forum or in a public area, you may receive unsolicited messages from third parties. Please use caution when posting Personal Data. We do not assert any

ownership over your posts and we are not liable for any statements or representations in posts provided by you. You are solely responsible for your posts.

Children.

TCP's Services, related marketing channels and materials are not directed at children. We do not knowingly collect or sell any Personal Data from children under the age of sixteen (16). If you are a parent or guardian and believe your child has provided TCP with Personal Data without your consent, please contact us by using the information in the "Contact Us" section, below, and we will take necessary steps to remove such Personal Data from our systems.

Contact Us.

Please contact us if you have questions, comments or other concerns about this policy or about TCP's data privacy practices or if you wish to exercise any of your rights under this policy or applicable Data Protection Law at Privacy@tcpsoftware.com. You may also reach us via mail at the address below. If you send us a letter, please provide your name, address, email address, and detailed information about your question, comment, request, or complaint. Letters can be sent to:

TimeClock Plus, LLC
Attn: Legal
1 Time Clock Dr.
San Angelo, TX 76904; USA

ESPORTS OHIO SCHOOL PROGRAM
MEMBERSHIP APPLICATIONAND WAIVER AND RELEASE OF LIABILITY

School Name ("***School***") Wadsworth High School School Year 2024-2025

Mailing Address 625 Broad St Wadsworth OH 44281 Website wadsworthschools.org

Telephone 330-335-1400

School Type (select all that apply) ☒ Public ☐ Private ☐ STEM ☐ Vocational

NCES School ID (can be found at http://nces.ed.gov/globallocator/) 391002901897

Total Student Enrollment of Students in School Represented 1623

This PROGRAM MEMBERSHIP APPLICATION AND WAIVER AND RELEASE OF LIABILITY ("***Release***") is executed by the above-named School, in connection with a program, service, league, and/or event with **ESPORTS Ohio,** an Ohio not-for-profit corporation ("***ESO***").

WHEREAS, the School wishes to participate in a program, service, league, activity, and or event in connection with ESO (the "***Activity***"); and

WHEREAS, ESO requires, and the School understands and agrees, to certain terms and conditions in order to participate in the Activity, which shall apply to all current and future Activities.

NOW THEREFORE, for valuable and adequate consideration, the receipt and sufficiency of which is hereby acknowledged, the School, on behalf of itself, its executors, administrators, beneficiaries, related entities, successors and assigns, hereby agrees as follows:

1. The School agrees to provide a faculty advisor (print below), designated by the School administration, to advise and oversee the School esports program ("***School Program***"), attend all meetings, practices and competitions, and ensure the School Program abides by the regulations of the School, ESO, and all other local, state/provincial, and/or federal laws. ***The School agrees that all competitions must be started by 4pm at the School or a designated physical location with all players and coach(es) in the immediate vicinity. ESO does not allow players to compete from home or independently.***

   Faculty Advisor Michael Kuethe

   Email mkuethe@wadsworthschools.org Telephone 330-335-5803

2. The School agrees to ensure the School Program conducts gaming related events and activities within the School and community.

3. The Activity is provided on an "AS IS" basis and without warranty, guaranty or representation of any kind, expressed or implied, including without limitation, any implied warranty of merchantability, fitness for a particular purpose, and non-infringement. ESO is not responsible for any assurances, guarantees, representations or warranties made or implied by any parties associated with or involved in the Activity, including, but not limited to, any assurances,

guarantees, representations or warranties made by the facility and/or location where the Activity takes place (the "***Facility***"). By participating in the Activity, each School agrees to abide by all Facility and Activity rules and guidelines and accepts all responsibility for the actions of its employees, and/or representatives.

4. The School is aware of and understands that the Activity may be physically and/or mentally strenuous and involves certain risks. Those risks include, but are not limited to, the risk of injury resulting from possible effect and/or malfunction of the equipment used in the Activity; injuries resulting from contact and/or anticipated contact with objects and/or surfaces in or around the Facility; actions by third parties; reactions to visuals and/or stimulants associated with the Activity; and reactions to audio and/or noises associated with the Activity. In addition, the School recognizes that the exertion of participating in the Activity could result in injury or death.

5. The School WAIVES, RELEASES, and DISCHARGES, from any and all liability, including but not limited to, liability arising from the negligence or fault of ESO and/or their employees, assigns, owners, operators, agents, trustees, legal representatives, and officers (collectively the "***Released Parties***") for the School's and/or participant's death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to the School and/or participant including traveling to and from the Activity.

6. UNDER NO CIRCUMSTANCES, INCLUDING, BUT NOT LIMITED TO, NEGLIGENCE, SHALL THE RELEASED PARTIES BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE SCHOOL PROGRAM AND/OR ACTIVITY. IF THE SCHOOL PROVES THAT ESO HAS IMPROPERLY DENIED THAT SCHOOL ANY BENEFITS, LIABILITY WILL BE LIMITED TO THE EQUIVALENT AMOUNT OF DIRECT BENEFITS. BY PARTICIPATING IN THE ACTIVITY, THE SCHOOL WAIVES ANY AND ALL RIGHTS TO BRING ANY CLAIM OR ACTION RELATED TO SUCH MATTERS IN ANY FORUM MORE THAN ONE (1) YEAR AFTER THE FIRST KNOWN OCCURRENCE OF THE ACT, EVENT, CONDITION OR OMISSION UPON WHICH THE CLAIM OR ACTION IS BASED. AFTER SUCH ONE (1) YEAR PERIOD, THE ACT, EVENT, CONDITION OR OMISSION UPON WHICH THE AFFECTED CLAIM OR ACTION IS BASED SHALL BE DEEMED INCONTESTABLE.

7. The school has agreed voluntarily to participate in the School Program and/or Activity, which may include being documented, streamed, filmed, photographed, and/or recorded (the "***Content***") and said Content may be used by ESO, and/or any of its related entities, employees, agents, and/or assigns (the "***Entities***") without promise, expectation, or receipt of remuneration. The School agrees to allow ESO and the Entities to create and/or capture the Content which may include, but is not limited to, audio/video recordings of the School and/or its participants' game play, still images of participant(s), and transcripts of any conversations, and the School hereby grants ESO and the Entities the right and permission to copyright and/or use, adopt, modify, reproduce, broadcast, distribute, publicly display, in any form and/or media now known or later developed, such Content, as well as the School's image or visual likeness, name, and/or quotations attributable to the School ("***Work Product***") throughout the world in keeping with ESO's and/or the Entities' business purpose.

8. The School hereby releases ESO, the Entities, and the Released Parties from any and all liability and/or claims that the School may have now or in the future for invasion of privacy, right of publicity, or intellectual property infringement, arising out of the use, reproduction, adaptation, distribution, publication, broadcast, performance or display of the Work Product.

9. The School understands and agrees that ESO and the Entities are and shall be the exclusive owner of all right, title, and interest, including copyright in the Work Product, and in any commercial, informational, educational, advertising, or promotional materials containing the Work Product and all related goodwill.

10. As a result, although ESO and/or the Entities may, in their sole discretion, consult with the School during the process of creating, editing, producing, and/or publishing the Work Product, the School hereby waives any right to exercise final approval over or any Work Product that may be created, either before or after its publication or use and waives any claim with respect to the creation of the Work Product and the eventual use(s) to which it may be applied, acknowledging that ESO and/or the Entities may use the Work Product, with or without the School's name, alone or in conjunction with any other material of any kind or nature, in keeping with ESO's and/or the Entities' business purpose and consistent with community standards of decency.

11. The school understands that if a School Program violates ESO's rules and policies, ESO has the right to cancel or revoke the School Program membership.

12. The foregoing is intended to be as broad and inclusive as is permitted by the law of the State of Ohio and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This document will be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

THE UNDERSIGNED HEREBY CERTIFIES THAT THEY ARE AN AUTHORIZED REPRESENTATIVE OF THE SCHOOL, HAVE READ THIS DOCUMENT, AND FULLY UNDERSTAND ITS CONTENTS. THE UNDERSIGNED IS AWARE THAT THIS IS A WAIVER AND RELEASE OF LIABILITY AND SIGN IT OF THEIR OWN FREE WILL.

School Printed Name: _____ **Date**: _____

School Authorized Representative Printed Name: _____

School Authorized Representative Signature: _____

School Authorized Representative Title: _____

Email: _____

Phone: _____

Wadsworth City Schools
Fiscal Year 2025 – Five-Year Forecast
November 2024
EXECUTIVE SUMMARY

The first two pages of this report comprise the Executive Summary that presents an overview of our organization's projected performance for the next five years. In this document, we outline key assumptions and highlight changes to the financial forecast. For a complete overview of the Forecast, readers are encouraged to read the Assumptions that follow the Executive Summary.

Volatility:

- **State Aid:** FY 2026 New Biennial budget
  - Due to declining enrolment, the district is back on the guarantee, and therefore projected state aid is stagnant. Future state aid assumes the guarantee remains a part of state funding.
  - Increases in state aid are primarily driven by Casino Funds and Threshold Costs (formerly Catastrophic Costs) changes that are funded outside of the formula.
- **Interest Income:** FY 2024 general fund interest income = $869,113. Interest income for FY 2025 is expected to experience a modest decline, but will still remain robust, thanks to the ongoing investment ladder in place through the fiscal year.
  - Declining rates and fund balance in future years will dramatically decrease this line item in FY 2026-2029.
- **Federal Grants:**
  - FY 2025: First Year post-ESSER funds
    - The following positions and or healthcare benefits were absorbed by the general fund this year (paid out of ESSER Grant in FY 2024):
      - 2 Technology Integration Specialists
      - 1 Opportunity School Teacher
      - 2 School Counselors
      - 1 Student Well-Being and Mental Health Coordinator
      - 1.5 (FTE) Literacy Coaches
      - 2 Part-Time Float Student Attendants
      - 1 Part-Time Technology Department Clerk
      - 4 single/11 family WESPA insurance plans for stacking jobs to be benefit-eligible
  - FY 2025: Projected $2.2M federal grants. Future?
    - Future federal funds could be at risk

- **Enrollment:**
  - The district's enrollment continues to decline, impacting state aid and staffing decisions.

- **Staffing:**
  - + Grizzly Academy expansion
  - – Professional Teaching Staff reductions due to declining enrollment (see line 3.010 for additional detail)
  - FY 2027 new WESPA/WEA contracts (1 year)

- **Healthcare Expenses:**
  - FY 2025 18.6% healthcare premium increase.
  - Projected between 10 and 11% increases in the next four years.
  - Through the first quarter of FY 2025 operating at a $300,000 deficit.

- **Deficit Spending:**
  - **The district deficit spent in FY 2024 meaning actual expenditures exceeded revenue by $1,031,497**

Other:

Property Taxes: Historical Property Taxes Increases

FY 2020:	3.05%	FY 2023:	12.54% (Levy)
FY 2021:	2.01%	FY 2024:	0.93%
FY 2022:	15.44% (Levy)	FY 2025	1.00% Projected

- The first ½ of FY 2025, property taxes are up 1.7% (compared to 5.2% last year).
- Projected:
  - FY 2025 1.00% $258,829
  - FY 2026 3.00% $784,253 (reappraisal year)
  - FY 2027 3.00% $807,780 (reappraisal year)
  - FY 2028 1.50% $416,007
  - FY 2029 2.00% $562,996

Purchased Services:

- **Tuition:** Tuition costs continue to be volatile as we expand the Grizzly Academy with the goal of returning students back to Wadsworth and, therefore, decreasing tuition costs.
- **Natural Gas:** The district was under contract at less than $3 per MCF through CY 2024. The district recently agreed to extend the Direct Energy contract through CY 25 at $3.692 per MCF. In FY 2025, the forecast accounts for a 15% increase in natural gas due to the higher rate.

Supplies:

- **Textbooks:** (line 3.040 – supplies) As outlined in the assumptions on page 15, textbooks have been funded by the Medina County Sales Tax Fund in previous five years. Beginning in FY 2024, textbook expenses returned to the General Fund and incorporated back into this forecast.

Capital:

- **Bus Purchases:** (line 3.050 – supplies) The dramatic swings in capital expenditures are driven by the district altering the bus purchasing cycle during FY 2024-2026.

Wadsworth City Schools
Fiscal Year 2025 - Five-Year Forecast
November 2024
ASSUMPTIONS

Overview

This financial report is published by the Treasurer of the Wadsworth City School District in good faith and within the scope of his employment. Said Forecast and the underlying assumptions will be presented to the Wadsworth City Board of Education at its Regular Meeting on November 18, 2024.

The Forecast and Assumptions are intended to provide the Board of Education and the Wadsworth Community with information about the current financial status of the district, as well as the projected future. The information presented in the Five-Year Forecast is supported by the underlying assumptions. The Board and Community are encouraged to read and understand the supporting assumptions.

The Forecast is in the second year of HB 33 (the biennial budget) passed by the legislation in June of 2023. HB 33 continues the phase-in of the Fair School Funding Plan (FSFP). In addition, as part of the legislation, the input factors to the formula were updated to FY 2022 levels. The legislature will reevaluate the FSFP every two years to determine if the plan will continue and complete the phase-in. The Fair Schools Funding Plan, similar to previous funding formulas, incorporates new caps and guarantees into the funding formula. See the Unrestricted Aid Section for more information on the 2024-25 Biennial Budget and State Aid.

This Forecast includes the General Fund only. Information related to all other funds of the district can be found on the Certificate of Revenue and the Annual Appropriations Resolution. This fiscal year, the General Fund is projected to account for 76% of all expenditures.

As with any projection, accuracy diminishes the further one speculates into the future. There are three State Biennial Budgets within the five years of this projection.

General Fund Revenue

1.010 Property Tax (Real Estate)

	2025	2026	2027	2028	2029
General Property Tax (Real Estate)	$26,141,756	$26,926,009	$27,733,789	$28,149,796	$28,712,792

Real estate taxes account for 45% of our projected revenue (last year = 44%) in the General Fund. The Assessed valuation is the core component of real estate taxes and an involved part of the State funding formula in terms of local capacity. Medina County experienced a triennial update in 2022, and 2025 is a reappraisal year impacting FYs 26 and 27.

Wadsworth City Schools Assessed Valuation (AV) historical increases are:

% increase	Tax Year	Tax Collection Year
1.6%	2015	2016
12.7%	2016	2017
1.47%	2017	2018
4.4%	2018	2019
15.4%	2019	2020
0.79%	2020	2021
0.12%	2021	2022
20.5%	2022	2023
0.70%	2023	2024

Tax year 2024 data will be provided to the district in December 2024

The large increase in TY 2022 AV is due to the triennial update and resulted in a total of 5.84 operating mills rolled back due to HB 920 reduction factors. This is the equivalent of over $6M in lost tax revenue because of HB 920. HB 920 rolls back (or reduces) the effective (or collected) millage on voted levies. Thus, the district receives no additional (or loss) in revenue because of reappraisal on voted levies. The district will receive additional revenue from the inside millage and new construction. Because of the reappraisal scheduled for Medina County in CY 2025, the forecast does project an increase in property taxes in FY 2026 and FY 2027

Because many districts across the state are at or near the 20-mill floor, the state legislature is contemplating many bills addressing property tax reform. We, as a State, are in a similar position to 1976 when HB 920 went into effect. Since Wadsworth is not near the 20-mill floor, most of the discussion at the State level does not impact our district.

In FY 2024, the district experienced a property tax revenue increase of just under 1%, primarily driven by a modest 0.7% rise in assessed valuations for the calendar year. This marks the first time since FY 2019 that property tax collections have grown by less than 1%.

Key Components of line 1.010 of the Forecast are:

- FY 2025 – First-1/2 property tax collections are up 1.7% over the same period last year.
- 1.0% increase projected for FY 2025
- 3.0% increase projected for FY 2026 (Reappraisal)
- 3.0% increase projected for FY 2027 (Reappraisal)
- 1.5% increase projected for FY 2028
- 2.0% increase projected for FY 2029

1.020 Tangible Personal Property Tax and Public Utility Personal Property

	2025	2026	2027	2028	2029
Tangible Personal Property Tax (Public Utility)	6,835,665	7,006,557	7,181,721	7,289,446	7,398,788

The 2009 Biennial Budget eliminated the Tangible Personal Property (TPP) tax on the business community and thus began phasing out a major source of local revenue to school districts

throughout the State of Ohio. In FY 2012, the Wadsworth City Schools' local TPP revenue was eliminated, but we continued to receive TPP reimbursements from the State through FY 2016. The district continues to receive Public Utility Personal Property (PUPP) taxes.

The Nexus gas transmission pipeline was completed in Medina County in 2018 and appeared on the 2019 tax duplicate. The PUPP assessed valuation initially increased over $24M for calendar year 2019 (paid in 2020) primarily due to the Nexus Pipeline. This increase in values was projected to bring an additional $1.5M in taxes. However, Nexus has filed multiple appeals requesting a reduction of their values by a total of 52%. In addition, Nexus tender paid their tax bills, therefore reducing collections from what was projected. The Ohio Tax Commissioner overruled the Nexus appeal. Nexus next took their appeal to the Board of Tax Appeals and subsequently lost. However, Nexus continues to appeal in subsequent tax years. When the appeal case is settled, the difference, if any, must be paid by Nexus. The lump sum true up that may be due is NOT included in the Forecast. Nexus values continue to be yet another volatile item impacting the district's revenue and five-year forecast.

Key Components of line 1.020 of the Forecast are:

- Nexus values continue at reduced rates due to appeals and actual payments
- 1.23% increase in FY 2025
- 2.5% increase projected in FY 2026 and 2027 (Reappraisal)
- 1.5% increase projected in FY 2028 and 2029

1.035 Unrestricted Grants in Aid (State Aid)

	2025	2026	2027	2028	2029
Unrestricted State Grants-in-Aid	17,557,426	17,563,323	17,569,339	17,575,475	17,581,733

History:

Prior to the 2021-22 school year, the State funding formula was called the School Foundation Payment Report (SFPR). The formula followed the basic premise of enrollment (known as ADM) X Basic Aid ($6,020) X the State Share Index. Based on the output of the formula, districts were either on the guarantee, formula or capped.

- **Guarantee** - If your formula aid was less than what you received in FY 2019, you were guaranteed to receive at least your FY 2019 funding.
- **Capped** - If your formula amount was higher than a percentage determined by the legislature, then you were capped at that amount.
- **Formula** - If you fell in between and were funded at the formula amount, you were considered a "Formula District".

Present: FY 2024 and 2025 Biennial Budget (HB 33)

HB 33, the current Biennial budget, continues the phase-in of the Fair School Funding Plan (FSFP) that began with HB 110 (the 2021-23 Biennial budget). Instead of funding a basic aid amount as all previous funding formulas did, the FSFP calculates a Base Cost that is unique to every district. The Base Cost is determined based on four funding areas. These are Direct Classroom Instruction (DCI), Instruction and Student Services (ISS), Building Leadership and Operations (BLO), and

District Leadership and Accountability (DLA). An example of DCI is regular classroom teachers. The chart below demonstrates one of the calculations for funding regular education teachers:

Base Cost:

Grade level	# of Students / Teachers for funding
K	20
1-3	23
4-8	25
9-12	27
Career Tech	18

As an example, a district with 110 kindergarten students would receive funding for 5.5 teachers at $68,022 + 16% for benefits and $13,894 for health care insurance per teacher. Therefore, under the formula, this district would receive $510,397.36 to fund regular education teachers for kindergarten. This is just one example of DCI. A similar formula is used for the other components of DCI, as well as ISS, BLO, and DLA. The district is not required to spend $510,397.36 on kindergarten. This is simply their funding amount when combined with all the other components of the formula that develop the district's unique base cost.

Wadsworth's base cost as of the November (2024) #1 foundation payment was **$8,209.67** compared to $8,203.85 in FY 2024 and $7,331.84 in FY 2023. Again, the base cost is a fluid number and different for every district across the State based on their enrollment.

Local Capacity: There is still a local capacity (formerly known as the State Share Index) component to the FSFP. The FSFP assumes local funds are raised and are accounted for in the new formula. To say it another way, a district will not receive the full $510,397 in the example above for kindergarten. A percentage of the funding is assumed to be raised locally based on the components listed below. The Local Capacity determined by the components listed below will develop a percentage of the Base Cost that a district receives. This is like the State Share Index in the previous formula but removes the fluid comparison to other districts that made the State Share Index inadequate:

- Total Assessed Valuation per pupil (60%)
- Median Adjusted Gross Income per pupil (20%)
- Weighted Adjusted Gross Income per pupil (20%)

Under the previous funding formula, Wadsworth's State Share Index (SSI) was about 48%, meaning we received 48% of the **$6,020** basic aid amount per student or **$2,890**.

Under the Fair School Funding Plan (FSFP), Wadsworth Local capacity as of November 2024 is **$5,348.92**. Therefore, while the base cost of **$8,209.67** is significantly greater than the basic aid amount of $6,020, our local share is much higher (state share is less), and we are projected to receive **$2,860.75** per student in FY 2025.

HOWEVER…. Due to declining enrollment, the district is on the guarantee and will receive similar funding for unrestricted grants in aid for the current fiscal year as we did in FY 2024 despite

the changes in base cost and local capacity. In essence, as long as we remain on the guarantee, the base cost and local capacity, as well as our enrollment, don't mean anything.

Categorical Funding: In addition, the FSFP includes categorical funding that is not part of the base costs. These include Special Education, Career Tech, ELL, Gifted, Disadvantage Pupils, Targeted Assistance, Transportation and Preschool. Categorical funding is restricted in nature.

Student Count: The other major change in the FSFP is how students are counted. In previous funding formulas, a student was counted based on the district of residence not the district of attendance. For example, a Wadsworth resident student attended a public charter school, the student was first counted in Wadsworth. Then we would receive our State Share of funding for that student. We were then charged "tuition" for that student to attend the public charter school. In the case of Wadsworth, this resulted in a net loss of about $3,000 per student who attended a charter school. Under the FSFP, students are counted in the district of attendance. Therefore, a Wadsworth resident attending a public charter school will no longer be included in our count, saving the district nearly $1M in tuition costs but reducing our State Aid as well. See the purchased services for additional information on this change.

House Bill 33: The 2024-25 Biennial Budget included three important components:

1) The continued phase-in of the FSFP
2) Increasing the input factors for the formula (DCI, ISS, BLO, and DLA) to FY 2022 levels.
3) The continuance of the guarantee
    a. The forecast assumes the guarantee will continue in future years as enrollment declines. If the guarantee is removed from the formula in future years, the district's forecast will change dramatically.

Casino Funding: The law mandates the casinos to pay a 34% tax rate and 33% of the tax is earmarked for school districts in Ohio to be distributed on a per-student basis. The law also implies that this money goes to education outside the funding formula and should not be part of the SFPR or FSFP formula but is included on line 1.035.

- Historical Casino Tax Collections
  FY 2022 = $278,013 FY 2024 = $289,093
  FY 2023 = $284,415 FY 2025 = $294,875 (projected)
  Over $1.53M in revenue is projected over the life of the Forecast from the Ohio Casino Tax.

1.040 Restricted State Grants in Aid

	2025	2026	2027	2028	2029
Restricted State Grants-in-Aid	1,988,851	1,991,641	1,994,459	2,003,305	2,012,239

The Fair School Funding Plan (FSFP) added components to Restricted State Aid. Historically, restricted State Aid was primarily career technical education as well as special education related to Threshold Costs (previously known as catastrophic cost) reimbursements. With the implementation of the FSFP restricted aid is expanded beyond career tech and Threshold costs to include disadvantaged pupil impact aid (DPIA) and student wellness and success funds (SWSF).

Under the SFPR, SWSF was accounted for outside of the General Fund and Five-Year Forecast in fund 467. In the FSFP, SWSF funds are part of the General Fund and the Five-Year Forecast, and the district is required to track and demonstrate that these funds are properly spent. In addition, categorical funding (restricted aid) for career tech and special education is calculated using weights as opposed to dollar amounts. Under the SFPR, these categories were funded using a flat dollar amount as determined by the legislation during the budget process. Using weights will allow the amount of funds growing toward these restricted categories to naturally increase as the Base Cost (see discussion in unrestricted State Aid) increases.

The second primary source of revenue is Threshold Cost reimbursements for Special Education students. Threshold Costs are reimbursements from ODEW for qualifying special needs students the district provides services to above a certain price point depending on their disability.

- In fiscal years 2025-2029, the Forecast is projecting a 2% increase in Threshold Cost reimbursements. Under the FSFP the amount of funding allocated to special education for every district is reduced by 10% to fund Threshold Cost reimbursements. Prior to the FSFP, districts applied for Catastrophic Costs reimbursements to generate additional special education funds.
- In FY 2024, the district's special education funding was reduced by $170,808 (our 10%) for Threshold Costs. However, through the Threshold Cost process, the district received $669,079 in reimbursements, which is 390% more than deducted.

1.050 State Share of Local Property Taxes

	2025	2026	2027	2028	2029
State Share of Local Property Taxes	2,615,555	2,615,555	2,615,555	2,615,555	2,615,555

Homestead Exemption: The 10% and 2.5% rollback of property taxes changed with the 2009/2010 Biennial Budget. The State increased the eligibility of seniors for this credit. In addition, HB 59 (2014-15) eliminated this reimbursement on future levies. All levies except for the 2021 levy continue to receive this reimbursement.

- The Forecast projects flat funding for Homestead Exemption for each year.

1.060 All Other Revenues (Local Income)

	2025	2026	2027	2028	2029
All Other Revenues	2,551,464	2,412,981	2,399,612	2,436,360	2,473,226

There are six primary revenue sources to All Other Revenues:

1. Tuition (~~open enrollment~~, special education, preschool, and summer school)
2. Extracurricular activities assessment
3. Student-paid fees and fines
4. Investment income
5. Medicaid reimbursements
6. Revenue Sharing Agreements with the City of Wadsworth related to Tax Abatements

- With the implementation of the FSFP and the change in the way students are counted (district of attendance vs. district of residence), the calculation for open-enrolled students is also impacted. No longer will school districts receive tuition payments for incoming open enrolled students and no longer will districts pay tuition for students leaving their district through open enrollment. Open enrollment students are now counted in our base costs.
- The activity assessment fee is projected to be stable over the life of the Forecast. There are currently no plans to increase or eliminate the activity assessment fee.
- **Investment income** has played a significant role in our financial forecast in recent years, driven by high interest rates and healthy fund balances. However, we anticipate a decline in investment income starting in FY 2025, with a continued decrease in the following years. This decrease is due to the Federal Reserve's recent rate cuts (with two reductions already this fiscal year) and a reduction in fund balances resulting from projected deficit spending. To maximize investment returns, the district partners with Fifth Third Securities, utilizing a laddering strategy to ensure investments mature as needed to support the district's ongoing financial requirements.
- Medicaid reimbursements are projected to remain consistent.

2.50 Advances – In

	2025	2026	2027	2028	2029
Advances-In	3,758,777	200,000	200,000	200,000	200,000

Advances in (FY 2025) are the result of advances out to both federal grants and the 004-construction fund.

2.060 Other Financing Sources

	2025	2026	2027	2028	2029
All Other Financing Sources	105,000	105,000	105,000	105,000	105,000

Other sources include the Sale of District Assets and Refunds of Prior Year Expenditures. Historically, the primary funding sources are:

- Ohio BWC rebates
- Medina County Auditor's Office refund of Auditor fees
- Refund of prior year expenses from the Medina County ESC

The district is not projecting rebates or refunds from BWC or the County Auditor's office during the life of the Forecast. With the change in leadership in the County Auditor's office, it is unknown if the new auditor will issue similar refunds.

2.080 Revenue Summary

	2025	2026	2027	2028	2029
Total Revenues and Other Financing Sources	61,554,494	58,821,065	59,799,474	60,374,936	61,099,332

The Forecast projects a decrease in FY 2025 in total revenue (less advances) of $289,000. This is primarily driven by line 10.06, all other revenue sources, and the decrease in projected interest income. In addition, the decrease in total revenue from FY 2025 to 2026 is primarily due to the large advance in FY 2025, thus overstating total revenue by about $3.7M.

Major issues affecting revenue:

- One percent projected increase in property taxes
- District remains on the guarantee for state funding
- Volatile investment income

General Fund Expenditures

3.010 Salaries and Wages

	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029
Personnel Services	37,642,834	39,432,139	40,342,045	41,818,437	43,700,266

Salaries and wages are projected to increase by 6.2% over FY 2024 (as compared to a 7% increase for the same period last year).

- The 2024-25 salaries and benefits are projected to be 82.72% of General Fund Expenditures.

- The district and the Wadsworth Education Association (WEA) are in the second year of a three-year contract that continues through June 30, 2026. The Agreement includes step increases for eligible employees and a base increase in each year of the contract. In addition, employees pay 11% of the cost of health care insurance each year of the contract.

- The district and the Wadsworth Education Support Personnel Association (WESPA) are also in the second year of a three-year contract that continues through June 30, 2026. The WESPA Agreement includes step increases for eligible employees and a base increase in each year of the contract. In addition, employees will pay 6% / 9% (Family / Single) of the cost of health care insurance.

- The district's 2024-25 teaching staff consists of 292 full-time and 10 part-time teaching professionals. We have 11 licensed professionals working as tutors in the district (2.5 tutors are funded with grant money and are not part of this Forecast), 24 Licensed Administrators, and 14 Exempt Salaried employees (3 of the exempt salaried employees are not paid by the General Fund). In addition, the district has four compact employees.

- The district's total professional staffing did not increase for the 2024-25 school year.

The staffing projections below account for the district proactively reducing teaching staff as enrollment continues to decline. The following staffing changes are accounted for:

- **Fiscal Year 2025: Net increase in staff = -0-**
  - Four open positions were not replaced for the 2024-25 school year:
    - One section at the elementary level (-1 FTE)
    - Elementary Special Education Teacher (-1 FTE)
    - Middle School Science Teacher (-1 FTE)
    - Middle School Language Arts Teacher (-1 FTE)

- Four new positions were added related to the expansion of the Grizzly Academy. (+4 FTE)
- ESSER Grant Funded positions returning to the General Fund:
  - 7.5 Teaching positions currently funded with ESSER Grant
  - 2 Student Attendance float positions funded with ESSER Grant
  - 1 Part-time Technology Dept. clerk currently funded with ESSER Grant

- **Grizzly Academy:** 2024-25 projected

  New Costs $1,124,681

  Savings $1,200,472

  $ 75,792 FY 2025 total savings by the Grizzly Academy

- **Fiscal Years 2026, 2027 and 2028:**
  - The Forecast includes an allowance for step and wage increases each year.
  - The forecast incorporates a planned reduction in professional staff, aligned with the anticipated decline in our student enrollment.
    - 2025-2026 reduction of four full-time teaching staff
    - 2026-2027 reduction of four full-time teaching staff
    - 2027-2028 reduction of three full-time teaching staff
  - The forecast accounts for the FY 2026 expansion of the **Grizzly Academy**.
    - Six professional staff in FY 2026 (K-12)
    - Additional allowance for Grizzly Academy support staff.

- **Staffing % increases in the current forecast:**

  FY 2025: 6.19% * ESSER
  FY 2026: 4.75%
  FY 2027: 2.31%
  FY 2028: 3.66%
  FY 2029: 4.5%

3.020 Employee Retirement / Insurance Benefits

	2025	2026	2027	2028	2029
Employees' Retirement/Insurance Benefits	14,346,232	15,588,079	16,537,366	17,753,890	19,171,893

The largest expense outside of salaries and wages is the Board's share of healthcare benefit premiums. In FY 2011, the district began participating in the Summit Regional Healthcare Consortium (SRHCC) to pool administrative fees with Barberton, Copley-Fairlawn, Norton and Revere Schools. In FY 2015, Cuyahoga Falls City Schools joined the SRHCC. In FY 2020 and 2022, Woodridge Local Schools and Dover City Schools joined. In addition, the SRHCC continues to maximize resources and implement best practices related to healthcare and wellness. The Consortium works with Be-Well Solutions to provide wellness support to five districts to encourage employees to adopt a healthy lifestyle. Employees enrolled in the district's healthcare plan are encouraged to participate in the annual biometric screening, health risk assessment, as well as the many Grizzly Challenge Wellness programs offered throughout the year. Employees are rewarded with a credit to an HRA account based on the results of their biometric screening.

The Board of Education and members of both the teachers (WEA) and support staff (WESPA) unions agreed to a new three-year contract that began July 1, 2023. There were no changes to employee healthcare benefits in the new contract.

The district enjoyed a number of positive healthcare renewals in recent years. However, for the 2024-25 plan year, the district's healthcare renewal increased by 18.61%. In the past year, the district experienced a depletion of reserves with the Summit Regional Healthcare Consortium (SRHCC) from $2.5M to less than half a million dollars. The 18.61% renewal follows closely after the prior renewals, as detailed below:

FY 2017:	5.16%	FY 2021:	0.00%
FY 2018:	2.33%	FY 2022:	0.00%
FY 2019:	4.85%	FY 2023:	1.60%
FY 2020:	0.00%	FY 2024:	4.10%

Health Care Insurance Projections:

One of the challenges we have encountered this fiscal year is the notable increase in healthcare insurance costs for our district. Despite our best efforts to manage expenses, the rising costs of medical services and prescription drugs have contributed to a considerable uptick in our healthcare expenditure. Factors such as inflation, and the utilization patterns of our insured members have all played a role in driving up these costs.

In response to this challenge, the Summit Regional Healthcare Consortium (SRHCC) has been diligently reviewing our current healthcare plans, negotiating with insurance providers, and exploring potential cost-saving measures. While we are committed to maintaining comprehensive coverage for our staff and their families, we recognize the importance of implementing sustainable solutions to mitigate the impact of escalating healthcare expenses on our budget.

The district's healthcare premiums increased by 18.61% for the plan year beginning July 1, 2024. The increased premiums are projected to cost the district an additional $2.43M over the previous projection of 10%.

However, even with the 18.61% renewal Wadsworth City Schools premiums within the consortium are still the lowest of the eight schools. For example, if our monthly premium were the same as the highest district in the SRHCC, our insurance spend would be an additional $2M annually.

Additionally, the general fund will assume responsibility for WESPA employees who are eligible for healthcare benefits by stacking jobs based on the current MOU with ESPA, these benefits were previously funded by the ESSER grant. In addition, the benefits for the 7.5 staff members whose positions were funded by the ESSER grant.

Due to the increased premiums and staff paid by the general fund (formerly ESSER), the district is projected to spend **$1.78M (30+%)** more on healthcare benefits in FY 2025 than it did in FY 2024.

- Line 3.020 accounts for:
  - The staffing reductions as outlined above.
  - The staffing related to the Grizzly Academy expansion.
  - An allowance for health care plan changes (single to family) in each year.
- **Healthcare premiums are projected to increase by 11% in FY 2026 and 10% in FY 2027, 2028, and 2029.**

Other line 3.02 expenses:

Language in the WEA contract requires retirees aged 55 or older to contribute 100% of their severance payment to a 403(b) annuity as an employer contribution. Employer contributions to a 403(b) are considered a fringe benefit. Therefore, most of the certified severance is paid from benefits (line 3.020), instead of salaries and wages (line 3.010).

Currently, by State law, the Board contributes 14% of the salaries and wages to two retirement systems. Members of STRS are required to pay 14% of their earnings to the retirement system. The Board pays 10% of the Administrators' 14% employee share of STRS (10% of their salary). In addition, the Board pays a surcharge to SERS for all support staff employees whose annual income is less than $35,800. That is, for any employee making less than $35,800 annually, the district must pay 14% of $35,800 not their actual earnings. SERS does have a cap of 2% percent of total SERS wages to be paid to the surcharge. We are above the cap. Therefore, we pay 16% of our total SERS payroll to the retirement system. A large percentage of the surcharge is paid by the Food Service Fund (006), which is not part of this Forecast. All but one employee in the Food Service Department earns less than $35,800.

The other two items that make up our employee benefits are Medicare Tax and Workers' Compensation. Our district pays 1.45% Medicare tax on all employees hired after 1986.

3.030 Purchased Services

	2025	2026	2027	2028	2029
Purchased Services	7,052,621	7,445,149	7,742,480	8,057,704	8,388,051

This category covers all our contracted services including tuition to other schools, legal services, copier leases, property/fleet insurance, gifted services from the Medina County ESC, and special education services (such as occupational and physical therapy). In addition, it also covers professional development, utilities, contracted services, and College Credit Plus (CCP) tuition for high school students.

An area of concern is the increasing amount of tuition payments for students who attend specialized programs or schools outside our district. While we strive to provide a wide range of educational opportunities within our own schools, there are instances where students require services or programs that are not available locally. As a result, we must make tuition payments to other schools or programs to ensure that these students receive the educational support they need. However, the growing number of students requiring such services, coupled with the rising tuition rates, has contributed to a notable increase in our tuition costs, even with the expansion of the Grizzly Academy, which is intended to reduce the number of students we need to send outside the

district for services. Tuition expenses are projected to remain consistent over the life of the forecast as we expand the Grizzly Academy.

FY 2025 – 2027 has a 15% increase built in for Natural Gas. The district was under contract at less than $3.00 per MCF for Natural Gas through CY 2024. This increased to $3.69 for CY 2025.

Substitute teachers and some support staff substitutes are included in Purchased Services since we contract substitute services with Renhill.

3.040 Supplies and Materials (500)

	2025	2026	2027	2028	2029
Supplies and Materials	2,638,311	2,676,113	2,723,965	2,748,538	2,824,903

Supplies and materials were substantially lower in FY 2022 and 2023 when textbook purchases were expensed from the Sales Tax Fund. As planned in FY 2020, textbooks are paid from the General Fund in FY 2024 and for the life of the forecast.

- Supplies are projected to increase by 30% in FY 2025. This is primarily because the majority of the textbooks ordered for the 2024-25 school year out of the FY 2024 budget were paid for in FY 2025.
- Bus fuel is included in supplies and can be very difficult to project. Bus fuel accounts for 9% of the Supplies Category.
- Weighted Career Tech (CT) funds from the State account for a portion of the expenses. We are required to spend CT money on CT programs within the school year (see discussion under Restricted Revenue above).

The district plans the following curriculum cycle and related textbook adoption. The expenses for FY 2021-2023 were NOT part of the Forecast (Medina County Sales Tax fund) but are still an integral part of the district's operating budget. Textbook purchases returned to the General Fund starting in FY 2024.

- The State of Ohio adopted new standards related to the Science of Reading which caused the district to have an unexpected cost of $228,660 for a new K-6 reading textbook adoption. However, the ODEW did provide a $192,233 allowance to the district for said expense. The Science of Reading was not part of our normal textbook adoption schedule and is not included in the chart below.

See the next page for the textbook adoption cycle.

Textbook Adoption Cycle

Fiscal Year	Subject	Grade Level	First Year of Use	Projected Cost
** 2023	World Language	9-12	2023-24	$175,000
	Fine Arts	K-12		$150,000
	Business	9-12		$150,000
	Health	7-12		$ 20,000
	CCP & Replacements			$130,000
2024	Science	K-12	2024-25	$650,000
	CCP & Replacements			$130,000
2025	Social Studies	K-12	2025-26	$650,000
	CCP & Replacements			$130,000
2026	English/Lang. Arts	K-12	2026-27	$650,000
	CCP & Replacements			$130,000
2027	Math	K-12	2027-28	$650,000
	CCP & Replacements			$130,000
2028	World Language	9-12	2028-29	$300,000
	Fine Arts	K-12		$150,000
	Business	9-12		$150,000
	Health	7-12		$ 25,000
	CCP & Replacements			$130,000
2029	Science	K-12	2029-30	$650,000
	CCP & Replacements			$130,000

** = Sales Tax Fund

3.050 Capital Outlay (600 & 700)

	2025	2026	2027	2028	2029
Capital Outlay	476,113	609,147	754,251	781,507	807,857

The General Fund and the Sales Tax Fund support capital needs in the district. Approximately 48% of the sales tax proceeds go to pay debt service related to the construction of the new Valley View and Isham Elementary Schools, as well as, the 1/2 mill maintenance levy requirement of the OFCC. This amounts to $1,460,000 annually from the Sales Tax Fund. This debt service will expire in 2025 when the new debt service will start related to the COPs issued on November 9, 2023, for the cost overruns on the new intermediate school. Because of the commitment of the

sales tax dollars to construction projects, the district will continue to support capital improvements to buildings, technology, and buses from the General Fund.

- School Bus Purchase Schedule:
  FY 2024: 6 buses FY 2026: 2 buses
  FY 2025: 1 bus FY 2027: 3 buses

  - An average of 3 buses per year over the life of the forecast. The volatility in the capital outlay line of the forecast is due to the number of buses purchased each year.

- The district developed a five-year strategic plan for the calendar years 2021-2025. Capital expenses associated with the plan are detailed in Appendix A of the strategic plan. Most of the capital expenses in the plan will be funded by the Sales Tax and OFCC Maintenance funds.

- Future years of the Forecast allow for an average 3-4% per year increase in all other categories (outside of buses).

If any major capital improvements funded by the General Fund are needed, it would adversely affect the Forecast. In addition, there are reserves in the Sales Tax fund to assist with any unplanned capital needs.

The Board may want to consider moving allowable expenses (textbooks/buses) to the sales tax fund in future years to extend the life of the current levy cycle.

4.050 / 4.060 HB 264 Principal and Interest

There are currently no General Fund debt issues.

4.300 Other Objects (Miscellaneous)

This area covers County Auditor and Treasurer Fees, election expenses, liability insurance and membership dues for the Board. County fees charged by the County Auditor and Treasurer are the primary expense (78%) in this category.

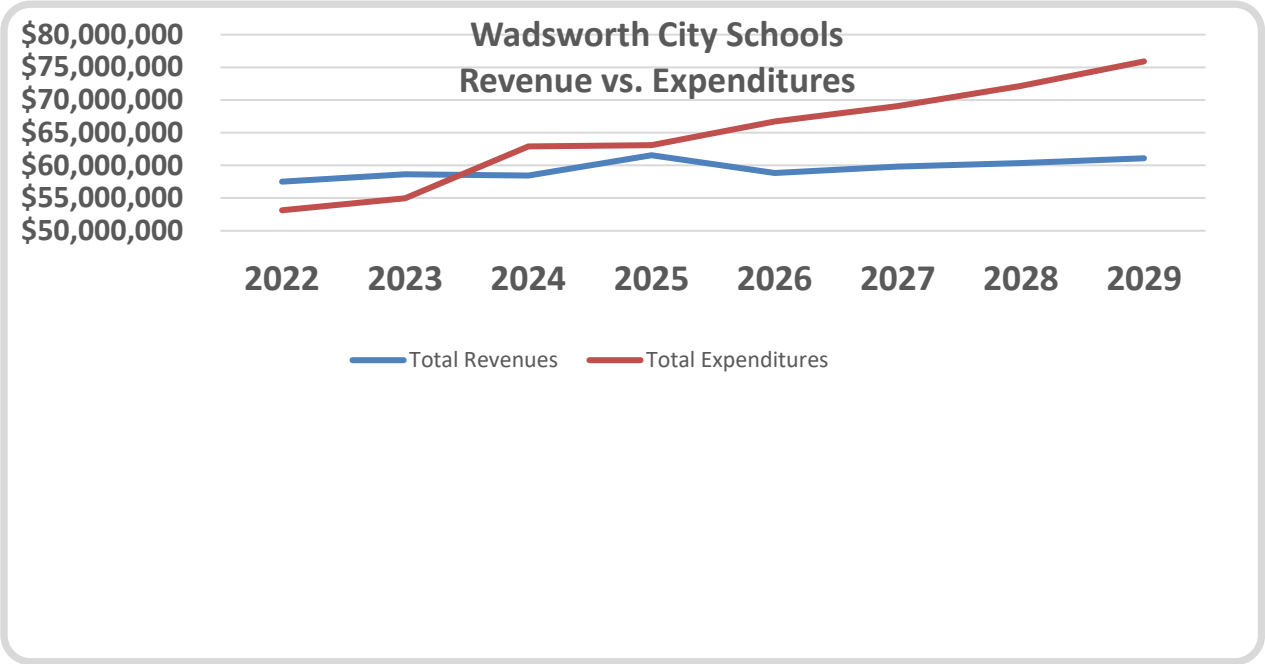
5.010 & 5.020 Transfers and Advances Out

Advances out are primarily for cash flow purposes to other funds and will be returned in subsequent fiscal years.

6.010 Excess Revenues over Expenditures (Deficit Spending):

	2025	2026	2027	2028	2029
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	1,533,074-	7,883,294-	9,275,325-	11,781,500-	14,812,400-

This line demonstrates if the district has a balanced budget for the year or if expenditures exceed revenues (deficit spending). The district is entering its fourth year since the passage of the 2021 operating levy and is projected to experience deficit spending for the second consecutive year. The chart below outlines the district's projected revenue and expenditures. As the chart demonstrates, the district began deficit spending in FY 2024 and is projected to for the life of the forecast.



7.020 Ending Cash Balance

	2025	2026	2027	2028	2029
Cash Balance June 30	19,543,204	11,659,910	2,384,584	9,396,916-	24,209,316-

After conducting a comprehensive review of our financial projections, it is apparent that we are at a very volatile point. There are many pressures impacting our financial picture, including but not limited to state and federal aid, interest income, declining enrollment, staffing reductions, and healthcare expenses, all impacting our projected deficit spending in FY 2025. Our district is facing a critical path to maintaining a positive cash balance. Without change, we anticipate that our cash reserves will be depleted by the end of FY 2028.

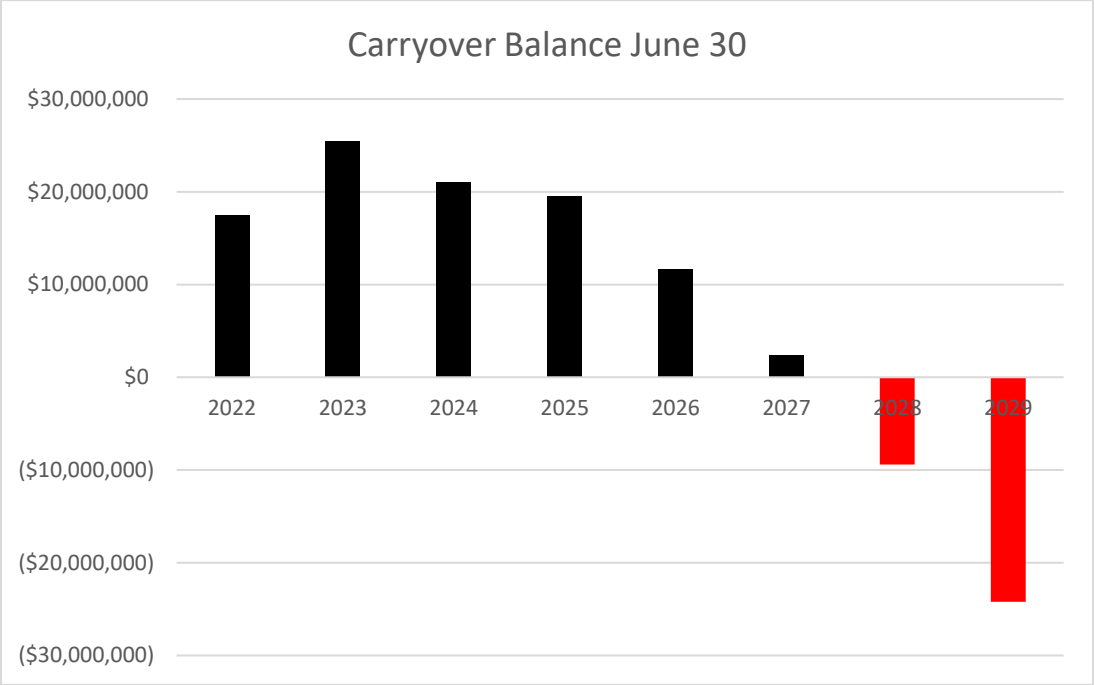
Several factors to consider related to the projected deficit:

- A district projecting a deficit in the third year of a five-year financial forecast is placed in "Pre-Caution Status" by the Ohio Department of Education and Workforce (ODEW).
    a. When placed in Pre-Caution Status, the district must submit a plan to ODEW detailing how the district intends to correct the impending deficit.
    b. The forecast has a positive cash balance for the next three years due to an aggressive staffing reduction plan. The district must continue to monitor cash reserves and plan accordingly.
- The current WEA/ WESPA contracts expire at the end of the 2025-26 school year. Based on the current forecast, the district would only be able to certify a new contract with the unions for the 2026-27 school year (one-year contract).

As you are aware, our district has been proactive in implementing various cost-saving measures aimed at mitigating budgetary pressures and ensuring responsible financial stewardship. These measures include continual budget monitoring with emphasis on the staffing reductions outlined in the assumptions above. Despite these concerted efforts to reduce costs and improve operational efficiency, we continue to face significant financial challenges, with a projected negative fund balance in the 2027-2028 school year.

Moving forward, it is imperative that we continue to pursue a balanced approach that combines cost-saving initiatives with strategic investments in areas critical to our mission of providing high-quality education to all students.

I appreciate the dedication and commitment of our entire school community in confronting these financial challenges head-on and remain confident in our collective ability to navigate this complex landscape with resilience and determination.



Wadsworth City Schools

Schedule of Revenues, Expenditures and Changes in Fund Balances
For the Fiscal Years Ended June 30, 2022, 2023 and 2024 Actual;
Forecasted Fiscal Years Ending June 30, 2025 Through 2029

		Actual				Forecasted				
		Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Average Change	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029
1.010	General Property Tax (Real Estate)	$22,786,750	$25,643,823	$25,882,927	6.7%	$26,141,756	$26,926,009	$27,733,789	$28,149,796	$28,712,792
1.020	Tangible Personal Property Tax (Public Utility)	6,313,516	6,631,331	$6,752,380	3.4%	6,835,665	7,006,557	7,181,721	7,289,446	7,398,788
1.030	Income Tax									
1.035	Unrestricted State Grants-in-Aid	17,461,978	17,396,564	$17,351,023	-0.3%	17,557,426	17,563,323	17,569,339	17,575,475	17,581,733
1.040	Restricted State Grants-in-Aid	1,602,706	1,753,516	$2,104,332	14.7%	1,988,851	1,991,641	1,994,459	2,003,305	2,012,239
1.045	Restricted Federal Grants-in-Aid - (SFSF -532) (Ed jobs Bill-504)									
1.050	State Share of Local Property Taxes	2,544,108	2,603,962	$2,615,550	1.4%	2,615,555	2,615,555	2,615,555	2,615,555	2,615,555
1.060	All Other Revenues	1,675,692	2,207,690	$3,173,361	37.7%	2,551,464	2,412,981	2,399,612	2,436,360	2,473,226
1.070	*Total Revenues*	52,384,750	56,236,886	57,879,573	5.1%	57,690,717	58,516,065	59,494,474	60,069,936	60,794,332
	Other Financing Sources									
2.010	Proceeds from Sale of Notes									
2.020	State Emergency Loans and Advancements (Approved)									
2.040	Operating Transfers-In									
2.050	Advances-In	4,418,102	1,853,533	365,780	-69.2%	3,758,777	200,000	200,000	200,000	200,000
2.060	All Other Financing Sources	705,976	530,603	205,207	-43.1%	105,000	105,000	105,000	105,000	105,000
2.070	*Total Other Financing Sources*	5,124,078	2,384,136	570,987	-64.8%	3,863,777	305,000	305,000	305,000	305,000
2.080	*Total Revenues and Other Financing Sources*	57,508,828	58,621,022	58,450,560	0.8%	61,554,494	58,821,065	59,799,474	60,374,936	61,099,332
	Expenditures									
3.010	Personnel Services	31,462,067	33,117,949	35,447,717	6.1%	37,642,834	39,432,139	40,342,045	41,818,437	43,700,266
3.020	Employees' Retirement/Insurance Benefits	10,131,164	10,859,622	12,108,025	9.3%	14,346,232	15,588,079	16,537,366	17,753,890	19,171,893
3.030	Purchased Services	6,363,702	7,070,850	7,441,604	8.2%	7,052,621	7,445,149	7,742,480	8,057,704	8,388,051
3.040	Supplies and Materials	1,871,224	2,105,254	2,130,788	6.9%	2,638,311	2,676,113	2,723,965	2,748,538	2,824,903
3.050	Capital Outlay	825,368	760,466	1,249,728	28.2%	476,113	609,147	754,251	781,507	807,857
3.060	Intergovernmental									
	Debt Service:									
4.010	Principal-All (Historical Only)									
4.020	Principal-Notes									
4.030	Principal-State Loans									
4.040	Principal-State Advancements									
4.050	Principal-HB 264 Loans									
4.055	Principal-Other									
4.060	Interest and Fiscal Charges									
4.300	Other Objects	562,304	660,430	690,126	11.0%	691,458	733,734	754,693	776,359	798,763
4.500	*Total Expenditures*	51,215,829	54,574,571	59,067,988	7.4%	62,847,568	66,484,359	68,854,799	71,936,436	75,691,732
	Other Financing Uses									
5.010	Operating Transfers-Out	63,595	48,272	48,289	-12.0%	40,000	20,000	20,000	20,000	20,000
5.020	Advances-Out	1,853,533	365,780	3,758,777	423.7%	200,000	200,000	200,000	200,000	200,000
5.030	All Other Financing Uses									
5.040	*Total Other Financing Uses*	1,917,128	414,052	3,807,066	370.5%	240,000	220,000	220,000	220,000	220,000
5.050	*Total Expenditures and Other Financing Uses*	53,132,957	54,988,623	62,875,054	8.9%	63,087,568	66,704,359	69,074,799	72,156,436	75,911,732
6.010	*Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses*	4,375,871	3,632,399	4,424,494-	-119.4%	1,533,074-	7,883,294-	9,275,325-	11,781,500-	14,812,400-
7.010	Cash Balance July 1 - Excluding Proposed Renewal/Replacement and New Levies	17,492,502	21,868,373	25,500,772	20.8%	21,076,278	19,543,204	11,659,910	2,384,584	9,396,916-
7.020	*Cash Balance June 30*	17,492,502	25,500,772	21,076,278	14.2%	19,543,204	11,659,910	2,384,584	9,396,916-	24,209,316-

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Fund:	**001**								
001-0000	GENERAL FUND:	$ 21,020,960.48	$ 2,238,021.37	$ 26,885,486.75	$ 5,427,061.93	$ 21,335,189.92	$ 26,571,257.31	$ 6,576,932.60	$ 19,994,324.71
001-9000	GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-9001	GENERAL FUND: ADVERTISING /FACILITIES ACCOUNT	69,896.41	0.00	35,574.63	0.00	0.00	105,471.04	11,589.37	93,881.67
001-9002	GENERAL FUND: FOOD SERV. DONATIONS	(14,578.18)	290.90	2,710.70	0.00	0.00	(11,867.48)	0.00	(11,867.48)
001-9094	GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-920R	GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 21,076,278.71	**$ 2,238,312.27**	**$ 26,923,772.08**	**$ 5,427,061.93**	**$ 21,335,189.92**	**$ 26,664,860.87**	**$ 6,588,521.97**	**$ 20,076,338.90**
Fund:	**002**								
002-0000	BOND RETIREMENT SERIES 98,99,00 ISSUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002-9000	BOND RETIREMENT (1997)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002-9100	BOND RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002-9200	BOND RETIREMENT - ENERGY CONSERVATION 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002-9300	BOND RETIRE LIBRARY 2001	114,069.79	0.00	0.00	0.00	0.00	114,069.79	0.00	114,069.79
002-9400	BOND RETIREMENT: 2008 ($65,650,000)	4,749,368.56	37,066.81	1,606,396.81	22,719.00	22,719.00	6,333,046.37	500.00	6,332,546.37
002-9500	BOND RETIREMENT: 2021 ($41,000,000)	3,001,710.11	22,170.38	1,059,060.38	13,508.70	13,508.70	4,047,261.79	500.00	4,046,761.79
002-9600	BOND RETIREMENT: 2021 ($8,000,000) COP's	649,500.01	0.00	0.00	0.00	0.00	649,500.01	0.00	649,500.01
		$ 8,514,648.47	**$ 59,237.19**	**$ 2,665,457.19**	**$ 36,227.70**	**$ 36,227.70**	**$ 11,143,877.96**	**$ 1,000.00**	**$ 11,142,877.96**
Fund:	**003**								
003-0000	PERMANENT IMPROVEMENT LEVY FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
003-900C	COMMUNITY CENTER ENTERPRISE FUND	250,966.47	0.00	0.00	0.00	3,526.00	247,440.47	4,166.60	243,273.87
003-900S	SUMMA HOSPITAL ENTERPRISE FUND	40,293.48	0.00	0.00	18,350.00	22,856.12	17,437.36	16,028.65	1,408.71
		$ 291,259.95	**$ 0.00**	**$ 0.00**	**$ 18,350.00**	**$ 26,382.12**	**$ 264,877.83**	**$ 20,195.25**	**$ 244,682.58**
Fund:	**004**								
004-0000	CONSTRUCTION FUND: OFCC - LFI	1,424,167.20	0.00	0.00	0.00	3,526,723.93	(2,102,556.73)	0.00	(2,102,556.73)
004-900C	CONSTRUCTION FUND: CITY OF WADS. COMM. CENTER	(1,697,088.92)	0.00	0.00	0.00	6,666.98	(1,703,755.90)	1,596.14	(1,705,352.04)
004-900H	BUILDING FUND: WRH SUMMA MED. OFFICE BLDG.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
004-900I	CONSTRUCTION FUND: INTERMEDIATE SCHOOL	37,996,628.47	349,933.59	1,044,613.05	2,621,975.74	6,518,738.11	32,522,503.41	31,318,095.13	1,204,408.28
004-901I	CONSTRUCTION FUND: INTERMEDIATE SCHOOL COP's	3,213,246.84	0.00	0.00	0.00	3,213,246.84	0.00	0.00	0.00
		$	**$ 349,933.59**	**$ 1,044,613.05**	**$ 2,621,975.74**	**$**	**$**	**$**	**$**

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
		40,936,953.59				**13,265,375.86**	**28,716,190.78**	**31,319,691.27**	**(2,603,500.49)**
Fund:	**006**								
006-0000	FOOD SERVICES	$ (930.62)	$ 80,681.11	$ 191,667.28	$ 82,992.86	$ 222,111.67	$ (31,375.01)	$ 598,289.27	$ (629,664.28)
006-9001	FOOD SERVICE FEDERAL AWARD:	2,368,816.49	76,636.12	100,877.87	68,155.43	205,490.40	2,264,203.96	43,000.00	2,221,203.96
006-9002	FOOD SERVICE SUPPLY CHAIN ASSISTANCE FEDERAL AWARD:	175,834.59	0.00	0.00	11,921.25	16,842.10	158,992.49	72,157.90	86,834.59
		$ 2,543,720.46	**$ 157,317.23**	**$ 292,545.15**	**$ 163,069.54**	**$ 444,444.17**	**$ 2,391,821.44**	**$ 713,447.17**	**$ 1,678,374.27**
Fund:	**007**								
007-0000	SPECIAL TRUST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
007-900S	SAFETY TOWN FUND	9,777.15	0.00	0.00	0.00	7,689.57	2,087.58	1,734.16	353.42
007-9091	SPECIAL TRUST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
007-9092	SPECIAL TRUST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
007-955C	SPECIAL TRUST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 9,777.15	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 7,689.57**	**$ 2,087.58**	**$ 1,734.16**	**$ 353.42**
Fund:	**009**								
009-0000	UNIFORM SCHOOL SUPPLIES FUND	36,168.82	24,489.00	34,223.08	3,787.38	5,438.78	64,953.12	13,118.06	51,835.06
		$ 36,168.82	**$ 24,489.00**	**$ 34,223.08**	**$ 3,787.38**	**$ 5,438.78**	**$ 64,953.12**	**$ 13,118.06**	**$ 51,835.06**
Fund:	**010**								
010-0000	CLASSROOM FACILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
010-900L	OSFC LOCAL SHARE	6,224,811.13	0.00	0.00	0.00	0.00	6,224,811.13	0.00	6,224,811.13
010-900Q	OSFC: QSCB BONDS (ISHAM / VALLEY VIEW)	(543,055.88)	0.00	0.00	0.00	0.00	(543,055.88)	0.00	(543,055.88)
010-900S	OSFC STATE SHARE	(321,876.76)	0.00	0.00	0.00	14,272.02	(336,148.78)	3,416.86	(339,565.64)
		$ 5,359,878.49	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 14,272.02**	**$ 5,345,606.47**	**$ 3,416.86**	**$ 5,342,189.61**
Fund:	**011**								
011-0000	C.T. CUSTOMER SERVICE FUND (Sr House)	64,409.31	0.00	238,287.29	34,928.09	183,058.32	119,638.28	193,633.17	(73,994.89)
011-9001	C.T. CUSTOMER SERV AUTOMOTIVES	2,283.50	0.00	35.35	0.00	0.00	2,318.85	11,000.00	(8,681.15)
011-9002	C.T. CUSTOMER SERV JR CARPENTRY	(6,068.91)	0.00	10,272.56	9,223.16	11,274.98	(7,071.33)	36,888.82	(43,960.15)
011-9003	C.T. CUSTOMER SERV CARPENTRY SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 60,623.90	**$ 0.00**	**$ 248,595.20**	**$ 44,151.25**	**$ 194,333.30**	**$ 114,885.80**	**$ 241,521.99**	**$ (126,636.19)**
Fund:	**012**								
012-0000	ADULT/COMMUNITY EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**013**								
013-0000	RECREATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
013-900C	COMMUNITY CENTER/WHS OPERATING FUND	33,482.99	0.00	0.00	2,400.60	11,756.68	21,726.31	17,965.65	3,760.66

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
		$ 33,482.99	**$ 0.00**	**$ 0.00**	**$ 2,400.60**	**$ 11,756.68**	**$ 21,726.31**	**$ 17,965.65**	**$ 3,760.66**
Fund:	**014**								
014-0000	FOUR CITIES CAREER TECH COMPACT FUND	$ 107,724.09	$ (7,500.00)	$ 0.00	$ 22,151.95	$ 96,099.62	$ 11,624.47	$ 36,247.27	$ (24,622.80)
014-9001	FOUR CITIES: FIRST PROGRAM (NORTON)	(22,500.01)	7,500.00	22,500.00	0.00	0.00	(0.01)	0.00	(0.01)
014-9089	ROTARY-INTERNAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 85,224.08	**$ 0.00**	**$ 22,500.00**	**$ 22,151.95**	**$ 96,099.62**	**$ 11,624.46**	**$ 36,247.27**	**$ (24,622.81)**
Fund:	**017**								
017-0000	LIBRARY CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**018**								
018-0000	PUBLIC SCHOOL SUPPORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-973C	FOUR CITY CTA COMPACT DIRECTORS FUND	2.31	0.00	0.00	0.00	0.00	2.31	0.00	2.31
018-974A	CENTRAL OFFICE ADMINISTRATORS FUND	6,830.72	47.08	599.45	(3,364.10)	160.03	7,270.14	4,302.63	2,967.51
018-974B	DISTRICT SPIRIT COMMITTEE FUND	6,098.50	0.00	0.00	0.00	0.00	6,098.50	0.00	6,098.50
018-974C	CENTRAL INTERMEDIATE PRINCIPAL FUND	8,350.36	0.00	0.00	777.02	943.68	7,406.68	7,369.68	37.00
018-974K	HURRICANE KATRINA RELIEF FUND (2005)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-974T	TRANSPORTATION 018 ACCOUNT	865.69	0.00	0.00	0.00	141.96	723.73	389.16	334.57
018-975F	FRANKLIN SCHOOL PRINCIPAL'S FUND	6,696.62	2,770.50	4,933.55	313.71	1,955.48	9,674.69	7,717.49	1,957.20
018-976I	ISHAM SCHOOL PRINCIPAL'S FUND	5,248.39	5,259.55	5,259.55	948.12	2,300.58	8,207.36	7,217.02	990.34
018-977L	LINCOLN SCHOOL PRINCIPAL'S FUND	12,440.16	7,671.31	8,125.01	1,471.83	2,941.13	17,624.04	7,498.87	10,125.17
018-978D	OVERLOOK: SUNSHINE FUND	261.45	0.00	0.00	0.00	0.00	261.45	0.00	261.45
018-978O	OVERLOOK SCHOOL PRINCIPAL'S FUND	4,522.21	684.80	684.80	854.52	2,045.70	3,161.31	4,615.00	(1,453.69)
018-979L	PUBLIC SCHOOL SUPPORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-979V	VALLEY VIEW PRINCIPAL'S FUND	7,209.52	360.00	415.00	638.74	1,712.16	5,912.36	3,595.47	2,316.89
018-980D	WMS: DOLLARS FOR DENIM PAY IT FORWARD	1,500.30	0.00	0.00	0.00	0.00	1,500.30	200.00	1,300.30
018-980M	WADSWORTH MIDDLE SCHOOL PRINCIPAL FUND	17,249.72	13.00	1,403.00	1,271.78	1,472.96	17,179.76	6,185.35	10,994.41
018-981D	WHS: DOLLARS FOR DENIM PAY IT FORWARD	1,243.02	250.00	1,620.00	0.00	0.00	2,863.02	214.61	2,648.41
018-981H	HIGH SCHOOL PRINCIPAL'S FUND	8,102.13	450.00	13,429.00	38.50	4,477.64	17,053.49	7,953.46	9,100.03
018-982G	GRIZZLY ACADEMY PRINCIPAL'S FUND	3,479.51	1,845.00	5,265.00	546.30	2,413.65	6,330.86	1,468.82	4,862.04

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
		$ 90,100.61	**$ 19,351.24**	**$ 41,734.36**	**$ 3,496.42**	**$ 20,564.97**	**$ 111,270.00**	**$ 58,727.56**	**$ 52,542.44**
Fund:	**019**								
019-0000	MHJ GRANT: S KURT MATH WHS	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
019-9006	MEDINA CTY SHARE CLUSTER (S. KOPACKO)	21,977.97	5,500.00	5,500.00	3,256.00	3,256.00	24,221.97	3,162.36	21,059.61
019-9007	MED CTY CRISES RESPONSE TEAM (S. KOPACKO)	10,010.27	0.00	0.00	0.00	0.00	10,010.27	505.00	9,505.27
019-9008	ADAM H BOARD: PREVENTION GRANT	1,305.00	0.00	0.00	0.00	0.00	1,305.00	348.35	956.65
019-9010	BE KIND WADSWORTH (S KOPACKO)	4,352.04	0.00	0.00	0.00	696.37	3,655.67	143.86	3,511.81
019-9012	LUKE MANUFACTURING: FRESHMAN ACADEMY GRANT (2023)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9016	LUKE MANUF FOUNDATION GRANT: HS HYDOPONIC LAB SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9017	LUKE MANUF FOUNDATION GRANT: PHYSICS (MACDOWELL)	(557.80)	0.00	1,491.63	574.80	780.42	153.41	153.40	0.01
019-9018	TECH PREP: FIRE/EMT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9019	TECH PREP: NURSING PICNIC / OTHER PICNIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-901G	WGCF: MINDFUL MUSIC CLOONON 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9020	GPD FOUNDATION: FRANKLIN SENSORY GARDEN	3,365.00	0.00	0.00	0.00	0.00	3,365.00	0.00	3,365.00
019-9024	TECH PREP: FIRE, ATH/HLTH TRAINING, NURSING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-902G	WGCF: WORKBENCH/TOOLKIT CROOKES 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-903G	WGCF: GRAPH CALC WHS MATH 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-904G	WGCF: SUMMER READING SCHMELTZER 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-905G	WGCF: FLEX SEATNG LINN 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-906G	WGCF: 3M GRANT STEM CLUB FRANKLIN	6,500.00	0.00	0.00	0.00	0.00	6,500.00	0.00	6,500.00
019-907G	WGCF: WELL BEING STUDIO GUNN ISHAM 2020	503.87	0.00	0.00	0.00	0.00	503.87	0.00	503.87
019-908G	WGCF: SENSORY ROOM WILSON 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9090	DOLLAR GENERAL SUMMER READING GRANT 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9091	VALLEY VIEW PLAYGROUND GRANT	14,870.00	0.00	0.00	0.00	0.00	14,870.00	0.00	14,870.00
019-9092	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
019-9093	OTHER GRANT	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
019-9094	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9097	MCDAC GRANT FY 97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9098	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-909G	WGCF: STEAM VV LIBRARY OWENS VV 2020	134.57	0.00	0.00	0.00	0.00	134.57	0.00	134.57
019-9101	MHJ GRANT: C JOHNSON READING STRATEGIES THAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9102	MHJ GRANT: TITUS READING GRANT FY15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9103	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9104	GPD STEM GRANT: JESSICA CHADA FRANKLIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9105	MHJ GRANT: 7 MINDSETS PD 5-8 GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9106	LUKE ENG GRANT: MAKERS SPACE V.V.	3,121.81	0.00	0.00	0.00	0.00	3,121.81	0.00	3,121.81
019-9107	MHJ GRANT: STEM CAMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9108	STEM CAMP LOCAL GRANTS / DONATIONS	140.71	0.00	0.00	0.00	2,747.39	(2,606.68)	500.00	(3,106.68)
019-9109	STEM CLB GRATN ALCOLA FY2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-910G	WGCF: ROBOTICS CAMP SHALALA 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9110	PIZZA HUT BOOK IT GRANT: E PETIT (2017)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9111	FOOD SERVICE: AMERICAN DAIRY ASSOC GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9114	BELIEVE IN OHIO GRANT WHS (FY2016)	1,625.84	0.00	0.00	0.00	0.00	1,625.84	0.00	1,625.84
019-911G	WGCF: LIBRARY CLAYPOOL LINCOLN 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-912G	WGCF: ELA BOOKS L.SMITH WHS 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9131	DEPARTMENT OF NATURAL RESOURCE - GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-913G	WGCF: WMS COURTYARD P JURY WMS 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-914G	WGCF: GRIZZLY GRP MENTORING GOOD WHS 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-915G	WGCF: CIS MUSIC A MUHL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-916G	WGCF: V.V. SENSORY ROOM H DUERR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-917G	WGCF: OVERLOOK READING A ZWISLER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-918G	WGCF: CIS P.E. M MINICK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-918M	MCDAC GRANT FY 18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
019-9191	OTHER GRANT	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
019-9192	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9198	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9199	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-919G	WGCF: V.V. STEAM J MARINI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-919M	MCDAC GRANT FY 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9201	TECH PREP: MARKETING BARBERTON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9202	SPECIAL ED DONATIONS GRANT	55.90	0.00	0.00	0.00	0.00	55.90	0.00	55.90
019-9203	MHJ GRANT: 6+1 TRAITS BENNETT/JOHNSON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9204	MHJ GRANT: POWER READING CROOKES -FRANKLIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9205	V.V. OSLN STEM Classroom Grant (FY 2022)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-920G	WGCF: ISHAM 100 YR MURAL S. LUCAS	355.74	0.00	0.00	0.00	0.00	355.74	0.00	355.74
019-921G	WGCF:OVERLOOK BRAINBALL B. NOLIN	57.51	0.00	0.00	0.00	0.00	57.51	0.00	57.51
019-9225	WMS CLINICAL RM ECOSYSTEM GRANT P. JUREY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9226	GPD GRANT: V.V SENSORY ROOM - HASSINGER 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-922G	WGCF: CIS STUDENT INVESTIGATORS S. LUCHKA	13.16	0.00	0.00	0.00	0.00	13.16	0.00	13.16
019-923G	WGCF: WHS BRUIN PHOTO STUDIO E HEFFINGER	455.90	0.00	0.00	0.00	0.00	455.90	0.00	455.90
019-924G	WGCF: FRANKLIN SHARED BOOKROOM K,. MARIAS	0.45	0.00	0.00	0.00	0.00	0.45	0.00	0.45
019-925G	WGCF: WMS THINKING MATH B. LAWRENCE	1,013.84	0.00	0.00	0.00	181.11	832.73	0.00	832.73
019-926G	WGCF: WHS CALMNIG CORNER SPACE C DiPAOLO	1,710.27	0.00	0.00	0.00	0.00	1,710.27	0.00	1,710.27
019-927G	WGCF: VALLEY VIEW H DUERR SENSORY MAGIC ROOM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-928G	WGCF: CIS C. WOLF CIS STEM ROOM	16.29	0.00	0.00	0.00	0.00	16.29	0.00	16.29
019-9299	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-929G	WGCF: WHS K HAMSHER ALTERNATIVE LEARNING ENVIRONMENT	4,270.05	0.00	0.00	0.00	0.00	4,270.05	570.05	3,700.00
019-9301	SENSORY ROOM GPD GRANT_ HALEY DUERR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9302	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9303	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9304	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
019-9305	TECH PREP: MARKETING	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
019-9306	GENE HAAS: FOUNDATION CAREER TECH SCHOLARSHIP	5,600.00	0.00	0.00	0.00	0.00	5,600.00	0.00	5,600.00
019-9307	HAAS FOUNDATION PD GRANT (FY20)	9,748.82	0.00	0.00	0.00	0.00	9,748.82	4,123.82	5,625.00
019-9308	ISHAM WEATHER CLINICAL RESEARCH GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9309	GENE HAAS: FOUNDATION GRANT APRIL 2022	3,477.00	0.00	0.00	0.00	0.00	3,477.00	1,345.00	2,132.00
019-930G	WGCF: WHS L SMITH GRAPHIC & VERSE NOVELS	13.96	0.00	0.00	0.00	0.00	13.96	0.00	13.96
019-931G	WGCF: WMS K WILSON HYDROPONIC GARDEN	1,072.06	0.00	0.00	0.00	0.00	1,072.06	116.42	955.64
019-932G	WGCF: S SCHMELTZER KINDERGARTEN FINE MORTOR INITIATIVE	42.00	0.00	0.00	0.00	0.00	42.00	0.00	42.00
019-933G	WGCF: FRANKLIN K LAIB KEVA PLANKS 2ND GRADE 2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-934G	WGCF: FRANKLIN M SIMMONS STEM LAB REDESIGN 2023	143.44	0.00	0.00	0.00	0.00	143.44	0.00	143.44
019-935G	WGCF: FRANKLIN K AUERBACH OUTDOOR LEARNING SPACE	32.12	0.00	0.00	0.00	0.00	32.12	0.00	32.12
019-936G	WGCF:OVERLOOK B LAINO CLASSROOM CALMING SENSORY BINS	1.65	0.00	0.00	0.00	0.00	1.65	0.00	1.65
019-937G	WGCF: LINCOLN J SHALALA 3D PRINTING 2023	0.10	0.00	0.00	0.00	0.00	0.10	0.00	0.10
019-938G	WGCF: ISHAM V FUGATE LIBRARY REFRESH	208.26	0.00	0.00	193.21	193.21	15.05	0.00	15.05
019-939G	WGCF: VALLEY VIEW J SORRENT CLAY RELIEF DISPLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9401	MHJ GRANT: SCHMELTZER LITERATURE FY 14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9402	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9403	SME PRIME: SCHOOL GRANT	29,142.72	0.00	0.00	0.00	0.00	29,142.72	1,492.18	27,650.54
019-9404	SME EDUCATIONAL FOUNDATION: $10,000 GRANT 2024 (SHIPLEY)	0.64	0.00	0.00	0.00	0.00	0.64	0.00	0.64
019-9405	TECH PREP: BUSINESS TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9406	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9407	TECH PREP: ATHLETIC, HEALTH CARE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9408	TECH PREP: ADVANCEMENT TO NURSING GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-940G	WGCF: WMS BUILDING READERS BOOK CLUB GOODRICH/HOFENER	62.03	0.00	0.00	0.00	0.00	62.03	0.00	62.03

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Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
019-941G	WGCF: FRANKLIN EMPOWERING STEM LEARNING J. MARINI	$ 325.98	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 325.98	$ 95.92	$ 230.06
019-942G	WGCF: UNIVERSAL CALM DONW CORNER C. BRADY	4,041.53	0.00	0.00	3,600.03	3,600.03	441.50	0.00	441.50
019-943G	WGCF: WMS HYDROPONIC GARDEN K WILSON	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
019-9501	WMS PRINCIPALS GROUP: JACKSON	2,384.72	0.00	0.00	0.00	0.00	2,384.72	0.00	2,384.72
019-9502	SAFE ROUTE TO SCHOOLS GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9503	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9504	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9505	WADSWORTH SCHOOLS: 135TH FY 2006 (1870)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9506	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9507	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9508	TECH PREP: FIRE/EMT-CRIM. JUSTICE (BARB.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9509	HEALTH EDUC. MINI GRANT (C.COLLINS) WELLNESS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9601	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9602	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9603	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9604	TECH PREP: FY06 AUTOMOTIVE TECH PREP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9605	TECH PREP: FY06 WEB PROGRAMING TECH PREP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9606	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9607	CAMP CAN DO: S SCHROCK SUMMER 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9701	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9702	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9703	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-976I	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-977L	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-978O	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-979V	VV MD UNIT DONATION (FY2025)	0.00	0.00	3,000.00	2,925.14	2,925.14	74.86	0.00	74.86
019-9801	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9802	TECH PREP: MARKETING ALL SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9803	TECH PREP: MARKETING - BARBERTON	9.99	0.00	0.00	0.00	0.00	9.99	0.00	9.99
019-9804	WMS: CARE TEAM AFTER SCHOOL PROGRAM	6,078.37	0.00	0.00	0.00	0.00	6,078.37	0.00	6,078.37

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019-9805	ODNR FISHING CLUB GRANT (SHIARLA)	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
019-9806	TECH PREP: FY08 MARKETING WADSWORTH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9807	TECH PREP: FY08 MARKETING COPLEY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9808	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9809	TECH PREP: FY08 TEACHER AID PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9810	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9811	TECH PREP: IT CISCO GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9812	TECH PREP: MARKETING (WADS / NORT / COP)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9813	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-981H	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9901	TECH PREP: FY09 J VANKIRK COMPUTER TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9902	TECH PREP: COMPASS TESTING - TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9903	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9904	OHIO DEVELOPMENT DISABILITIES COUNCIL-SAYRE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9905	LOWES GRANT--VALLEY VIEW	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9906	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 139,683.78	**$ 5,500.00**	**$ 9,991.63**	**$ 10,549.18**	**$ 14,379.67**	**$ 135,295.74**	**$ 12,556.36**	**$ 122,739.38**
Fund:	**020**								
020-0000	BEAR CUB ACADEMY	1,483.40	32,789.25	74,932.39	22,757.13	80,341.60	(3,925.81)	18,292.77	(22,218.58)
		$ 1,483.40	**$ 32,789.25**	**$ 74,932.39**	**$ 22,757.13**	**$ 80,341.60**	**$ (3,925.81)**	**$ 18,292.77**	**$ (22,218.58)**
Fund:	**022**								
022-0000	C.I./A.I.M.S PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-900S	L & J FUND SWIMM AND DIVE TEAM SUB ACCOUNT	100.00	100.00	100.00	0.00	0.00	200.00	0.00	200.00
022-901H	JOHN AUL MEMORIAL	61.99	0.00	0.00	0.00	0.00	61.99	0.00	61.99
022-9090	L & J FUND ORIGINAL CONTRIBUTIONS	12,027.46	0.00	4,000.00	2,962.94	5,637.94	10,389.52	1,108.06	9,281.46
022-9091	L & J FUND: FIELD TRIP FUND	5,703.58	0.00	0.00	0.00	0.00	5,703.58	0.00	5,703.58
022-9511	OHSAA TOURNAMENT: BASEBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-9512	OHSAA TOURNAMENT: BOYS BASKETBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-9513	OHSAA TOURNAMENT: BOYS SOCCER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-9516	OHSAA TOURNAMENT: FOOTBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-9517	OHSAA TOURNAMENT: BOYS LACROSSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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022-9528	OHSAA TOURNAMENT: WRESTLING	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
022-9532	OHSAA TOURNAMENT: GIRLS BASKETBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-9533	OHSAA TOURNAMENT: GIRLS SOCCER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-9534	OHSAA TOURNAMENT: SOFTBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-9535	DISTRICT CUSTODIAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-9536	OHSAA TOURNAMENT: GIRLS LACROSSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-9543	OHSAA TOURNAMEN: VOLLEYBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-974C	L&J FUND CIS FIELDTRIPS	4,588.43	0.00	0.00	0.00	0.00	4,588.43	0.00	4,588.43
022-975F	L&J FUND FRANKLIN FIELDTRIPS	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00
022-976I	L&J FUND ISHAM FIELDTRIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-977L	L&J FUND LINCOLN FIELDTRIPS	1,218.24	0.00	0.00	0.00	0.00	1,218.24	0.00	1,218.24
022-978O	L&J FUND OVERLOOK FIELDTRIPS	941.78	0.00	0.00	0.00	0.00	941.78	224.00	717.78
022-979V	L&J FUND VALLEY VIEW FIELDTRIPS	1,839.33	0.00	0.00	0.00	0.00	1,839.33	50.00	1,789.33
022-980M	L&J FUND WMS FIELDTRIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 36,480.81	**$ 100.00**	**$ 4,100.00**	**$ 2,962.94**	**$ 5,637.94**	**$ 34,942.87**	**$ 1,382.06**	**$ 33,560.81**
Fund:	**024**								
024-0000	WCSD EMPLOYEE BENEFITS INSURANCE FUND	56,294.13	32,782.72	120,948.63	38,979.23	212,416.21	(35,173.45)	297,101.98	(332,275.43)
		$ 56,294.13	**$ 32,782.72**	**$ 120,948.63**	**$ 38,979.23**	**$ 212,416.21**	**$ (35,173.45)**	**$ 297,101.98**	**$ (332,275.43)**
Fund:	**025**								
025-9096	COMPUTER NETWORK CLASS 'A'SIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**029**								
029-0000	FRANK H. CLOSE SCHOLARSHIP FUND	6.60	0.00	0.00	0.00	0.00	6.60	0.00	6.60
029-9001	BERNADINE H. KOVALCHIN SCHOLARSHIP FUND	21,791.48	0.00	0.00	0.00	0.00	21,791.48	3,000.00	18,791.48
029-9002	MARK SCHERBA MEMORIAL SCHOLARSHIP	1.82	0.00	0.00	0.00	0.00	1.82	0.00	1.82
029-9003	PERFORMING ARTS FOUNDATION FUND	0.00	0.00	321,248.22	0.00	825.00	320,423.22	825.00	319,598.22
029-9004	EDUCATION FOUNDATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
029-9005	KAHL, WILLIAM SR AND RUTH WHS SCHOLARSHIP	155.98	0.00	0.00	0.00	0.00	155.98	0.00	155.98
029-9006	MACKEY SCHOLARSHIP	17,534.39	0.00	0.00	0.00	0.00	17,534.39	0.00	17,534.39

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029-9007	DANIEL VAN AUKEN SCHOLARSHIP FUND	$ 12,164.01	$ 0.00	$ 0.00	$ 509.27	$ 937.56	$ 11,226.45	$ 2,747.23	$ 8,479.22
029-9008	DAVID SLADKY SCHOLARSHIP FUND	491.64	0.00	0.00	0.00	0.00	491.64	0.00	491.64
029-9009	GEORGE ZITO SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
029-9010	SHAWN RILEY VAN DYKE SCHOLARSHIP FUND	11,238.48	0.00	0.00	0.00	0.00	11,238.48	0.00	11,238.48
029-9011	MARK D LANGE SCHOLARSHIP FUND	6,306.14	0.00	0.00	0.00	0.00	6,306.14	0.00	6,306.14
029-9012	SCHOLARSHIPS_WHS_REVOLVING_ACCOUNT	(1,000.00)	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00
029-9013	JOE GAINS SCHOLARSHIP FUND	49.01	0.00	0.00	0.00	0.00	49.01	0.00	49.01
029-917H	EDUCATION FOUNDATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 68,739.55	**$ 0.00**	**$ 322,248.22**	**$ 509.27**	**$ 1,762.56**	**$ 389,225.21**	**$ 6,572.23**	**$ 382,652.98**
Fund:	**034**								
034-0000	CLASSROOM FACILITIES MAINTENANCE FUND	2,831,771.36	0.00	0.00	19,937.39	122,691.39	2,709,079.97	88,577.71	2,620,502.26
		$ 2,831,771.36	**$ 0.00**	**$ 0.00**	**$ 19,937.39**	**$ 122,691.39**	**$ 2,709,079.97**	**$ 88,577.71**	**$ 2,620,502.26**
Fund:	**071**								
071-0000	SALES TAX: PERM. IMPROVEMENTS FUND	3,620,503.90	806,897.54	1,535,219.15	11,292.50	407,032.50	4,748,690.55	1,117,305.85	3,631,384.70
		$ 3,620,503.90	**$ 806,897.54**	**$ 1,535,219.15**	**$ 11,292.50**	**$ 407,032.50**	**$ 4,748,690.55**	**$ 1,117,305.85**	**$ 3,631,384.70**
Fund:	**200**								
200-900W	CLASS OF 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-901W	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-902H	GRIZZLY RPG CLUB (ROLL PLAYING GAME)	153.76	0.00	0.00	0.00	0.00	153.76	0.00	153.76
200-902W	CLASS OF 2002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-903H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-903W	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-904H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-904W	CLASS OF 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-905W	CLASS OF 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-906H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-906W	CLASS OF 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-907H	WEB PROGRAMMING AND DESIGN	249.86	(249.86)	(249.86)	0.00	0.00	0.00	0.00	0.00
200-907W	CLASS OF 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-908H	ROTARY INTER-ACT: YOUTH ROTARY CLUB	70.99	0.00	0.00	0.00	0.00	70.99	0.00	70.99
200-908W	CLASS OF 2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-909H	CADD STUDENT ACTIVTY ACCOUNT	(325.84)	325.84	325.84	0.00	0.00	0.00	0.00	0.00

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200-909W	CLASS OF 2009	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
200-910H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-910W	CLASS OF 2010	215.44	0.00	0.00	0.00	0.00	215.44	0.00	215.44
200-911H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-911W	CLASS OF 2011	20.00	0.00	0.00	0.00	0.00	20.00	0.00	20.00
200-912H	FRENCH CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-912W	CLASS OF 2012	20.00	0.00	0.00	0.00	0.00	20.00	0.00	20.00
200-913A	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-913B	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-913C	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-913D	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-913W	CLASS OF 2013	156.48	0.00	0.00	0.00	0.00	156.48	0.00	156.48
200-914C	ROOTS AND SHOOTS CENTRAL INTERMEDIATE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-914H	S.A.D.D. WADSWORTH HIGH SCHOOL	(192.38)	192.38	192.38	0.00	0.00	0.00	0.00	0.00
200-914M	SADD - WADSWORTH MIDDLE SCHOOL	659.92	0.00	0.00	0.00	0.00	659.92	0.00	659.92
200-914W	CLASS OF 2014:	122.04	0.00	0.00	0.00	0.00	122.04	0.00	122.04
200-915H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-915W	CLASS OF 2015	198.07	0.00	0.00	0.00	0.00	198.07	0.00	198.07
200-916H	LATIN CLUB	2.60	0.00	0.00	0.00	0.00	2.60	0.00	2.60
200-916W	CLASS OF 2016	(1,368.72)	0.00	0.00	0.00	0.00	(1,368.72)	0.00	(1,368.72)
200-917H	H.S. SCIENCE CLUB	(49.98)	49.98	49.98	0.00	0.00	0.00	0.00	0.00
200-917W	CLASS OF 2017	1,934.44	0.00	0.00	0.00	0.00	1,934.44	0.00	1,934.44
200-918H	ACADEMIC CHALLENGE	1,382.83	0.00	0.00	0.00	0.00	1,382.83	0.00	1,382.83
200-918T	WHS: TRI M MUSIC HONOR SOCIETY	649.10	850.00	850.00	545.00	645.00	854.10	2,785.00	(1,930.90)
200-918W	CLASS OF 2018	1,669.08	0.00	0.00	0.00	0.00	1,669.08	0.00	1,669.08
200-919H	SPEECH AND DEBATE TEAM	(34,975.03)	34,975.03	35,011.03	0.00	9,651.60	(9,615.60)	6,089.77	(15,705.37)
200-919W	CLASS OF 2019	3,195.57	0.00	0.00	0.00	0.00	3,195.57	0.00	3,195.57
200-920H	N. H. S. NATIONAL HONOR SOCIETY	1,043.76	0.00	0.00	0.00	0.00	1,043.76	0.00	1,043.76
200-920W	CLASS OF 2020	(1,860.98)	0.00	0.00	0.00	0.00	(1,860.98)	0.00	(1,860.98)
200-921H	F.C.C.L.A.	1,010.21	0.00	0.00	0.00	0.00	1,010.21	0.00	1,010.21
200-921W	CLASS OF 2021	3,596.27	(318.34)	(318.34)	0.00	0.00	3,277.93	0.00	3,277.93
200-922H	PEP CLUB	272.63	0.00	0.00	0.00	0.00	272.63	0.00	272.63
200-922W	CLASS OF 2022	1,256.15	0.00	0.00	0.00	0.00	1,256.15	0.00	1,256.15
200-923H	INTERNATIONAL CLUB (FOREIGN LANGUAGES)	4,479.34	0.00	0.00	0.00	55.00	4,424.34	1,200.00	3,224.34
200-923W	CLASS OF 2023	1,559.02	0.00	0.00	0.00	0.00	1,559.02	0.00	1,559.02
200-924C	CENTRAL INTERMEDIATE STUDENT COUNCIL	5,396.71	520.60	520.60	196.00	1,059.47	4,857.84	662.00	4,195.84

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200-924H	STUDENT COUNCIL	$ 9,594.04	$ 19,861.58	$ 20,301.58	$ 5,695.76	$ 10,051.16	$ 19,844.46	$ 4,581.48	$ 15,262.98
200-924I	ISHAM STUDENT COUNCIL	875.38	0.00	426.00	0.00	0.00	1,301.38	0.00	1,301.38
200-924M	WADSWORTH MIDDLE STUDENT COUNCIL	691.45	0.00	0.00	285.81	285.81	405.64	78.95	326.69
200-924W	CLASS OF 2024	(807.15)	0.00	1,256.38	0.00	0.00	449.23	0.00	449.23
200-925H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-925W	CLASS OF 2025	2,114.40	375.00	3,813.00	0.00	0.00	5,927.40	27,545.00	(21,617.60)
200-926H	D. E. C. A.	8,029.09	0.00	0.00	0.00	0.00	8,029.09	0.00	8,029.09
200-926W	CLASS OF 2026	124.00	0.00	0.00	0.00	0.00	124.00	0.00	124.00
200-927H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-927W	CLASS OF 2027	286.00	0.00	0.00	0.00	0.00	286.00	0.00	286.00
200-928H	C.B.I.P.	179.82	0.00	0.00	0.00	0.00	179.82	0.00	179.82
200-928W	CLASS OF 2028	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-929H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-929W	CLASS OF 2029	194.15	0.00	0.00	0.00	0.00	194.15	0.00	194.15
200-930H	GRIZZLY GRIND COFFEE CLUB	1,590.27	187.50	295.50	0.00	277.79	1,607.98	722.21	885.77
200-930W	CLASS OF 2030	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-931H	MEDIA COMMUNICATIONS WHS	294.99	0.00	0.00	0.00	0.00	294.99	0.00	294.99
200-932H	WHS SPECTRUM CLUB	42.03	0.00	0.00	0.00	0.00	42.03	0.00	42.03
200-932S	inactive STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-933H	TEACHER AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-934H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-935H	GRIZZLY LEADER ACADEMY (WHS)	1,985.49	0.00	209.69	80.90	80.90	2,114.28	419.10	1,695.18
200-936H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-941H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-945H	AUTOMOTIVES	1,177.36	0.00	0.00	170.85	170.85	1,006.51	0.00	1,006.51
200-946H	CARPENTRY	1,608.32	0.00	0.00	0.00	0.00	1,608.32	0.00	1,608.32
200-947H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-948H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-9512	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-951C	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-952C	MIDDLE SCHOOL DRAMA	15,447.96	7,844.00	7,844.00	2,867.60	9,045.60	14,246.36	6,865.55	7,380.81
200-953C	MIDDLE SCHOOL USERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-953P	MIDDLE SCHOOL POWER OF THE PEN	0.00	0.00	0.00	450.00	450.00	(450.00)	0.00	(450.00)
200-988H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-993H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-994H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-995H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-996H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

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Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
200-997H	STUDENT MANAGED ACTIVITY	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
200-998H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-999H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 33,968.94	**$ 64,613.71**	**$ 70,527.78**	**$ 10,291.92**	**$ 31,773.18**	**$ 72,723.54**	**$ 50,949.06**	**$ 21,774.48**
Fund:	**300**								
300-0000	WHS ATHLETICS	4,044.34	50,525.00	109,671.54	14,981.70	34,648.87	79,067.01	48,009.61	31,057.40
300-900A	WHS ATHLETICS: BENEFIT GAMES/COMM SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-900C	WMS ATHLETICS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-900H	WHS BAND UNIFORM REPLACEMENT	56,147.54	0.00	0.00	0.00	0.00	56,147.54	0.00	56,147.54
300-900R	WHS ATHLETICS-ROTARY	4,746.10	1,185.79	1,292.62	1,757.00	1,757.00	4,281.72	18,994.38	(14,712.66)
300-901H	WHS CHOIR ROBE REPLACEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-902H	WHS JOURNALISM / BRUIN FUND	8,102.30	945.00	7,503.75	1,396.00	1,396.00	14,210.05	13,289.66	920.39
300-910H	WHS DRAMA FUND	65,369.10	0.00	0.00	2,419.19	18,911.54	46,457.56	9,295.34	37,162.22
300-911M	WMS FISHING CLUB	95.42	0.00	0.00	0.00	0.00	95.42	0.00	95.42
300-917H	WHS MUSIC-INSTRUMENTAL	9,775.80	0.00	300.00	0.00	0.00	10,075.80	0.00	10,075.80
300-918H	WHS MUSIC-VOCAL GENERAL CHOIR	8,769.06	20,569.00	29,199.00	29,915.21	41,943.85	(3,975.79)	23,988.35	(27,964.14)
300-918M	WMS VOCAL MUSIC STUDENT ACTIVITY ACCOUNT	1,719.60	2,081.00	15,587.25	4,113.08	11,918.82	5,388.03	25,839.93	(20,451.90)
300-918S	WHS SHOW CHOIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-947M	WMS INSTRUMENTAL MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-948C	WMS VOCAL MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-9500	ATHLETIC CAMPS: WEIGHT ROOM	107.27	0.00	0.00	0.00	0.00	107.27	0.00	107.27
300-950M	ATHLETICS: WMS "CAMP" ACCOUNT ALL SPORTS	529.13	0.00	0.00	0.00	0.00	529.13	0.00	529.13
300-9511	ATHLETIC CAMPS: BASEBALL	589.61	0.00	0.00	0.00	0.00	589.61	0.00	589.61
300-9512	ATHLETIC CAMPS: BOYS BASKETBALL	2,616.56	0.00	0.00	75.00	300.00	2,316.56	952.20	1,364.36
300-9513	ATHLETIC CAMPS: B SOCCER	312.00	0.00	0.00	0.00	0.00	312.00	84.98	227.02
300-9516	ATHLETIC CAMPS: FOOTBALL	3,614.47	0.00	2,368.35	302.00	9,096.77	(3,113.95)	773.01	(3,886.96)
300-9517	ATHLETIC CAMPS: BOYS LAX	1,884.60	0.00	2,045.00	710.00	710.00	3,219.60	0.00	3,219.60
300-9523	ATHLETIC CAMPS: CROSS COUNTRY	1,480.12	0.00	182.67	0.00	0.00	1,662.79	0.00	1,662.79
300-9527	ATHLETIC CAMPS: BOYS TRACK	3,483.85	0.00	0.00	0.00	0.00	3,483.85	0.00	3,483.85
300-9528	ATHLETIC CAMPS: WRESTLING	(623.43)	0.00	0.00	0.00	0.00	(623.43)	3,200.00	(3,823.43)
300-9532	ATHLETIC CAMPS: GIRLS BASKETBALL	12,478.17	0.00	0.00	0.00	2,286.61	10,191.56	0.00	10,191.56
300-9534	ATHLETIC CAMPS: SOFTBALL CAMP	2,104.77	0.00	0.00	0.00	0.00	2,104.77	0.00	2,104.77

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
300-9535	ATHLETIC CAMPS: VOLLEYBALL	$ 9,859.06	$ 0.00	$ 2,104.00	$ 0.00	$ 2,027.89	$ 9,935.17	$ 776.68	$ 9,158.49
300-9536	ATHLETIC CAMPS: GIRLS LAX	1,163.00	0.00	0.00	0.00	243.42	919.58	0.00	919.58
300-9544	ATHLETIC CAMPS: GIRLS GOLF FUND	789.46	0.00	0.00	0.00	0.00	789.46	0.00	789.46
300-9546	ATHLETIC CAMPS: GIRLS TENNIS	4,042.18	0.00	0.00	326.75	691.65	3,350.53	0.00	3,350.53
300-9547	ATHLETIC GIRLS TRACK	3,324.14	0.00	0.00	0.00	0.00	3,324.14	0.00	3,324.14
300-9551	ATHLETIC CAMPS: WHEELCHAIR BASKETBALL	100.00	0.00	0.00	0.00	0.00	100.00	0.00	100.00
300-9552	ATHLETIC CAMPS: BOWLING	5,441.08	0.00	0.00	937.38	937.38	4,503.70	200.00	4,303.70
300-9553	ATHLETIC CAMPS: WHS CHEER	451.97	2,575.38	8,369.58	2,211.85	3,316.53	5,505.02	2,595.40	2,909.62
300-9555	ATHLETIC CAMPS: WMS CHEER	2,811.32	182.42	182.42	768.00	633.38	2,360.36	0.00	2,360.36
300-980M	DISTRICT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-988H	WHS YEARBOOK/WHISPERER FUND	21,713.85	735.00	1,173.00	121.69	5,919.73	16,967.12	7,989.96	8,977.16
		$ 237,042.44	**$ 78,798.59**	**$ 179,979.18**	**$ 60,034.85**	**$ 136,739.44**	**$ 280,282.18**	**$ 155,989.50**	**$ 124,292.68**
Fund:	**401**								
401-9000	AUXILIARY SERVICES (SACRED HEART)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9001	AUXILARY SERVICES (SACRED HEART)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9004	AUXILIARY SERVICES - SACRED HEART	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9005	AUX SERVICE: SACRED HEART FY05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9006	AUXILIARY SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9009	AUX SERV SAC HEART	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9019	AUX SERVICES FY19: SACRED HEART	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9020	AUX SERVICES FY 2020 SACRED HEART	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9021	AUX SERVICES FY 2021: SACRED HEART	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9022	AUX SERVICES FY 2022: SACRED HEART	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9023	AUX SERVICES FY 2023: SACRED HEART	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9024	AUX SERVICES FY 2024: SACRED HEART	13,711.31	0.00	0.00	0.00	48,972.65	(35,261.34)	0.00	(35,261.34)
401-9025	AUX SERVICES FY 2025: SACRED HEART	0.00	0.00	50,412.60	50,469.48	68,137.27	(17,724.67)	140,562.78	(158,287.45)
401-9107	AUXILIARY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9108	AUXILIARY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9109	AUXILIARY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 13,711.31	**$ 0.00**	**$ 50,412.60**	**$ 50,469.48**	**$ 117,109.92**	**$ (52,986.01)**	**$ 140,562.78**	**$ (193,548.79)**

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Fund:	**402**								
402-9090		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
402-9091		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-9092		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-9093		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-9094		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-9095		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-9190		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**409**								
409-9097		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
409-9098		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**412**								
412-9092		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
412-9093		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**416**								
416-9089	TEACHER DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
416-9090	TEACHER DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
416-9091	TEACHER DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
416-9096	PROFESSIONAL DEVELOPMENT BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**420**								
420-0000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**422**								
422-9089		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
422-9090		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
422-9091		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
422-9189		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
422-9190		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
422-9285		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
422-9488		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**425**								
425-9000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
425-9099		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**432**								

WADSWORTH CITY SCHOOL DISTRICT

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Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
432-9090	EMIS SUBSIDY OHIO DEPT OF EDUCATION	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**440**								
440-0000	ENTRY YEAR PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**447**								
447-9092		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
447-9094		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
447-9095		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**450**								
450-9000	SCHOOLNET EQUIP/INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450-9001	SCHOOLNET EQUIP/INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450-9003	SCHOOLNET EQUIP/INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450-9005	SCHOOLNET EQUIP/INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450-9098	SCHOOLNET EQUIP/INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450-9101	SCHOOLNET EQUIP/INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**451**								
451-0000	DATA COMMUNICATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9002	DATA COMMUNICATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9003	DATA COMMUNICATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9004	DATA COMMUNICATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9006	ONE NET K-12 NETWORK SUBSIDY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9007	DATA COMMUNICATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9008	DATA COMMUNICATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9009	DATA COMMUNICATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9010	DATA COMMUNICATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9019	ONENET: FY19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9020	ONE NET FY 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9021	ONE NET FY 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9022	ONE NET FY 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9023	ONE NET FY 2023	0.80	0.00	0.00	0.00	0.00	0.80	0.00	0.80
451-9024	ONE NET FY 2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.80	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.80**	**$ 0.00**	**$ 0.80**
Fund:	**452**								

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
452-0000	SCHOOLNET PROFESSIONAL DEVELOPMENT	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
452-9002	SCHOOLNET PROFESS. DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
452-9004	SCHOOLNET PROFESS. DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
452-9005	SCHOOLNET PROFESS. DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
452-9006	SCHOOLNET PROFESS. DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
452-9007	SCHOOLNET PROFESS. DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**455**								
455-0000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
455-9098		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
455-9099		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**459**								
459-9004	OHIOREADS VOL COORDINATOR GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9005	OHIOREADS VOL COORDINATOR GRANT FY 05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9006	OHIOREADS VOL COORDINATOR GRANT OV,IS,LN,VV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9007	OHIOREADS VOL COOR GRANT: FY 07 OV,LN,FR,VVIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9105	OHIOREADS GRANT: FY 05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9750	OHIOREADS VOLUNTEER - FRANKLIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9752	OHIOREADS CLASSROOM FRANKLIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9755	OHIOREADS GRANT FRANKLIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-975F	OHIOREADS - FRANKLIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9760	OHIOREADS VOLUNTEER - ISHAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9762	OHIOREADS - ISHAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9765	OHIOREADS GRANT ISHAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-976I	OHIOREADS GRANT ISHAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-976O	OHIO READS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-977L	OHIO READS LINCOLN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9782	OHIOREADS OVERLOOK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9785	OHIO READS GRANT OVERLOOK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-978O	OHIO READS OVERLOOK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
	VOLUNTEER								
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**460**								
460-9001	SUMMER INTERVENTION	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
460-9004	STUDENT INTERVENTION GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460-9005	STUDENT INTERVENTION GRANT:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**461**								
461-9000	VOCATIONAL EDUC. ENHANCEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
461-9004	CAREER DEVELOPMENT (4-CITIES COMPACT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
461-9005	CAREER DEVELOPMENT (4-CITIES COMPACT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
461-9105	VOCATIONAL EDUC. ENHANCEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
461-9106	VOCATIONAL EDUC. ENHANCEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
461-9107	VOCATIONAL EDUC. ENHANCEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
461-9108	VOCATIONAL EDUC. ENHANCEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**467**								
467-9020	STUDENT WELLNESS & SUCCESS FUNDS STATE AIDE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
467-9021	STUDENT WELLNESS & SUCCESS FUNDS STATE AIDE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
467-9022	STUDENT WELLNESS & SUCCESS FUNDS STATE AIDE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**499**								
499-9000	MISCELLANEOUS STATE GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-9003	CONFLICT MANAGEMENT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-9007	MISCELLANEOUS STATE GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-9016	OHIO CAREER COUNSELING GRANT (COMPACT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-9017	OHIO CAREER COUNSELING GRANT: FY2017	18,219.40	0.00	0.00	0.00	0.00	18,219.40	0.00	18,219.40
499-9018	SECONDARY TRANSITION STUDENT W/ DISABILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-9022	OH SCHOOL SAFETY GRANT:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
	FY22 $24,184.63								
499-9099	LEAD SCHOOL GRANT - VOCATIONAL	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
499-9116	SCHOOL PSYCH INTERN GRANT FY 16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-919C	OH SCHOOL SAFETY GRANT: 4 CITIES FY19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-919W	OH SCHOOL SAFETY GRANT: WADSWORTH CSD FY19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-9200	MISCELLANEOUS STATE GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-920W	OHIO SCHOOL SAFETY GRANT: WADSWORTH CSD FY20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-921B	OHIO SCHOOL BUS PURCHASE PROGRAM FY21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-921W	OHIO SCHOOL SAFETY TRAINNING GRANT: WADSWORTH CSD FY21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-922B	OHIO SCHOOL BUS PURCHASE PROGRAM FY22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-923A	OH ATTORNEY GENERAL SAFETY GRANT: WADSWORTH CSD FY23 $24,236.06	1,460.06	0.00	0.00	307.69	401.56	1,058.50	0.00	1,058.50
499-923S	OFCC SCHOOL SAFETY GRANT: WADSWORTH CSD FY23 $70,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-923W	OFCC SCHOOL SAFETY GRANT: WADSWORTH CSD FY23 $163,659.19	499.26	0.00	0.00	0.00	126.89	372.37	0.00	372.37
499-924A	OH ATTORNEY GENERAL SAFETY GRANT: WADSWORTH CSD FY24 $19,399.69	6,614.69	0.00	0.00	0.00	0.00	6,614.69	0.00	6,614.69
499-924B	OHIO BUREAU WORKSER COMP: School Safety and Security Grant $40,000	0.00	0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00
499-925B	OHIO BUREAU WORKSER COMP: SCHOL SAFETY GRANT CUSTODIAL EQUIPMENT $40,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-9300	CONFLICT MANAGEMENT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-9303	MISCELLANEOUS STATE GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 26,793.41	**$ 0.00**	**$ 40,000.00**	**$ 307.69**	**$ 40,528.45**	**$ 26,264.96**	**$ 0.00**	**$ 26,264.96**
Fund:	**504**								
504-0000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
504-9012	EDUCATION JOBS BILL GRANT FY 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Fund:	**506**								
506-0000	RACE TO THE TOP	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
506-9000	RttT: OILA GRANT OVERLOOK FY 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
506-9013	RACE TO THE TOP:RESIDENT EDUCATOR REIMB.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
506-9014	RACE TO THE TOP: RESIDENT EDUC. FUNDS FY14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**507**								
507-0000	ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-9020	ESSER (CARES ACT) GRANT FY 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-9021	ESSER (CARES ACT) GRANT FY 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-9022	ESSER II GRANT ENDS 9/30/23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-9023	ESSER III (ARP) GRANT ENDs 9/30/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-9024	ESSER III (ARP) GRANT ENDs 9/30/24	2,900.24	234,384.08	234,384.08	0.00	237,284.32	0.00	0.00	0.00
507-902H	ARP HOMELESS GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-923E	ESSER GRANT FY 23 carryover	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-923H	ARP HOMELESS GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-923S	ESSER STATE ACTIVITY GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-924H	ARP HOMELESS TARGETED SUPPORT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-925H	ARP HOMELESS GRANT FY 24 $2,900.24	(2,330.00)	0.00	0.00	0.00	292.25	(2,622.25)	0.00	(2,622.25)
		$ 570.24	**$ 234,384.08**	**$ 234,384.08**	**$ 0.00**	**$ 237,576.57**	**$ (2,622.25)**	**$ 0.00**	**$ (2,622.25)**
Fund:	**510**								
510-9021	CORONAVIRUS RELIEF FUND (CRF)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
510-921B	CRF: OHIO BROADBAND GRANT 12/30/20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
510-921C	MEDINA COUNTY CRF-SUBGRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
510-921W	WADSWORTH TOWNSHIP CRF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**514**								
514-9000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
514-9001		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
514-9002		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
514-9089		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
514-9090		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
514-9091		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
514-9092		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
514-9093		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
514-9097		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
514-9098		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
514-9198		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**516**								
516-0000	IDEA-B FED GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9002	TITLE VI B FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9005	ACCESS GRANT @ CIS/WMS: FED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9006	ACCESS GRANT @ CIS/WMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9010	IDEA-B FED GRANT (NON STIMULUS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9019	IDEA-B FED GRANT FY 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9020	IDEA-B FED GRANT FY 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9021	IDEA-B FED GRANT FY 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9022	IDEA-B FED GRANT FY 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9023	IDEA-B FED GRANT FY 2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9024	IDEA-B FED GRANT FY 2024	0.00	0.00	0.00	(60,312.62)	74,287.38	(74,287.38)	0.00	(74,287.38)
516-9025	IDEA-B FED GRANT FY 2025	0.00	0.00	0.00	94,784.30	222,932.17	(222,932.17)	0.00	(222,932.17)
516-9088	IDEA PART B GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9089	IDEA PART B GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9090	IDEA PART B GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9091	IDEA PART B GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9093	IDEA PART B GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9098	TITLE VI B FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-919R	IDEA-B RESTORATION GRANT FY2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-920R	IDEA-B RESTORATION GRANT FY2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-922A	IDEA-B ARP FY 22 FED GRANT American Recovery Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-923A	IDEA-B ARP FY 23 FED GRANT American Recovery Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-932N	STIMULUS IDEA-B: FY 2010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-932O	STIMULUS IDEA-B: FY 2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 34,471.68**	**$ 297,219.55**	**$ (297,219.55)**	**$ 0.00**	**$ (297,219.55)**
Fund:	**524**								
524-0000	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9008	CARL PERKINS (4-CITIES COMPACT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
524-9019	CARL PERKINS: FY 2019	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
524-9020	CARL PERKINS FY 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9021	CARL PERKINS FY 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9022	CARL PERKINS FY 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9023	CARL PERKINS FY 2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9024	CARL PERKINS FY 2024	7,014.78	0.00	0.00	0.00	30,675.30	(23,660.52)	0.00	(23,660.52)
524-9025	CARL PERKINS FY 2025	0.00	0.00	0.00	16,887.88	33,775.76	(33,775.76)	0.00	(33,775.76)
524-9089	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9090	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9091	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9092	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9093	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9094	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9097	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9098	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9106	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9190	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9191	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9195	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9196	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9288	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9291	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9292	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9388	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 7,014.78	**$ 0.00**	**$ 0.00**	**$ 16,887.88**	**$ 64,451.06**	**$ (57,436.28)**	**$ 0.00**	**$ (57,436.28)**
Fund:	**532**								
532-932N	STATE FISCAL STABILIZATION FUND (FOUNDATION)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
532-932O	STATE FISCAL STABILIZATION: FY 11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**533**								
533-9010	TITLE II D - TECHNOLOGY	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
533-9011	II-D TECHNOLOGY GRANT (CCIP) FY 11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
533-9013	TITLE II D - TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**572**								
572-0000	TITLE ONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9019	TITLE ONE FY 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9020	TITLE I: FY 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9021	TITLE I: FY 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9022	TITLE I: FY 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9023	TITLE I: FY 2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9024	TITLE I: FY 2024	0.00	0.00	0.00	0.00	67,343.99	(67,343.99)	0.00	(67,343.99)
572-9025	TITLE I: FY 2025	0.00	0.00	0.00	44,494.91	94,166.83	(94,166.83)	0.00	(94,166.83)
572-902E	TITLE I: FY 2022 EXPANDING OPP FOR CHILD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9089	TITLE I DISADVANTAGED CHILDREN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9090	TITLE I DISADVANTAGED CHILDREN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9091	TITLE I DISADVANTAGED CHILDREN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9092	TITLE I DISADVANTAGED CHILDREN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9093	TITLE I DISADVANTAGED CHILDREN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9098	TITLE ONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9197	TITLE I DISADVANTAGED CHILDREN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9199	CHAPTER 1 CARRYOVER 95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-932N	TITLE I STIMULUS ALLOCATION FY 2010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-932O	TITLE I STIMULUS FY11: DISADV. YOUTH SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 44,494.91**	**$ 161,510.82**	**$ (161,510.82)**	**$ 0.00**	**$ (161,510.82)**
Fund:	**573**								
573-0000	TITLE V INNOV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-9001	TITLE VI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-9002	TITLE VI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-9010	TITLE V INNOVATIVE EDUC PGM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-9089	TITLE V INNOVATIVE EDUC PGM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
573-9090	TITLE V INNOVATIVE EDUC PGM	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
573-9091	TITLE V INNOVATIVE EDUC PGM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-9092	TITLE V INNOVATIVE EDUC PGM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-9093	TITLE V INNOVATIVE EDUC PGM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-9094	TITLE V INNOVATIVE EDUC PGM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-9098	TITLE VI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-9199	TITLE V INNOVATIVE EDUC PGM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-932O	TITLE V INNOVATIVE EDUC PGM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**584**								
584-0000	SAFE & DRUG FREE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9002	SAFE & DRUG FREE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9010	DRUG FREE SCHOOL GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9022	TITLE IV-A STUDENT SUPPORT GRANT FY22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9023	TITLE IV-A STUDENT SUPPORT GRANT FY23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9024	TITLE IV-A STUDENT SUPPORT GRANT FY24	(853.11)	0.00	0.00	0.00	35,295.59	(36,148.70)	0.00	(36,148.70)
584-9025	TITLE IV-A STUDENT SUPPORT GRANT FY2025	0.00	0.00	0.00	0.00	0.00	0.00	682.00	(682.00)
584-9089	DRUG FREE SCHOOL GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9090	DRUG FREE SCHOOL GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9091	DRUG FREE SCHOOL GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9092	DRUG FREE SCHOOL GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9093	DRUG FREE SCHOOL GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9094	DRUG FREE SCHOOL GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9098	SAFE & DRUG FREE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-922A	TITLE IV, PART A, STUDENT SUPPORT AND ACADEMIC ENRICHMENT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-924S	STRONGER CONNECTIONS GRANT ODE FY 24-26	1,226.00	0.00	0.00	0.00	73,035.60	(71,809.60)	0.00	(71,809.60)
		$ 372.89	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 108,331.19**	**$ (107,958.30)**	**$ 682.00**	**$ (108,640.30)**

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Fund:	**585**								
585-9001		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**587**								
587-0000	EARLY CHILDHOOD SPECED, IDEA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9000	IDEA PRESCHOOL-HANDICAPPED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9013	PRESCHOOL GRANT FY 2013 ((HANDICAPPED)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9019	EARLY CHILDHOD PRESCHOOL IDEA FY19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9020	EARLY CHILDHOOD SPEC ED IDEA FY 20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9021	EARLY CHILDHOOD SPEC ED IDEA FY 21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9022	EARLY CHILDHOOD SPEC ED IDEA FY 22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9023	EARLY CHILDHOOD SPEC ED IDEA FY 23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9024	EARLY CHILDHOOD SPEC ED IDEA FY 24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9025	EARLY CHILDHOOD SPEC ED IDEA FY 2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9098	EHA PRESCHOOL GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-919R	IDEA- PRESCHOOL RECOVERY GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-920R	IDEA- PRESCHOOL RECOVERY GRANT FY 20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-921R	IDEA- PRESCHOOL RECOVERY GRANT FY 21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-922A	EARLY CHILDHOOD SPEC ED IDEA_ARP GRANT: FY 22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-932N	STIMULUS PRESCHOOL: FY10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-932O	STIMULUS EARLY CHLD: FY 2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**588**								
588-0000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**589**								
589-9001		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**590**								
590-0000	IMPROVING TEACHER QUALITY TITLE II-A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
590-9002	CLASS REDUCTION GRANT	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
590-9013	IMPROVING TEACH QUALITY FY13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-9014	IMPROVING TEACHER QUALITY TITLE II-A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-9019	TITLE II-A SUPP EFF INST FY 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-9020	TITLE II-A SUPP. EFFECTIVE INSTRUCTION 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-9021	TITLE II-A SUPP. EFFECTIVE INSTRUCTION 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-9022	TITLE II-A SUPP. EFFECTIVE INSTRUCTION 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-9023	TITLE II-A SUPP. EFFECTIVE INSTRUCTION 2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-9024	TITLE II-A SUPP. EFFECTIVE INSTRUCTION 2024	2,580.14	0.00	0.00	0.00	11,915.16	(9,335.02)	0.00	(9,335.02)
590-9025	TITLE II-A SUPP. EFFECTIVE INSTRUCTION FY 2025	0.00	0.00	0.00	10,427.42	21,099.46	(21,099.46)	5,438.15	(26,537.61)
		$ 2,580.14	**$ 0.00**	**$ 0.00**	**$ 10,427.42**	**$ 33,014.62**	**$ (30,434.48)**	**$ 5,438.15**	**$ (35,872.63)**
Fund:	**599**								
599-9015	HEALTHY CUISINE FOR KIDS FOOD SERV. GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9016	FOOD SERVICE: TEAM UP FOR SUCCESS GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9019	IV-A STUDENT SUPPORT GRANT FY19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9020	IV-A STUDENT SUPPORT GRANT FY20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9021	IV-A STUDENT SUPPORT GRANT FY21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9022	IV-A STUDENT SUPPORT GRANT FY22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9099	SCHOOL TO WORK/CONTINUOUS IMPORVEMENT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9102	OHIO LPDC ACTION RESEARCH PRJCT PHASE III	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9122	MISCELLANEOUS FED. GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9123	MISCELLANEOUS FED. GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9200	MISCELLANEOUS FED. GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-923S	OFCC SCHOOL SAFETY GRANT: WADSWORTH CSD FY23 $70,000	7,421.77	0.00	0.00	0.00	7,421.77	0.00	0.00	0.00
		$ 7,421.77	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 7,421.77**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Grand Total			**$ $ 4,104,506.41**		**$ $ 8,677,045.98**		**$**	**$**	**$**

86,122,550.87	**33,916,183.77**	**37,537,713.15**	**82,501,021.49**	**40,910,997.66**	**41,590,023.83**

WADSWORTH CITY SCHOOL DISTRICT
MONTHLY FINANCIAL UPDATE
OCT-24

General Fund
Budget to Actual Report

	FY 2025 Budget	FY 2025 Actual to Date	Variance	Variance %	Target %
Beginning Cash Balance	**$ 21,076,279**	**$ 21,076,279**			
Total Revenue	**$ 61,572,494**	**$ 26,923,772**	**$ (34,648,722)**	**43.7%**	33.3%
Expenditures:					
Salaries and Wages	$ 37,642,834	$ 11,578,011	$ (26,064,823)	30.8%	30.77%
Employee Fringe Benefits	$ 14,346,232	$ 5,431,858	$ (8,914,374)	37.9%	33.3%
Purchased Services	$ 7,052,621	$ 2,632,428	$ (4,420,193)	37.3%	33.3%
Supplies and Materials	$ 2,638,311	$ 1,250,132	$ (1,388,179)	47.4%	33.3%
Capital Outlay	$ 476,113	$ 67,453	$ (408,660)	14.2%	33.3%
HB 264 Payments	$ -	$ -	$ -		
Other	$ 691,458	$ 340,332	$ (351,126)	49.2%	33.3%
Transfers/ Advances out	$ 240,000	$ 34,975	$ (205,025)	14.6%	33.3%
Total Expenditures	**$ 63,087,569**	**$ 21,335,190**	**$ (41,752,379)**	**33.8%**	33.3%
Revenue over (under) Expenditures	**$ (1,515,075)**	**$ 5,588,582**			
Ending Cash Balance	**$ 19,561,204**	**$ 26,664,861**			
Encumbrances		**$ 6,588,522**			44.26%
Available Unencumbered Balance		**$ 20,076,339**			

Financial Summary - All Funds

Cash Flow Summary:

Total Revenue Current Month All Funds	**$ 4,104,506.41**
Total Expenditures Current Month All Funds	**$ 8,677,045.98**
Total Month End Cash Balance	**$ 82,501,021.49**

Appropriation Summary:

Total Appropriations Current Year All Funds	**$ 82,984,939.19**
Prior Fiscal Year Carryover Encumbrances	**$ 43,789,850.87**
Total Available All Funds	**$ 126,774,790.06**
Fiscal Year To Date Expenses All Funds	**$ 37,537,713.15**
Fiscal Year To Date % expended All Funds	**29.6%**