

CLARK-SHAWNEE LOCAL SCHOOL DISTRICT
Clark County, Ohio
BOARD OF EDUCATION MEETING
April 23, 2026
6:30 p.m. Regular Meeting
Clark-Shawnee Local Administrative Building

AGENDA

I. OPENING

A. Call to Order

B. Roll Call ___DeHart ___Galbreath ___Garrett ___Page ___Pierce

C. Pledge of Allegiance

D. Acceptance of Agenda

Motion by:

___Mr. DeHart ___Mr. Galbreath ___Ms. Garrett ___Dr. Page ___Mrs. Pierce

Second by:

___Mr. DeHart ___Mr. Galbreath ___Ms. Garrett ___Dr. Page ___Mrs. Pierce

Roll Call:

___Mr. DeHart ___Mr. Galbreath ___Ms. Garrett ___Dr. Page ___Mrs. Pierce

II. REQUEST AND CONCERNS OF THE GENERAL PUBLIC

Reminders Concerning Public Participation

The Board welcomes and encourages the public to communicate with the Board on educational issues and school matters of community interest. The Board values public comment on such matters and seeks to provide the public with a meaningful opportunity to express points relative to such matters. Please note that the purpose of public participation is to give the public an opportunity to provide such comments, but the purpose is not for the Board to respond to any such comments. The Board will take all comments that are of an appropriate nature relative to educational issues and school matters of community interest under advisement and will respond in a manner the Board deems appropriate.

Please be advised that public participation may not be repetitive, obscene, and/or comments that constitute a true threat. Any such comments may be interrupted, warned, or terminated by the Board's presiding officer, and the Board's presiding officer may seek removal of any participant who does not observe reasonable decorum.

Also please be advised that public participation may not exceed three (3) minutes in length per participant. If you have a comment and/or question after the public participation period has closed, please submit your comment/question to the board in writing. Individuals desiring to participate in the public participation period must register on the sign-in sheet prior to the start of the meeting.

III. ROUNDTABLE

E. Presentation–Capturing Kids Hearts

F. Springfield-Clark CTC Update

Mr. David DeHart will update the Board of Education members on the activities of the Career Technology Center.

G. Assistant Superintendent Update

Mr. Adam Billet, Superintendent, will provide an update to the Board of Education.

H. Superintendent Update

Mr. Brian Kuhn, Superintendent, will provide an update to the Board of Education.

Administrative Reports/Action Items

The following items have been reviewed by the board members prior to the meeting. Discussion will be limited, but board action is required.

IV. TREASURER’S REPORT

ACCEPTANCE OF CONSENT CALENDAR – FINANCIAL

Action by the Board of Education in “Acceptance of Consent Calendar” at this point of the agenda means that items I through N are adopted by one single motion unless a member of the board or the Superintendent requests that any such item be removed from the “Consent Calendar” and voted upon separately.

Motion by:

___Mr. DeHart ___Mr. Galbreath ___Ms. Garrett ___Dr. Page ___Mrs. Pierce

Second by:

___Mr. DeHart ___Mr. Galbreath ___Ms. Garrett ___Dr. Page ___Mrs. Pierce

I. Signing of the Minutes of the Previous Meeting

J. Treasurer’s Report and Condition of the Funds

- K. Monthly Bills and Allowance of those that are in Order**
- L. Appropriations Modification**
- M. Acceptance of a Donation**

Permission to accept a donation of a raised flower bed and soil for the Shawnee ES STEM class.

N. Fund Transfers

Permission to transfer \$327,824.00 from Fund 001-0000 to Fund 003-0000

Roll Call:

___Mr. DeHart ___Mr. Galbreath ___Ms. Garrett ___Dr. Page ___Mrs. Pierce

V. LOCAL SUPERINTENDENT'S REPORT

ACCEPTANCE OF CONSENT CALENDAR – PERSONNEL

Action by the Board of Education in "Acceptance of Consent Calendar" at this point of the agenda means that items O through S are adopted by one single motion unless a member of the board or the Superintendent requests that any such item be removed from the "Consent Calendar" and voted upon separately.

Motion by:

___Mr. DeHart ___Mr. Galbreath ___Ms. Garrett ___Dr. Page ___Mrs. Pierce

Second by:

___Mr. DeHart ___Mr. Galbreath ___Ms. Garrett ___Dr. Page ___Mrs. Pierce

O. Employment

Additional Duty (Certified)

Mrs. Elizabeth Avery as Volleyball, Varsity Head Coach for the 2026-2027 school year.

Mrs. Jaime Boysel as Extended School Year Teacher for the 2025-2026 school year.

Mr. John Campbell as Basketball, Varsity Head Girls Coach for the 2026-2027 school year.

Mr. Robert DeLong as Football, Varsity Head Coach for the 2026-2027 school year.

Mr. Tyler English as Basketball, Varsity Head Boys Coach for the 2026-2027 school year.

Mr. Logan Griffith as Cross Country, High School Head Coach for the 2026-2027 school year.

Mrs. Natalie Koukis as Extended School Year Teacher for the 2025-2026 school year.

Ms. Beth Szekacs as Extended School Year Teacher for the 2025-2026 school year.

Ms. Tate Thomas as Extended School Year Teacher for the 2025-2026 school year.

Recommendation: To employ the above individuals provided all statutory requirements are met, i.e. certification, background checks, etc. and recommendations are found to be satisfactory.

Additional Duty (Support Staff)

Mr. Mike Gannon as Soccer, High School Head Girls Coach for the 2026-2027 school year. Mr. Gannon is a lay coach.

Mr. Shane Hannan as Golf, Varsity Boys Head Coach for the 2026-2027 school year. Mr. Hannan is a lay coach.

Ms. Heather Hare as Drama Choreographer for the 2025-2026 school year. Ms. Hare is a lay choreographer.

Ms. Kaylee Houseman as Soccer, High School Head Boys Coach for the 2026-2027 school year.

Ms. Rian Jones as Aide for the 2025-2026 school year. [Current Assignment: Extended School Year].

Mrs. Mallory Krouse as Cheerleading, High School Football Coach for the 2026-2027 school year. Mrs. Krouse is a lay coach.

Ms. Hayley Zawada as Aide for the 2025-2026 school year. [Current Assignment: Extended School Year]

Recommendation: To employ the above individuals provided all statutory requirements are met, i.e. certification, background checks, etc. and recommendations are found to be satisfactory.

Substitutes (Support Staff)

Ms. Jessica Dodson as Long-Term Substitute Teacher for the 2025-2026 school year.

Ms. Dianne Taylor as Long-Term Substitute Teacher for the 2025-2026 school year.

Recommendation: To employ the above individuals provided all statutory requirements are met, i.e. certification, background checks, etc. and recommendations are found to be satisfactory.

Contract Renewals—Administrative

<u>Administrator/Supervisor</u>	<u>Current Contract (Expiring)</u>	<u>Contract Eligibility (Proposed)</u>
Ms. Teresa Clark	1 of 1	2-year
Mrs. Chrissy Elliott	3 of 3	3-year
Mr. Kevin Finch	2 of 2	3-year
Mr. Jacob Mattern	3 of 3	3-year
Mr. Dennis Williams	3 of 3	3-year

Recommendation: To renew the above contracts as presented.

P. Resignation

Mrs. Katelyn Andres, Teacher, has voluntarily resigned pursuant to Article 13 of the CSLEA Negotiated Agreement (2025-2028) effective May 29, 2026.

Mrs. Marybeth Bowshier, Bus Driver, has submitted a letter of resignation effective March 30, 2026.

Mr. Steven Williams, Bus Driver, has submitted a letter of resignation effective May 28, 2026.

Recommendation: To approve the above resignations.

Q. Volunteer

Ms Haley Carnes as Volunteer Softball Coach for the 2025-2026 school year.

Recommendation: To approve the above volunteers.

R. Non-Paid Leave

Mrs Kennedy Humphreys, Teacher, is requesting 2.5 days of non-paid FMLA leave beginning with a half day on March 23rd through March 25th.

Recommendation: To approve the above request.

Mrs. Sherry Storts, Driver, has requested one-half (0.5) day of non-paid leave on April 24, 2026.

Recommendation: To deny the request for non-paid leave pursuant to the 2025-2026 Support Staff Handbook.

S. Supplemental Contract Nonrenewal for the 2026-2027 School Year

Drama Choreographer

Classified

Ms. Heather Hare

Recommendation: To nonrenew the above supplemental contracts for the 2026-2027 school year.

Roll Call:

___Mr. DeHart ___Mr. Galbreath ___Ms. Garrett ___Dr. Page ___Mrs. Pierce

T. VOLUNTEER (ADDITIONAL DUTY)

Motion by:

___Mr. DeHart ___Mr. Galbreath ___Ms. Garrett ___Dr. Page ___Mrs. Pierce

Second by:

___Mr. DeHart ___Mr. Galbreath ___Ms. Garrett ___Dr. Page ___Mrs. Pierce

Mr. Benjamin Galbreath as Volunteer Baseball Coach for the 2025-2026 school year.

Recommendation: To employ the above individual provided all statutory requirements are met, i.e. certification, background checks, etc. and recommendations are found to be satisfactory.

Roll Call:

___Mr. DeHart ___Mr. Galbreath ___Ms. Garrett ___Dr. Page ___Mrs. Pierce

ACCEPTANCE OF CONSENT CALENDAR – MISCELLANEOUS

Action by the Board of Education in "Acceptance of Consent Calendar" at this point of the agenda means that items U through BB are adopted by one single motion unless a member of the board or the Superintendent requests that any such item be removed from the "Consent Calendar" and voted upon separately.

Motion by:

___Mr. DeHart ___Mr. Galbreath ___Ms. Garrett ___Dr. Page ___Mrs. Pierce

Second by:

___Mr. DeHart ___Mr. Galbreath ___Ms. Garrett ___Dr. Page ___Mrs. Pierce

U. Ohio High School Athletic Association Membership

The Board of Education is required to pass an annual resolution to authorize membership in the Ohio High School Athletic Association.

Recommendation: To authorize membership in the Ohio High School Athletic Association for Shawnee High School & Shawnee Middle School for the 2026-2027 school year.

V. GAAP Report Preparation

Mr. Thomas Faulkner, Treasurer, is requesting the service of Carol M. Riggle, CPA to perform the annual GAAP report at an estimated cost of \$6,700.00.

Recommendation: To approve the above request.

W. Program Participation Approval

IDEA-B & Early Childhood IDEA

IDEA-B and Early Childhood IDEA money comes to our district as a result of the number of handicapped students enrolled. These funds are used to pay for excess costs associated with educating these children. A proposal will be submitted to the State Department of Education for participation in this program.

Title I

Title I money comes to our district as a result of the number of economically disadvantaged students enrolled in the district. These funds are used for reading remediation and a math coach in grades K through four.

Title II-A

Title II-A money comes to the district as a result of the number of economically disadvantaged students enrolled in the district and student enrollment. These funds are used to hire additional teachers to reduce class sizes and for school improvement initiatives.

Recommendation: To approve the above Title programs for the 2026-2027 school year.

X. Approval Of Board Policies

Mr. Brian Kuhn, Superintendent, is recommending approval of the following board policies: 2431.06, 3440, 4440, 5112, 5421, 5430, 6220, 6320, 6325, 6423, 6424, 6425, 6460, 6465, 7540.09, & 8500. [Reference Exhibit A]

Recommendation: To approve the above policies.

Y. Approval of 2026-2027 Student Handbooks

Mr. Brian Kuhn, Superintendent, is recommending approval of the following student handbooks for the 2026-2027 school year. [Reference Exhibit B]

- Shawnee Elementary School
- Shawnee Middle School
- Shawnee High School
- Shawnee Athletic Handbook

Recommendation: To approve the above student handbooks for the 2026-2027 school year.

Z. Approval of E-Rate Contract with MVECA

Mr. Brian Kuhn, Superintendent, is recommending approval to contract with MVECA for internal broadband service and components at E-Rate pricing. [Reference Exhibit C]

Recommendation: To approve the above request.

AA. Approval of Student Trip

Mrs. Darcy Leis, Power of the Pen Advisor, is requesting permission for the Power of the Pen Qualifiers to travel to the state competition at Ashland University on May 17-18, 2026. [Reference Exhibit D]

Recommendation: To approve the above student trip.

BB. Resolution to Waive Make-up of Calamity Days

WHEREAS, pursuant to Ohio Revised Code Section 3313.48, the Clark-Shawnee Local School District Board of Education (“Board”) adopted a District Calendar for the 2025-2026 school year, which sets forth the following with respect to the declaration of calamity days during the 2025-2026 school year: “[i]f 5 calamity days are used, time may be made up by adding days to the end of the school year”; and

WHEREAS, the Board and the Clark-Shawnee Local Education Association (“CSLEA”) are parties to a collective bargaining agreement in effect July 1, 2025-June 30, 2028 (“Contractual Agreements”), which addresses in Article 16 the subject of the teacher contract year; and

WHEREAS, Article 16, Contract Year, of the Contractual Agreements states that the teaching contract year shall include one hundred seventy-seven (177) days of instruction; and

WHEREAS, Article 16, Contract Year, section D., of the Contractual Agreements also provides that teachers will receive their regular rate of pay for the first five (5) calendar days per year and after the first five (5) calamity days, all teachers will be required to make up all additional calamity days in accordance with the District’s adopted calendar for the school year; and

WHEREAS, the District Calendar for the 2025-2026 school year includes one hundred seventy-seven (177) days of instruction; and

WHEREAS, as of the date of this Resolution, the District has been closed during the 2025-2026 school year due to declaration of calamity for a total of ten (10) school days; and

WHEREAS, in light of such closures, as of the date of this Resolution, there have been a total of one hundred thirty-seven (137) days of instruction during the 2025-2026 school year with twenty-four (24) days of instruction remaining in the 2025-2026 school year; and

WHEREAS, the total number of days of instruction that have occurred and are scheduled to occur during the 2025-2026 school year, even taking into account the total number of calamity days declared during the 2025-2026 school year, far exceeds the number of hours of instruction required under Ohio Revised Code Section 3313.48; and

WHEREAS, accordingly, the Superintendent is recommending that the Board declare its intent to waive the addition of make-up days to the end of the school year as

referenced in the adopted District Calendar for the 2025-2026 school year, and in doing so, the Superintendent is also recommending that the Board declare its intent to waive any requirement for teachers to make-up such days as referenced in Article 16, section D., of the Contractual Agreements;

NOW, THEREFORE BE IT RESOLVED, that the Clark-Shawnee Local School District Board of Education, having fully considered the Superintendent's recommendations as set forth above herein, and for good cause shown, hereby acts to formally amend the District Calendar for the 2025-2026 school year to officially waive the addition of instructional days to the end of the school year as referenced in the adopted District Calendar for the 2025-2026 school year;

BE IT FURTHER RESOLVED, that the Clark-Shawnee Local School District Board of Education, having fully considered the Superintendent's recommendations as set forth above herein, and for good cause shown, hereby acts to waive the requirement referenced in Article 16, section D., of the Contractual Agreements for teachers to make-up any instructional days for the 2025-2026 school year;

BE IT FURTHER RESOLVED, that the Clark-Shawnee Local School District Board of Education hereby authorizes the Superintendent to communicate this action to all constituents and to formally amend the District Calendar for the 2025-2026 school year as posted publicly.

Recommendation: To approve the above resolution.

Roll Call:

___Mr. DeHart ___Mr. Galbreath ___Ms. Garrett ___Dr. Page ___Mrs. Pierce

CC. Executive Session

Motion by:

___Mr. DeHart ___Mr. Galbreath ___Ms. Garrett ___Dr. Page ___Mrs. Pierce

Second by:

___Mr. DeHart ___Mr. Galbreath ___Ms. Garrett ___Dr. Page ___Mrs. Pierce

Roll Call:

___Mr. DeHart ___Mr. Galbreath ___Ms. Garrett ___Dr. Page ___Mrs. Pierce

TIME IN: _____

TIME OUT: _____

DD. Review of Upcoming Board Meeting Dates

EE. Report Section

1. Meeting Minutes
2. Financial Data
3. Discipline Reports
4. EXHIBIT A: Board Policies
5. EXHIBIT B: Proposed Handbook Amendments for 2026-2027
6. EXHIBIT C: Contracts with MVECA
7. EXHIBIT D: Power of the Pen Trip Details

Mr. Brian Kuhn
Superintendent
April 23, 2026

Book	Policy Manual
Section	Policies Recommended for the BOE (44.2 Winter 2026 Update)
Title	NAME, IMAGE, AND LIKENESS (NIL) IN ATHLETICS
Code	po2431.06 New
Status	From Neola

2431.06 - **NAME, IMAGE, AND LIKENESS (NIL) IN ATHLETICS**

Pursuant to Ohio High School Athletic Association ("OHSAA") Bylaws, students may enter into an agreement or arrangement in which the student capitalizes on their Name, Image, and Likeness/Personal Branding Rights, commonly referred to as a NIL Agreement. However, pursuant to OHSAA Bylaw 4-10-1, a student may not participate in an interscholastic sport unless the student is an amateur. Pay-for-play (receiving payments simply for being a student-athlete), entering an agreement/contract with a professional sports team, and improper recruiting inducements are also prohibited.

DEFINITIONS

Name, Image and Likeness (NIL)/Personal Branding Rights shall mean the use of self-publicity due to public recognition (athletic fame) and/or the notoriety a student may attain to receive a benefit through appearances, licensing, social media, endorsements, and/or the use of branding.

A **collective** is a third-party group, typically formed by alumni and supporters, that pools donations and fundraising to create and manage NIL/Personal Branding Rights opportunities for student-athletes. Collectives provide student-athletes with sponsorships, endorsement deals, and other ways to monetize their NIL/Personal Branding Rights, bridging the gap between athletes and the brands or businesses looking to leverage their popularity and control their earnings from their public persona. Collectives are strictly prohibited by OHSAA Bylaws.

Official Team Activities include activities that occur during school hours, while traveling to or from an OHSAA event, or during school or team events, including any practice, meeting, contest, tournament, or any similar event or facility the OHSAA deems inappropriate or distracting.

PROVISIONS

A student may enter into a NIL/Personal Branding agreement provided the following criteria are met:

- A. The student does not utilize the name, logos, mascots, trademarks, or other proprietary properties of the OHSAA or any OHSAA member school or school team while receiving the compensation and/or during any promotions or imply that the OHSAA or the OHSAA member school or school team approves the NIL/personal branding activity;
- B. The student does not engage in an NIL/Personal Branding Rights agreement that is provided by an OHSAA member school or an agent of the school (e.g. collectives, booster clubs, foundations, administrators, coaches, or other individuals);
- C. The student does not engage in any name and image/personal branding activities during school hours, while traveling to or from any OHSAA event, or during official team activities;
- D. The student does not engage in an NIL/Personal Branding Rights agreement that provides compensation based on specific athletic performance or achievement (e.g. points scored, etc.);

- E. The student does not engage in a NIL/Personal Branding Rights agreement that is provided as an inducement to attend a particular school;
- F. The student does not display the sponsor's product or otherwise advertise for a sponsor during official team activities;
- G. The student is the only person impacted by the NIL/Personal Branding Rights agreement and this agreement shall never provide any money, merchandise, services of value, or any other benefits directly to the student's school and/or team;
- H. The student does not engage in a NIL/Personal Branding Rights agreement associated with gaming/gambling, alcoholic beverages, tobacco, cannabis, banned or illegal substances, adult entertainment products or services, firearms or other weapons, or any other product or service the OHSAA deems inappropriate or distracting; and
- I. The student is responsible for determining what, if any, effect the NIL/Personal Branding Rights agreement may have on eligibility with the NCAA, NJCAA, and/or the NAIA.

A student engaged in a NIL/Personal Branding Rights agreement shall disclose each agreement to the OHSAA within fourteen (14) days after entering into said agreement. Students who fail to disclose their agreement(s) or fail to disclose their agreement(s) in a timely fashion shall be subject to a period of ineligibility up to twenty percent (20%) of the sport season in which they participate and/or any other penalties as outlined in OHSAA Bylaw 11.

Details on how to disclose said agreement(s) shall be posted on the OHSAA website.

A student engaged in an NIL/Personal Branding Rights agreement shall also comply with any other applicable OHSAA bylaws and regulations and any applicable policies of the District.

If a student transfers to a school and the transfer can be shown to be reasonably linked to a student's NIL/Personal Branding Rights agreement, a rebuttable presumption shall exist that the student has been recruited, which is in violation of OHSAA Bylaw 4-9. The Executive Director's Office may suspend the privilege of participation in interscholastic athletics during the pendency of any alleged violation of this bylaw.

Member school administrators and coaches shall have an obligation to educate the school community that any attempt to facilitate an NIL/Personal Branding Rights agreement to help secure the enrollment of a prospective student shall result in penalties as prescribed in OHSAA Bylaw 11, including a review of the school's membership status.

Student-athletes with NIL/Personal Branding Rights deals, along with their parents or guardians, are encouraged to seek professional advice, understand contracts thoroughly, and prioritize academic and athletic commitments to protect the student-athlete's eligibility and long-term success. These activities should be regarded as a business, and participants should stay compliant with school and State regulations and focus on building a strong support system to avoid mismanagement of funds and protect future opportunities.

Any violation of this policy and OHSAA Bylaw 4-11 shall be subject to penalties outlined in OHSAA Bylaw 11 and may include suspension of the privilege of participation in interscholastic athletics during the pendency of any alleged violation of this policy.

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Legal

OHSAA Bylaw 4-11

Last Modified by Norm Burkhardt on March 7, 2026

Book	Policy Manual
Section	Policies Recommended for the BOE (44.2 Winter 2026 Update)
Title	JOB-RELATED EXPENSES
Code	po3440
Status	
Adopted	July 19, 1994
Last Revised	January 10, 2006

3440 - **JOB-RELATED EXPENSES**

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Superintendent. Pre-approval for estimated travel expenses by Superintendent is required.

The Board shall pay the expenses of professional staff members when they attend professional meetings (as defined in Policy 3243) with prior approval in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent.

Professional staff members 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, supplemental insurance on rental cars, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Accrual and use of frequent flyer miles, credit card rewards, hotel points, or other rewards earned during official business in their personal life is permitted, provided that these rewards are earned the same way as members of the public would earn them; and they do not impose additional costs to the District. Such accrual and use shall be in accordance with Policy 6465 - Public Office Award Program.

This policy does not address every issue, exception, or contingency that may arise in the course of travel.

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Legal Attorney General Bulletin 2025-012
Ohio Ethics Commission Opinion No. 2025-02

Last Modified by Norm Burkhardt on March 17, 2026

Book	Policy Manual
Section	Policies Recommended for the BOE (44.2 Winter 2026 Update)
Title	JOB-RELATED EXPENSES
Code	po4440
Status	
Adopted	July 19, 1994
Last Revised	January 10, 2006

4440 - **JOB-RELATED EXPENSES**

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any classified staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Superintendent. Pre-approval for estimated travel expenses by the Superintendent is required.

The Board may pay the expenses of classified staff members when they attend meetings with prior approval in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent.

Classified staff members 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, supplemental insurance on rental cars, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Accrual and use of frequent flyer miles, credit card rewards, hotel points, or other rewards earned during official business in their personal life is permitted, provided that these rewards are earned the same way as members of the public would earn them; and they do not impose additional costs to the District. Such accrual and use shall be in accordance with Policy 6465 - Public Office Award Program.

This policy does not address every issue, exception, or contingency that may arise in the course of travel.

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Legal Attorney General Bulletin 2025-012
Ohio Ethics Commission Opinion No. 2025-02

Last Modified by Norm Burkhardt on March 17, 2026

Book	Policy Manual
Section	Policies Recommended for the BOE (44.2 Winter 2026 Update)
Title	ENTRANCE REQUIREMENTS
Code	po5112
Status	
Adopted	July 19, 1994
Last Revised	July 16, 2018

5112 - ENTRANCE REQUIREMENTS

The Board of Education establishes the following entrance age requirements for students, which are consistent with statute and sound educational practice, and directs that all eligible students be treated in an equitable manner.

Preschool

A child is eligible for entrance into preschool if the child/s/he attains the age of three (3) on or before August 1st of the year in which the child/s/he applies for entrance and has not yet attained the age at which the child/s/he will be admitted to kindergarten

Kindergarten

A child shall be admitted to kindergarten if the child is eligible for entrance into kindergarten if s/he attains the age of five (5) by the first day of instruction of the school year of admittance, on or before () August 1st () September 30th of the year in which s/he applies for entrance. The Board may admit a younger child to kindergarten if the child satisfies the Board's early entrance criteria. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

The Board will admit to kindergarten any child who has not attained the entrance age requirement of this District, but who was properly enrolled in a public or chartered nonpublic school kindergarten before transferring to the District.

First Grade

A child shall be admitted to the first grade if the child is eligible for entrance into first grade if s/he attains the age of six (6) by on or before () August 1st () September 30th of the year in which the child is admitted, s/he applies for entrance. Any student who has successfully completed kindergarten in accordance with R.C. 3321.01(B) shall be admitted to first grade. The Board may admit to first grade a younger child if the child satisfies the Board's early entrance criteria.

Required Documents

The Superintendent shall require that each child who registers for entrance to school provide:

- A. the child's/his/her birth certificate or similar documentation authorized by law as proof of age and birthdate;

Acceptable forms of documentation include: foreign birth certificate; religious, hospital, or physician's certificate showing date of birth; entry in a family bible; baptismal record; adoption record; affidavit from a parent; previously verified school records; or other documents permitted

by law.

- B. a certified copy of any custody order or decree together with any modification in such an order or decree.

If such documents are not provided, the child may be admitted under the Superintendent's guidelines. Appropriate law enforcement authorities shall be notified in the event that required documents are not provided in accordance with the provisions of R.C. 3313.672. However, a child who is placed in a foster home or residential facility (i.e., a group home for children, children's crisis care facility, children's residential center, residential parenting facility that provides twenty-four (24) hour child care, county children's home, or district children's home) will not be denied admission solely because the child does not present a birth certificate, comparable certification, or other comparable document upon registration. Such protected child will be admitted under temporary enrollment for a period of up to ninety (90) days to present the required documentation. The protected child and/or the child's parent, guardian, or custodian will be so informed at the time of the child's initial admission.

Each child entering the District's kindergarten or first grade program for the first time must be properly screened for any medical or health problems, as well as those related to hearing, vision, speech, and communication. The cost for such screening shall be paid by the District.

Any parent may provide the District with a written statement indicating that the parent/s/he does not wish to have their/his/her child screened.

Early Entrance Criteria

The District provides early admission to kindergarten and first grade for qualified students. Copies of the referral forms for evaluation for early entrance to kindergarten or first grade will be available in each school building. Any student residing in the District may be referred by an educator employed by the District, a preschool educator who knows the child, the child's parent or guardian, or a pediatrician or psychologist who knows the child. The referral shall be made to the principal of the school for evaluation for possible early admission.

Before a student is evaluated for early entrance, the principal (or his/her designee) of the school to which the child may be admitted shall obtain written permission from the child's parent/guardian.

Evaluations related to referrals submitted to the school principal between August 15th and April 15th will ordinarily be completed and a written report issued within forty-five (45) calendar days of submission of the referral to the school principal. Evaluations related to referrals submitted to the school principal between April 16th and August 14th will ordinarily be completed and a written report issued within forty-five (45) days of the start of the school year.

Children referred for early entrance will be evaluated in a prompt manner. The principal of the school to which the child may be admitted shall convene an acceleration evaluation committee to determine whether early entrance is appropriate for that child. The acceleration evaluation committee shall include the following:

- A. a parent/legal guardian or a representative designated by the parent/guardian
- B. a gifted education coordinator or gifted education specialist, or, if neither is available, a school psychologist or a guidance counselor with expertise in the appropriate use of academic acceleration
- C. the principal or assistant principal of the school to which the child may be admitted
- D. a teacher at the grade level to which the student may be admitted

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will also consider the student's own thoughts on possible accelerated placement in its deliberations.

Children considered for early entrance shall be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

A meeting will be conducted with the parent/guardian following the evaluation to inform the parent/guardian him/her of the committee's decision and, if appropriate, to discuss the results of the evaluation and the nature of the kindergarten or first grade program.

The parent/guardian will be provided with a written summary of the outcome of the evaluation process. This notification shall include instructions for appealing the outcome of the evaluation process.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the results of the evaluation. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of their decision within thirty (30) calendar days of receiving the appeal. The Superintendent's or his/her designee's decision will be final.

If a child is recommended for early entrance, the acceleration evaluation committee will develop a written acceleration plan for that child. The plan will specify:

- A. placement of the child in the accelerated setting;
- B. strategies to support successful early entrance; and
- C. an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee the implementation of the acceleration plan and to monitor the child's adjustment to the early entrance.

At any time during the transition period, a parent/guardian of the child may request in writing that the child be withdrawn from the accelerated placement. In such cases, the principal shall remove the child without repercussions.

Also, at any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the acceleration evaluation committee to consider other placement options and to issue a decision within thirty (30) calendar days of receiving the request. If the student will be placed in a different setting from that initially recommended, the acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The child's records shall be modified accordingly, and the acceleration plan shall become part of the student's permanent record to facilitate continuous progress through the curriculum.

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Legal R.C. 3313.64, 3313.641, 3313.672, 3313.673, 3321.01 et seq., 3321.05,
3323.01
R.C. 3324.10

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Book	Policy Manual
Section	Policies Recommended for the BOE (44.2 Winter 2026 Update)
Title	GRADING
Code	po5421
Status	
Adopted	July 19, 1994

5421 - GRADING

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately the student's his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelve.

~~To determine grades for courses, teachers are expected to develop procedures for grading whereby the professional staff:~~ The Board directs the Superintendent to

- A. ~~develops~~ develops clear, consistent criteria and standards particularly when grades are based on subjective assessment;
- B. ~~helps~~ helps each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
- C. ~~provide~~ provides frequent opportunities for each student to obtain information as to the student's his/her progress toward the learning goals of the student's his/her courses or programs;
- D. ~~provide~~ provides for a pass/fail grade in programs for which it is appropriate;
- E. ~~provide~~ provides students the opportunity to assess both their own achievements and their areas of difficulty.

The grading system should not inhibit the professional staff member from learning the strengths and weaknesses of each student on an individual basis.

The grading system should be subject to continual review by staff, students, and parents. Revisions shall be made only when such changes will assure a clearer, more valid, or more reliable system of grading.

Grades 7-12

The following final grading scale applies to grades 7-12. Grades for courses which earn credits toward a high school diploma will be awarded value as indicated in this policy, which will be used to determine class rank.

The following final grading scale applies for courses completed in grades seven (7) through twelve (12):

GRADE	RANGE	VALUE	GRADE	RANGE	VALUE
-------	-------	-------	-------	-------	-------

A	90-100	4	C	70-79	2
B	80-89	3	D	60-69	1

Grading Practices:

- A. Students who are absent when assignments are given are expected to obtain their assignments and complete their work as applicable. Make-up work for a student with an excused absence will be due in an equal number of school days the student is absent. Assignments turned in after the due date will be governed by the language set forth in this guideline.
- B. Academic dishonesty is considered a serious violation of academic integrity and the Student Code of Conduct. Academic dishonesty will result in grade-level appropriate action. Examples of academic dishonesty include (but are not limited to): plagiarism, cheating, falsification of data, etc. (Grade-level appropriate action will be defined in the student planner/agenda/handbook for each grade level school.

Pass/Fail Grades

Pass/fail credit may be issued for academic learning experiences that may be outside of the school day, or for experiences that support the learning program, such as field experiences, independent study, internship, and/or educational travel.

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Legal R.C. 3313.20
R.C. 3313.6013, 3313.6031, 3333.162

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Book	Policy Manual
Section	Policies Recommended for the BOE (44.2 Winter 2026 Update)
Title	CLASS RANK
Code	po5430
Status	
Adopted	July 19, 1994
Last Revised	May 1, 2001

5430 - **CLASS RANK**

The Board of Education acknowledges the usefulness of a system of computing grade point averages and class ranking for high school students, both to inform students of their relative academic placement among their peers and to provide students, prospective employers, and institutions of higher learning with a predictive device so that each student is more likely to be placed in an environment conducive to success.

The Board authorizes a system of class ranking, by grade point average, for students in grades 9-12.

The grades of students transferring to the high school from a chartered community or nonpublic school will be recognized; however, such students shall have no established class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed three (3) semesters.

Students entering the high school from non-chartered or home-based schooling shall have no established grade point average (GPA) or class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed three (3) semesters.

No student shall be eligible for graduation honors, such as Valedictorian, etc. unless they have been enrolled for three (3) consecutive semester(s) prior to the final semester utilized for purposes of determining such honors.

The Superintendent shall develop procedures for the computation of grade point averages and the assignment of class rank to implement this policy which shall include:

- A. a provision for students completing graduation requirements before their class;
- B. a statement of the methods for such computation and assignment to be made available for those to whom a student's grade point average or rank in class is released;
- C. recognition of the heavier burden of certain work, classes, courses, etc.

Determination of Top Five Percent (5%) and Top Ten Percent (10%) for the Governor's Merit Scholarship and Ohio Guaranteed Admission Programs

To encourage high-achieving students to attend a college or university in Ohio, the state has established the Governor's Merit Scholarship ("GMS") and the Ohio Guaranteed Admission ("OGA") programs. The GMS provides up to \$5,000 per year for up to four (4) years in financial assistance to high school graduates who are identified as being in the top five percent (5%) of their class. Additionally, the OGA guarantees the top ten percent (10%) of each graduating high school class undergraduate admission to every Ohio public college and university, as well as participating Ohio private colleges and universities.

For the purpose of implementing the GMS and OGA, the District shall determine which students fall within the top five percent (5%) and the top ten percent (10%) of their class. Students who are enrolled in a high school that is designed to support and assist students in need of academic intervention ("Success Academies") may be eligible for nomination, provided that they have a GPA reasonably commensurate with other nominees in the District. Students who graduate early may also be considered. An early graduate's GPA and class rank from the previous academic year will be used to determine eligibility.

Determination of a student's membership within the top five percent (5%) and the top ten percent (10%) of the class shall be based upon grade point average ("GPA") at the end of the student's junior year and calculated in compliance with state law and guidelines established by the Chancellor of Higher Education.

The provisions stated in this policy establish the criteria for determining class rank and for determining a student's membership within the top five percent (5%) and top ten percent (10%) of the class.

The top five percent (5%) of high school graduates who are nominated for the GMS shall be restricted to the number communicated to the school or School District by the Ohio Department of Higher Education through the GMS portal.

The top ten percent (10%) of high school graduates who are nominated for the OGA shall be restricted to the number communicated to the school or School District by the Ohio Department of Higher Education through the GMS portal.

In such cases where ranking by GPA results in a tie, the District will determine which student(s) are nominated for the OGA and GMS programs based on the following factors:

- A. GPA for core or college-preparatory coursework;
- B. the number of advanced standing programs, including honors, advanced placement, college credit plus, international baccalaureate, and advanced career-technical education classes taken;
- C. scores on standardized college entrance examinations (e.g. ACT, SAT);

The District shall not consider a student's stated or unstated post-graduation plans when submitting nominees.

The District will report to the Ohio Department of Higher Education ("ODHE") the identity of the students who qualify for GMS and OGA utilizing the secure GMS portal by October 1 each year in the student's senior year. The District will also provide the student's email address, or if preferred, a parent/guardian email address, when nominating students. The Ohio Department of Higher Education will notify students of the award offer by November 1st. The District will inform all nominees after November 1.

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Book	Policy Manual
Section	Policies Recommended for the BOE (44.2 Winter 2026 Update)
Title	BUDGET PREPARATION
Code	po6220
Status	
Adopted	July 19, 1994
Last Revised	June 26, 2025

6220 - **BUDGET PREPARATION**

The District's operation and educational plan is reflected in its budgets. Each year, the Board of Education will cause to have prepared and then review the General Fund as well as the other funds which comprise the tax budget.

The Treasurer/CFO may include in the budget a Budget Reserve Fund stipulated by Board resolution.

The Board directs the Treasurer/CFO to present the tax budget to the Board prior to January 15th of each year. When presented to the Board for review and/or adoption, the tax budget shall indicate the information required by the State Auditor's Office.

CASH BALANCE RESERVE

The Board supports good stewardship of taxpayer dollars. To that end, the Board is committed to operating the District with fiscally sound management practices **in accordance with state law**. The Board directs the administration, teacher, and other school personnel in charge of making budgetary decisions and/or recommendations to responsibly manage operational costs while maintaining a high level of educational excellence within the District.

As part of its commitment to sound fiscal management, the Board affirms that tax levies shall be pursued and/or the District's finances otherwise managed to ensure a General Operating Fund unencumbered unreserved cash balance equivalent to at least ninety (90) days of operating expenditures. The Board directs the Treasurer/CFO to maintain such a cash reserve.

Promptly upon receiving any indication that such cash balance may not be achieved within any year of the **fiscal five (5) year** forecast, the Treasurer/CFO shall report such a finding to the Board. Upon such notification by the Treasurer/CFO, the Superintendent and Treasurer/CFO will prepare and propose options that the Board may consider to forestall such an eventuality.

Further, the Board believes the financial goals of the District should be in alignment with the District's strategic plan and instructional goals. When a General Operating Fund cash balance exceeds one hundred twenty (120) days, the Superintendent may prepare a plan for the expenditure of the excess General Operating cash balance on one (1) or more of the major directives of the strategic plan. This plan must be approved by the Board and cannot result in the General Operating Fund cash balance falling below ninety (90) days in any year of the rolling **fiscal five (5) year** forecast.

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Revised 4/15/03

Revised 6/15/21
Revised 12/19/24

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Book	Policy Manual
Section	Policies Recommended for the BOE (44.2 Winter 2026 Update)
Title	PURCHASING AND BIDDING
Code	po6320
Status	
Adopted	July 19, 1994
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6320 - PURCHASING AND BIDDING

Price Quotations for Items Not Required to be Competitively Bid

It is the policy of the Board of Education that the Superintendent seeks at least two (2) price quotations, unless fewer quotations are available, on purchases of any supplies, materials, and/or equipment costing more than \$50,000, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the District or when the item is subject to formal bid. Standardized purchasing procedures of the District (AG 6320A) shall be followed when purchasing on the basis of price quotations from vendors.

Limitations

All purchases that are within the amount contained in the fund of the appropriation and were originally contemplated in the budgeting process may be made upon authorization of the Treasurer/CFO.

The Treasurer is authorized to adjust appropriations within a fund in order to make necessary purchases and shall report such modifications at the following regular Board meeting.

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 Superintendent is authorized to make emergency purchases, without prior adjustment, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

"Blanket" Certificates

The Treasurer may issue "blanket" purchase orders (certificates) for a sum not exceeding an amount established by resolution of the Board against any specific line item account over a period of time, not to extend beyond the end of the fiscal year in which it is issued. Only one (1) "blanket" purchase order (certificate) may be outstanding at any one (1) particular time for any one (1) particular line item 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 ~~any building or other property, a school building~~ the cost of which will exceed the amount to be determined and published by the Ohio Director of Commerce, or for the purchase (or lease-purchase) of school buses, the Treasurer/CFO 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/CFO 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.~~

Quantity Purchases

In order to promote efficiency and economy in the operation of the District, the Board requires that the Superintendent periodically estimate requirements for standard items or classes of items and make quantity purchases to procure the lowest cost consistent with good quality.

Requirement

Before anyone places a purchase order, they 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. where the requisitioner has recommended a supplier, the principal may make alternate suggestions to the requisitioner if, in their 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.

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Legal

R.C. 9.17, 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

Cross References po6325 - PROCUREMENT - FEDERAL GRANTS/FUNDS

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Book	Policy Manual
Section	Policies Recommended for the BOE (44.2 Winter 2026 Update)
Title	PROCUREMENT - FEDERAL GRANTS/FUNDS
Code	po6325
Status	
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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, minority businesses, 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 shall be given to consolidating or breaking out procurements to obtain a more economical purchase. 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 Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that provides full and open competition and that is in accordance with 2 C.F.R. Part 200, good administrative practice, and sound business judgment. To ensure objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids from competition for such procurements.

Examples of situations that may restrict competition include, but are not limited to:

- A. unreasonable requirements on firms 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

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 to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list 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. 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. The description may include a statement of the property, equipment, or service to be procured. When necessary, the description must set forth those minimum essential characteristics and standards to which the property, equipment, or service shall conform. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to clearly and accurately describe 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.

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 the value of the procurement transaction under a Federal award does not exceed the simplified acquisition threshold or a lower threshold established by the State. The informal procurement methods 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~~ **15,000**. To the 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 conclusion. 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. 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:

- 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.

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~~ **350,000**. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

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"). When applicable, a lower simplified acquisition threshold used by the District 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~~ ~~\$350,000~~ and when the Board determines to build, repair, enlarge, improve, or demolish any building or other property ~~a school building/facility~~, the cost of which will exceed the amount to be determined and published by the Ohio Director of Commerce.

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 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 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 an adequate number of 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.
- 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 in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts must only be used to determine the low bid when the District determines they are a valid factor based on prior experience.
- e. The Board reserves the right to reject any or all bids but must document and provide a justification for all bids it rejects.

2. Proposals

Procurement by proposals is a method in which either a fixed-price or cost-reimbursement contract is awarded. This method is used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- a. Requests for proposals require public notice and must 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.
- b. Proposals shall be solicited from an adequate number of sources.

- c. The District must have written procedures for conducting technical evaluations and for making selections.
- d. Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the District considering price and other factors.

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 A/E professional services. The method cannot be used to purchase other services provided by A/E firms that are a potential source to perform the proposed effort.

3. Noncompetitive Procurement

Procurement by noncompetitive proposals 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;
- b. the procurement transaction can only be fulfilled by a single source;
- c. the public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of 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
- e. after soliciting several sources, competition is determined to be inadequate.

4. Noncompetitive Purchases Through Educational Service Centers (ESCs)

Under State law, the Board may enter into a contract with an educational service center ("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.

The District may apply for approval from the Department of Education and Workforce ("DEW") 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; and
- c. DEW 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 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, to the extent practicable and consistent with law, 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, and purchase orders 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 \$350,000 effective October 1, 2025, 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.

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.

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.

Because 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 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 possess the ability to perform successfully under the terms and conditions of the proposed contract. 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) public policy; 3) compliance; 4) proper classification of employees; 5) record of past performance; and 6) financial and technical resources.

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 agency.

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

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

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

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but 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.

Revised 11/20/18

Revised 4/16/19

Revised 12/15/20

Revised 6/15/21

Revised 6/21/22

Revised 6/20/23

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Legal	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

Last Modified by Norm Burkhardt on March 9, 2026

Book	Policy Manual
Section	Policies Recommended for the BOE (44.2 Winter 2026 Update)
Title	USE OF CREDIT CARDS
Code	po6423
Status	
Adopted	July 19, 1994
Last Revised	June 21, 2022

6423 - **USE OF CREDIT CARDS**

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of District credit cards. The name of the District shall appear on each District credit card and check related to a credit card account held by the District. A "credit card account" shall include any bank-issued credit card account, store-issued credit card account, financial institution-issued credit card account, financial depository-issued credit card account, affinity credit card account, or any other card account allowing the holder to purchase goods or services on credit or otherwise transact with the account, and any debit or gift card account related to the receipt of grant monies. The term expressly excludes any procurement card account, gasoline or telephone credit card account, or any other card account where merchant category codes are in place as a system of control for use of the account.

The authorization, handling, and use of credit cards have been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit card. However, under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

Accrual and use of frequent flyer miles, credit card rewards, hotel points, or other rewards earned during official business is permitted, provided that these rewards are earned the same way as members of the public would earn them, and they do not impose additional costs to the District. Such accrual and use shall be in accordance with Policy 6465 - Public Office Award Program.

Use of credit cards in an unauthorized or illegal manner may result in revocation of credit card privileges, disciplinary action, and/or, where appropriate, may require the user to pay any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase. Additionally, any officer or employee of the District who knowingly misuses a credit card account is guilty of the criminal offense of misuse of credit cards. Violations will be reported to the appropriate law enforcement authorities and any applicable licensure board(s).

The Treasurer/CFO shall be responsible for the initial issuance, reissuance, and cancellation of District credit cards and shall maintain written procedures and all appropriate records and reports regarding the District's credit card account(s). Records and reports will be maintained and made available for review in accordance with this policy and State law.

All officers and employees are required to immediately report lost or stolen credit cards or notice of a possible data breach involving a District credit card to their immediate supervisor and the Treasurer/CFO. The Treasurer/CFO will notify the entity that issued the credit card and request cancellation of the lost or stolen card as soon as practicable.

The maximum limit for any credit card account shall be \$150,000.

Officers and employees are liable in person and upon official bond for any unauthorized use of credit cards and any officer or employee who suspects the loss, theft, or possibility of unauthorized use of a credit card must notify the Treasurer/CFO immediately, who shall notify the Board.

The Board prohibits the use of debit card accounts except for the receipt of grant monies. Any officer or employee of the District who uses a debit card account for any other purpose is guilty of the criminal offense of misuse of credit cards.

Use of the District credit card for any cash withdrawal transaction is strictly prohibited.

The Treasurer/CFO shall retain general possession and control of the credit card account or presentation instruments related to an account, such as credit cards and checks.

The Superintendent shall develop administrative guidelines that specify those employees authorized to use credit cards, the types of expenses which can be paid by credit card, and their proper supervision and use. Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution. Violations will also be reported to the applicable licensure board(s).

The Board authorizes the following employees to use District credit cards:

- A. Treasurer/CFO
- B. Superintendent
- C. Assistant Superintendent
- D. Employees authorized by the Treasurer/CFO

Each request for use of a District credit card shall contain:

- A. date needed,
- B. date to be returned,
- C. purpose,
- D. authorization

Upon receipt of a District credit card, employees shall:

- A. inform merchants that the purchase is for "official School District business" and is not subject to State or local sales tax;

However, if the merchant fails to waive the tax, the employee shall pay it. For large purchases where the merchant refuses to waive the tax, the employee shall present a tax exemption form.

- B. maintain credit cards in a secure fashion and prevent unauthorized charges to the account;

- C. use reasonable care when making purchases online, refrain from providing the credit card number to unknown online merchants, and do not auto-save credit card number for any online account;
- D. maintain sufficient documentation of all purchases, including, but not limited to, charge receipts, original cash register slip or other detailed receipt, and invoices;
- E. provide documentation of all purchases to the Treasurer/CFO in a timely manner to ensure prompt payment;
- F. refrain from allowing anyone else to use the credit card or account number;
- G. refrain from splitting the costs of an invoice or purchase in order to circumvent the credit card process and established, pre-approved single purchase limits, monthly spending limits, and/or funds availability.

The officer or employee is liable in person and upon any official bond to reimburse the District the amount for which the officer or employee does not provide itemized receipts in accordance with the credit card policy described herein.

After use, appropriate receipt copies of all charges within five (5) business days upon completion of any approved use.

Employees, when possible, shall include an original cash register slip or other detailed receipt (i.e., a receipt from a restaurant itemizing all purchases made), in addition to the receipt copy of all charges. In addition, employees shall include, shipping documents and receipts received with the merchandise.

Failure to return District credit cards and/or receipts within the above-referenced time period may result in the suspension of credit card privileges and/or charges being deemed unrelated or unsubstantiated.

Employees shall be responsible for any and all unrelated or unsubstantiated purchases and shall be required to make full reimbursement to the District within thirty (30) business days.

The Treasurer/CFO will keep a record of all credit card uses and review and approve all purchases to verify that the expenses are incurred in connection with Board-approved or school-related activities, are for the benefit of the District, and serve a valid and proper public purpose prior to disbursing public funds for payment of such expenses.

In addition to evidencing review and approval of the purchase, the Treasurer/CFO should immediately send all questionable items to the employee purchasing the item for explanation. These explanations shall be approved by the employee's immediate supervisor and the Treasurer/CFO prior to the payment of such expenses. If an employee reimburses the District for a questionable purchase, it shall be documented in the monthly credit card reconciliation.

Upon receipt of the appropriate documentation, credit card expenditures will be paid through the Treasurer's office.

The Treasurer/CFO will monitor the credit card account(s) and reconcile all credit accounts on a monthly basis.

The Treasurer/CFO shall file a report with the Board annually, detailing all rewards received based on the use of District's credit card account.

Revised 11/16/04
Revised 3/21/17
Revised 11/20/18
Revised 12/15/20

Legal

R.C. 2921.01, 2913.21, 3313.311

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Book	Policy Manual
Section	Policies Recommended for the BOE (44.2 Winter 2026 Update)
Title	PROCUREMENT CARDS
Code	po6424
Status	
Adopted	December 15, 2020

6424 - **PROCUREMENT CARDS**

The Board of Education recognizes that procurement cards offer a convenient and efficient method of purchasing minor goods and services, and therefore authorizes the use of procurement cards. The Board authorizes the Treasurer/CFO to obtain procurement cards for use with Board-approved vendors. The name of the District shall appear on each card.

Procurement cards are cards issued to authorized employees to make purchases of designated items at authorized businesses, and are linked to either a credit card or bank account. They function like a credit card, except that there are more options for spending controls.

The Treasurer/CFO shall establish per purchase and per month dollar limits with each voucher for every procurement card, the total value of which shall not exceed \$100,000 per month. The Treasurer/CFO may also establish limits on the number of purchases that may be made per day, week, or month with the card. Purchases must be limited to items in the following Merchant Category Codes:

- A. office supplies
- B. printing and stationery
- C. catering and other food purchases
- D. computers and software
- E. other purchases approved by the Treasurer/CFO on a case-by-case basis.

The bank manages the procurement card and will provide invoices at least monthly. The Treasurer/CFO will approve these invoices prior to payment being made. Employees shall submit itemized receipts within five days after purchases are made.

The Board authorized the following employees to use procurement cards:

- A. Treasurer/CFO
- B. Superintendent
- C. Assistant Superintendent
- D. Employees authorized by the Treasurer/CFO

Employees who use a procurement card are subject to all procedures and restrictions that apply to the use of credit cards summarized in Policy 6423, as well as administrative guidelines developed by the Treasurer/CFO.

All approved cardholders must agree to abide by procurement card procedures and regulations set forth in this policy as well as Policy 6423 and relevant administrative guidelines. All transactions must be made by the individual to whom the card is issued. Employees are responsible for the security and physical custody of the card. Lost or stolen cards shall be reported immediately to the Treasurer/CFO.

~~Employees may use procurement cards only for school-related purposes in accordance with State law and Board policy. Procurement cards shall not be used or circumvent the general purchasing procedures required by Ohio law and Board policy. The procurement card may never be used to purchase alcohol or personal items or services, nor is the personal gain of credit card rewards such as bonus points, frequent flyer miles, or any other affinity program reward program permitted under any circumstances.~~

Employees may use procurement cards only for school-related purposes in accordance with State law and Board policy. Procurement cards shall not be used to circumvent the general purchasing procedures required by Ohio law and Board policy. The procurement card may never be used to purchase alcohol or personal items or services. Accrual and use of frequent flyer miles, credit card rewards, hotel points, or other rewards earned during official business is permitted, provided that these rewards are earned the same way as members of the public would earn them, and they do not impose additional costs to the District. Such accrual and use shall be in accordance with Policy 6465 - Public Office Award Program.

Employees shall be responsible for any and all unrelated or unsubstantiated purchases and shall be required to make full reimbursement to the District within thirty (30) business days.

Cardholders will immediately surrender their cards upon request of the Treasurer/CFO for administrative reasons and shall surrender their cards upon separation from employment. This policy and related administrative guideline cannot cover every issue, exception, or contingency that may arise during the cardholder use of the procurement card.

The Treasurer/CFO shall conduct independent regular reviews of each cardholder's activity to verify that the purchasing card is being used in accordance with this policy and administrative guidelines. Prices for commonly priced items should be periodically verified to prevent schemes of purposeful price inflation.

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Book	Policy Manual
Section	Policies Recommended for the BOE (44.2 Winter 2026 Update)
Title	USE OF DISTRICT TAX EXEMPT CERTIFICATE
Code	po6425 New
Status	
Adopted	July 19, 1994
Last Revised	June 26, 2025

6425 - USE OF DISTRICT TAX EXEMPT CERTIFICATE

In accordance with Ohio law, the District is exempt from payment of Ohio's retail sales tax. The District seeks to prevent waste by ensuring sales tax is not paid erroneously or unnecessarily due to its tax-exempt status.

Purchases of tangible personal property and selected services made by Federal, State, and local governmental employees are subject to the Ohio sales or use tax. The retail sales tax exemption is not transferable to an individual employee of the District. The exemption applies only when the purchase of goods or services is paid for by the District using its credit card or other authorized District account. Purchases directly made by and charged to the District are considered sales to a public office and are sales tax exempt even if the goods or services are picked up by an employee of the District. Any invoice or bill of sale/receipt should reflect that the purchaser is the District, and the District's credit card or account must be charged. Use of a sales tax-exempt certificate by officials or employees to make purchases for the District will be approved by the Superintendent in advance.

If a District official or employee uses a personal credit card or checking account to make purchases on behalf of the District, the tax-exempt certificate may not be used and sales tax must be paid at the point of sale. Purchases of up to a total amount of \$500 made by a District official or employee using a personal credit card or checking account shall be reimbursed in accordance with Board policy and procedures, provided that the purchase is considered to be for a proper public purpose. If the amount of the purchase and sales tax exceeds this threshold, the purchase must be made using the District credit card or account and shall be exempt from sales tax.

If sales tax was erroneously charged by a vendor for a District purchase, the fiscal office will attempt to recover the tax at the point of sale, or file for a refund of the taxed amount with the Ohio Department of Taxation. Erroneous sales tax charges should be reported to the Treasurer promptly when discovered by the official or employee who made the purchase. Failure to adhere to this policy may result in the issuance of a Finding for Recovery.

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	Ohio Auditor of State Bulletin No. 2025-013

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Book	Policy Manual
Section	Policies Recommended for the BOE (44.2 Winter 2026 Update)
Title	VENDOR RELATIONS
Code	po6460
Status	
Adopted	July 19, 1994
Last Revised	April 24, 2025

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 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 they received such compensation and shall thereafter promptly transmit said compensation to the Treasurer at their earliest opportunity.

~~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.~~

Employee accrual and use of frequent flyer miles, credit card rewards, hotel points, or other rewards earned during official business is permitted, provided that these rewards are earned the same way as members of the public would earn them; and they do not impose additional costs to the District. Such accrual and use shall be in accordance with Policy 6465 - Public Office Award Program.

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 their 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 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 dedicated student use and creates, receives, or maintains education 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, these individuals/entities are referred to as "technology providers." The term "technology provider" does not include a county board of developmental disabilities, educational service centers, information technology centers, assessment providers, curriculum providers, or a city, local, or exempted village school district that the District contracts with to provide school-issued devices to students unless otherwise indicated.

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 dedicated student use.

As a condition of doing business with the District, technology providers who maintain education 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 education 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 education 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 education 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 education 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 education records for commercial purposes, including for marketing or advertising goods or services to students or parents. Technology providers may use education 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 education records. Contracts must also include provisions that technology providers will 1) only grant access to education records to those employees and contractors who need access to fulfill their official duties; and 2) take measures to restrict unauthorized access of education 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 any provider of curriculum, testing, or assessment technology that affects a student's education records (including those entities which are not otherwise defined as technology providers under this policy). The notice will:

- A. identify each curriculum, testing, or assessment technology provider with access to education records;
- B. identify the education 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 with a technology provider; 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.

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, 3319.321, 3319.325, 3319.326, 3319.391, 3319.392
	Auditor's Bulletin 2000-006
	Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
	Ohio Ethics Commission Opinion No. 2011-08 (effective Nov. 3, 2011)
	Attorney General Bulletin 2025-012
	Ohio Ethics Commission Opinion No. 2025-02

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Book	Policy Manual
Section	Policies Recommended for the BOE (44.2 Winter 2026 Update)
Title	AFFINITY, REWARDS, OR OTHER DISCOUNT PROGRAMS
Code	po6465 New
Status	From Neola
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Last Revised	April 24, 2025

6465 - AFFINITY, REWARDS, OR OTHER DISCOUNT PROGRAMS

District officials or employees may use frequent flyer miles, credit card rewards, hotel points, or other rewards earned during official business in their personal life, provided that the rewards:

- A. are earned the same way as members of the public would earn them; and
- B. do not impose additional costs onto the District.

District officials and employees may only use such rewards in accordance with this policy, and:

- A. shall comply with the District's Conflict of Interest policies (Policy 3112/4112) and Ohio Ethics Commission Advisory Opinion 2025-02 to avoid violating criminal laws;
- B. are prohibited from choosing a hotel, airline, vendor, or service based on whether it provides frequent flyer miles, credit card rewards, hotel rewards, or other similar rewards program points, or in order to earn such rewards or points for their personal use;
- C. are prohibited from selecting an airline, hotel, car rental company, or other vendor to earn reward program points when the expenditure results in a higher cost to the District;
- D. are prohibited from earning and keeping rewards program points, credits, or other rewards for booking conference, event, or group travel for District staff;
- E. are required to select the lowest reasonable rate for District purchases/expenditures and are prohibited from paying additional costs to earn more rewards program points or credits; and
- F. shall comply with the District's internal controls (see Policy 6114), including internal monitoring mechanisms, in order to identify and mitigate risk on noncompliance.

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Legal Attorney General Bulletin 2025-012
Ohio Ethics Commission Opinion No. 2025-02

Last Modified by Norm Burkhardt on March 7, 2026

Book	Policy Manual
Section	Policies Recommended for the BOE (44.2 Winter 2026 Update)
Title	ARTIFICIAL INTELLIGENCE ("AI")
Code	po7540.09 Replacement
Status	
Adopted	July 19, 1994
Last Revised	April 24, 2025

7540.09 - **ARTIFICIAL INTELLIGENCE ("AI")**

The Board of Education acknowledges the positive impact and transformative potential of Artificial Intelligence ("AI") in education and operations, emphasizing a balanced, people-centered approach. It supports the responsible and innovative use of AI in classrooms and professional settings, with the understanding that AI should enhance human interaction and instruction, not replace it, and all AI-driven decisions require human review.

Through this policy, the Board aims to prepare students for success, encourage innovation for classroom instruction, and embrace opportunities for operational efficiency, while providing for consistent expectations, standards, and approval processes for safe and responsible implementation and integration of AI.

Definitions

Artificial Intelligence ("AI"): A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. Artificial intelligence systems use machine and human based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action. See 15 U.S.C. 9401, Sec. 3.

Generative AI: Any internet-based generative artificial intelligence program that makes use of large language model algorithms to make something new. AI used for auto-complete, minor text predictions, and/or grammar/spelling/punctuation suggestions, commonly found in most word-processing applications, is not considered generative AI. See A.C. 3342-3-01.8(B)(15).

AI tool: A software application that uses artificial intelligence technologies, like machine learning and natural language processing ("NLP"), to perform tasks that typically require human intelligence, such as understanding language, analyzing data, solving problems, and creating content, often by learning from patterns in large datasets to improve over time."

Natural Language Processing ("NLP"): A field of artificial intelligence that focuses on enabling computers to understand, interpret, and respond to human language in a meaningful way. Examples of NLP include, but are not limited to, Grammarly, GPT-Based APIs, Google Cloud Natural Language AI, Microsoft Azure Text Analytics, IBM Watson NLP, Amazon Comprehend, etc.

Large Language Model ("LLM"): A sophisticated AI system trained on extensive text data to process and produce language; recognize patterns, grammar, and nuances. It can perform tasks like text generation, question answering, and language translation.

Algorithm: A set of rules or instructions guiding AI operations and decision-making.

Personally Identifiable Data/Personal Data: Refers to any information that can directly or indirectly identify an individual including, but not limited to, names, addresses, student records, and health information.

Proprietary Information/Data: Refers to a broad category of non-public, sensitive, or confidential data belonging to the District, its staff, or its operations. This information is considered the District's. This information is generally protected from unauthorized disclosure or use.

Open-Source AI: AI models where the developers openly share the model's architecture, underlying code, and often the "weights" (the learned parameters of the model), and sometimes the training data. Open AI models accessed publicly present a high risk of data release, as data input is often used for AI tool training and can be publicly available. Open AI models may require the District to implement and manage its own wrapper or filtering layer. As a result, it is not recommended that Open AI tools/applications are used in districts due to the high potential of violating Federal and State laws. Open-Source AI also produces less reliable content because it is accessing a pool of data that is not universally verified as accurate.

Closed AI ("Closed-Source/Proprietary AI"): AI models where the developers obscure or protect the model's architecture, underlying code, training data, and weights. Users interact with the model via a restricted service. Closed AI may offer better, contractually-guaranteed data security (e.g., "enterprise" versions), but its "black box" nature still requires a formal audit and contract. Closed AI developers typically manage these filters internally. Closed-Source or Proprietary AI produces more reliable results because it is accessing data sources that are controlled and can be verified as accurate.

AI LITERACY

The Board recognizes the importance of preparing students and educators for the successful integration of innovative technologies. To that end, the Board directs the administration to responsibly integrate AI by building AI literacy for all students and educators, including integration of AI into relevant curriculum, professional learning opportunities, and safe and responsible usage.

STAKEHOLDER ENGAGEMENT

The Superintendent shall establish an AI workgroup to inform AI policy and implementation. The workgroup should include educators who are representative of grade levels and departments, including special education and related services professionals, other relevant staff, Board members, and students, as well as external representatives such as local businesses and postsecondary institutions. Educators and staff should be given the opportunity to explore and gain experience with applications and integrated approaches to achieving the District's mission and priorities. The workgroup should regularly review new research and guidance and provide ongoing feedback to the Board.

Parents and community members should be informed through ongoing engagement about the skills students need for the future workforce and how AI is being used in the classroom. Educational resources may be provided to empower families to understand the potential risks associated with the unsupervised use of AI tools. Regular AI updates, including the use of tools and opportunities for feedback, shall be integrated into the existing family and community engagement strategy.

DATA PRIVACY AND SECURITY

The District is committed to protecting the privacy and security of all student and staff data. The adoption and implementation of any AI tool must adhere to existing data privacy and security policies that include, but are not limited to, Personally Identifiable Information ("PII"), FERPA, and any other relevant state of Ohio and Federal laws. See Policy 8330 – Student Records; Policy 8350 - Confidentiality; and Policy 8351 - Security Breach of Confidential Databases. **[END OF OPTION]** AI tools should only access, store, or process data that is necessary, and must do so in a secure, transparent, and ethical manner. AI systems must be vetted to ensure they meet rigorous standards for data encryption, access control, and responsible data use.

Users must also follow the terms of service, including appropriate age limits.

PROCUREMENT AND EVALUATION OF AI TOOLS

The adoption of AI-enabled tools should be conducted in accordance with existing procurement policies and in alignment with the District's core values, goals, and priorities. Selection procedures must ensure that any AI tool adheres to data privacy and security policies. Evaluation of tools must also address alignment to instructional and operational goals, accessibility, and cost. All third-party vendors providing AI tools must comply with District standards and State and Federal law for data protection, ethical use, and accessibility.

The District approves the use of Closed AI tools only, that have been carefully reviewed, evaluated, and approved by the Technology Director for students and staff use.

Before adopting any AI tool or system, the District will conduct a comprehensive risk assessment — evaluating data sources (including use of student Personally Identifiable Information), decision-making impacts on students, potential bias or disparate impact, and vendor compliance with privacy, security, and data retention laws — and verify all contracts include clear legal, ethical, and technical safeguards aligned with FERPA, IDEA, COPPA, PPRA, relevant Ohio laws and regulations and guidance issued by the Ohio Department of Education and Workforce, and Board policies. AI systems must be reviewed to confirm they are nondiscriminatory, fully accessible, and do not compromise the rights or individualized support of students, particularly those protected under Federal and State civil rights laws.

Additionally, all AI tools used by the District must undergo a formal risk assessment by the IT department to review their Terms of Service and data handling practices to ensure compliance with all Federal and State privacy laws. The District prohibits users from inputting any student information, staff information, or confidential District data into any AI tool that does not have a formal, vetted contract that guarantees data privacy and non-use for training.

ETHICAL USE OF AI

The Superintendent is charged with verifying that the design and implementation of AI is done in a safe and responsible manner that keeps people at the core of every AI-related decision. AI implementation should be human-centered and should empower students, educators, and communities. It is a tool to support learning and teaching, not a substitute for student effort or the role of the educator. Accordingly, users should critically analyze AI output, respect safeguards and rules, and be transparent about its use.

District employees who use AI technologies must do so in ways consistent with institutional values, privacy standards, Family Educational Rights and Privacy Act ("FERPA"), Individuals with Disabilities Education Improvement Act ("IDEA"), copyright laws, and ethical principles, honesty, trustworthiness, and personal dignity of both employees and students.

ACCEPTABLE USE

The District recognizes that responsible and appropriate uses of AI by students and educators will vary depending on the context including, but not limited to, grade level, subject, and/or the nature of the classroom activity or assignment.

Expectations for acceptable student uses should be clearly articulated by educators in alignment with policy and guided by the specific requirements for an assignment or activity. This includes specifying AI use expectations in course syllabi and assignment instructions when relevant. These expectations should clearly articulate the expectations of use, types of relevant assignments where AI use is acceptable, and the required format for references.

Students are expected to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools, and they should ask their teacher(s) when they have questions and/or need assistance.

As noted above, students may use AI tools for academic purposes when specifically and clearly permitted by their teacher(s). The use of AI must be properly disclosed and cited in accordance with the established guidelines and not be employed to undermine authentic learning or learning objectives for the course or assignment.

Employees may use AI tools to enhance workflows, such as drafting communications, analyzing data, or developing reports, provided the outputs are verified for accuracy and compliance with State and Board policies. The use of AI tools (with the exception of AI-writing assistants such as Grammarly or Microsoft Editor, which are used solely to check for spelling, grammar, and punctuation errors, or to offer suggestions to improve clarity, conciseness, and style) for such purposes should be disclosed when disseminating AI output.

Expectations for educators, staff, and third-party use should align with District priorities. Educator use should be in alignment with the Licensure Code of Conduct for Ohio's Educators. Educators and staff must model appropriate acceptable use practices when using AI tools for instructional and operational uses.

Use of tools that have not been approved is not permitted.

All users are expected to employ AI tools solely for educational and related operational purposes, upholding values of respect and academic integrity, and in alignment with other related Board policies. Using AI tools for bullying, harassment, and any form of intimidation is strictly prohibited and should be addressed in alignment with existing behavior and discipline policies. See Policy 2240 – Controversial Issues; Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities; Policy 5136 – Personal Communication Devices; Policy 5500 – Student Conduct; Policy 5517 – Anti-Harassment; Policy 5517.01 – Bullying; Policy 7540.03 – Student Technology Acceptable Use and Safety; Policy 7540.04 – Staff Technology Acceptable Use and Safety.

Students and staff with concerns regarding inappropriate use that violates Board policies and/or applicable state or federal laws should contact the Superintendent or appropriate building administrators

ACADEMIC INTEGRITY

The Board recognizes that the responsible use of AI requires the highest standards of academic integrity with clear expectations for students, educators, and staff regarding the ethical use of AI tools. AI-enabled tools may be used to support student work (such as brainstorming or feedback), but AI-generated work must not replace student work. Students are expected to complete assignments and assessments in a manner that reflects their own understanding and effort, critically analyze AI-generated content and not misrepresent it as original work, and use proper citations and references for AI-assisted work according to existing policies and expectations relevant to assignments (such as APA or MLA style formats).

The Superintendent shall specify procedures for investigating and addressing suspected misuse in alignment with existing academic integrity policies.

A student's unauthorized use of AI tools will be considered a form of plagiarism, unauthorized collaboration, or misrepresentation of AI-generated content as original work, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Handbook or Policy 5500 – Student Code of Conduct.

Use of AI-detection software to enforce academic integrity should be done in accordance with the knowledge that this software is not foolproof and that the disruptive nature of AI technologies in education can lead to considerable confusion regarding expectations for AI use. Employees should use AI-detection ethically and as the starting point of an inquiry into a possible violation of academic integrity rather than as a definitive indication of student dishonesty. Employees must also disclose the use of AI software in course curricula.

ACADEMIC ACCESSIBILITY

AI tools can be utilized to assist students in accessing and understanding written materials. For example, text-to-speech software can help students with specific learning disabilities, visual impairments, or other disabilities in reading 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). Specific use of AI technologies beyond universal application for students with disabilities is best addressed in each student's Individual Education Plan ("IEP")

IMPLEMENTATION AND REVIEW

The Board, in partnership with the Superintendent's AI workgroup, will monitor developments in AI technology and update policies to address emerging risks. This policy should be reviewed often for effectiveness; alignment to district, school, educator, and student needs; considerations of ongoing innovation; related data privacy and management policies; and impact on students, including learning outcomes.

OTHER CONSIDERATIONS

NON-ACADEMIC USE OF AI

Students and staff are prohibited from using AI to generate false or knowingly misleading representations of other students, staff, volunteers, or Board members that are reasonably interpreted as derogatory, threatening, or otherwise objectionable to a reasonable person, including by way of AI generated or manipulated visual or verbal depictions of any such individual, or the distribution of such depictions through any means, for example via social media, regardless of whether the distributor created the depictions themselves. This provision expressly prohibits the creation and/or distribution of Non-Consensual Intimate Imagery ("NCII"). This paragraph shall be implemented in a manner consistent with individuals' First Amendment rights.

ENFORCEMENT

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The Administration will refer any illegal acts to law enforcement.

NON-CONSENSUAL INTIMATE IMAGERY

National digital safety experts have emphasized the importance of addressing issues related to Non-Consensual Intimate Imagery ("NCII"), particularly in terms of local policies on digital wellness and cyberbullying. The Center for Democracy & Technology has created a model policy and related resources that districts and schools may want to consider incorporating into relevant local policies. In potential cases where NCII may be used for the purposes of sexual extortion, schools and districts should be aware of Braden's Law and consider how it may apply within existing local policies, as the law classifies sexual extortion as a felony offense in Ohio.

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Legal

A.C. 3342-3-01.8

R.C. 3301.24

Ohio's AI in Education Coalition: AI Strategy

Ohio's AI Toolkit: Guidance and Resources to Advance AI Readiness in Ohio Schools

Cross References

po5500 - STUDENT CONDUCT

po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Last Modified by Brian Kuhn on March 23, 2026

Book	Policy Manual
Section	Policies Recommended for the BOE (44.2 Winter 2026 Update)
Title	FOOD SERVICES
Code	po8500
Status	
Adopted	July 19, 1994
Last Revised	February 24, 2025

8500 - **FOOD SERVICES**

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of meals for all students. The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education and Workforce ("DEW"). The Board shall annually encumber the funds needed to operate the program.

The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages including, but not limited to, the current United States Department of Agriculture's ("USDA") school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

Further, the food service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point ("HACCP") system shall be implemented with the intent of preventing foodborne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult with a dietitian licensed under R.C. Chapter 4759, a dietetic technician registered by the Commission on Dietetic Registration, or a school nutrition specialist certified or credentialed by the School Nutrition Association;
- C. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the USDA and the United States Department of Health and Human Services; and
- D. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for

Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550 - Competitive Food Sales. Foods and beverages not associated with the food service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540 - Vending Machines.

The Superintendent will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report to the Board at one of its regular meetings, annually, regarding the District's compliance with the standards.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

Cultivated-Protein Food Products or Food misbranded as a meat or egg product

No cultivated-protein food products or food misbranded as a meat or egg product may be purchased by the Board. The Board may purchase vegetarian/vegan food products as long as they are correctly labeled.

In accordance with Ohio law, a misbranded food is governed by under the Pure Food and Drug Law according to the following criteria includes the following:

- A. The food's labeling is false or misleading in any way;
- B. The food is offered for sale under the name of another food;
- C. The food's container is so made, formed, or filled as to be misleading;
- D. The food is an imitation of another food, unless its label bears in type of uniform size and prominence, the word "imitation," and immediately thereafter the name of the food imitated; and
- E. The food bears or contains any artificial flavoring, artificial coloring, or chemical preservative, unless it bears labeling stating that fact, subject to exemptions established by rules adopted by the Director of Agriculture (ODA Director).

Food is misbranded as a meat product or egg product if all of the following apply:

- A. The food is or contains a manufactured-protein food product or fabricated-egg product;
- B. The food is offered for sale by a food processing establishment;
- C. A label that is part of or placed on the package or other container storing the food includes an identifying meat term or identifying egg term; and
- D. The label that is part of or placed on the package or other container storing the food does not contain a conspicuous and prominent qualifying meat term in close proximity to an identifying meat term or a conspicuous and prominent qualifying egg term in close proximity to an identifying egg term.

An identifying meat term means any word or phrase that indicates, suggests, or describes a meat product and common names that a purchaser would associate with a meat product such as "chicken" "burger" "filet" or "jerky." A permissible, qualifying meat term is a word or phrase that would clearly disclose to a reasonable purchaser that the product is not a meat product, and includes phrases such as "imitation" "lab-grown" "meatless" "vegetarian" or "vegan." An identifying egg term means any word or phrase that indicates, suggests, or describes an egg product and common names that a purchaser would associate with eggs such as "frittata" "omelet" or "scrambled." A permissible, qualifying egg term is a word or phrase that would clearly disclose to a reasonable purchaser that a food product is not an

egg product, and includes phrases such as "egg-free" "plant based" "vegetarian" or "vegan."

The Board shall provide a Federal food service program for students during summer intervention programs that are mandated under State and Federal law. If the Board determines that it is unable to provide a Federal food service program during the summer, for financial reasons, the Board will communicate that decision to its residents in a manner it determines to be appropriate.

During all times while the food service program is operating and students are being served food, at least one (1) employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

Dietary Modifications

Modifications Based on Compliant Medical Documentation

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State-authorized medical authority, which is a medical professional authorized in the State of Ohio to write prescriptions. The request must contain the following information:

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted;
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the Special Dietary Accommodation Coordinator or Food Service Director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Food Service Director who shall serve as the Special Dietary Accommodation Coordinator.

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs.

The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a disability that restricts the student's diet. The School District will honor the request upon receipt of the required documentation from a State-authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

Disability Accommodation Grievance Procedure

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

- A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the Superintendent and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed, the decision is final.
- B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or Superintendent for review. The administrator's determination shall be final.

IMPLEMENTATION AND DISCONTINUATION

Review

Upon receipt of a request for a special dietary accommodation, the Food Service Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and District policy and if not, shall request additional or clarifying information from the student or parent making the request.

Implementation

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the School District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food-related accommodations, the School District shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement.

Student Absence

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, the student or parent shall contact the Special Dietary Accommodation Coordinator by 9:00 a.m. the same day.

Renewing A Special Dietary Request

An authorized Medical Statement does not need to be updated annually. However, the Special Dietary Accommodation Coordinator may annually seek clarification or updates on special dietary requests.

Discontinuation of a Special Dietary Request

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Special Dietary Accommodation Coordinator, or shall be discontinued consistent with the medical authorities' recommendation provided with the Medical Statement for Special Dietary Needs.

Meal Charges

Meals sold by the school may be purchased by students and staff members and community residents in accordance with administrative guidelines established by the Superintendent. Meals may be made available, free of charge, to senior citizens who are serving as volunteers to the District.

The operation and supervision of the food service program shall be the responsibility of the Food Service Supervisor. In accordance with Federal law, the Food Service Supervisor shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

A periodic review of the food service accounts shall be made by the Treasurer. Any surplus funds from the National School Lunch Program or the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296) shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from à la carte foods may accrue to the food service program.

Bad Debt

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFS for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-Federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b) (17) and 7 C.F.R. 210.15(b).

Negative Account Balances

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate negative food service account balance not to exceed \$12.

Negative lunch account balances will carry over from year to year until paid in full or until a student enters 9th grade. Upon entering 9th grade, any negative lunch account balances will be converted to school fees. Parents/Guardians will be responsible for paying all fees in accordance with Policy 6152 - Student Fees, Fines, and Charges. Fee waivers are applied in accordance with Policy 6152.01 - Waivers of School Fees for Instructional Materials.

Students who have qualified for Free lunches are still responsible for paying off any debt that was incurred prior to qualifying for free lunches.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the year.

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with USDA requirements;
- D. the purchase of food and supplies in accordance with State and Federal law, USDA regulations, and Board policy; (see Policy 1130, Policy 1200, Policy 3113, Policy 3210, Policy 3214, Policy 4113, Policy 4210, Policy 4214, and Policy 6460)
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the administration, accounting, and disposition of food service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;
- I. all District employees whose salaries are paid for with USDA funds or non-Federal funds used to meet a match or cost-share requirement must comply with the District's time and effort record-keeping policy (see Policy 6116).

In accordance with the nutritional standards adopted by the Board, the placement of vending machines in any classroom where students are provided instruction unless the classroom is also used to serve meals to students is prohibited.

The District shall serve only nutritious food in accordance with the nutritional standards adopted by the Board in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages in competition with the District's food service program must comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550.

The Superintendent will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture ("USDA") civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment. ~~Nondiscrimination and Equal Employment Opportunity.~~

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights ("ASCR") about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax:
(833) 256-1665 or (202) 690-7442; or
3. E-mail:
program.intake@usda.gov.

This institution is an equal opportunity provider.

Revised 10/18/94
Revised 11/19/02
Revised 7/18/06
Revised 3/18/08
Revised 5/17/11
Revised 12/16/14
Revised 1/12/16
Revised 5/17/16
Revised 3/21/17
Revised 4/16/19
Revised 12/12/19
Revised 6/15/21
Revised 6/21/22

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Legal

A.C. 3301-91
R.C. 3313.81, 3313.811-815, 3313.8110, 3715.60, 3715.601-605
7 C.F.R. Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245, 3015
42 U.S.C. 1758
Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.
Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.
OMB Circular No. A-87USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)
SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

Last Modified by Norm Burkhardt on March 16, 2026

Proposed 2026-2027 Handbook Changes

Shawnee Elementary School

- All dates have been changed from 2025-2026 to 2026-2027.
- BUS TRANSPORTATION
 - Proposed Change: Pupils shall arrive at the bus stop/designated place of safety 10 minutes before the bus is scheduled to arrive.
 - Former Language: Pupils shall arrive at the bus stop 10 minutes before the bus is scheduled to arrive.
- Dress Code
 - Proposed Change: Adding “soft-soled slippers are not permitted.”
- Code of Conduct
 - Proposed Change: T. Making a bomb threat; False activation of building alarm (fire, tornado, safety, etc.).
 - Former language: Turning in false fire, tornado, bomb, or disaster alarms.
- Addition of 988 Suicide & Crisis Lifeline logo as required by HB8.



Proposed 2026-2027 Handbook Changes

Shawnee Middle School

- All dates have been changed from 2025-2026 to 2026-2027.
- Staff list will be updated once hiring is complete.
- FOOD AND DRINK
 - Proposed Change: Students are permitted to have water in colorless, clear (see-through) containers.
 - Former Language: Students are permitted to have water in clear (see-through) containers.
- HALLWAYS AND RESTROOMS
 - Proposed Change: No student is to be in a restroom during class periods without the appropriate E-Hall pass.
 - Former Language: No student is to be in a restroom at any time during the school day without the appropriate E-Hall pass.
- SCHOOL DANCES
 - Proposed Change: Students may be ineligible to attend a dance if they have been suspended from school or have been deemed habitually truant.
- DRESS AND GROOMING
 - Proposed Change: Masks are not approved to be worn unless for documented medical purposes and, if permitted, must be worn as designed to cover one's nose and mouth.
- Addition of 988 Suicide & Crisis Lifeline logo as required by HB8.

Proposed 2026-2027 Handbook Changes

Shawnee High School

- All dates have been changed from 2025-2026 to 2026-2027.
- FOOD AND DRINK
 - Proposed Change: Students are permitted to have water in colorless, clear (see-through) containers.
 - Former Language: Students are permitted to have water in clear (see-through) containers.
- DRESS AND GROOMING
 - Proposed Change: Masks are not approved to be worn unless for documented medical purposes and, if permitted, must be worn as designed to cover one's nose and mouth.
- Addition of 988 Suicide & Crisis Lifeline logo as required by HB8.



**SERVICE PROVIDER CONTRACT
MANAGED INTERNAL BROADBAND SERVICES**

Contract Number: MV-2027-CS-MIBS

SPIN: 143025801

Allowable Contract Date: 03-18-26

Entity Number: 129991

470 Form Number: 260017104

This agreement for the provision of managed internal broadband service ("Agreement") is entered into as of this 18th day of March 2026, by and between **Miami Valley Educational Computer Association** ("Provider") and **Clark-Shawnee Local School District** ("Customer"), as verified by the signatures on the signature page below.

RECITALS

WHEREAS, Provider is a regional educational center organized by the State of Ohio to provide communications and other technology services, and;

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

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

TERMS

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

I. DEFINITIONS:

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

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

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

II. TERM AND RENEWAL

This Agreement shall be for the period beginning July 1, 2026 and ending June 30, 2030.

III. SERVICE

Provider shall furnish to Customer a managed internal broadband service for the licensing, installation, operation, management, and monitoring of eligible broadband internal connections components, including initial design configuration and integration of the wireless network as further described in attached Schedule 1.

IV. CHARGES AND PAYMENT

Customer agrees to be solely responsible to Provider for all charges associated with the Services throughout the period of the Agreement regardless of the availability and/receipt of E-rate funding. Charges for the Services provided under this Agreement will be billed to Customer on a semi-annual basis.

Payment of all invoices for Services provided by Provider under this Agreement shall be due and payable within 30 days of the invoice date. Late payments shall be subject to a service charge of one and one half percent (1 1/2%) of any and all unpaid balance per month unless expressly waived by the Provider in writing. Provider may, at its sole discretion, terminate or suspend the Services to any Customer whose payments are in arrears by more than sixty (60) days. Such suspension shall not be deemed a waiver of other legal or equitable rights the Provider may have for enforcement of payment. If the Provider suspends Services to Customer pursuant to this Section, Provider reserves the right to charge Customer a reconnection fee to cover the administrative cost of reconnection. The reconnection charge shall be in addition to any other amounts owed to _____ Provider _____ by _____ Customer.

V. WARRANTIES AND LIMITATIONS ON LIABILITY AND INDEMNIFICATION

- A.** Provider shall not be liable for any damages incurred as a result of the errors, omissions or negligence of Customer, its personnel, employees, agents or users. Provider shall not be liable for failure to perform if such failure is caused by acts of God, winds, fires, landslide, floods, droughts, famines, acts of public enemies, insurrection, military action, sabotage, riots, or civil disturbances, failure of a utility or utility type service which is essential to the Provider's Service or other event(s) not reasonably within the control of the Provider.
- B.** Customer may utilize the Services provided for educational and educational administrative related activities only on its premises. Customer acknowledges that its access may be through a shared Internet network to the extent permitted by law. Where the Services provided include access to the Internet networks,

Provider does not warrant that the functions of the Internet network will meet any specific Customer or user requirements, or that Services provided will be error-free or uninterrupted; nor shall Provider be liable for any actual damages or any indirect, incidental, special or consequential damages (including as a result of loss of data or misinformation) sustained in connection with the use, operation, or inability to use the Provider Services by Customer or its users. Further, Customer understands and agrees that Provider will exercise no control over the information that Customer and users may transmit and access as a result of the provision of Services by Provider and that, therefore, Customer will make no claim against Provider for the Internet service uses, including transmission, downloading or uploading of information that is offensive, a violation of the law, or the actionable violation of others' rights. Unless special arrangements are made and appended to this Agreement, Provider will not routinely monitor Customer's activities or pupil access to any of the interconnected systems. Any filters or screening devices are limited to those in existence at the date of this Agreement or for which Provider subsequently installs. Provider is not under any duty to install or modify filters or screening programs. Provider does not warrant the accuracy or appropriateness of any information contained in the interconnected systems. Customer understands and agrees that the Internet, by its nature, is an open portal of content and material, some of which may be inappropriate for school-aged students.

- C. To the extent that Customer, either directly or through its agents, permits student access to the interconnected computer system(s) of the Internet through Provider's Services, Customer assumes full responsibility and agrees to hold Provider harmless for any and all access to and usage of information contained on the interconnected computer system(s) of the Internet.
- D. CUSTOMER AGREES TO INDEMNIFY AND HOLD PROVIDER, ITS GOVERNING BOARD MEMBERS, OFFICERS, MEMBERS, EMPLOYEES AND/OR AGENTS HARMLESS FROM ANY CLAIMS, SUITS, LIABILITY, LOSS, EXPENSES AND/OR DAMAGES, INCLUDING ALLEGED COPYRIGHT AND OTHER INTELLECTUAL PROPERTY CLAIMS, SUSTAINED BY ANY PERSON BY REASON OF ANY ACT OF CUSTOMER OR ITS USERS IN THEIR ACTIVITIES INVOLVING USE OF PROVIDER'S NETWORK.
- E. Provider reserves the right to discontinue Customer's access to the Provider's Service and/or seek other legal or equitable relief for use of the Services that Provider deems to be in violation of the rules and regulations of the State Board of Education or any other state or federal agency; or in violation of this Agreement; or violate state or federal law; or are uncivil. For purposes of this Agreement, uncivil conduct includes, but is not limited to: 1) transmitting offensive or harassing statements; 2) developing and/or transmitting offensive or unlawful graphics; 3) transmitting sexual or ethnic slurs explicitly or as part of a

joke; 4) soliciting or encouraging others to engage in sexual, offensive or unlawful acts; or 5) permitting or encouraging unauthorized access to the Provider's network and public networks including unauthorized access to the Internet.

- F.** Customer understands and agrees that Provider shall have no responsibility for the accessing or transmitting of offensive or unlawful information by Customer or Customer's users, interference or unlawful access to others' information or networks, or other offensive or unlawful activity in which Provider's Service is used.
- G.** Although Provider does not have a duty to monitor Customer or its Users' transmissions, it shall not be prohibited from so monitoring.
- H.** Provider makes no representations to Customer regarding accessibility of the Service by end-user devices. Customer acknowledges that certain end-user devices may not be compatible with the Service.
- I.** Customer understands and agrees that use of the Service by Customer is subject to the terms, conditions, privacy policies, and acceptable use policy of Provider.

VI. PROPERTY

- A.** All written procedures and similar items utilized or developed in connection with this Agreement are the property of Provider. Customer hereby waives any rights whatsoever with respect to the property of Provider.
- B.** All Provider-owned equipment ("Service Equipment") shall irrevocably and under all circumstances remain with Provider and its designee, and Customer will protect Provider's rights, title and interest therein against all persons. Customer's interest in the Services and Service Equipment is limited to possession and use thereof on the premises.

VII. CONFIDENTIALITY OF INFORMATION

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

VIII. NOTICES

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

1. **If to Provider:**

Name: Miami Valley Educational Computer Association
Address: 888 Dayton Street, Suite 102
City/State/Zip: Yellow Springs Oh, 45387
Phone: 937-767-1468
Facsimile: 937-767-1793

2. **If to Customer:**

Name: Clark-Shawnee Local School District
Address: 3680 Selma Road
City/State/Zip: Springfield, Ohio 45502
Phone: 937-328-5378
Facsimile: 937-328-5379

IX. GENERAL PROVISIONS

- A. **Successors and Assigns.** This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors, assigns, heirs and personal representatives.
- B. **Waiver, Discharge, etc.** This Agreement may not be released, discharged, changed or modified in any manner, except by an instrument in writing signed by both parties. The failure of either party to enforce at any time any of the provision(s) of this Agreement shall not be construed to be a waiver of any provision(s), nor in any way to affect the validity of this Agreement or any part hereof or the right of either party hereto to enforce each and every such provision. No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. Furthermore, the term of any purchase order, invoice or like document issued in conjunction with the Service to be provided herein shall not serve to add to or modify the terms of this Agreement.

- C. **Captions.** The captions in this Agreement are inserted only as a matter of convenience and as a reference, and in no way define, limit or describe the scope or intent of this Agreement or any of the provisions hereof.
- D. **Rights of Persons Not Parties.** Nothing contained in this Agreement shall be deemed to create rights in persons not parties hereto.
- E. **Severability.** If any provision of this Agreement or the application thereof to any persons or circumstances shall, for any reason or to any extent, be held invalid or unenforceable, the remainder of this Agreement and the application of such provision to such other persons or circumstances shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.
- F. **Entire Agreement.** This Agreement, together with the documents referred to herein, shall constitute the entire agreement between the parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments and writing with respect to such subject matter.
- G. **Counterparts.** This Agreement may be executed in several counterparts, all of which taken together shall constitute one single agreement between the parties hereto.
- H. **Construction.** This Agreement and its validity, interpretation and effect shall be construed in accordance with and governed by the laws of the State of Ohio. The parties have participated jointly in the negotiation and drafting of this Agreement. If any ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the parties and no presumption or burden of proof shall arise favoring any party by virtue of authorship of any specific provisions of the Agreement. When used in this Agreement, the word "including" shall mean including without limitation. Unless the context requires otherwise, any reference to the masculine, feminine and neuter genders include one another.
- I. **Compliance with Law.** Each party agrees to comply with all governmental laws and regulations applicable to the Services contemplated by this Agreement. Customer agrees to provide such written evidence of the approval of this Agreement as may be required by law.
- J. **Fully Understand and Freely Enter.** The undersigned hereby acknowledge that they have read and understand the foregoing. The parties to this Agreement also acknowledge that the execution of this Agreement is a free and voluntary act, done in belief that the Agreement is fair and reasonable. Finally, the parties acknowledge that they have had the right and opportunity to consult with and

obtain the advice of independent legal counsel of the parties' own choosing in the negotiation and execution of this Agreement.

By signing below, Signatory of Customer ("Signatory") certifies authorization to sign on behalf of Customer and certifies having read, understood and agreed to the terms of this Agreement, including the provisions of the attached exhibits which are hereby incorporated herein by reference. Signatory certifies that all information provided by Customer in connection with this Agreement is true and accurate. If Customer is a Board of Education of a school district (a political subdivision of the State of Ohio), Signatory certifies that this Agreement has been approved by formal resolution of its Board of Education; if Customer is another educational entity, Signatory certifies that the Agreement has been approved by formal action of its Board.

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

CUSTOMER:

Signature of Officer or Manager for the Customer

Date

Printed name of Officer or Manager for Customer

Signature of School Board President (Public Schools Only)

Date

PROVIDER:

Miami Valley Educational Computer Association

Printed name of Provider

Signature of Officer or Manager for the Provider

Date

Thor Sage

Printed name of Officer or Manager for the Provider

EXHIBIT A

MANAGED INTERNAL BROADBAND SERVICES

This exhibit is hereby made part of the Managed Internal Broadband Agreement (the "Agreement") entered between Miami Valley Educational Computer Association ("Provider") and Customer, as these terms are defined in the Agreement. The following additional terms and conditions apply to the Agreement.

Services will be rendered for the period of the Agreement, unless otherwise stated below. Any additional services will be billed monthly as incurred.

Services

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

Additional Charges

No additional charges will apply.

Provider's Obligations

Provider will provide sufficient training of Customer's personnel to permit Customer to perform all functions and procedures associated with the Managed Internal Broadband Service as desired.

Provider will plan and coordinate all activities incidental to the implementation of the Managed Internal Broadband Service.

Provider will own and assume all responsibilities for the equipment and facilities which provide physical Internet access.

Provider will assume all responsibilities for all local area networks (LAN) connected to an Internet access connection. These responsibilities include, but are not limited to, Customer-owned communications equipment/cabling, LAN software, and LAN hardware.

Customer's Obligations

Customer will provide surge suppression for all devices either directly or indirectly connected to the Internet access connection. The surge suppression must meet UL1449 rating.

Customer will make its personnel and records available to the extent necessary to facilitate the planning, training and implementation process of the Internet access connection.

Customer will provide Provider with appropriate and sufficient space and electrical power to facilitate the Internet access connection installation.

Customer agrees not to resell any services provided by Provider.

CUSTOMER:

PROVIDER:

Signature

Signature of Director

Print Name and Title

Thor Sage
Print Name

Signature

Print Name and Title

SCHEDULE 1

This schedule is hereby made part of the Managed Internal Broadband Service Agreement (the “Agreement”) entered into between MVECA (“Provider”) and Customer on March 18, 2026, as these terms are defined in the Agreement. The following additional terms and conditions apply to the Agreement.

District agrees to complete a structured wiring project prior to installation of the Service by Provider if deemed necessary.

Provider will render the Service utilizing a minimum of **134** wireless access points for the duration of the Agreement.

Device	Quantity
MR42-HW - Meraki Access Point	11
MR44-HW - Meraki Access Point	112
MR46-HW - Meraki Access Point	8
MR76-HW - Meraki Access Point	3

Increases to coverage and density of the wireless network are available at up to \$ 420.00 per year for each AP or switch, not including hardware cost.

Provider will render the Service utilizing a minimum of **49** network switches that will support multi-gig applications and 10GB connectivity between all network equipment locations for the duration of the Agreement. Increases to coverage are available at \$35 per month for each additional network node. Service will include complete support, monitoring, and all ongoing configuration changes and equipment replacement as needed or requested by the customer.

C9200L-48P-4X-EDU - Cisco Switch	29
C9200L-24P-4X-EDU - Cisco Switch	2
C9300X-12Y-EDU - Cisco Switch	2
Cisco 3560X-24P - Cisco Switch	1
9200L-24PXG-4X - Cisco Switch	7
9200L-48PXG-4X - Cisco Switch	8

The minimum charges and service levels for the Service, based on a four (4) year contract are indicated below:

Ongoing Service (annual charge)	\$ 39,876.00
Installation/configuration/cabling (one time cost)	\$ 1,809.00
Total year one (FY27) charges	\$ 41,685.00
Agreement Year Two (FY28) estimated total cost =	\$ 39,876.00
Agreement Year Three (FY29) estimated total cost =	\$ 39,876.00
Agreement Year Four (FY30) estimated total cost =	\$ 39,876.00

As a reminder, this agreement is not contingent upon approval of E-Rate funding. Customer agrees to obtain approval from Provider for any changes to associated network hardware.

Thor Sage, Executive Director
MVECA

Date: _____

Acceptance: _____

Signature for School/District

Name/Title

Date



**COMPONENT SALES AGREEMENT
ELIGIBLE BROADBAND INTERNAL CONNECTIONS COMPONENTS**

Contract Number: MV-CSSD-ICSC-FY27

SPIN: 143025801

Allowable Contract Date: 03-18-26

Entity Number: 129991

470 Form Number: 260017104

This purchase and sale agreement for eligible broadband internal connections components ("Agreement") is entered into as of this 18th day of March 2026 by and between **Miami Valley Educational Computer Association** ("Provider") and **Clark-Shawnee School District** ("Customer"), as verified by the signatures on the signature page below.

RECITALS

WHEREAS, Provider is a regional educational center organized by the State of Ohio to provide communications and other technology services, and;

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

WHEREAS, the Provider through its technology center desires to sell to Customer and Customer desires to purchase from Providers the components detailed in this Agreement;

TERMS

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

I. SALE OF COMPONENTS

Provider hereby sells to Customer and Customer hereby purchases from Provider the eligible broadband internal connections components described on Exhibit A attached hereto (hereinafter, "Components").

II. DELIVERY OF COMPONENTS

Provider agrees to promptly deliver the Components and request an inspection for approval of Components. Customer shall inspect each Component upon delivery. Upon confirmation and approval of delivery, the delivery shall be considered complete and accepted.

Provider shall notify Customer of any expected delay in delivery. Provider shall provide a specific reason for the postponement and the next expected delivery date. Breach of this term shall not be grounds for cancellation of the Agreement.

III. PAYMENT AND COSTS

Customer agrees to be solely responsible to Provider for the entirety of the cost of the Components as described in Exhibit A ("Purchase Price"), regardless of the availability and/or receipt of E-rate funding.

Payment of the Purchase Price shall be due and payable within 30 days after the invoice date. Late payments shall be subject to a service charge of one- and one-half percent (1 1/2%) of any and all unpaid balance per month unless expressly waived by the Provider in writing.

IV. INSTALLATION

Provider shall be responsible for the installation & configuration of all Components on Customer premises.

V. ACCEPTANCE

Acceptance of the Components shall be deemed to occur upon delivery.

VI. EQUIPMENT WARRANTY

The Components provided to Customer include, at no additional charge, a manufacturer's warranty. The warranty period shall commence upon Acceptance of the Equipment.

V. FORCE MAJEURE

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

VII. INDEMNIFICATION

CUSTOMER AGREES TO INDEMNIFY AND HOLD PROVIDER, ITS GOVERNING BOARD MEMBERS, OFFICERS, MEMBERS, EMPLOYEES AND/OR AGENTS HARMLESS FROM ANY CLAIMS, SUITS, LIABILITY, LOSS, EXPENSES AND/OR DAMAGES, INCLUDING ALLEGED

COPYRIGHT AND OTHER INTELLECTUAL PROPERTY CLAIMS, SUSTAINED BY ANY PERSON BY REASON OF ANY ACT OF CUSTOMER OR ITS USERS IN THEIR ACTIVITIES INVOLVING USE OF THE COMPONENTS.

VIII. GENERAL PROVISIONS

- A. **Successors and Assigns.** This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors, assigns, heirs and personal representatives.
- B. **Waiver, Discharge, etc.** This Agreement may not be released, discharged, changed or modified in any manner, except by an instrument in writing signed by both parties. The failure of either party to enforce at any time any of the provision(s) of this Agreement shall not be construed to be a waiver of any provision(s), nor in any way to affect the validity of this Agreement or any part hereof or the right of either party hereto to enforce each and every such provision. No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. Furthermore, the term of any purchase order, invoice or like document issued in conjunction with the Service to be provided herein shall not serve to add to or modify the terms of this Agreement.
- C. **Captions.** The captions in this Agreement are inserted only as a matter of convenience and as a reference, and in no way define, limit or describe the scope or intent of this Agreement or any of the provisions hereof.
- D. **Rights of Persons Not Parties.** Nothing contained in this Agreement shall be deemed to create rights in persons not parties hereto.
- E. **Severability.** If any provision of this Agreement or the application thereof to any persons or circumstances shall, for any reason or to any extent, be held invalid or unenforceable, the remainder of this Agreement and the application of such provision to such other persons or circumstances shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.
- F. **Entire Agreement.** This Agreement, together with the documents referred to herein, shall constitute the entire agreement between the parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments and writing with respect to such subject matter.
- G. **Counterparts.** This Agreement may be executed in several counterparts, all of which taken together shall constitute one single agreement between the parties hereto.

- H. Construction.** This Agreement and its validity, interpretation and effect shall be construed in accordance with and governed by the laws of the State of Ohio. The parties have participated jointly in the negotiation and drafting of this Agreement. If any ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the parties and no presumption or burden of proof shall arise favoring any party by virtue of authorship of any specific provisions of the Agreement. When used in this Agreement, the word "including" shall mean including without limitation. Unless the context requires otherwise, any reference to the masculine, feminine and neuter genders include one another.
- I. Compliance with Law.** Each party agrees to comply with all governmental laws and regulations applicable to the Services contemplated by this Agreement. Customer agrees to provide such written evidence of the approval of this Agreement as may be required by law.
- J. Fully Understand and Freely Enter.** The undersigned hereby acknowledge that they have read and understand the foregoing. The parties to this Agreement also acknowledge that the execution of this Agreement is a free and voluntary act, done in belief that the Agreement is fair and reasonable. Finally, the parties acknowledge that they have had the right and opportunity to consult with and obtain the advice of independent legal counsel of the parties' own choosing in the negotiation and execution of this Agreement.

By signing below, signatory of Customer ("Signatory") certifies: (1) authorization to sign on behalf of Customer, (2) Customer's ability to enter into and be bound by the Agreement, and (3) having read, understood and agreed to the terms of this Agreement, including the provisions of the attached exhibits which are hereby incorporated herein by reference. Signatory certifies that all information provided by Customer in connection with this Agreement is true and accurate.

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

CUSTOMER:

Signature of Officer or Manager for the Customer

Date

Printed name of Officer or Manager for Customer

Signature of School Board President (Public Schools Only)

Date

PROVIDER:

Miami Valley Educational Computer Association
Printed name of Provider

Signature of Officer or Manager for the Provider

Date

Thor Sage
Printed name of Officer or Manager for the Provider

EXHIBIT A - DESCRIPTION OF COMPONENTS

This Exhibit is hereby made a part of the Component Sales Agreement (the “Agreement”) entered into between MVECA (“Provider”) and Customer on March 18, 2026 as these terms are defined in the Agreement. The following additional terms apply to the Agreement. As a reminder, this Agreement is not contingent upon approval for E-rate funding.

Network Cabling **\$ 1,604.40**

400’ of CAT6A Plenum cable

2 CAT6A Network drops

MR44-HW	Meraki MR44 WiFi 6 Indoor AP	2	\$600.13	\$ 1,200.26
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Total of Cabling and Access Point Hardware: \$2804.66

Below are the requested details about the Power of the Pen State Tournament (Sunday-Monday, May 17-18):

First, I believe we are supposed to request permission for our overnight trip; we are hoping to be granted this permission again this year (see attached schedule for details). Nyah Pierce and I are attending as coaches, and we will drive up together or separately. We will not be transporting any students. We would like to ask for permission not to use school transportation for this trip.

I ask that students' absences for Monday, May 18, be excused as a "field trip." Families will submit absence notes to the SMS office in advance.

Other people in attendance: Zoie Johnson (8th grade writer) and her mom Jessie Johnson, Lilah McCloskey (8th grade writer) and her mom Cindi McCloskey, Maddison Stein (8th grade writer) and her mom Alycia Stein, Harper Cooper (7th grade writer) and her dad Michael Cooper, Lily McGee (7th grade writer) and both of her parents, Ellen Hill (7th grade writer) and her mom Ashley Hill, and Ava Leis (7th grade State Runner volunteer) and her mom (me).

The parents are driving their own children. There will not be any occasion for students to be transported by a teacher (except for Ava being transported by me, of course).

Here are the current lodging arrangements:

- McGee Family: Making own arrangements
- Stein Family: Making own arrangements
- Hill Family: Making own arrangements
- Leis Family: Making own arrangements
- Cooper Family: Not sure yet. I (Darcy) have a room reserved for the Coopers at an Ashland Inn (The Surrey Inn), but Harper has a softball tournament on Sunday, so they might not need the room if they have to drive up Monday morning.
- Nyah: Not sure yet. I have a separate room reserved for Nyah at the Surrey Inn in Ashland in case she decides to come up Sunday evening.
- McCloskey Family and Johnson Family: I have a "sleeps-nine" AirBnB reserved for this group. Zoie's grandma might attend. Last year, this same group of five stayed in this location. It is possible that Ava and I – and/or Nyah – or Harper and her dad – might stay in this location as well, depending on how things play out with accommodations. All adults involved would need to agree to the arrangements before I settle them; all adults would know exactly who was scheduled to stay in this location before leaving for the trip.

As for supervision, on Sunday, students will be with their parents only or with their parents and coach Nyah Pierce and/or me. The only exception might be that we like to have a quick team meeting on Sunday night to review the details and go over some reminders and strategies. Often, the parents do not attend this meeting (although they would be nearby). The meeting would include Nyah, me, and all writers, ideally. If students attend a social event or workshop on Sunday, at least one of the coaches or chaperones will also be at the event as well. For example, we want to attend a Creative Writing workshop offered on Sunday evening, and we also want to meet the author and get our books (included with registration fee) signed by her.

On Monday, students will be with their parents and Nyah and/or me until they are dismissed to the writing rounds after the opening assembly. During writing rounds, students are in academic buildings on campus, and there are hundreds of teachers serving as judges across campus; there are many, many responsible adults supervising writing areas.

After the writing rounds, students will meet up with our chaperones (at least two of them) and head to lunch while Nyah finishes judging and I finish organizing and supervising the tournament's student volunteers. As soon as possible, we will all be back together for the afternoon assembly to hear author Lindsay Puckett (former Power of the Pen writer!) speak.

After this point, chaperones, students, and teachers/coaches will be together as much as possible; students will not be unsupervised by one of us unless they qualify for the fourth round of writing; then, that/those writer(s) would again be without a Clark-Shawnee chaperone during the writing round but meet back up with one of us immediately following the writing round.

I have submitted a requisition for the \$100 per writer registration fee, and I have also asked the district to pay for seven lunch tickets (for the six writers and coach Nyah Pierce) at \$15 each. The Purchase Order has been submitted and approved, and I have registered our team and forwarded the invoice to Lynda Farrell so that she may proceed with payment.

To be clear: I am also attending the tournament in another official capacity as the program's Western Regional Director, so I am not asking for reimbursement for food, mileage, or lodging. I'm hoping that the district will reimburse Nyah's coaching expenses (mileage and possibly lodging). I helped her fill out her Professional Leave form and included the specific requests in that document.

Lastly, I want to add that I don't normally take student volunteers, but my daughter Ava has helped at many previous tournaments, and we need State volunteer Runners! Last year, I had 80+, and I only have five signed up so far for this year. In the spirit of fairness, I offered this same opportunity (verbally and in writing via our Google Classroom Stream) to all other writers on our team who did not officially qualify for State. So far, no one has expressed an interest in this opportunity. If they do, I will notify Mr. Kuhn.

Thank you for your time!

-Darcy