Revere Board of Education

Regular Meeting Agenda

October 20, 2026 at 5:30pm

Revere High School

Media Center (2nd Floor)

3420 Everett Road

Richfield, Ohio 44286

Revere Board of Education / Regular Meeting/ 10/20/26

Agenda / October 20, 2026 / 5:30pm

I. CALL TO ORDER

II. ROLL CALL

Jeffrey Bowler
Kasha Brackett
Jennifer Burke
Natalie Rainey
Courtney Stein

III. PLEDGE OF ALLEGIANCE

Led by students from Richfield Elementary School.

IV. RECOGNITIONS/PRESENTATIONS

1. Student Recognitions

a. Richfield Elementary, Presented by: Mr. Pavelich and Mrs. Smith

The following students are being recognized for leading the Pledge and being Revere Ready:

Emilia Wilhite, Owen Sheu, Riley Darkow and Emilia Sabino

b. Bath Elementary School, Presented by: Mr. Fry and Mr. Wilson

The following students are being recognized for Voices of Bath:

Joshua Jones, Wyatt Miles, Clara Miller and Savannah Meneses

c. Revere Middle School, Presented by: Mr. Petsche and Mr. Johnsen

The following students are being recognized for being Student of the Month at RMS:

Ara Caldwell, Kelsey Maletich and Ben Totten

d. Revere High School, Presented by: Mr. Faris

The following students are being recognized:

Ethan Douglas (OMEA All-State Band Recognition), Madelyn Addessi (Active Minds) and Emma Hogue (CVCC - US Secretary of Education Visit)

2. Presentations

a. District State Report Card Update

Presented by: Dr. Oberhauser, Mr. Petsche, Mr. Fry and Mr. Faris

V. PUBLIC SPEAKS TO AGENDA ITEMS

VI. BOARD OF EDUCATION'S AGENDA

No items at this time.

VII. CUYAHOGA VALLEY CAREER CENTER (CVCC) - Mrs. Burke

VIII. TREASURER'S AGENDA - Mr. Berdine

1. Approval of the Minutes, Attachment T-1

The Treasurer recommends approval of the minutes from the the Work Session held on September 8, 2026 and the Regular Meeting held on September 15, 2026.

2. Approval of Financial Report, Attachment T-2

The Treasurer recommends approval of the Financial Report for the month of September 2026.

3. Purchase Orders, Attachment T-3

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

4. Donations, Attachment T-4

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

IX. SUPERINTENDENT'S AGENDA - Mr. White

1. Certificated/Licensed Personnel

a. Salary Increase - Additional Education

It is recommended that the Board of Education

approve a salary increase for the following based upon additional education beginning the 2026-2027 school year (all listed below have met the 9/15/26 submission deadline as outlined in the REA Master Agreement):

Jennifer Jacoby / MA+30
Alison Kilway / BA+30

b. Resident Educator Mentors / 2026-2027 School Year

It is recommended that the Board of Education approve the following RESA mentor additions and correction:

RESA Year 2 Mentors (.03):

Valerie Patterson (50%) and Natalie Neistadt (50%) (Mentee: S. Nemet)

Amy Hiller (Mentee: L. Parish)

Correction: On the July 21, 2026 Board agenda, Leah Parish was incorrectly listed as the Mentor for Amy Hiller. The correct Mentor is Amy Hiller, with L. Parish as the Mentee.

2. Classified Personnel

a. Retirement(s) - Classified

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

Terri Reinhold / Guidance Secretary / RHS / Effective: 7/1/27

b. Resignation(s) - Classified

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

Holly Quellos / Contracted Bus Driver & RES Playground Aide / Effective: 9/29/26

Daniele Celiberto / Part-time Food Service Worker / BES / Effective: 9/30/26

c. New Hire(s) - Classified

It is recommended that the Board of Education approve the following new hire(s). All new hires are contingent upon an approved background check and confirmation of appropriate

licensure/permit, if required:

Mathew Cern / Contracted Bus Driver / Transportation / Step 0 / Effective: 9/28/26

Mathew Cern / Part-time Food Service Worker (Float Position) / District / Step 0 / Effective: 9/28/26

d. Substitutes - Classified

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

Amy Arno / Substitute: Educational Aide, Intensive Needs Aide, Bus Aide, Library Aide, Cafe/Playground Aide, Food Service Worker, Secretary / Effective on or after: 9/16/26

Elizabeth Doran / Substitute: Food Service Worker / Effective on or after: 9/28/26

Daniele Celiberto / Substitute: Food Service Worker / Effective on or after: 9/30/26

Matt Douglas / Substitute: Custodian / Effective on or after: 10/12/26

Tracy Watson / Substitute: Food Service Worker / Effective on or after: 10/15/26

Elizabeth Riffle / Substitute: Educational Aide, Intensive Needs Aide, Playground Aide, Library Aide, Bus Aide, Custodian, Food Service Worker and Secretary / Effective on or after: 10/16/26

3. Student Services

a. Educational Service Center of the Western Reserve / Service Agreement / 2026-2027

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

b. Educational Service Center of Northeast Ohio / Admission Agreement / 2026-2027

It is recommended that the Board of Education approve the agreement as detailed in Attachment

S-2

4. Other Business

a. Board Policy / Second and Final Reading

It is recommended that the Board of Education review and approve the Board Policies as a Second and Final Reading as detailed in Attachment OB-1

6.12 / Withdrawal from School (revised)

6.35 / Asthma Medication and Epinephrine Delivery Systems (revised)

6.43 / Prohibition from extra-curricular activities (revised)

6.49 / Diabetes Care (revised)

6.51 / Electronic Communication Devices (revised)

7.16 / Extracurricular Activities (revised)

8.01 / Investment Policy (review)

8.14 / Disposal of Property (revised)

9.22 / Records Retention and Disposal Schedule (revised)

9.46 / Youth Organization Access to Students During School Hours (new)

1.21 / Student Board Representative Leadership Program (new)

b. Annual Nutrition Compliance / Wellness Policy for the 2026-2027 School Year

It is recommended that the Board of Education review the current adopted Board Policy 9.26 as detailed in Attachment OB-2 as part of our annual certification.

c. Out of State Trip / Revere HS Varsity Baseball / Spring 2027

It is recommended that the Board of Education approve an overnight, out-of-state team trip for the Revere High School Varsity Baseball Team from March 23, 2027, through March 26, 2027, in

Myrtle Beach, South Carolina. The team will participate in games, scrimmages, and practices at an all-turf facility. Per Head Coach Wido, the team plans to travel with a varsity-extended roster of 20 players and a minimum of three coaches.

d. Out of State Trip / Revere HS Softball / Spring 2027

It is recommended that the Board of Education approve an overnight, out-of-state team trip for the Revere High School Softball Team from March 21, 2027, through March 26, 2027, in Pigeon Forge, TN. The benefits of the trip will be to get out of the harsh spring Ohio weather, guarantee games, scrimmages and practice on an all-turf facility, and face competition to prepare for Suburban league games. The team will be taking their Varsity and JV teams of approximately 25 players and three coaches.

X. INFORMATION/DISCUSSION ITEMS

1. Information: Next Board Meeting Dates

The next Work Session will be held on Tuesday, November 10, 2026 beginning at 5:30 PM in the Revere Administration Building Conference Room;

The next Regular Meeting will be held Tuesday, November 17, 2026 beginning at 5:30 PM in the Revere High School Media Center.

XI. CONCERNS OF THE PUBLIC AND COMMUNITY ANNOUNCEMENTS

XII. EXECUTIVE SESSION

Personnel: To discuss the employment of a public employee with no action to follow.

XIII. ADJOURNMENT

NEW DOCUMENT

Attachment T-1

Revere Board of Education / Work Session / 9/8/26 - MINUTES

Agenda / September 8, 2026 / 5:30pm / MINUTES

I. CALL TO ORDER

Mrs. Brackett called the meeting to order at 5:32 PM

II. ROLL CALL

Jeffrey Bowler
Kasha Brackett
Jennifer Burke
Natalie Rainey
Courtney Stein

III. PRESENTATIONS

1. **Revere Schools Foundation Presentation**
2. **Legislative Changes in Curriculum**

Presenter: Marcia Roach

IV. INFORMATION/DISCUSSION ITEMS

1. **Board Office Hours Update (from 9/3 session)**
2. **Board Policy Review/Discussion**

6.12 / Withdrawal from School

6.35 / Asthma Medication and Epinephrine Delivery Systems

6.43 / Prohibition from extra-curricular activities

6.49 / Diabetes Care

6.51 / Electronic Communication Devices

7.16 / Participation in Extracurricular Activities by Neighboring School Students

8.01 / Investments

8.14 / Disposal of Property

9.22 / Records Retention and Disposal Schedule

9.46 / Youth Organization Access to Students During School Hours

1.21 / Student Board Representative Leadership Program

3. Review draft agenda for the September 15, 2026 regular meeting.

V. BOARD OF EDUCATION'S AGENDA

No items at this time.

VI. TREASURER'S AGENDA - Mr. Berdine

No items at this time.

VII. SUPERINTENDENT'S AGENDA - Mr. Berdine

No items at this time.

VIII. ADJOURNMENT

Res. 27-104287
Moved by Mr. Bowler, seconded by Mrs. Rainey to adjourn the meeting at 8:11 PM

Approved By:
Richard Berdine

_____
Treasurer

_____
Date

Revere Board of Education / Regular Meeting/ 9/15/26 - MINUTES

Agenda / September 15, 2026 / 5:30pm / MINUTES

I. CALL TO ORDER

Mrs. Brackett called the meeting to order at 5;30 PM

II. ROLL CALL

Jeffrey Bowler
Kasha Brackett
Jennifer Burke
Natalie Rainey
Courtney Stein

III. PLEDGE OF ALLEGIANCE

Led by students from Richfield Elementary School.

IV. RECOGNITIONS/PRESENTATIONS

1. Student Recognitions

a. Richfield Elementary, Presented by: Mr. Pavelich & Mrs. Smith

The following students are being recognized for being Revere Ready:

Savannah Bergdorf
Paxton Ganim
Reese Brittain
Helen Marshall

b. Revere High School, Presented by: Mr. Faris

The following students are being recognized for leadership roles:

Michael Mark, Senior Class President
Alivia Gardner, Student Council President
Kareem Safadi, National Honor Society President

c. Bath Elementary School, Presented by: Mr. Fry and Mr. Wilson

The following students are being recognized as members of the Voices of Bath:

Olivia Celiberto
Bea Montezuma
Duda Montezuma
Londyn Capps

d. Revere Middle School, Presented by: Ms. Peel

The following students are being recognized for being WEB Leaders (Where Everyone Belongs):

Isla Shirley
Vivienne Anthony
Ben Squires

2. Presentations

a. U.S. News & World Report Ranking

Presented by: Marcia Roach, Doug Faris and Dan Oberhauser

V. PUBLIC SPEAKS TO AGENDA ITEMS

VI. BOARD OF EDUCATION'S AGENDA

No items at this time.

VII. CUYAHOGA VALLEY CAREER CENTER (CVCC) - Mrs. Burke

VIII. TREASURER'S AGENDA - Mr. Berdine

Res. 27-104288 consensus items 1-6

1. Approval of the Minutes, Attachment T-1

The Treasurer recommends approval of the minutes from the the Work Session held on August 11, 2026 and the Regular Meeting held on August 18, 2026.

2. Approval of Financial Report, Attachment T-2

The Treasurer recommends approval of the Financial Report for the month of August 2026.

3. Asset Deletions, Attachment T-3

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

4. Purchase Orders, Attachment T-4

The Treasurer recommends that the Board of Education authorize and certify payment of the purchase orders as detailed in the attachment, since both at the time of the making of this contract or order (then) and at the date of the execution of this certificate (now), that the amount required to pay this contract or order has been appropriated for the

purpose of this contract or order and is in the treasury or in the process of collection to the credit of the funds of the Board of Education and free from any previous encumbrance.

5. Donations, Attachment T-5

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

6. Transfers and Advances

The Treasurer recommends that the Board of Education approve the following transfers and advances as detailed below:

Transfer of $75,000 from PI Fund (003-0000) to PI Fund - Turf Replacement (003-9001)

Res. 27-104288 consensus items 1-6
Moved by Mrs. Stein, seconded by Mrs. Burke
Motion passed

IX. SUPERINTENDENT'S AGENDA - Mr. Berdine

1. Certificated/Licensed Personnel

Res. 27-104289 consensus items 1.a-d

a. Leave of Absence (LOA)

It is recommended that the Board of Education approve an LOA for Kara Shepard beginning on or around November 20, 2026 with a return to work on or around January 25, 2027.

b. Salary Increase - Additional Education

It is recommended that the Board of Education approve a salary increase for the following based upon additional education beginning the 2026-2027 school year (all listed below have met the 9/15/26 submission deadline as outlined in the REA Master Agreement):

Michelle Pruchnicki / MA+60
Ripley Crosley / MA
Elyssa Koutrodimos / MA

c. Athletic Supplemental Contracts 2026-2027 - Certificated

It is recommended that the Board of Education approve the following as detailed in Attachment 1. All new hires are contingent upon an approved background check and confirmation of appropriate licensure/permit, if required.

d. Co-Curricular Non-Athletic Supplemental Contracts 2026-2027 - Certificated

It is recommended that the Board of Education

approve the following as detailed in Attachment 2. All new hires are contingent upon an approved background check and confirmation of appropriate licensure/permit, if required.

Res. 27-104289 consensus items 1.a-d
Moved by Mrs. Burke, seconded by Mrs. Rainey
Motion passed

2. Classified Personnel

Res. 27-104290 consensus items 2. a-c

a. Termination of Employment

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

Leslie Hanning / Contracted Bus Driver / Previously Approved on 7/21/26 / Effective: 8/27/26 / Reason: Failure to perform assigned duties during employee probationary period, pursuant to Article 16 of the OAPSE Negotiated Agreement.

b. Rescind Employment

It is recommended that the Board of Education rescind the previous approval to employ the following:

Nicole Papesh / Playground/Cafe Aide / Previously Approved on 8/18/26 / Reason: Failure to complete employment paperwork and communicate with District administration.

c. Resignation(s) - Classified

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

David Cook / Contracted Bus Driver / Transportation / Effective: 8/19/26

Tracy Watson / Food Service Worker / BES / Effective: 8/28/26

Res. 27-104290 consensus items 2. a-c
Moved by Mrs. Brackett, seconded by Mrs. Stein
Motion passed.

d. Change of Position(s) / Hour(s) / Transfer(s)

Res. 27-104291

It is recommended that the Board of Education accept the change of position/transfer request(s)

of the following staff member(s):

Transfer(s):

It is recommended that the Board of Education approve the voluntary transfer in position of Josh Merrill from a 3rd Shift Custodian at RHS, to a 2nd Shift Custodian at RHS, effective: 8/25/26 (Fisher vacancy)

It is recommended that the Board of Education approve the voluntary transfer in position of Jake Dressler from a 2nd Shift (2:30-11:00) Custodian at RHS, to a 2nd Shift (4-12:30) Custodian at RHS, effective: 9/21/26 (Merrill vacancy)

It is recommended that the Board of Education approve the voluntary transfer in position of Scott Egnatuk from a 3rd Shift Custodian at RHS, to a 2nd Shift (4-12:30) Custodian at RHS , effective: 9/21/26 (open vacancy)

Change in Position(s):

It is recommended that the Board of Education accept the resignation of Mark Gartland as a Food Service Worker at RES, effective with the 2026-2027 school year, pending approval of his appointment as a Playground/Café Aide at BES;

It is further recommended that the Board of Education approve Mark Gartland as a 2.5-hour Playground/Café Aide at BES (Step 0), effective with the 2026-2027 school year.

It is recommended that the Board of Education accept the resignation of Donald Simmons as a Contracted Bus Driver, effective 8/24/26, pending approval of his appointment as a Part Time Food Service Worker at RES;

It is further recommended that the Board of Education approve Donald Simmons as a Part Time Food Service Worker at RES (5.75 Hours), Step 2, effective 8/24/26.

Change of Hours:

It is recommended that the Board of Education approve the reduction in mid-day bus route hours for contracted driver Zach Kelly from 10 hours to 8 hours, effective August 20, 2026.

Moved by Mr. Bowler, seconded by Mrs. Burke
Motion passed.

e. New Hire(s) - Classified

Res. 27-104292 consensus items 2.e-h

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

Emily Bernatovicz / Instructional Aide (3 hour) / BES / Step 0 / Effective: 2026-2027 School Year

Cari Joy / Intensive Needs Aide / RES / Step 1 / Effective: 2026-2027 School Year

Cat Strobel / Instructional Aide / RMS / Step 1 / Effective: 2026-2027 School Year

Amy Klinger/ Part Time Food Service Worker / 3 Hours / Step 0 / Effective: 8/31/26

Stacy Thaxton / Contracted Bus Driver / Transportation / Step 6 / Effective: 9/8/26

Daniele Celiberto / Part Time Food Service Worker / 2.75 Hours / BES / Step 0 / Effective: 9/8/26

Suzi Hrubik / Playground/Cafe Aide / RES / Step 0 / Effective: 9/8/26

Ted Lockmiller / Playground/Cafe Aide / BES / Step 0 / Effective: 9/8/26

f. Substitutes - Classified

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

Sarah Sloban / Substitute: Intensive Needs Aide, Playground Aide and Secretary / Effective on or after: 8/31/26

Michael Byrne / Substitute: Custodian / Effective on or after: 8/31/26

Melissa Wetterau / Substitute: Custodian / Effective on or after: 8/31/26

Donald Simmons / Substitute: Bus Driver / Effective on or after: 8/24/26

Kendall Gnap / Substitute: Food Service Worker / Effective on or after: 9/4/26

Kevin Hill / Substitute: Food Service Worker / Effective on or after: 9/8/26

Becky Voris / Substitute: Secretary / Effective on or after: 9/11/26

g. Athletic Supplemental Contracts 2026-2027 - Classified

It is recommended that the Board of Education approve the following as detailed in Attachment 3. All new hires are contingent upon an approved background check and confirmation of appropriate licensure/permit, if required.

h. Co-Curricular Non-Athletic Supplemental Contracts 2026-2027 - Classified

It is recommended that the Board of Education approve the following as detailed in Attachment 4. All new hires are contingent upon an approved background check and confirmation of appropriate licensure/permit, if required.

Res. 27-104292 consensus items 2.e-h
Moved Mrs. Brackett, seconded by Mrs. Burke
Motion passed

3. Student Services

a. Additional Hours

Res. 27-104293

It is recommended that the Board of Education approve the following staff for summer hours worked in July and August to assist in

rescheduling and updating caseloads due to change in staffing at Bath Elementary. Hours to be paid at the tutor rate.

Katie Laakso, 4 hours
Carrie Gaskin, 4 hours
Emily Forster, 4 hours
Elyn DeLuca, 4 hours
Kara Shepard, 4 hours
Lori Bell, 4 hours
Cory Sullivan, 4 hours
Yvonne Kelly, 2 hours

Moved by Mrs. Stein, seconded by Mrs. Rainey
Motion passed

b. Home Instruction

Res. 27-104294

It is recommended that the Board of Education approve Terry Kobetitsch for up to 25 hours of home instruction, with additional hours as necessary and authorized by administration. Hours shall be compensated at the established tutor rate, effective: 8/25/26

Moved by Mrs. Brackett, seconded by Mrs. Stein
Motion passed

4. Other Business

a. Board Policy / First Reading (No Action)

It is recommended that the Board of Education review the Board Policies as a First Reading (No Action) as detailed in Attachment OB-1

6.12 / Withdrawal from School (revised)

6.35 / Asthma Medication and Epinephrine Delivery Systems (revised)

6.43 / Prohibition from extra-curricular activities (revised)

6.49 / Diabetes Care (revised)

6.51 / Electronic Communication Devices (revised)

7.16 / Extracurricular Activities (revised)

8.01 / Investment Policy (review)

8.14 / Disposal of Property (revised)

9.22 / Records Retention and Disposal Schedule (revised)

9.46 / Youth Organization Access to Students During School Hours (new)

1.21 / Student Board Representative Leadership Program (new)

X. INFORMATION/DISCUSSION ITEMS

1. Information: Next Board Meeting Dates

The next Work Session will be held on Tuesday, October 13, 2026 beginning at 5:30 PM in the Revere Administration Building Conference Room;

The next Regular Meeting will be held Tuesday, October 20, 2026 beginning at 5:30 PM in the Revere High School Media Center.

XI. CONCERNS OF THE PUBLIC AND COMMUNITY ANNOUNCEMENTS

XII. ADJOURNMENT

Res. 27-104295
Moved by Mr. Bowler, seconded by Mrs. Burke to adjourn the meeting at 6:56 PM

Approved By:
Richard Berdine

_____
Treasurer

_____
Date

NEW DOCUMENT

ATTACHMENT T– 2

SEPTEMBER 30, 2026

Financial Report

Revere Local School District

Richard Berdine
Treasurer

Revere Local School District

Forecast Comparison - General Operating Fund - September 2026

	Current Month FCST Estimate	Current Month Actuals	Prior FY Month Actuals	Variance-Current Month Actuals to Estimate	Explanation of Variance
Revenue:					
1.010 - General Property Tax (Real Estate)	$ 2,225,000	$ 4,399,013	$ 1,802,616	$ 2,174,013	timing of tax advances compared to prior fiscal years, County distributions in flux following implementation of property tax reform legislation
1.020 - Public Utility Personal Property Tax	$ 1,037,220	$ 1,036,968	$ 1,022,797	$ (252)	
1.035 - Unrestricted Grants-in-Aid	$ 351,000	$ 351,043	$ 291,272	$ 43	
1.040 - Restricted Grants-in-Aid	$ 14,200	$ 14,200	$ 14,804	$ (0)	
1.050 - Property Tax Allocation	$ 2,198,000	$ -	$ 2,165,272	$ (2,198,000)	Homestead/rollback payment from State later than prior fiscal years due to timing of tax settlement
1.060 - All Other Operating Revenues	$ 482,281	$ 352,655	$ 668,429	$ (129,626)	timing of interest earnings, and TIF and student fee payments compared to prior fiscal years
1.070 - Total Revenue	$ 6,307,701	$ 6,153,878	$ 5,965,190	$ (153,823)	
Other Financing Sources:					
2.050 - Advances In	$ -	$ -	$ -	$ -	
2.060 - All Other Financing Sources	$ -	$ 68,966	$ -	$ 68,966	Workers' compensation premium refund received from Ohio BWC
2.080 Total Revenue and Other Financing Sources	$ 6,307,701	$ 6,222,844	$ 5,965,190	$ (84,857)	
Expenditures:					
3.010 - Personnel Services	$ 2,145,000	$ 2,111,156	$ 2,081,311	$ 33,844	timing of payments compared to prior fiscal years
3.020 - Employees' Retirement/Insur. Benefits	$ 1,007,809	$ 947,270	$ 919,043	$ 60,539	reduced due to less fixed fringe costs from salary variance above
3.030 - Purchased Services	$ 658,000	$ 463,330	$ 597,548	$ 194,670	timing of payments compared to prior fiscal years
3.040 - Supplies and Materials	$ 136,000	$ 80,737	$ 146,794	$ 55,263	timing of payments compared to prior fiscal years
3.050 - Capital Outlay	$ 30,205	$ 5,619	$ (37)	$ 24,586	timing of payments compared to prior fiscal years
3.060 - Intergovernmental	$ -	$ -	$ -	$ -	
4.300 - Other Objects	$ 280,800	$ 253,426	$ 279,363	$ 27,374	timing of payments compared to prior fiscal years
4.500 - Total Expenditures	$ 4,257,814	$ 3,861,537	$ 4,024,021	$ 396,277	
Other Financing Uses:					
5.010 - Operating Transfers-Out	$ -	$ -	$ -	$ -	
5.020 - Advances Out	$ -	$ -	$ -	$ -	
5.030 - All Other Financing Uses		$ -	$ -	$ -	
5.050 - Total Expenditures and Other Financing Uses	$ 4,257,814	$ 3,861,537	$ 4,024,021	$ 396,277	
Surplus/(Deficit) for Month	$ 2,049,887	$ 2,361,307	$ 1,941,169	$ 311,420	

Revere Local School District

Forecast Comparison - General Operating Fund - September 2026

	Current FYTD FCST Estimate	Current FYTD Actuals	Prior FYTD Actuals	Variance- Current FYTD Actuals to Estimate	Explanation of Variance
Revenue:					
1.010 - General Property Tax (Real Estate)	$ 17,645,026	$ 16,601,094	$ 17,145,250	$ (1,043,932)	timing of tax advances compared to prior fiscal years, County distributions in flux following implementation of property tax reform legislation, HB186 supplement for inflationary cap recorded in Property Tax Allocation below
1.020 - Public Utility Personal Property Tax	$ 1,037,220	$ 1,036,968	$ 1,022,797	$ (252)	
1.035 - Unrestricted Grants-in-Aid	$ 1,152,943	$ 1,158,699	$ 975,582	$ 5,756	
1.040 - Restricted Grants-in-Aid	$ 42,596	$ 42,599	$ 74,891	$ 3	
1.050 - Property Tax Allocation	$ 2,198,000	$ 2,150,110	$ 2,165,272	$ (47,890)	HB186 supplement for inflationary cap posted here per State instructions but revenue estimate part of General Property Tax estimate above for FCST, will be corrected for February 2027 FCST update
1.060 - All Other Operating Revenues	$ 882,193	$ 768,801	$ 1,035,529	$ (113,392)	timing of interest earnings, and TIF and student fee payments compared to prior fiscal years
1.070 - Total Revenue	$ 22,957,978	$ 21,758,271	$ 22,419,321	$ (1,199,707)	
Other Financing Sources:					
2.050 - Advances In	$ 100,000	$ 100,000	$ 100,000	$ -	
2.060 - All Other Financing Sources	$ -	$ 68,966	$ 412	$ 68,966	Workers' compensation premium refund received from Ohio BWC
2.080 Total Revenue and Other Financing Sources	$ 23,057,978	$ 21,927,237	$ 22,519,733	$ (1,130,741)	
Expenditures:					
3.010 - Personnel Services	$ 6,732,604	$ 6,406,067	$ 6,391,008	$ 326,537	timing of payments compared to prior fiscal years, attrition savings from reduced fte staffing count
3.020 - Employees' Retirement/Insur. Benefits	$ 3,011,506	$ 2,864,965	$ 2,829,731	$ 146,541	reduced due to less fixed fringe costs from salary variance above and less fte count on insurance plans due to attrition savings
3.030 - Purchased Services	$ 2,324,160	$ 2,213,333	$ 2,198,841	$ 110,827	timing of payments compared to prior fiscal years
3.040 - Supplies and Materials	$ 428,706	$ 391,431	$ 502,043	$ 37,275	timing of payments compared to prior fiscal years
3.050 - Capital Outlay	$ 64,912	$ 22,489	$ 32,035	$ 42,423	timing of payments compared to prior fiscal years
3.060 - Intergovernmental	$ -	$ -	$ -	$ -	
4.300 - Other Objects	$ 311,222	$ 278,405	$ 316,063	$ 32,817	timing of payments compared to prior fiscal years
4.500 - Total Expenditures	$ 12,873,110	$ 12,176,690	$ 12,269,721	$ 696,420	
Other Financing Uses:					
5.010 - Operating Transfers-Out	$ 98,979	$ 98,979	$ 595,694	$ -	
5.020 - Advances Out	$ 120,000	$ 120,000	$ 100,000	$ -	
5.030 - All Other Financing Uses	$ -	$ -	$ -	$ -	
5.050 - Total Expenditures and Other Financing Uses	$ 13,092,089	$ 12,395,669	$ 12,965,415	$ 696,420	
Surplus/(Deficit) FYTD	$ 9,965,889	$ 9,531,568	$ 9,554,318	$ (434,321)	

Revere Local School District

Revenue Analysis Report - General Operating Fund Only - FY27

	Local Revenue				State Revenue				
	Taxes								
	Real Estate	Personal Property	Interest	All Other Operating	Unrestricted Grants-in-Aid	Property Tax Allocation	Restricted Grants-in-Aid	Non-Operating*	Total Revenue
July	5,420,026	-	116,443	52,230	350,943	-	14,196	100,000	6,053,839
August	6,782,055	-	97,373	150,099	456,713	2,150,110	14,203	-	9,650,553
September	4,399,013	1,036,968	132,628	220,026	351,043	-	14,200	68,966	6,222,844
October		-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-
January	-	-	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
Totals	$16,601,094	$1,036,968	$346,444	$422,356	$1,158,700	$2,150,110	$42,600	$168,966	$21,927,237
% of Total	75.71%	4.73%	1.58%	1.93%	5.28%	9.81%	0.19%	0.77%	

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

Revere Local School District

Expenditure Analysis Report - General Operating Fund - FY27

	Salaries	Benefits	Services	Supplies	Equipment	Other-Dues/Fees	Intergov. Debt	Non-Operating*	Total Expenses
July	2,142,604	924,771	963,160	146,706	13,888	10,922	-	218,979	4,421,030
August	2,152,307	992,924	786,843	163,988	2,982	14,057	-	-	4,113,101
September	2,111,156	947,270	463,330	80,737	5,619	253,426	-	-	3,861,537
October	-	-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-
January	-	-	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
TOTALS	**$6,406,067**	**$2,864,964**	**$2,213,333**	**$391,431**	**$22,489**	**$278,405**	**$0**	**$218,979**	**$12,395,668**
% of Total	**51.68%**	**23.11%**	**17.86%**	**3.16%**	**0.18%**	**2.25%**	**0.00%**	**1.77%**	

Non-Operating expenses include advances and transfers out.

Revere Local School District

September 2026

Financial Summary

Fund	Fund Name	Beginning Balance 7/1/2026	Monthly Receipts	Fiscal Year To Date Receipts	Monthly Expenditures	Fiscal Year To Date Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	$24,690,387.84	$6,222,843.92	$21,927,236.75	$3,861,537.33	$12,395,667.83	$34,221,956.76	$5,093,351.56	$29,128,605.20
002	Bond Retirement	$5,374,288.18	$909,374.28	$2,072,099.96	$19,845.82	$19,845.82	7,426,542.32	$4,386,050.00	3,040,492.32
003	Permanent Improvement	$795,082.52	$284,453.20	$337,645.11	$84,764.07	$564,493.01	568,234.62	$71,116.50	497,118.12
006	Food Service	$758,878.16	$141,440.30	$230,733.84	$147,368.55	$329,485.10	660,126.90	$461,126.94	198,999.96
007	Special Trust	$185,211.49	$341.46	$1,882.42	$3,322.00	$39,372.00	147,721.91	$2,500.00	145,221.91
008	Endowment	$20,723.78	$64.41	$220.35	$0.00	$0.00	20,944.13	$0.00	20,944.13
009	Uniform School Supplies	$71,158.86	$51,700.00	$153,748.50	$10,254.34	$55,762.83	169,144.53	$20,284.86	148,859.67
018	Public School Support	$176,380.38	$14,422.05	$21,858.49	$8,777.43	$26,261.65	171,977.22	$17,272.11	154,705.11
019	Other Grants	$10,476.63	$0.00	$5,000.00	$7,369.13	$9,036.81	6,439.82	$500.00	5,939.82
022	District Agency	$30,450.97	$0.00	$0.00	$2,552.77	$2,552.77	27,898.20	$0.00	27,898.20
024	Employee Benefits Self-Insurance	$19,922.83	$4,785.45	$14,063.76	$6,921.72	$16,205.92	17,780.67	$41,431.08	(23,650.41)
026	Employee Benefits Section 125	($4,430.19)	$9,422.41	$46,320.57	$10,078.69	$28,400.83	13,489.55	$96,475.66	(82,986.11)
200	Student Managed Activity	$322,959.26	$33,630.32	$37,889.92	$22,837.44	$32,119.88	328,729.30	$45,596.31	283,132.99
300	District Managed Student Activities	$173,331.93	$53,883.41	$311,139.30	$30,579.38	$235,607.41	248,863.82	$128,082.58	120,781.24
451	Data Communications	$0.00	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	0.00
499	Miscellaneous State Grants	$12,316.18	$0.00	$0.00	$0.00	$11,757.44	558.74	$0.00	558.74
516	IDEA Special Education	($24,137.57)	$0.00	$39,323.97	$72,429.31	$87,615.71	(72,429.31)	$222,221.00	(294,650.31)
551	Limted English Proficiency	$0.00	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	0.00
572	Title I	$0.00	$0.00	$1,509.84	$9,707.42	$19,463.58	(17,953.74)	$0.00	(17,953.74)
584	Title IV-A	$0.00	$0.00	$0.00	$3,500.00	$13,600.00	(13,600.00)	$0.00	(13,600.00)
587	Early Childhood Special Education	$0.00	$0.00	$0.00	$1,130.84	$1,130.84	(1,130.84)	$9,046.00	(10,176.84)
590	Title II-A	$0.00	$0.00	$0.00	$7,127.26	$7,127.26	(7,127.26)	$0.00	(7,127.26)
599	Miscellaneous Federal Grants	$0.00	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	0.00
	Grand Totals (ALL Funds)	**$32,613,001.25**	**$7,726,361.21**	**$25,200,672.78**	**$4,310,103.50**	**$13,895,506.69**	**$43,918,167.34**	**$10,595,054.60**	**$33,323,112.74**

Revere Local School District

Cash Reconciliation

September 30, 2026

Cash Summary Report Balance			$ 43,918,167.34
Bank Balance:			
Huntington Bank	1,586,586.97		
	-		
	-		
		$ 1,586,586.97	
Investments:			
Meeder Investment Managers Managed Portfolio	21,279,620.06		
STAR Ohio - General Account	21,034,310.18		
	-		
		$ 42,313,930.24	
Petty Cash:			
Building Principals	300.00		
Athletic Director	100.00		
DragonFly	5,000.00		
Treasurer's Office	200.00		
		$ 5,600.00	
Change Fund:			
Food Service Vending	717.35		
BCII Background Check Service	100.00		
	-		
	-		
		$ 817.35	
Less: Outstanding Checks		$ (6,585.71)	
Outstanding Deposits/Other Adjustments:			
Payroll Adjustment	4,476.80		
ACH Payments/Deposits In Transit	13,352.53		
NSF Check	(36.00)		
Reconciliation Correction to Adjust in October	25.16		
		$ 17,818.49	
Bank Balance			$ 43,918,167.34
Variance			$ -

Revere Local School District

September 30, 2026

Appropriation Summary

Fund		FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
001	General Fund	$50,659,166.00	$192,533.01	$50,851,699.01	$12,395,667.83	$3,861,537.33	$5,093,351.56	33,362,679.62	34.39%
002	Bond Retirement	$4,475,750.00	$0.00	$4,475,750.00	$19,845.82	$19,845.82	$4,386,050.00	69,854.18	98.44%
003	Permanent Improvement	$926,063.61	$77,273.56	$1,003,337.17	$564,493.01	$84,764.07	$71,116.50	367,727.66	63.35%
006	Food Service	$1,833,279.00	$6,870.77	$1,840,149.77	$329,485.10	$147,368.55	$461,126.94	1,049,537.73	42.96%
007	Special Trust	$113,266.00	$0.00	$113,266.00	$39,372.00	$3,322.00	$2,500.00	71,394.00	36.97%
008	Endowment	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$0.00	1,000.00	0.00%
009	Uniform School Supplies	$110,281.36	$169.99	$110,451.35	$55,762.83	$10,254.34	$20,284.86	34,403.66	68.85%
018	Public School Support	$153,408.64	$19,902.30	$173,310.94	$26,261.65	$8,777.43	$17,272.11	129,777.18	25.12%
019	Other Grants	$12,486.86	$2,985.16	$15,472.02	$9,036.81	$7,369.13	$500.00	5,935.21	61.64%
022	District Agency	$0.00	$0.00	$0.00	$2,552.77	$2,552.77	$0.00	(2,552.77)	#DIV/0!
024	Employee Benefits Self-Insurance	$56,000.00	$0.00	$56,000.00	$16,205.92	$6,921.72	$41,431.08	(1,637.00)	102.92%
026	Employee Benefits Section 125	$103,000.00	$3,898.98	$106,898.98	$28,400.83	$10,078.69	$96,475.66	(17,977.51)	116.82%
200	Student Managed Activity	$120,780.49	$0.00	$120,780.49	$32,119.88	$22,837.44	$45,596.31	43,064.30	64.34%
300	District Managed Student Activities	$554,604.12	$7,830.50	$562,434.62	$235,607.41	$30,579.38	$128,082.58	198,744.63	64.66%
451	Ohio K-12 Network Subsidy	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00	#DIV/0!
499	Miscellaneous State Grants	$558.74	$11,757.44	$12,316.18	$11,757.44	$0.00	$0.00	558.74	95.46%
516	IDEA Special Education	$629,068.96	$0.00	$629,068.96	$87,615.71	$72,429.31	$222,221.00	319,232.25	49.25%
551	Limted English Proficiency	$1,483.57	$0.00	$1,483.57	$0.00	$0.00	$0.00	1,483.57	0.00%
572	Title I	$116,340.20	$154.74	$116,494.94	$19,463.58	$9,707.42	$0.00	97,031.36	16.71%
584	Title IV-A	$26,500.00	$3,500.00	$30,000.00	$13,600.00	$3,500.00	$0.00	16,400.00	45.33%
587	Early Childhood Special Education	$10,177.57	$0.00	$10,177.57	$1,130.84	$1,130.84	$9,046.00	0.73	99.99%
590	Title II-A	$50,677.17	$0.00	$50,677.17	$7,127.26	$7,127.26	$0.00	43,549.91	14.06%
599	Miscellaneous Federal Grants	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00	#DIV/0!
Totals		**$59,953,892.29**	**$326,876.45**	**$60,280,768.74**	**$13,895,506.69**	**$4,310,103.50**	**$10,595,054.60**	**$35,790,207.45**	**40.63%**

Revere Local School District

Check Register for Checks > $9,999.99

September 2026

Vendor	Amount	Fund	Description
Ohio Schools Council	$ 11,280.00	001	Natural gas
Southway Fence Company	$ 12,659.08	001	RHS fence and gate repairs
Lewis Landscaping & Nursery Inc.	$ 15,319.31	001	Property maintenance
Rock the House Entertainment	$ 18,077.00	001/200	RHS graduation stage, homecoming dj services
PSI	$ 21,877.00	001	Nursing services
Kidslink Neurobehavioral	$ 16,633.34	001	Special education tuition
LLA Therapy	$ 24,309.64	001	OT/PT services
ESC of Northeast Ohio	$ 169,309.58	001/516/587	Special education aides, preK teachers and aides, at-risk coordinator, LEP services, interpreter services, gifted coordinator
Hartman Tree Service	$ 11,000.00	001	Tree trimming/removal services
Effective Utility Service	$ 18,138.75	001	Electricity
Ohio Edison Co.	$ 35,198.15	001	Electricity
Gordon Food Service	$ 15,264.53	006	Food services supplies
Gordon Food Service	$ 15,345.82	006	Food services supplies
Gordon Food Service	$ 15,812.52	006	Food services supplies
Gordon Food Service	$ 15,114.09	006	Food services supplies
Huntington Bank	$ 15,046.62	various	Medicare contributions
Huntington Bank	$ 16,102.61	various	Medicare contributions
SERS	$ 70,228.00	various	Classified retirement
STRS	$ 244,008.00	various	Certified retirement
SRHCC-Medical	$ 579,259.15	001/006	Employee benefits medical/prescription insurance
SRHCC-Dental	$ 24,137.42	001/006	Employee benefits dental insurance

NEW DOCUMENT

Attachment T-3

FK

Fuciu, Kitsa <kfuciu@revereschools.org> | Brenda Moll; Richard Berdine

Then and Now

Here you go!

Check Number	Vendor Number	Paid To	Check Date	Check Amount	Invoice Number
406511	332582	HARTMAN TREE SERVICE	09-23-26	$ 11,000.00	TREE_REMOVAL_2026
150812	033177	THE ALLIANCE FOR HIGH QUALITY	09-16-26	$ 4,000.00	MEMBERSHIP_DUES

REVERE
KITSA FUCIU
FINANCE ASSISTANT
330.523.3111 • 3496 Everett Rd. Richfield OH 44286

NEW DOCUMENT

Attachment T-4

LIST OF DONATIONS
RECEIVED BY THE REVERE LOCAL SCHOOL DISTRICT
October 20, 2026

CASH DONATIONS

1. To: Revere Schools-Martin/McDonald classroom activities $ 200.00
   From: Alison Baranek-Berkshire Hathaway

2. To: Revere Schools-Students in Need $ 689.91
   From: Heart of Revere

3. To: Revere High School Athletics-Men's Soccer $1,300.00
   To be utilized at the discretion of Nick DePompei
   From: Dwayne and Cathy Gentner

4. To: Bath Elementary School- to use as needed $5,000.00
   From: Harikrishna Choudary Ponnam

EQUIPMENT / OTHER DONATIONS

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

NEW DOCUMENT

Attachment S-1

R.C. 3313.845
REVERE LOCAL SCHOOL DISTRICT
SERVICE AGREEMENT

This R.C. 3313.845 Client School District Agreement ("Agreement") is made by the Revere Local School District Board of Education ("Board" or "District") and the Educational Service Center of the Western Reserve Governing Board ("ESC").

The ESC desires to enter into this Agreement in compliance with R.C. 3313.845 and to provide the services outlined herein. This Agreement will be filed with the Ohio Department of Education and Workforce ("ODEW") by July 1, the year of execution, and amended as needed.

In consideration of the promises contained herein, the ESC and Board agree as follows:

1. TERM

The ESC and Board shall adopt resolutions ratifying this Agreement for the following term: July 1, 2026 – June 30, 2027.

2. R.C. 3313.845 PROGRAMS AND SERVICES

During the term of this Agreement, the Board engages the ESC to provide services pursuant to R.C. 3313.845. The ESC provides the following types of services, outlined below. The ESC agrees to provide the District only those services selected by the District in the Service Checklist attached as Appendix A to this Agreement and in accordance with any applicable Service Addendums created during the term of this Agreement.

- Cooperative Programs (cost share on a per-student basis of the total cost to operate),

The District acknowledges that estimated costs of programs and services for the upcoming school year have been provided. The District is responsible for and agrees to pay the actual cost of programs and services as invoiced by the ESC.

2.1 COMPENSATION

If the District is a single program participant, the District agrees to pay for the services provided by the ESC under this Agreement by Direct Billing.

If the District is a multi-program participant, the District agrees to pay for all programs and services provided by the ESC under this Agreement using one of the following options:

☐ Direct Billing - If Direct Billing is selected, the District shall issue payment to the ESC, as this section outlines.

☐ Foundation Deduct - If Foundation Deduct is selected, the District shall issue payment to the ESC as this section outlines. Foundation Deduct is only available for Districts selecting multiple programs.

2.2 COOPERATIVE PROGRAMS

Gaitway High School at Fieldstone Farm: One (1) student for the 2026-2027 school year. Annual tuition is $57,225.00. Revere will be invoiced $23,225.00 plus a 6% administrative fee. The parents will be invoiced the remaining $34,000.00 plus a 6% administrative fee. ESCWR and the Parents will coordinate with Revere concerning any Special Education requirements, including the student's Individualized Education Plan, Evaluation Team Report, etc., state assessments, coursework, grades, transcripts, and graduation credit. ESCWR does not award credits; Revere Local School District will determine how it awards credit towards graduation.

The cost for Cooperative Programs, as outlined in the Checklist, shall be determined by dividing the total cost by the number of participating student days unless otherwise specified in this Agreement. Program costs include, but are not limited to, salaries, fringe benefits, and retirement benefits for teachers, paraprofessionals, and related service providers. Expenses include but are not limited to substitute teachers, staff training,

supplies, materials, equipment, technical services, and facility rent. Related service providers' costs required for specific student needs are not included in program costs, which must be separately arranged and billed. Examples included but are not limited to vision services, nursing services, etc. Billing for Cooperative Programs shall be based on each student's daily participation from the first day of attendance until the official withdrawal date. Partial attendance on any day shall be billed as a full day. Additional costs for individual student needs (e.g., paraprofessionals, special equipment, transportation, or van aides) shall require District approval or inclusion in the student's Individualized Education Program. These services will be billed monthly.

2.3 PER DIEM BILLING FOR SERVICES

Certain services in the Checklist will be billed at an average per diem rate. This rate is calculated by dividing the ESC's total cost for providers by the total contracted provider days. Monthly invoices will reflect these costs, which include salaries, fringe benefits, and other employment-related expenses.

2.4 SEVERANCE COSTS

The District agrees to cover severance costs for ESC employees as follows:

• Cooperative Programs, Related Services, and Special Programs: The severance costs will be added to the total cost of the applicable program or service for the following school year.

• ESC Employees Assigned to the District: The District shall reimburse the ESC for its pro-rata share of the employee's severance cost based on the employee's assigned time in the District.

• Staffing Services: The District agrees to pay all costs for ESC personnel assigned to work in the District, including salaries, benefits, and all other expenses.

2.5 PAYMENT TERMS

Direct Billing - Payments are due within 30 days of invoice receipt. Unpaid invoices beyond 60 days will incur a 5% late fee. Invoices unpaid after 90 days will incur an additional 10% late fee, with another 10% late fee applied monthly thereafter.

Foundation Deduct - By September 30 each year, the ESC shall provide an estimated cost of services. The District will authorize payment of this estimated amount through state foundation deductions by submitting the necessary documentation to ODEW. The District agrees to pay any excess costs immediately upon receiving an invoice from the ESC, subject to the same late fee terms as Direct Billing. If the actual service cost is lower than the estimated amount, the ESC shall credit the District for the difference, which will be applied to the next school year's services. The ESC shall issue a direct reimbursement if no services are utilized the following year.

Additional Services - The District may request additional services from the ESC. These services may be billed directly or via foundation deductions through a revised Agreement submitted to ODEW.

4. SERVICE DELIVERY

The ESC will exercise independent professional judgment and determine how non-cooperative programs and services are rendered. Unless otherwise agreed, individuals performing services under this Agreement will remain ESC employees or contractors, with the ESC responsible for all payroll functions (e.g., retirement contributions, legal withholdings, payroll taxes). The ESC is responsible for training and direct supervision of its employees, providing services to the District, and ensuring compliance with applicable laws, rules, and regulations. While the ESC will attempt to accommodate specific provider requests, it reserves the right to change providers.

5. EVALUATIONS

Personnel serving individual classroom units will be directly supervised by the designated ESC supervisor,who will collaborate with building-level administrators. Evaluations will be conducted according to ESC policies. ESC employees serving multiple classrooms will be evaluated under the direction of the ESC Superintendent. Teacher evaluations will comply with applicable laws. The ESC is not responsible for evaluating District personnel working in ESC-operated programs. The District is solely responsible for evaluating personnel hired through the ESC and assigned to the District, per R.C. 3319.01, 3319.02, 3319.11, 3319.111, and other relevant Ohio Revised Code provisions. The District is also responsible for any consequences, such as costs associated with contract renewals due to a failure to evaluate ESC-hired personnel assigned to the District. The ESC must be notified by March 15 for any contract non-renewal to meet R.C. 3319.

6. PROFESSIONAL CREDENTIALS

The ESC shall ensure that all individuals providing services under this Agreement obtain and maintain all required licensure and/or certification. The ESC will retain a copy of all credentials and licenses and make them available for inspection upon request by the District.

7. CRIMINAL RECORDS CHECKS

The ESC shall comply with all applicable criminal record and background check laws, including hiring restrictions imposed under R.C. Chapter 3319. All personnel providing services under this Agreement must meet these legal requirements before employment or assignment.

8. REPRESENTATIONS

The ESC represents and warrants to the District Board that it possesses the necessary expertise, licenses, permits, and capability to provide the services outlined in this Agreement. The ESC also covenants to exercise its best skill and judgment in performing the agreed-upon services.

9. CONFIDENTIALITY AND EDUCATION/STUDENT RECORDS

The District and the ESC acknowledge that, in fulfilling their obligations under this Agreement, both parties may have access to confidential and proprietary information, including student records protected by the Family Educational Rights and Privacy Act (FERPA) and Ohio law (collectively referred to as “Confidential Information”). See 20 U.S.C. § 1232g; 34 C.F.R. § 99.30; R.C. 3319.321.

10. MONITORING OF SCHOOL-ISSUED DEVICES

In accordance with R.C. 3319.327(D), both parties agree that any notice required to be sent pursuant to R.C. 3319.327(C) shall be the sole responsibility of the District. The ESC agrees to provide the District with the relevant information necessary to fulfill this Notice requirement.

11. USE AND DISCLOSURE OF CONFIDENTIAL INFORMATION

Both parties agree to use Confidential Information solely to perform their obligations under this Agreement. Confidential Information shall not be disclosed to any third party without prior written consent from the disclosing party or, in the case of student information, the parent or eligible student. The obligation of confidentiality extends during and after the term of this Agreement.

12. EXCLUSIONS

Confidential Information does not include information that is publicly available other than through a breach of this provision; rightfully received from a third party without obligations of confidentiality; independently developed by the receiving party; known to the recipient before receipt from the disclosing party; or disclosed according to a court order, administrative agency directive, or other legal requirement.

13. UNEMPLOYMENT

For any programs or services in which the District has elected to participate, the District agrees to pay its pro rata share of any unemployment benefits that may result from canceling them.

14. ADMINISTRATIVE FEE

The ESC shall assess an administrative fee of six percent (6%). This fee will apply to all supplies, materials, equipment, programs, services, and personnel purchased by the District under this Agreement.

15. TERMINATION

If the District chooses to withdraw from any program or service covered under this Agreement, it must provide written notice to the ESC by February 1 of the year the Agreement expires.

16. NOTICES

All notices, requests, demands, and other communications under this Agreement shall be in writing, be deemed given when delivered via registered or certified mail, postage prepaid, be sent to the party's address listed below, or any updated address provided through written notice.

Notice Addresses:

If to the ESC:	If to the District:
Educational Service Center of the Western Reserve	Revere Local Schools
% Treasurer and Superintendent	% Treasurer and Superintendent
8221 Auburn Rd.	3498 Everett Road
Painesville, Ohio 44077	Richfield, Ohio 44286

A change of address will only become effective upon receipt of written notification by the other party.

17. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Ohio, with venue in Lake County, Ohio. If any provision of this Agreement is deemed invalid or unenforceable under law, the remaining provisions shall remain in full force and effect.

18. FORCE MAJEURE

Neither party shall be considered in breach or default of this Agreement due to delays or failure in performance caused by acts of God, governmental actions, wars, riots, strikes, accidents, or other causes beyond its control.

19. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties and shall not be amended except in writing and signed by both parties. If federal, state, or local laws or ODEW guidelines mandate changes, the Agreement may be amended through mutual consent. Any discharge of this Agreement shall only occur through performance as agreed or by a signed writing.

20. BENEFITS AND ASSIGNMENT

This Agreement may not be assigned or subcontracted by either party without prior written consent, except as required by R.C. 3311.053.

21. WAIVER OF BREACH

A waiver of any breach or violation of this Agreement by either party shall not be construed as a waiver of any subsequent breach or violation.

22. INSURANCE AND RESPONSIBILITY

Each party shall be responsible for claims of loss, personal injury, death, or property damage arising from their employees' or agents' acts or omissions under applicable law and maintain adequate insurance or self- insurance coverage to fulfill these responsibilities. The ESC shall remain solely responsible for its employees, including supervisors, program staff, and others providing services under this Agreement. ESC employees are not considered District employees for any purpose, including eligibility for the District's group health plan. The ESC is responsible for ensuring compliance with the Affordable Care Act, including offering group health plans to its employees when required. If litigation arises due to the ESC's services, the ESC and the District shall bear their own attorney fees and costs. The District will cover expenses related to due process hearings brought by a student (or parent/guardian) enrolled in a Cooperative Program, including the hearing officer, court reporter, and attorney fees.

23. MEDICAID SCHOOL PROGRAMS

All approved related services contracted through the ESC shall participate in Ohio's Medicaid School Program when possible. The ESC shall: 1. Comply with 45 C.F.R. § 164.504(e)(1) to safeguard beneficiary information.

2. Allow the U.S. Department of Human Services, Ohio Department of Medicaid, or ODEW representatives to

access books, documents, and records. 3. Ensure that neither the ESC nor its principals are suspended or debarred.

24. CANCELLATIONS OF SERVICES/PROGRAMS

The ESC reserves the right to cancel services or programs if an insufficient number of districts elect to participate or the ESC faces discontinuation or reduction of funds. The ESC will provide notice of cancellation to the District.

25. BINDING EFFECT

This Agreement shall only become binding once it has been adopted by both the District and the ESC in public session and executed by the parties. The Agreement shall be valid upon filing with ODEW in accordance with R.C. 3313.845.

IN WITNESS THEREOF, the District and ESC hereto have set their hands.

FOR REVERE LOCAL SCHOOLS DISTRICT BOARD OF EDUCATION:

_____ _____

District Board President (In Official Capacity Only) * Date

_____ _____

District Superintendent (In Official Capacity Only) Date

_____ _____

District Treasurer (In Official Capacity Only) Date

FOR THE EDUCATIONAL SERVICE CENTER OF THE WESTERN RESERVE GOVERNING BOARD:

_____ _____

ESC Board President (In Official Capacity Only) * Date

_____ _____

ESC Superintendent (In Official Capacity Only) Date

_____ _____

ESC Treasurer (In Official Capacity Only) Date

*This Agreement has no legal effect absent Governing Board action.

Attachments: District Resolution No. _____

ESCWR Governing Board Resolution No. _____

R.C. 5705.41 AND R.C. 5705.412 CERTIFICATE - District

We certify that the District has in effect for the remainder of the fiscal year and succeeding fiscal years the authorization to levy taxes, including the renewal or replacement of existing levies, which, when combined with the estimated revenues from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the District Board to maintain all personnel and programs for all the days set forth in its adopted school calendars for the current fiscal year and for the number of days in succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year. We additionally certify that the amount required to meet the obligation of the fiscal year in which the attached contract is made has been lawfully appropriated for such purpose and is in the treasury or the process of collection to the credit of an appropriate fund free from any previous encumbrances.

_____
District Treasurer (In Official Capacity Only)

_____
District Superintendent (In Official Capacity Only)

_____
District Board President (In Official Capacity Only)

R.C. 3313.845 VERIFICATION - ESC

I hereby certify that a copy of this Agreement was sent to the Ohio Department of Education and Workforce via Electronic Submission on _____.

_____
ESC Treasurer (In Official Capacity Only)

_____
ESC Superintendent (In Official Capacity Only)

NEW DOCUMENT

Attachment S-2

EDUCATIONAL SERVICE CENTER OF NORTHEAST OHIO

AGREEMENT FOR ADMISSION OF PUPILS PURSUANT TO OHIO REVISED CODE SECTION 3313.841

The Board of Education for ***(Educating District)*** _____ hereby enters into a contract for the admission of pupils to the Educational Service Center of Northeast Ohio for educational purposes for the school year of 2026-2027. The above-referenced Board of Education ("the Educating District") hereby agrees to pay to the Educational Service Center of Northeast Ohio ("ESCNEO") for each pupil an amount equal to the Program Cost per Enrollment Day as listed below.

In cases where the Educating District is not also the District of Residence, the Educating District acknowledges that it is solely responsible for paying to the ESCNEO the per pupil amount equal to the Program Cost as listed below, and is solely responsible for seeking reimbursement from the District of Residence as authorized by Ohio Revised Code Chapter 3323.

In cases where a pupil who receives services from a program listed below transfers to a different Educating District and continues his/her placement with Positive Education Program (PEP) following the transfer, the Educating District acknowledges that it is solely responsible for paying to the ESCNEO the per pupil amount equal to the program cost as listed below as soon as the Educating District receives evidence that the pupil is present in the district, is eligible for services, and a copy of the most recent applicable IEP as required by 34 CFR §300.323 and Ohio Administrative Code §3301-51-07(K)(5).

The Educating District also acknowledges that it is responsible for transporting each pupil, and for seeking reimbursement for transportation costs from the District of Residence as authorized by Ohio Revised Code Chapter 3323.

Positive Education Program Service	Rate per Enrollment Day
Chesnutt, Hopewell & Willow Creek (Maximum 192 billable days)	$322
Phoenix (Maximum 192 billable days)	$397
Prentiss Autism Center • Prentiss Location (Maximum 200 billable days) • Phoenix Location (Maximum 192 billable days)	$484
Home Instruction	$322

Billing for services rendered will be on a monthly basis.

_____ _____

(Signature) Superintendent of Educating District Date

_____ _____

(Signature) Treasurer of Educating District Date

Educational Service Center of Northeast Ohio (ESCNEO)

We hereby agree to admit students from the aforementioned school district pursuant to the above-referenced provisions for the school year 2026-2027.

Robert H Marquardt April 8, 2026

(Signature) Superintendent of ESC of Northeast Ohio Date

April 8, 2026

(Signature) Treasurer of ESC of Northeast Ohio Date

Please return a signed copy of the agreement to:

Beth Gould ● Positive Education Program ● 3100 Euclid Ave ● Cleveland, OH 44115 ● bgould@pepcleve.org

NEW DOCUMENT

ATTACHMENT OB-1

WITHDRAWAL FROM SCHOOL

No student shall be permitted to withdraw from school except for the following reasons:

A. Graduation from high school.

B. Attainment of age eighteen (18).

C. Attainment of age sixteen (16) with an age and school certificate issued under current state and school board regulations.

D. Transfer to another appropriate educational placement.

E. Change of residence of the parent(s) as defined by O.R.C. §3313.64 from an attendance area or the District.

Upon withdrawal from school, student records shall be completed and closed. The reason for withdrawal shall be indicated, and the new address, if known, shall be entered.

When withdrawing from school, students shall turn in textbooks and any other property belonging to the Board of Education, pay all fees or other money due, and provide information relative to the receiving school. Upon receipt of a signed parent release, appropriate records will be sent to the receiving school by the building principal.

All student records shall be processed in accordance with Board policy.

In special or unusual circumstances, the Superintendent will specify the actions to be taken.

~~Loss of Driving Privileges~~

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned.

Whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and in compliance with state law.

When the Superintendent receives information that a student of compulsory school age has withdrawn from school, the Superintendent shall, within two (2) weeks after the withdrawal, notify

the ~~Registrar of Motor Vehicles and the~~ Judge of the Juvenile Court. Such notification is not necessary if a student has withdrawn because of a change of residence, or the student is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent.

Notification to the ~~Registrar of Motor Vehicles and the~~ Juvenile Judge must be in writing ~~and comply with any rule adopted by the registrar.~~ Such notification should include the name, address, birthdate, and school the student attends. If the Superintendent determines that an error has occurred, ~~the Registrar of Motor Vehicles and~~ the Juvenile Court shall be notified immediately.

~~After receiving such information from the Superintendent, the Registrar of Motor Vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges shall remain in effect until the student reaches eighteen (18) or until the denial of driving privileges is terminated for another reason allowable under the Ohio law.~~

~~In compliance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he/she resides alleging that the notice given to the Registrar was in error or that the loss of driving privileges will result in substantial hardship.~~

LEGAL REFS: O.R.C. §3321.13

Adopted: ~~August 1, 2017~~

ASTHMA MEDICATION AND EPINEPHRINE *DELIVERY SYSTEMS* ~~AUTO INJECTORS~~

Asthma Medication

A student attending any school in the District may possess and use at school or at any activity, event, or program sponsored by or in which his/her school is a participant, a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or to prevent the onset of asthmatic symptoms before exercise, if both of the following conditions are satisfied:

A. The student has the written approval of his/her physician and, if the student is a minor, the written approval of his/her parent, guardian or other person having care or charge of the student. This physician's written approval shall contain the following information.

1. The student's name and address;

2. The names and dose of the medication contained in the inhaler;

3. The date the administration of the medication is to begin;

4. The date, if known, that the administration of the medication is to cease;

5. Written instructions that outline procedures school personnel should follow in the event the asthma medication does not produce the expected relief from the student's asthma attack;

6. Any severe adverse reactions that may occur to the child using the inhaler and that should be reported to the physician;

7. Any severe adverse reactions that may occur to another child, for whom the inhaler is not prescribed, should such a child receive a dose of the medication;

8. At least one emergency telephone number for contacting the physician in an emergency;

9. At least one emergency telephone number for contacting the parent, guardian, or other person having care or charge of the student in an emergency;

10. Any other special instructions from the physician.

B. The school principal and school nurse assigned to the student's building has received copies of the written approvals required by division A. of this policy.

Immunity from Tort Liability

The District, a member of the Board of Education, or a District employee shall not be liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a District employee's prohibiting a student from using an inhaler because of the employee's good faith belief that the conditions of divisions A. and B. of this policy had not been satisfied.

The District, a member of the Board, or a District employee shall not be liable in damages in a civil action or injury, death, or loss to person or property allegedly arising from a District employee's permitting a student to use an inhaler because of the employee's good faith belief that the conditions of divisions A. and B. of this policy had been satisfied.

When the District is required to permit a student to possess and use an inhaler because the conditions of divisions A. and B. of this policy have been satisfied, the District, any member of the Board, or any District employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from the use of the inhaler by a student for whom it was not prescribed.

Nothing in this policy eliminates, limits, or reduces any other immunity or defense that the District, any member of the Board, or any District employee may be entitled to under O.R.C. Chapter 2744, any other provision of the Revised Code, or the common law of the state.

Procurement of Inhalers by Board

As used in this policy, "inhaler" means a device that delivers medication to alleviate asthmatic symptoms, is manufactured in the form of a metered dose inhaler or dry powdered inhaler, and may include a spacer, holding chamber, or other device that attaches to the inhaler and is used to improve the delivery of the medication.

The Board may procure inhalers for each of its schools to have on the school premises for use in emergency situations. The Board shall, at all times, have at least two (2) inhalers at each of its school buildings.

Prescriber-Issued Protocol:

The Superintendent shall obtain a prescriber-issued protocol that includes definitive orders for inhalers, including the dosage of medication to be administered through them, the number of times that each inhaler may be used before disposal, and the methods of disposal.

District Protocol:

1. Inhalers shall be stored at the following location in each school building: the clinic.

2. Inhalers shall be kept in the carrying tube they come in, tightly closed, at room temperature and away from light, extreme temperatures and moisture. Inhalers must be replaced when the expiration date on the device or device packaging has passed. An inhaler must be disposed of if used or tampered with.

3. In addition to school nurses and athletic trainers, Board employees who have received training in accordance with this policy may access and use an inhaler to provide a dosage of medication to an individual in an emergency situation.

4. The District's nurse or another licensed healthcare provider, as determined by the Superintendent, shall provide inhaler use training to Board employees in accordance with this policy. Such training shall include lessons on proper storage, procurement, and use of an inhaler. Such training must be completed before an employee is authorized to access and use an inhaler.

5. A school nurse, athletic trainer, or other employee authorized to access and use an inhaler may use such device if an individual exhibits asthmatic symptoms, or in other emergency situations where use is medically necessary.

6. Assistance from an emergency medical provider must be requested immediately after an inhaler is used.

7. A dosage of medication may be administered through an inhaler in an emergency situation to students, Board employees or contractors, and school visitors.

Liability

The District, a member of the Board, or a District or school employee or contractor is not liable in damages in a civil action for injury, death, or loss to person or property that allegedly arises from an act or omission associated with procuring, maintaining, accessing, or using an inhaler under this Board policy, unless the act or omission constitutes willful or wanton misconduct. This limitation of liability does not limit, or reduce any other immunity or defense that the District, a member of the Board, or District or school employee or contractor may be entitled to under Chapter 2744 of the Ohio Revised Code, or any other provision of the Revised Code or under the common law of this state.

The Board may accept donations of inhalers from a wholesale distributor of dangerous drugs or a manufacturer of dangerous drugs, as defined in O.R.C. §4729.01, and may accept donations of money from any person to purchase inhalers.

The Board shall report to the Department of Education and Workforce each procurement and occurrence in which an inhaler is used from a school's supply of inhalers.

Epinephrine **Delivery Systems** ~~Auto Injectors~~

An "epinephrine delivery system" means any device or other product that contains a premeasured dose of epinephrine and enables the dose to be administered through any route of administration into the human body to prevent or treat a life-threatening allergic reaction. An epinephrine delivery system includes all of the following:

1. **Auto injectors;**
2. **Intranasal sprays;**
3. **Any device or other product designated by the state board of pharmacy in rules adopted under O.R.C. §4729.262.**

EMPLOYEE USE:

Prescriber-Issued Protocol:

The Superintendent shall obtain a prescriber-issued protocol that includes definitive orders for epinephrine **delivery systems** ~~auto injectors~~ and the dosages to be administered through them.

District Protocol:

1. Epinephrine **delivery systems** ~~auto injectors~~ shall be stored at the following location in each school building: the clinic.

2. Epinephrine **delivery systems** ~~auto injectors~~ shall be kept in the carrying tube they come in, tightly closed, at room temperature and away from light, extreme temperatures and moisture. Epinephrine **delivery systems** ~~auto injectors~~ must be replaced when the expiration date on the device or device packaging has passed. An epinephrine **delivery system** ~~auto injector~~ must be disposed of if used or tampered with.

3. In addition to school nurses and athletic trainers, Board employees who have received training in accordance with this policy may access and use an epinephrine **delivery system** ~~auto injector~~ to provide a dosage of epinephrine to an individual in an emergency situation.

4. The District's nurse or another licensed healthcare provider, as determined by the Superintendent, shall provide epinephrine **delivery system** ~~auto injector~~ training to

Board employees in accordance with this policy. Such training shall include lessons on proper storage, procurement, and use of the epinephrine **delivery system** ~~auto injector~~. Such training must be completed before an employee is authorized to access and use an epinephrine **delivery system** ~~auto injector~~.

5. A school nurse, athletic trainer, or other employee authorized to access and use an epinephrine **delivery system** ~~auto injector~~ may use such device if an individual exhibits signs and symptoms of anaphylaxis, or in other emergency situations where use is medically necessary.

6. Assistance from an emergency medical provider must be requested immediately after an epinephrine **delivery system** ~~auto injector~~ is used.

7. A dosage of epinephrine may be administered through an epinephrine **delivery system** ~~auto injector~~ in an emergency situation to students, Board employees or contractors, and school visitors.

STUDENT USE:

A student attending any school in the District may possess and use at school or at any activity, event, or program sponsored by or in which his/her school is a participant, an epinephrine **delivery system** ~~auto injector~~ to treat anaphylaxis if both of the following conditions are satisfied:

A. The student has the written approval of the prescriber of the **delivery system** ~~auto injector~~ and, if the student is a minor, the written approval of his/her parent, guardian or other person having care or charge of the student. This prescriber's written approval on the appropriate form shall contain at least the following information.

1. The student's name and address;

2. The names and dosage of the **epinephrine** ~~medication~~ contained in the **delivery system** ~~auto injector~~;

3. The date **that** ~~the~~ administration of **epinephrine through** the **delivery system** ~~medication~~ is **authorized** to begin;

4. The date, if known, that **authority to administer epinephrine through the delivery system** ~~the administration of the medication~~ is to cease;

5. Acknowledgment that the prescriber has determined that the student is capable of possessing and using the **delivery system** ~~auto injector~~ appropriately and has provided the student with training in the proper use of the **delivery system** ~~auto injector~~;

6. Circumstances in which the **delivery system** ~~auto injector~~ should be used;

7. Written instructions that outline procedures school personnel should follow in the event the student is unable to administer **epinephrine through** the **delivery system** ~~anaphylaxis medication~~, or the medication does not produce the expected relief from the student's anaphylaxis;

8. Any severe adverse reactions that may occur to the **student** ~~child~~ using the **delivery system** ~~auto injector~~ and that should be reported to the prescriber;

9. Any severe adverse reactions that may occur to another **student** ~~child~~ for whom the **delivery system** ~~auto injector~~ is not prescribed should such a **student** ~~child~~ receive a dose of the **epinephrine** ~~medication~~;

10. At least one emergency telephone number for contacting the prescriber in an emergency;

11. At least one emergency telephone number for contacting the parent, guardian, or other person having care or charge of the student in an emergency;

12. Any other special instructions from the prescriber.

B. The school principal and school nurse assigned to the student's building has received copies of the written approvals required by division A. of this section of the policy.

C. The school principal or, if a school nurse is assigned to the student's school building, the school nurse has received a back-up **epinephrine delivery system** ~~dose of the anaphylaxis medication~~ from the parent, guardian, or other person having care or charge of the student, or, if the student is not a minor, from the student.

D. Whenever a student possesses an **epinephrine delivery system** ~~auto injector~~ at school or at any activity, event, or program sponsored by or in which the student's school is a participant, or whenever a school employee administers **epinephrine** ~~anaphylaxis medication~~ to a student **through an epinephrine delivery system** that was possessed by the student pursuant to the written approval described above, a school employee shall immediately request assistance from an emergency medical service provider.

Immunity from Tort Liability

The District, a member of the Board, or a District employee shall not be liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a District employee's prohibiting a student from using an **epinephrine delivery system** ~~auto injector~~ because of the employee's good faith belief that the conditions of divisions A. and B. of this section had not been satisfied.

The District, a member of the Board, or a District employee shall not be liable in damages in a civil action or injury, death, or loss to person or property allegedly arising from a District employee's permitting a student to use an **epinephrine delivery system** ~~auto injector~~ because of the employee's good faith belief that the conditions of divisions A. and B. of this section had been satisfied.

When the District is required to permit a student to possess and use an **epinephrine delivery system** ~~auto injector~~ because the conditions of divisions A. and B. of this section have been satisfied, the District, any member of the Board, or any District employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from the use of the **epinephrine delivery system** ~~auto injector~~ by a student for whom it was not prescribed.

The District, a member of the Board, or a District employee or contractor is not liable in damages in a civil action for injury, death, or loss to person or property that allegedly arises from an act or omission associated with procuring, maintaining, accessing, or using an epinephrine **delivery system** ~~auto injector~~, unless the act or omission constitutes willful or wanton misconduct.

Nothing in this policy eliminates, limits, or reduces any other immunity or defense that the District, any member of the Board, or any District employee may be entitled to under O.R.C. Chapter 2744, any other provision of the Revised Code, or the common law of the state.

LEGAL REFS: O.R.C. §§3313.716; 3313.718; 3313.7110

Adopted: ~~August 1, 2017~~

PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period of time determined appropriate by the person imposing the prohibition.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

Suspension from Extra-Curricular Activities

Before being suspended, the person considering the suspension shall provide the student with the following:

A. Written notice of the intention to suspend and the reasons for the intended suspension; and

B. An opportunity to appear at an informal hearing before a person authorized to suspend a student from any or all extra-curricular activities, to challenge the reason for the suspension, or to otherwise explain the student's actions.

If a suspension is imposed, the student will receive written notice of the suspension, including the reasons and the date the suspension begins and the date it ends.

The student may appeal the decision of an assistant principal, teacher, coach or activity advisor to his/her building principal. The decision of the principal on such an appeal shall be final.

If a building principal, rather than another staff member, initiates the removal of a student from extracurricular activities, the student may appeal the initial decision of the principal to the superintendent. The decision of the superintendent shall be final.

If not posted on the District's website, this policy shall be posted in a central location in each school building and will be available to students upon request.

LEGAL REFS: O.R.C. §3313.664

Adopted: ~~April 21, 2020~~

DIABETES CARE

The Board shall ensure that each student enrolled in the District who has diabetes receives appropriate and needed diabetes care in accordance with an order signed by the student's treating practitioner. The diabetes care to be provided includes any of the following:

A. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;

B. Responding to blood glucose levels that are outside of the student's target range;

C. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;

D. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;

E. Providing oral diabetes medications;

F. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating practitioner;

G. Following the practitioner's instructions regarding meals, snacks, and physical activity;

H. Administering diabetes medication, as long as the conditions prescribed in the Board policy covering the administering of medication to students are satisfied.

Not later than fourteen (14) days after receipt of an order signed by the treating practitioner of a student with diabetes, the Board shall inform the student's parent, guardian, or other person having care or charge of the student that the student may be entitled to a Section 504 plan regarding the student's diabetes.

Diabetes medication may be administered pursuant to this policy by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care pursuant to this policy. Medication that is to be administered pursuant to this policy may be kept in an easily accessible location.

To ensure that a student with diabetes receives proper diabetes care, the Board may provide training that complies with the guidelines developed under O.R.C. §3313.7110(D) to a school employee at each school attended by a student with diabetes. With respect to any training provided, all of the following apply:

A. The training shall be coordinated by a school nurse or, if the school does not employ a school nurse, a licensed health care professional with expertise in diabetes who is approved by the school to provide the training.

B. The training shall take place prior to the beginning of each school year or, as needed, not later than fourteen (14) days after receipt by the Board of an order signed by the treating practitioner of a student with diabetes.

C. On completion of the training, the Board, in a manner it determines, shall determine whether each employee trained is competent to provide diabetes care.

D. The school nurse or approved licensed health care professional with expertise in diabetes care shall promptly provide all necessary follow-up training and supervision to an employee who receives training.

The principal of a school attended by a student with diabetes or another school official authorized to act on behalf of the principal may distribute a written notice to each employee containing all of the following:

A. A statement that the school is required to provide diabetes care to a student with diabetes and is seeking employees who are willing to be trained to provide that care;

B. A description of the tasks to be performed;

C. A statement that participation is voluntary and that the District will not take action against an employee who does not agree to provide diabetes care;

D. A statement that training will be provided by a licensed health care professional to an employee who agrees to provide care;

E. A statement that a trained employee is immune from liability under O.R.C. §3313.7110(J);

F. The name of the individual who should be contacted if an employee is interested in providing diabetes care.

No employee of a Board shall be subject to a penalty or disciplinary action under school or District policies for refusing to volunteer to be trained in diabetes care. Employees shall not be discouraged from agreeing to provide diabetes care under this policy. The Board may provide training in the recognition of hypoglycemia and hyperglycemia and actions to take in response to emergency situations involving these conditions to both of the following:

1. A school employee who has primary responsibility for supervising a student with diabetes during some portion of the school day; and

2. A bus driver employed by the Board who is responsible for the transportation of a student with diabetes.

A student with diabetes shall be permitted to attend the school the student would otherwise attend if the student did not have diabetes, and the diabetes care specified in this policy shall be provided at the school. A student who has diabetes shall not be restricted from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, guardian, or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

On written request of the parent, guardian, or other person having care or charge of a student and authorization by the student's treating practitioner, a student with diabetes shall be permitted to attend to the care and management of the student's diabetes in accordance with the order issued by the student's treating practitioner if the student's treating practitioner determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on the student's self at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, guardian, or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks. However, if the student performs any diabetes care tasks or uses medical equipment for purposes other than the student's own care, the Board may revoke the student's permission to attend to the care and management of the student's diabetes.

A licensed health care professional shall be permitted to provide training to a school employee or to supervise the employee in performing diabetes care tasks. Nothing in this policy diminishes the rights of eligible students or the obligations of the District under the "Individuals with Disabilities Education Act," 20 U.S.C. 1400 *et seq*., Section 504 of the "Rehabilitation Act," 29 U.S.C. 794, or the "Americans with Disabilities Act," 42 U.S.C. 12101 *et seq*.

A school employee shall not be subject to disciplinary action under school or District policies for providing care or performing duties under this policy.

~~Not later than the last day of December of each year, the Board shall report to the Department of Education and Workforce both of the following:~~

~~1. The number of students with diabetes enrolled in the District during the previous school year; and~~

~~2. The number of errors associated with the administration of diabetes medication to students with diabetes during the previous school year.~~

LEGAL REFS: O.R.C. §3313.7112

Adopted: ~~September 19, 2017~~

ELECTRONIC COMMUNICATION DEVICES

For purposes of this policy, electronic communication devices ("ECDs") means any device that is powered by batteries or electricity and that is capable of receiving or transmitting communications from or to another ECD or person. An ECD includes, but is not limited to a cellular telephone. A student has no expectation of privacy in the use of an ECD on District property.

The possession and use of cellular telephones by students is prohibited during the instructional day, unless otherwise authorized by the student's teacher or an administrator for purposes of student learning or to monitor or address a health concern, or unless a student's individualized education plan or 504 plan permits such use.

If a student brings a cellular telephone to school, it must be kept in his/her assigned locker during school hours, unless otherwise specified by an administrator or a teacher. The need for a **health concern** ~~"health concern"~~ to be monitored or addressed during the instructional day through the use of an ECD, including a cellular telephone, must be affirmed with a written statement from the student's physician providing that such use is required, which must be submitted to the student's building principal for authorization. Students may use ECDs, including cellular telephones, in accordance with the building's comprehensive emergency management plan if permitted thereunder. Students are permitted to access and use cellular telephones while on school buses with the permission of the school bus driver or a District staff member, and during extracurricular activities occurring outside of the instructional day.

Use of ECDs must comply with state and federal law, Board Policy, and the Student Code of Conduct.

No student shall use an ECD to record images, video or audio of another student or staff member without the express permission of the person being recorded. ECDs shall not be used to record images, video, or audio at any time or place on District property where a reasonable expectation of privacy exists, such as in locker rooms, bathrooms, shower facilities, or any other place where persons may be found in a state of undress.

Students are prohibited from using ECDs to facilitate academic dishonesty by way of recording and/or transmitting test materials or information.

Violations of this policy may result in the ECD being confiscated. A confiscated ECD will only be returned to the student or the student's parent or guardian at the end of the school day. A student who violates this policy may also be subject to discipline, including suspension and/or expulsion, and/or may have the privilege of using an ECD suspended or revoked.

If, in the judgment of the student's building administrator, a violation of this policy potentially constitutes an illegal act, the ECD may be provided to law enforcement.

As with any other item of personal property, students are solely responsible for the safety and security of their own ECDs.

This policy shall be made publicly available~~, posted in a central location in each school building,~~ and posted prominently on the District's publicly accessible website. ~~This policy shall be reviewed annually by the Board, which shall consider any revisions it deems necessary, consistent with Ohio law.~~

LEGAL REF.: O.R.C. §3313.753

Adopted: ~~October 21, 2025~~

EXTRACURRICULAR ACTIVITIES

The Board of Education believes that student activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The Board believes that school citizenship, as reflected in student activities, is a measure of the achievement of important school goals. The Board recognizes that the greatest values to be derived from both curricular and extracurricular student school activities occur when such activities are developed and encouraged through participation among, or the knowledge of, the student body, interested members in the community, and school staff.

The Board further believes that any program of student activities should:

A. Require all student participation to be on a voluntary basis;

B. Require that student activity funds should be used for purposes which benefit the student body of the school;

C. Require that the management of student activity funds be the direct responsibility of the advisor in conjunction with the Treasurer's office and the building principal; and

D. Permit the formation of student clubs, and other student groups organized to promote or pursue specialized athletic, social service, social activities, arts, and government.

District-Sponsored Activities

The Superintendent shall ensure that the planning, conduct, and evaluation of all extracurricular activities are in compliance with equal opportunity law and Board policies. Students are to be informed of all extracurricular activities and the requirements for participation.

Professional staff members may be employed as advisors by means of a supplemental contract based on the recommendation of the Superintendent and subject to the approval of the Board.

District-Sanctioned Activities

In addition to extracurricular activities it sponsors, the Board may, from time to time, choose to permit certain activities which are not part of the regular extracurricular program of the District but which can benefit those students who wish to participate. Although permitting an activity, the Board:

A. Will not assume any responsibility for its planning, conduct, or evaluation;

B. Will not provide other resources.

The Board may make facilities available in accordance with its policy governing the use of school facilities.

No organization may use the name of the District or any other name which would associate the activity with the District without the consent of the Board. Requests for such consent must be submitted to the Superintendent and receive his/her recommendation prior to consideration by the Board.

Loss of Instructional Time

Approved student activities that require the loss of instructional time shall be kept to a minimum. District personnel shall not schedule activities at times that interfere with classroom instruction unless it is reasonably necessary. The Superintendent or designee may approve such activities if in his/her judgment:

A. The benefits of the activity cannot be obtained within the scheduled instructional program.

B. The activity contributes to the development of important skills or interests of the students involved.

C. The total length of time does not impair the curricular achievement of the students involved.

D. The students are given the opportunity and the responsibility for making up work.

E. The experiences cannot be obtained outside of regular school hours.

The Superintendent or designee shall review and may approve requests for student participation in activities scheduled during the school day by organizations and agencies other than those of the Board. Consideration shall be given to the activity as it relates to the learning experiences of students.

Pursuant to O.R.C. §3301.60, the District shall facilitate the opportunity for students who are children of military families who have transferred from another state (the "sending state") to be included in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

"Extracurricular Activity" Defined

Pursuant to O.R.C. §3313.537, an "extracurricular activity" is a student activity program that the District operates which is not included as a graded course of study, including an interscholastic

extracurricular activity that the District sponsors or participates in and that has participants from more than one school or school district.

Participation of Chartered or Nonchartered Nonpublic School Students

If a student who is enrolled in a chartered or nonchartered nonpublic school, is enrolled in a community school established under Chapter 3314 of the Ohio Revised Code, or is enrolled in a science, technology, engineering, and mathematics ("STEM") school established under Chapter 3326 of the Ohio Revised Code, would otherwise be entitled to attend school in the District pursuant to O.R.C. §§3313.64 or 3313.65, the Superintendent shall afford such student the opportunity to participate in those extracurricular activities that the student's chartered or nonchartered nonpublic school does not offer. The opportunity to participate shall be offered at the District school to which the student would otherwise be assigned by the Superintendent under O.R.C. §3319.01 during the school year.

The Superintendent may afford any student enrolled in a chartered or nonchartered nonpublic school, a community school, or a STEM school, who is not entitled to attend school in the District under O.R.C. §§3313.64 or 3313.65, the opportunity to participate in an extracurricular activity offered by the District, if the nonpublic school in which the student is enrolled does not offer the extracurricular activity and either of the following apply:

(1) The extracurricular activity is not interscholastic athletics or interscholastic contests or competition in music, drama, or forensics.

(2) The extracurricular activity is in an interscholastic athletic or interscholastic contest or competition in music, drama, or forensics. In order to participate, the student shall seek to participate at either the school district in which the student's nonpublic school is located or the school district in which the student is entitled to attend school under O.R.C. §3313.64 or §3313.65, so long as the chosen district offers the extracurricular activity.

If the student seeks to participate at the school district in which the student's nonpublic school is located, both of the following shall apply.

(a) The superintendent of the school district in which the student is entitled to attend school must certify that the student has not participated in any extracurricular activity that is in an interscholastic athletic or interscholastic contest or competition in music, drama, or forensics at that school district during that school year. If the student has participated in such an extracurricular activity at that school district during the school year, the student shall be ineligible to participate in the extracurricular activity at the school district in which the student's nonpublic school is located for that school year.

(b) The superintendent of the school district in which the student is entitled to attend school and the superintendent of the school district in which the student is seeking to participate must mutually agree, in writing, to allow the student to participate in the extracurricular activity at the school district in which the student's nonpublic school is located.

Chartered or nonchartered nonpublic school students, community school students, and STEM school students afforded the opportunity to participate in any of the District's extracurricular activities must be of the appropriate age and grade level, as determined by the Superintendent, for the school that offers the extracurricular activity. Such students must fulfill the same academic, nonacademic, and financial requirements as any other participant in the District's extracurricular activities.

No student who is enrolled in the District shall be denied the opportunity to participate in interscholastic athletics offered solely because the student is participating or has participated in the college credit plus program under Chapter 3365 of the Ohio Revised Code, so long as the student fulfills all other academic, nonacademic, and financial requirements that are not related to participation in the program.

Additionally, no student who is enrolled in a community school, STEM school, or nonpublic school or who is receiving home education shall be denied the opportunity to participate in interscholastic athletics at the District school in which the student is entitled to attend school under O.R.C. §3313.64 or §3313.65 solely because of participation in the college credit plus program, so long as the student meets the applicable requirements under O.R.C. §3313.537, §3313.5311, or §3313.5312 and fulfills all other academic, nonacademic, and financial requirements that are not related to participation in the program.

Foreign Student Participation in Interscholastic Athletics

Any student from a country or province outside the United States, who attends school in the District, shall be permitted to participate in interscholastic athletics at that school on the same basis as students who are residents of Ohio, so long as the student holds an F-1 visa issued by the U.S. Department of State. Such a student shall not be denied the opportunity to participate in interscholastic athletics solely because the student's parents do not reside in this state.

Transfer Students

The same rules for participation in interscholastic athletics shall apply to students transferring into the District, regardless of the whether the student is transferring from a public or non-public school.

Participation in Interscholastic Athletics By Unenrolled Student Victims

The Superintendent may afford any home education student, regardless of whether such student resides within the District, the opportunity to participate in interscholastic athletics at a District school if the student was subject to any of the following by a school official, employee, or volunteer or another student from the district in which the student is participating in interscholastic athletics:

1. Harassment, intimidation, or bullying;

2. An offense of violence or importuning (R.C. 2907.07) (or an attempt to commit either), for which the school official, employee or volunteer, or another student has been either of the following:

    a. Charged with, indicted for, convicted of, or pled guilty to committing;

    b. Alleged to be or is adjudicated a delinquent child for committing.

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

Participation in Extracurricular Activities by Neighboring School Students

A "neighboring school" means any of the following:

1. A high school operated by the Board, other than the high school in which the student is enrolled;

2. A high school operated by a school district that directly borders the District;

3. If the District borders Lake Erie, a high school operated by an island school district;

4. Any other public high school (community school or STEM school) that is located within the territory of either the District or a school district that directly borders the District.

A student who is enrolled in a neighboring school that does not offer a specific extracurricular activity may petition to participate in that activity if offered by a District high school. In order to participate in any extracurricular activity, the student shall be of the appropriate age and grade level, as determined by the District Superintendent, and shall fulfill the same academic, nonacademic, and financial requirements as any other participant, including trying out for a position on any activity.

A neighboring school student may petition to participate in an extracurricular activity by submitting a request in writing to the District Superintendent, using forms which will be made available in the District's administrative office.

Both the superintendent of the school district in which the student is enrolled and the neighboring school's superintendent or chief administrative officer must approve, in writing, the student's participation in the extracurricular activity. The superintendent of the school district in which the student is enrolled must also certify that the student has not participated in the extracurricular activity at that school district during that school year.

If the student is enrolled in a school district that operates multiple high schools, the student must first petition to participate in an extracurricular activity at another high school operated by the district if one offers the activity. If a student is not approved to participate in an activity at another school operated by the student's district, the student may petition to participate in the extracurricular activity at the District.

A student shall not participate in the same extracurricular activity at more than one high school operated by a school district or other public high school in any one school year.

If a high school operated by a school district or other public high school participates in any regular season contest for an extracurricular activity and subsequently ceases offering that activity before the conclusion of the activity's season, a student enrolled in that school is not eligible to petition to participate in that activity until the next school year.

A student is not eligible to petition to participate in an extracurricular activity solely because the school in which the student is enrolled does not offer the competition level at which the student wishes to participate, such as a varsity, junior varsity, or freshman team.

LEGAL REFS.: O.R.C. §§3301.60; 3313.53; 3313.5311; 3313.5313; 3313.5314; 3313.5316; 3313.537; **3313.5321**

Adopted: ~~March 17, 2026~~

Neighboring School Student
Petition to Participate in an Extracurricular Activity

R.C. 3313.5321

A student who is enrolled in a neighboring school that does not offer that extracurricular activity may petition to participate in the activity in [DISTRICT].

Instructions

1. This petition applies only to the school year identified below. A new petition must be submitted for each subsequent school year.

2. If the student's enrolled school district operates more than one high school, the student must first petition to participate at that other high school within the district if it offers the extracurricular activity.

3. A student is not eligible to petition to participate in an extracurricular activity solely because the school in which the student is enrolled does not offer the competition level at which the student wishes to participate, such as a varsity, junior varsity, or freshman team.

4. Submission of this petition does not guarantee approval. Requests must be approved by the [DISTRICT] Superintendent and the school in which the student is currently enrolled. The student must be of the appropriate age and grade level, as determined by [DISTRICT]'s Superintendent, and fulfill the same academic, nonacademic, and financial requirements as any other participant, including trying out for a position on any activity.

5. Pursuant to R.C. 3313.5321(B)(2), the superintendent or chief administrative officer of the school in which the student is enrolled must certify that the student has not participated in the requested extracurricular activity at the student's enrolled school during the requested school year. If this certification cannot be made, the student is not eligible to participate under this petition. The petition must include documentation from the superintendent (or chief administrative officer) of the student's enrolled school on school letterhead.

6. The student is required to comply with all [DISTRICT]'s applicable Board policies and the Student Code of Conduct.

Student Information

Student Name: _____

Date of Birth: _____ Grade During Requested School Year: _____

Address: _____

Parent/Guardian: _____

Phone: _____ E-mail: _____

Requested School Year of Participation: _____

High School in which the Student is/will be Enrolled for the Requested School Year:

_____

Requested Extracurricular Activity: _____

Eligibility Information (check all that apply):

☐ My enrolled school does not offer this extracurricular activity.
☐ My enrolled school district operates only one high school.
☐ My enrolled school district operates multiple high schools.*

*If multiple high schools are operated by your district:
Alternate high school petitioned: _____
Date petition submitted: _____
Outcome: ☐ Approved ☐ Denied (attach documentation)

Student and Parent Certification:

I certify that the information provided is true and accurate. I understand that this petition applies only to the requested school year identified above. I understand that submission of this petition does not guarantee approval or participation and that I am subject to the same academic, nonacademic, and financial requirements as any other participant enrolled in **[DISTRICT]**.

Student Signature:

_____ Date: _____

Parent/Guardian Signature:

_____ Date: _____

District Use Only:

Date Received: _____ Received By: _____

Neighboring School Student
Extracurricular Participation
Superintendent / Chief Administrative Officer Approval Form

R.C. 3313.5321

Instructions

Both the Superintendent/Chief Administrative Officer of the student's enrolled school and the Superintendent/Chief Administrative Officer of the neighboring school in which the student seeks to participate in the extracurricular activity ("receiving school") must complete this form. Any approval for participation applies only to the requested school year.

Requested School Year: _____

Student Name: _____

Requested Extracurricular Activity: _____

Part I – Enrolled School Superintendent/Chief Administrative Officer

Enrolled District/School: _____

Name: _____ Signature: _____ Date: _____

Decision: ☐ Approved* ☐ Denied

* By approving this request, I certify that the student has not participated in the extracurricular activity at the enrolled school district during the requested school year.

Comments: _____

Part II - Receiving School Superintendent/Chief Administrative Officer

Receiving District/School: _____

Name: _____ Signature: _____ Date: _____

Decision: ☐ Approved ☐ Denied

Comments: _____

INVESTMENT POLICY

This investment policy applies to all financial assets of the Board of Education, including any state and federal funds that it holds. The Treasurer is the investment officer for the Board, responsible for the purchase and sale of investments, and the carrying out of this investment policy. The Treasurer shall routinely monitor the contents of the Board's investment portfolio, the available markets and relative value of competing investments, and will adjust the portfolio accordingly. The Treasurer shall make investments on behalf of the Board with judgment and care under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The Treasurer is responsible for the safekeeping of all documents evidencing a deposit or investment acquired by the Treasurer under this policy.

Classification of Moneys Held by the Board

The Ohio Revised Code requires the classification of moneys held by the Board into three categories:

1. Active Deposits

   A public deposit necessary to meet current demands on the District's treasury. Such moneys shall only be deposited in accounts permitted by Ohio law.

2. Interim Deposits

   Public moneys in the treasury of the District or any subdivision after the award of inactive deposits has been made in accordance with section 135.07 of the Revised Code, which moneys are in excess of the aggregate amount of the inactive deposits as estimated by the Board prior to the period of designation and which the Treasurer or Board finds should not be deposited as active or inactive deposits for the reason that such moneys will not be needed for immediate use but will be needed before the end of the period of designation.

3. Inactive Deposits

   A public deposit other than an interim deposit or active deposit.

Objectives

The primary objectives, in order of priority, of the Board's investment activities shall be:

1. Safety

   Investments of the Board shall be undertaken in a safe manner that seeks to ensure the preservation of capital in the overall portfolio. "Safety" is defined as the certainty of receiving the full par value plus accrued interest upon final maturity of the security. At no time shall the safety of the portfolio's principal investment be impaired or jeopardized. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

2. Liquidity

   The Board's investment portfolio shall remain sufficiently liquid to enable it to meet all operating requirements that might be reasonably anticipated while avoiding unreasonable and avoidable risks. Portfolio liquidity is defined as the ability to sell a security on short notice at or near the par value of the security.

3. Yield

   The Board's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account this investment policy, the various investment vehicles available to the Board, and the cash flow characteristics of the portfolio.

Authorized Financial Dealers and Institutions

1. All investments, except for investments in securities described in Paragraphs 5 and 6 under "Authorized Investments," shall be made only through a member of the financial industry regulatory authority ("FINRA"), or be associated with a bank, savings bank, or savings and loan association regulated by the Superintendent of Financial Institutions, the Comptroller of Currency, the Federal Deposit Insurance Corporation, or the Board of Governors of the Federal Reserve System.

2. All financial institutions and broker/dealers described above that desire to become qualified suppliers of investment transactions to the Board must provide the Treasurer with audited annual financial statements, proof of good standing with the Comptroller of Currency or State banking regulators or FINRA certification, proof of Ohio registration, and biographical and regulatory information on the

persons who are the primary contact with the entity. All entities conducting investment business with the Treasurer or Board shall sign this investment policy. All brokers, dealers, and financial institutions described in O.R.C. §135.14(M) initiating transactions with the Treasurer or Board by giving advice or making investment recommendations shall sign this investment policy acknowledging their agreement to abide by the policy's contents. All such brokers, dealers, and financial institutions executing transactions initiated by the Treasurer or Board, having read the policy's contents, shall sign the investment policy thereby acknowledging their comprehension and receipt.

Retaining an Investment Advisor

In making investments authorized by this policy and Ohio law, the Board may retain the services of (1) an investment advisor licensed by the Division of Securities under O.R.C. §1707.141 or registered with the Securities and Exchange Commission, and who possesses experience in public funds investment management, specifically in the area of state and local government investment portfolios; or (2) an eligible institution under O.R.C. §135.03.

Ethics Standards

All participants in the investment process shall act responsibly as custodians of the public trust and avoid any transactions that might impair public confidence in the Board. Persons involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, impair their ability to make impartial investment decisions, or which is otherwise prohibited by law. Employees and investment consultants shall disclose to the Board any material financial interests they may have in financial institutions that conduct business within the District and any large personal financial or investment positions that could be related to, or affected by, the performance of the Board's portfolio. All employees, officers, and investment consultants to the Board shall subordinate their personal investment transactions to those of the Board, particularly with regard to the timing of purchases and sales.

Authorized Investments

A. The Treasurer may invest any part or all of its interim moneys in any of the following types of securities:

1. United States Treasury notes, bills, bonds, or any other obligation or security issued by the United States Treasury, or any other obligation guaranteed as to principal and interest by the United States.

2. Bonds, notes, debentures, or other obligations or securities issued by any federal government agency or instrumentality, including but not limited to the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit

Bank, Federal Home Loan Mortgage Association, and Government National Mortgage Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities.

3. Interim deposits in duly authorized depositories of the Board, provided those deposits are properly insured or collateralized as required by law.

4. Bonds and other obligations of the State of Ohio, or the political subdivisions of this state, provided that, with respect to bonds or other obligations of political subdivisions, all of the following apply:

   (a) The bonds or other obligations are payable from general revenues of the political subdivision and backed by the full faith and credit of the political subdivision.

   (b) The bonds or other obligations are rated at the time of purchase in the three highest classifications established by at least one nationally recognized standard rating service and purchased through a registered securities broker or dealer.

   (c) The aggregate value of the bonds or other obligations does not exceed twenty percent of interim moneys available for investment at the time of purchase.

   (d) The treasurer or governing board is not the sole purchaser of the bonds or other obligations at original issuance.

   No investment shall be made under this policy unless the treasurer has completed additional training for making them. The type and amount of additional training shall be approved by the treasurer of state and may be conducted by or provided under the supervision of the treasurer of state.

5. No-load money market mutual funds rated in the highest category at the time of purchase by at least one nationally recognized standard rating service or consisting exclusively of securities described in paragraphs 1 and 2 of this Section and repurchase agreements secured by such obligations, provided all such investments under this paragraph shall be made with a bank or savings and loan association eligible to be a depository for public funds of Ohio subdivisions, and provided further that any such funds meet the requirements of Chapter 135 of the Revised Code, including that such funds not include any investment in a derivative.

6. Ohio's Subdivision Fund.

7. Written repurchase agreements with any eligible institution or dealer by which the Treasurer agrees to purchase and the institution or dealer agrees unconditionally to repurchase, any security listed in paragraphs 1 through 5 above, except certain letters of credit described in O.R.C. §135.18(B)(2). Such written repurchase agreements shall not exceed 30 days, and the market value of securities subject to a written repurchase agreement must exceed the principal value of the agreement by at least two percent and be marked to market daily. Institutions and dealers participating in such agreements must provide the Treasurer with the information set forth in O.R.C. §135.14(E).

B. In addition to the investments authorized above, the Treasurer may invest interim moneys in certificates of deposit in accordance with all of the following:

1. The interim moneys initially are deposited with an eligible public depository described in O.R.C. §135.03 and designated by the Board as a public depository for interim moneys.

2. The eligible public depository invests the interim moneys in certificates of deposit of one or more federally insured banks, savings banks, or savings and loan associations. The full amount of principal and accrued interest shall be insured by federal deposit insurance.

3. The public depository acts as custodian of the certificates of deposit.

4. In the event of a redeposit as authorized by law, on the same date the public moneys are redeposited by the public depository, the public depository may, in its sole discretion, choose whether to receive deposits, in any amount, from other banks, savings banks, or savings and loan associations.

5. The public depository provides to the Treasurer a monthly account statement that includes the amount of its funds deposited and held at each bank, savings bank, or savings and loan association for which the public depository acts as custodian.

C. In addition to the above, the Treasurer, upon the deposit of interim moneys with, or the award of active or inactive deposits to, an eligible public depository described in O.R.C. §135.03 and designated by the Board as a public depository, may authorize the public depository to arrange for the deposit of public moneys in accordance with the following conditions:

1. The public depository, on or after the date the public moneys are received, arranges for the redeposit of the moneys into deposit accounts in one or more

federally insured banks, savings banks, or savings and loan associations that are located in the United States, and acts as custodian of the moneys deposited or redeposited under this section.

2. If the amount of the public moneys deposited with and held at the close of business by the public depository exceeds the amount insured by the federal deposit insurance corporation, the excess amount is subject to the pledging requirements described in O.R.C. §135.18 or §135.181.

3. The full amount of the public moneys redeposited by the public depository into deposit accounts in banks, savings and loan associations, plus any accrued interest, is insured by the federal deposit insurance corporation.

4. On the same date the public moneys are redeposited by the public depository, the public depository may, in its sole discretion, choose whether to receive deposits, in any amount, from other banks, savings banks, or savings and loan associations.

5. The public depository provides to the Treasurer an account statement at least monthly and access to daily reporting that include the amount of its funds deposited and held at each bank, savings bank, or savings and loan association for which the public depository acts as a custodian pursuant to this section.

D. In addition to the investments authorized above in paragraphs 1-7, the Board, by a two-thirds vote of its members, may authorize the Treasurer to invest up to 40% of the interim moneys of the Board available for investment at any one time in either of the following:

1. Commercial paper notes issued by any entity that is defined in O.R.C. §1706.01(K) and has assets exceeding $500 million, and to which notes all of the following apply:

   a. The notes are rated at the time of purchase in the highest classification established by at least two nationally-recognized standard rating services;

   b. The aggregate value of the notes does not exceed ten percent of the aggregate value of the outstanding commercial paper of the issuing corporation;

   c. The notes mature no later than two hundred seventy days after purchase.

   d. The investment in commercial paper notes of a single issuer shall not exceed in the aggregate five percent of interim moneys available for investment at the time of purchase.

2. Bankers' acceptances of banks that are members of the federal deposit insurance corporation and that mature no later than one hundred eighty days after purchase.

The Board shall not authorize such an investment unless the Treasurer has completed additional training for making this type of investment. The type and amount of such training shall be approved and may be conducted by or provided under the supervision of the auditor of state.

The Treasurer shall prepare annually and submit to the Board, the director of education and workforce, and the auditor of state, on or before the 31st day of August, a report listing each investment made pursuant to this provision during the preceding fiscal year. The report shall include the income earned from such investments, fees and commissions paid, and any other information required by the Board, the director, and the auditor of state.

Maximum Maturities

To the extent possible, the Board will attempt to match its investments with anticipated cash flow requirements. No investment shall be made unless the Treasurer, at the time of making the investment, reasonably expects it can be held to its maturity. Except as set forth in paragraph 7 above, any interim deposit investment made must mature within five years from the date of settlement, unless the investment is matched to a specific obligation or debt of the subdivision.

Safekeeping and Custody

Any securities may be deposited for safekeeping with a qualified trustee defined in O.R.C. §135.18, except the delivery of securities acquired under any repurchase agreement under this policy shall be made to a qualified trustee, provided, however, that the qualified trustee shall be required to report to the Treasurer, Board, auditor of state, or an authorized outside auditor at any time upon request as to the identity, market value, and location of the document evidencing each security, and that if the participating institution is a designated depository of the subdivision for the current period of designation, the securities that are the subject of the repurchase agreement may be delivered to the Treasurer or held in trust by the participating institution on behalf of the subdivision. Interest earned on any investments of deposits authorized by this section shall be collected by the Treasurer and credited by the Treasurer to the proper fund of the subdivision.

Prohibited Investment Practices

In addition to any other prohibitions in the Revised Code, the Board shall not:

1. Contract to sell securities that have not yet been acquired on the speculation that prices will decline;

2. Make any investment in "derivatives" as defined in O.R.C. §135.14(C);

3. Invest in a fund established by another public body for the purpose of investing public money of other subdivisions unless the fund is either: (a) STAROhio, or (b) a fund created solely for the purpose of acquiring, constructing, owning, leasing, or operating municipal utilities as authorized under O.R.C. §715.02 or Section 4 of Article XVIII of the Ohio Constitution;

4. Enter into reverse repurchase agreements;

5. Issue taxable notes for the purchase of arbitrage;

6. Leverage current investments as collateral to purchase other assets;

7. Invest in stripped principal or interest obligations of otherwise eligible obligations; or,

8. Invest in any security that the Treasurer, at the time of making the investment, does not reasonably think can be held until its maturity.

Education

The Treasurer shall participate in any beginning and/or continuing education training programs sponsored by the state treasurer or the state auditor in which the Treasurer is required to participate pursuant to O.R.C. §§117.44, 135.22 and 733.27. Through the Treasurer's participation in those programs, the Treasurer shall develop an enhanced background and working knowledge in investment, case management, and ethics.

Internal Controls

The Treasurer shall develop and maintain procedures of the operation of the District's investment program in accordance with this investment policy. These procedures shall be designed to prevent loss of the District's funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions.

Reporting

The Treasurer shall maintain a current inventory of all investments including, but not limited to:

1. Description of each security;
2. Cost;
3. Par value;
4. Expected market value, or if available, current market value;

5. Beginning, maturity and settlement dates;
6. Rates; and,
7. The names of any persons conducting transactions on behalf of the Board.

The Treasurer shall also prepare and distribute quarterly (or more frequently if requested by the Board) a list of all investments, including all of the above described information and a report on investment activity and returns as required by law.

Non-Binding Arbitration

The Treasurer may enter into a written investment or deposit agreement that includes a provision under which the parties agree to submit to nonbinding arbitration (but not binding arbitration) to settle any controversy that may arise out of that agreement so long as such provision meets the requirements of the Revised Code and is specifically approved by the Board.

The arbitration provision shall be set forth entirely in the agreement, and the agreement shall include a conspicuous notice to the parties that any party to the arbitration may apply to the court of common pleas of the county in which the arbitration was held for an order to vacate, modify, or correct the award. Any such party may also apply to the court for an order to change venue to a court of common pleas located more than 100 miles from the county in which the Treasurer or government board is located.

Investment Policy Adoption

This investment policy shall be filed in the office of the auditor of state. The policy shall be reviewed on an annual basis by the Board or a committee designated by it and any modifications made thereto must be approved by the Board and, upon adoption, filed in the office of the auditor of state.

LEGAL REFS.: O.R.C. §§135.14; 135.142; 135.145

Adopted: April 18, 2023

CERTIFICATION OF READING, UNDERSTANDING AND ACCEPTANCE

The undersigned, _____, hereby certifies that it has read, understands, and will accept and abide by this investment policy and the relevant provisions of the Revised Code in its dealings with the Board; that it understands that binding arbitration provisions are not permitted and that any nonbinding arbitration provisions governing its relationship with the Board must be expressly approved by the Board; and that the officer signing this Certification is authorized to do so on behalf of the undersigned.

_____

By:_____

Title:_____

Date:_____, 20_____

DISPOSAL OF PROPERTY

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

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

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

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

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

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

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

Private Sale or Waste Removal of Personal Property

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

1. Whether the property is needed and regularly used;

2. Whether the property can be repaired;

3. Whether replacement parts for the property are readily available;

4. The cost efficiency of repairing the property versus replacing it;

5. Whether retaining the property creates a health or safety hazard;

6. The likelihood of the property being sold for more than a nominal sum.

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

Donating Board Property

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

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

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

After adoption of the resolution, the Board shall continually post, in the Board's office and on its website, notice of its intent to donate school district property that is unneeded, obsolete, or unfit for use to eligible nonprofit organizations.

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

The Board or its representative also shall maintain a list of all District property the Board finds to be unneeded, obsolete, or unfit for use and to be available for donation. The list shall be posted continually in a conspicuous location in the Board's office and on its website. An item of property on the list shall be donated to the eligible nonprofit organization that first declares to the Board or its representative its desire to obtain the item, unless the Board previously has established, by resolution, a list of eligible nonprofit organizations that shall be given priority with respect to the item's donation. Priority may be given on the basis that the purposes of a nonprofit organization have a direct relationship to specific District purposes of programs

provided or administered by the Board. A resolution giving priority to certain nonprofit organizations with respect to the donation of an item of property shall specify the reasons why the organizations are given that priority.

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

LEGAL REFS.: O.R.C. §3313.41

Adopted: ~~December 12, 2023~~

RECORDS RETENTION AND DISPOSAL SCHEDULE

The orderly acquisition, storage and retention of District records is essential for the overall efficient and effective operation of the District. State law establishes a District Records Commission to govern matters pertaining to District records, their retention and disposal in accordance with O.R.C. §149.41.

Pursuant to Ohio law, the District Records Commission (the "Commission") shall consist of the Board President, Treasurer, and Superintendent**, or their designees**. The Board President**/designee** shall serve as chairperson of the Commission. The Treasurer**/designee** shall serve as secretary of the Commission. The members of this Commission shall appoint necessary records officers through the District to carry out the necessary work associated with District records.

In accordance with Ohio law, the Commission shall meet at least once annually to review certificates of records disposal forms (RC-3) as submitted by the records officers. Meetings are to be conducted in accordance with Ohio's Open Meetings Law. Upon the approval of the Commission, such records may be disposed of, pursuant to the following standards:

1. Procedures to dispose of records according to the District's approved General Schedule of Records Retention and Disposition (RC-2) will be initiated annually.

2. For one-time disposals of records separate and distinct from the approved General Schedule of Records Retention and Disposition, the Commission will submit an Application for One-Time Disposal of Obsolete Records (RC-1) to the Ohio History Connection for approval.

3. Records officers will list those eligible, disposable records on the Certificate of Records Disposal (RC-3), in accordance with the District's approved schedule.

4. The Commission shall review the Certificate of Records Disposal forms as submitted, annually.

5. Upon the Commission's approval, the certificates (RC-3) will be forwarded as follows:

   Original - Forward the original to the Ohio History Connection.

   Copies - Keep one copy for the Record Commission files.

   - The Ohio History Connection sends a copy to the State Auditor's office. The District does not need to send a copy to the State Auditor's office.

6. Records shall be destroyed only as directed by the Commission.

A. Description of Forms

RC-1: The RC-1 is a one-time records disposal schedule. It preempts the RC-2 and approval for disposal is limited to the listed documents only. This form is to be used rarely.

RC-2: The RC-2 Form is used to establish the general Schedule of Records Retention and Disposition to be used by the District. It is created and approved by the Commission and then approved by both the Ohio History Connection and the State Auditor's Office.

RC-3: The RC-3 Form is also called the "Certificate of Disposal." This form gives notice as to when records are to be disposed of according to the pre-approved general Schedule of Records Retention (RC-2). This form serves as notice to the Ohio History Connection and State Auditor's Office that records will be disposed of by the Commission according to the pre-approved general schedule. The Commission prepares and mails the RC-3 to the Ohio History Connection 15 business days prior to disposal.

Procedure

RC-1 Process

1. The Commission approves the Application for One-Time Disposal of Obsolete Records (RC-1) in an open meeting.

2. The Commission forwards the RC-1 Application to the Ohio History Connection for review and approval.

3. The Ohio History Connection forwards the RC-1 Application to the Auditor of State for review and approval.

4. The Ohio History Connection will make a copy and mail it to the Commission for its records and will keep a copy for its own files.

RC-2 Process

1. The Commission approves a General Schedule of Records Retention and Disposition (RC-2) in an open meeting.

2. The Commission forwards the RC-2 General Schedule to the Ohio History Connection for approval.

3. The Ohio History Connection reviews and approves the RC-2 General Schedule if acceptable, and then forwards to the Auditor of State Records Officer in Columbus, Ohio.

4. The Auditor of State Records Officer reviews and approves the RC-2 General Schedule and makes a copy to be maintained in the Columbus office. The original is mailed back to the Ohio History Connection.

5. The Ohio History Connection will make a copy and mail it to the Commission for its records and will keep a copy for its own files.

RC-3 Process

1. The District's Records Officer completes the RC-3 Form when disposal is timely according to the pre-approved RC-2 General Schedule, or the RC-1 Application for One-Time Disposal.

2. The District retains one copy of the RC-3 Form for Commission files and mails the original to the Ohio History Connection.

3. The Ohio History Connection forwards the RC-3 Form to the State Auditor's Office on behalf of the Commission.

4. The Commission waits 15 business days after mailing the RC-3 Form to the Ohio History Connection and then disposes of records according to the approved Schedule.

5. If, for some reason, disposal is not appropriate, the Ohio History Connection will inform the Commission within the 15 business day period established for such a situation.

B. Records Retention and Destruction Schedule (Form RC-2)

100 - BOARD AND ADMINISTRATIVE RECORDS

200 - EMPLOYEE RECORDS

300 - STUDENT RECORDS

400 - BUILDING RECORDS

500 - CENTRAL DEPARTMENT RECORDS

600 - FINANCIAL RECORDS

700 - PAYROLL RELATED RECORDS

800 - REPORTS

900 – GENERAL RECORDS

Symbols Meanings: "After end of fiscal year" means the number of years specified plus the current year.

"Provided Audited" means the record series has been audited by the Auditor of State and the audit report released.

C. ELECTRONIC MAIL

E-mail which meets the definition of a record is to be placed in one of the categories set forth in this Retention and Disposal Schedule. E-mail which is not a record may be deleted immediately when the recipient or sender no longer has a need for it. The category into which e-mail that qualifies as a record is to be placed for retention and disposal will be governed by the information it contains or the purpose the e-mail serves. Further, the content, transactional information, and any attachments associated with the message are considered part of the record to be retained. E-mail which is a record and which cannot be placed into one of the existing categories is to be retained and disposed of according to the schedule set forth in the "900-OTHER" category.

E-MAIL CATEGORIES

Transient Documents: Includes telephone messages, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication.

General Correspondence: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to local and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence policy).

Routine Correspondence: Referral letters, requests for routine information or publications provided to the public and which are answered by standard form letters.

Monthly and Weekly Reports: Document status of on-going projects and issues; advise administrators of various events and issues.

Minutes of Staff Meetings: Minutes and supporting records documenting internal policy decisions.

Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.

LEGAL REFS.: Ohio Department of Education EMIS Manual, Section 2.1.1: Student Enrollment Overview, Version 4.0 (2017)

Adopted: ~~April 17, 2018~~

Schedule Number	Record Title and Description	Retention Period
100	BOARD AND ADMINISTRATIVE RECORDS	
101	Minutes – Official copy of proceedings of regular and special meetings.	Permanent
102	Audio Tapes/DVDs of Minutes – Recording of Board meetings.	2 years
103	Board Meeting Notes – Notes taken during Open Board Meetings used to formulate the minutes.	1 year
104	Agendas – Written outlines of material to be discussed at the Board of Education meetings.	1 calendar year provided audited
105	Board Meeting Packets – Packets prepared for Board members. May include agendas, copies of reports and informational handouts.	Retain until minutes transcribed and approved
106	Administrative Council Notes – Notes from Administrative Council meetings held prior to Board Meeting to review Board agenda and current activity in the District.	1 calendar year
107	Blueprints, Plans, and Maps – Provide detailed description of school facilities and property.	Permanent
108	Deeds, Easements, Leases – Real estate documents of ownership, easements, and property leased by District.	Permanent
109	Board Policy Books and Other Adopted Policies – Governing rules adopted and maintained by Board of Education defining expectations or position on a particular matter and authorizing appropriate action to be taken to establish and maintain those expectations.	1 year after superseded
110	Administrative Regulations – Adoption of the school policy manual which outlines and describes the means by which a policy should be implemented providing for the management of planning, action, and assessment or evaluation.	1 year after superseded
111	Court Decisions – Court proceedings involving the District, excluding claims and litigations.	Permanent
112	Claims and Litigations – Court processing for which the District is being or is suing for damages.	Permanent

Schedule Number	Record Title and Description	Retention Period
113	Administration of Federal and State Categorical Grant Programs – Records relating to the administration of federal and state categorical grant-funded programs. Records may include, but are not limited to: District or school-wide notification/information distributed to parents/legal guardians/students about education opportunities and services; student information (names/eligibility lists, copies of test scores, etc.; staff information (copies of employment applications, payroll/stubs, etc.; budget, inventory of equipment, legal reports, pre- and post-test data, comparability reports, evaluations; promotion of parent/family involvement (Title I parent advisory councils, coordination with other school-based programs and services, etc.).	Retain until completion of State Auditor's examination report or retain for period required by grant or program, whichever is later, then destroy
114	Boundary Records – Official legal description of school district boundaries, educational service center district boundaries, or director district boundaries.	Permanent
115	Grievance Files/Settlements/Arbitration – Documentation of settlements and arbitration, grievances filed by local collective bargaining groups.	10 years
116	Historical Records, Materials and Artifacts that should be retained for Commemorative Events and Displays – Records documenting events or milestones of individual schools, school districts and educational service centers, where these events are not documented in other records (such as board minutes, transcripts, etc.) including but not limited to award lists, baccalaureate and commencement programs, cumulative class rankings, diploma order lists, final grade point summaries, honor roll lists, graduating class history files, student newspapers, yearbooks/annuals.	Permanent
117	Monthly Administrative Reports & Supporting Documentation – Reports submitted monthly by administrators and supervisors on current activity in District associated with Board Agenda.	1 calendar year
118	Elections – Items put on the ballot (tax levy related) regarding the financial support of the District.	10 years

Schedule Number	Record Title and Description	Retention Period
119	Records Retention and Disposition Forms – Records, also called RC-1, RC-2, and RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of an office.	Permanent
120	Bargaining Agreements – Record of Agreements between the Board and recognized local associations of certified and classified staff with regard to wages, hours and other terms of employment including notes taken during the negotiation process.	8 years after superseded
121	Budget Policy Files – Annual budget (tax and appropriation) preparation and documentation.	5 years
122	Workers Compensation Claims – Claims filed by employees due to on the job injury.	10 years after financial payment made
123	Bank Depository Agreements – An agreement between a bank and the District where the bank provides a guaranteed rate of return in exchange for keeping a deposit for a fixed amount of time.	4 years after completion
124	Organization Reports	2 years provided audited
125	Adopted Courses of Study – A comprehensive instructional program serving the educational needs of the students of the District.	Until superseded
126	Adopted Special Education Program – A record of programs provided to children with disabilities identified in accordance with applicable State and Federal laws, rules and regulations. These programs satisfy the requirements of Ohio Educational Agencies Serving Children with Disabilities (Ohio's Operating Standards).	Until superseded
127	Adopted Special Programs – Record of programs made available to the students to enhance their education through a variety of appropriate co-curricular and extra-curricular activities.	Until superseded

Schedule Number	Record Title and Description	Retention Period
128	Photo/Media Release – External Usage – Records documenting permission for non-school entities (such as television/radio stations, newspapers, school photographers, etc.) to use student images. Student images include, but are not limited to, photos, video and audio recordings.	Retain for 6 years after end of school year
129	Photo/Media Release – Denial of permission. Records documenting parent/legal guardian denial of permission for the school/district to use student images recorded during official school activities/events. Includes opting-out.	Retain until end of school year or until superseded, whichever is later, then destroy
130	Photo/Media Release – School District Usage – Records documenting permission for the school/District to use student images recorded during official school activities/events, by staff or students in an official capacity (e.g. school newspaper, annual staff, etc.). Includes annual student identification/class pictures taken by school-contracted photographer. Student images include, but are not limited to, photos, video, and audio recordings.	Retain for 6 years after image/recording no longer being used, then destroy
131	Public Record Requests – Requests for records & documentation that requests were fulfilled.	2 years
132	Organizational Memberships	Until superseded
133	Visitor Log	1 school year
134	Before and After School Child Care (Latchkey) Sign In/Out Sheets	2 years
135	Before and After School Child Care (Latchkey) Receipts and Weekly Reports – Receipts and detail information to back up Treasurer receipts.	4 years provided audited
136	Before and After School Child Care (Latchkey) Registration Forms	2 years
137	Child Care License – Copy of Child Care license issued by ODE required for outside school hours sites. Not required for after school at risk sites.	3 years plus current year provided audited

Schedule Number	Record Title and Description	Retention Period
200	EMPLOYEE RECORDS	
201	Personnel Files (Short-Term Retention) – Documentation of the history and status of the employment relationship with an individual employee (classified, certified, active, and inactive). Includes substitute teachers, coaches, and advisors. Records may include employment applications, performance evaluations, grievances, employment verifications, accident report(s), payroll change sheets, PERS information, exit interview, disciplinary action(s), waiver(s).	Purge and destroy 7 years after employment termination
202	Personnel Files (Long-Term Retention) – Documentation of the history and status of the employment relationship with an individual employee. Includes substitute teachers, coaches, and advisors. Records include: service time, salary history, leaves balances, taxes paid, resignation or retirement letter, retirement information, and waivers.	75 years after employment termination
203	Employee Discipline Records – Records of a series of disciplinary actions leading to improvement of performance or termination from employment.	7 years after termination of employment or case closed, whichever is sooner
204	Comp Time Cards – Accumulated and used comp time cards.	Current fiscal year
205	Drug Test Records – Includes random pool eligibility lists of employees eligible to have random drug screen and drug screening results.	5 years
206	Teacher Lesson Plan Books	End of current school year or until superseded
207	Employee Contracts – Written agreement between the District and the employee.	4 years after termination
208	Professional Conference Applications – Professional leave forms requesting permission to attend professional development activity.	2 years provided audited

Schedule Number	Record Title and Description	Retention Period
209	Irregular Employee Contracts – Written agreement between the District and substitutes and other irregular employees benefits.	4 years after contract expires
210	Unemployment Claims – Invoice maintained by Human Resources for the payment of unemployment claims approved or denied.	5 years provided audited
211	Unemployment Records – Documentation of unemployment records.	5 years
212	Applications (not hired) – Applications submitted of individuals not hired into the District.	2 years provided audited
213	Schedules of Employees	Fiscal year plus 2 years
214	Teacher Personnel Reports (internal)	Fiscal year plus 1 year
215	I-9 Immigration Form – Form I-9 "Employment and Eligibility Verification" for all newly-hired employees to verify their identity and authorization to work in the United States. Per Department of Homeland Security regulation 8 CFR 274a.2.	3 years after date of hire or 1 year after termination, whichever is later
216	Job Descriptions – Description of expectations and responsibilities of each job.	Retain until superseded or obsolete
217	Job Postings – Records documenting the posting and advertisement of employment positions, including, but not limited to, job descriptions, job requirements, application deadline, personnel requisition and compensation range.	2 years
218	LPDC (Local Professional Development Committee) Licensure Records and Staff Summary Reports	Until superseded
219	LPDC (Local Professional Development Committee) Meeting Minutes	10 years

Schedule Number	Record Title and Description	Retention Period
220	Staff Acceptable Use Policy – A form signed by staff agreeing to use the District network responsibly for District-related work.	6 years
221	Staff Profile – Listing including current position, licensure, degree, retirement credit, and contract information.	5 years
222	Annual Training Documentation – Record of trainings includes curricula, test results, materials presented, evaluations, tests administered; certification/hours/ credits/points awarded; sign-in sheets, and attendee lists.	3 years plus current year provided audited
223	Teachers Certificates and Temporary Professional Education Permits	6 years after end of fiscal year, then destroy
224	Employee Handbooks – Handbooks that each employee receives upon being hired.	Until superseded
225	Physician's Report of Work Ability – Physician's report of ability/restrictions for injured employees.	7 years
300	STUDENT RECORDS	
	Student Records (Long Term)	
301	Student Information – Record of student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed.	Permanent
302	Grades/Transcripts – Reports of subjects studied and individual student grades. Retain final grade card each year and final high school transcript. If student withdraws, retain all transcripts.	75 years after graduation, withdrawal, or transfer
303	Individual State Test Results – IOWA, COGAT, OAT, OAA, OGT, OTELA, PSAT, ACT, SAT, PLAN, EXPLORE, OPT, ASVAB, TERRA NOVA, LAS, DIAL, KRA-L, IQ – achievement ability tests.	75 years after graduation, withdrawal, or transfer

Schedule Number	Record Title and Description	Retention Period
304	Foreign Exchange Records – Records of students from foreign countries.	75 years after graduation, withdrawal, or transfer
305	Home Schooled Records – Records of students living within the District that are being schooled from home.	75 years after graduation, withdrawal, or transfer
	Student Records (Short Term)	
306	Registration/Withdrawal Information – Record of each time a student registers or withdraws within the District.	6 years after graduation, withdrawal, or transfer
307	Activity Record – A list of activities students participated in during their high school years.	6 years after graduation, withdrawal, or transfer
308	Student Worker Applications	6 years after graduation, withdrawal, or transfer
309	Discipline Records – Record of discipline that a student has received including Saturday school, suspensions, and expulsions. Record includes notices to parents.	6 years after graduation, withdrawal, or transfer
310	Intervention Records – Intervention Assistance Team notes listing all of the interventions that were tried with a student to help improve academic achievement which may or may not lead to a referral for special education testing. Includes functional behavioral assessments and behavior intervention plans.	6 years after graduation, withdrawal, or transfer
311	Bullying/Harassment Forms – Documentation of bullying/harassment incidents within the District, along with action taken.	6 years after graduation, withdrawal, or transfer

Schedule Number	Record Title and Description	Retention Period
312	Gifted and Talented Student Records – Student folders including but not limited to application or offer for participation, testing or eligibility determination records, progress reports, product assessment, samples of student's works, notes, and correspondence.	6 years after graduation, withdrawal, or transfer
313	Attendance/Absence Records – Record of student attendance/absence including daily office call sheets, sign-in sheets, and doctor and parent's notes.	1 year
314	Cumulative Photo Records	1 year after graduation
315	Curriculum Requests/Waivers/Substitutions – Records relating to student requests for classes or waivers/ substitutions, where authorizing signature/initials from school district staff is required (principal, teacher, counselor, etc.).	1 year after graduation
316	Parent/Legal Guardian Permission Slips for Internet Access and Film Viewing	Retain until end of school year, then destroy
317	Student Acceptable Use Policy – A form signed by parents permitting student online access, student information to be used in the media as well as parent/teacher email communication.	6 years
318	Statement of Requirements and Expectations Signed and Returned by Parent/Legal Guardian	Retain until end of school year, then destroy
319	Student Schedules/Contact Information	Until superseded
320	Interim Grade Reports – Mid-term status report of student performance with teacher comments not part of permanent record.	End of current school year

Schedule Number	Record Title and Description	Retention Period
321	Student Organization Activity Records – Purpose clauses/budgets of student clubs engaging in financial activities.	2 years after end of fiscal year
322	Adult Basic Literacy Education/General Education Development (ABLE/GED) Records – Includes student registration forms, release of information form, student progress forms, and standardized assessment answer sheets.	1 year
323	Custody Court Documents – Verification of court established guardianship/custody.	Until superseded or student reaches 18 years of age
324	Notice of Placement Termination – A notice of termination of placement relinquishing care and control, notice received from the County Juvenile Court.	5 years
325	Child Abuse/Neglect Referral Letters – Records related to suspected child abuse as reported to Child Protective Services or to the proper law enforcement agency; includes reports, confirmation of submission, correspondence, inquiries, records documenting revisions/corrections, etc.	Through graduation
326	Teacher Grade Books/Records	3 years provided audited
327	Pre-School Screening Profile – ASQ/SE, GGG assessment record. A screening profile used for pre-school students.	3 years
328	Open Enrollment Forms – Registration of student living outside the District enrolling into the school District.	5 years
329	Transfer Records – Records of students transferring from one school to another (granted/not granted).	5 years
330	Emergency Information – A form containing student emergency contact information.	Until superseded

Schedule Number	Record Title and Description	Retention Period
331	Health/Medical Records – Student visual and hearing screening and immunization records. Also includes record of health screenings such as audio/visual, physical therapy, speech-language pathology, and physician instructions.	10 years after last contact
332	Health Logs – Record of health care services provided to students such as medication and first aid.	2 years
333	Free/Reduced Price Lunch Application – Confidential applications for free and reduced lunch benefits.	4 years
	Special Needs Records In accordance with OAC 3301-51-04 and 34 CFR 300.624, parents should be informed when personally identifiable information collected, maintained or used under OAC 3301-51-04 is no longer needed to provide educational services to the child. This information must also be destroyed at the request of the parent with the exception of information described in item 301. These records may be needed beyond the retention period in connection with applications for social security or other benefits. However, unnecessarily long retention may jeopardize personal privacy.	
334	Special Education Tutoring Reports – These files document tutoring provided to students through special programs. They include authorization forms signed by parents allowing their child to participate in the program.	Retain 6 years after student graduates or would have normally graduated
335	Psychological Records (Restricted) – Records that document all students who are provided counseling, psychological services by the school's counseling center. Clinicians provide treatment concerning personal problems, academic concerns, and career concerns. Records may include extensive notes made by providers concerning the assessment, diagnosis, treatment and contacts (written, telephone, or in person) with each student; referral letters; release of medical records; letters to agencies or others concerning the students; and other related material.	Retain 10 years after last contact; inform parent or adult student before destruction pursuant to OAC 330-151-04(O)(1)

Schedule Number	Record Title and Description	Retention Period
336	Evaluation Team Report (ETR) – A report that is developed after a series of assessments given by the school psychologist and others to determine whether or not the student has a disability.	Retain 6 years after student graduates or would have normally graduated; inform parent or adult student before
337	Individual Education Plan (IEP) – A legal binding document that lists goals/objectives and related services that the student will receive throughout the calendar year based on the assessment results of the ETR (Evaluation Team Report).	Retain 6 years after student graduates or would have normally graduated; inform parent or adult student before destruction pursuant to OAC 3301-51-04(O)(1)
338	504/ADA Plan – Plan that allows various accommodations for a student with a general disability.	Retain 6 years after student graduates or would have normally graduated; inform parent or adult student before destruction pursuant to OAC 3301-51-04(O)(1)
339	Home Instruction (HI) – Records that identify students that are on home instruction due to medical or severe behavioral needs. These records include lesson plans, progress reports, grades and time sheets of the tutor that worked with the student.	Retain for 6 years after student graduates or withdraws from District, then destroy
340	Transfer of Home-Based Student to School/District – Records relating to the transfer of home-based student to school/district, including placement/evaluation tests results, notice of transfer, etc.	Retain for 3 years after student graduates or withdraws from District, then destroy

Schedule Number	Record Title and Description	Retention Period
341	Special Needs Records (Student not Eligible) – Referrals, evaluations, evaluation reports, and notices for students determined not to be eligible for the special education program.	Retain for 5 years after student determined to be ineligible, then destroy
400	BUILDING RECORDS	
401	Building Account Reports – Report of maintenance and custodial services accounts.	Until superseded
402	E-Rate Funding Application – Federal Telecommunications funding applications.	6 years
403	Multi-Site Monitor Review Forms – A checklist to ensure that the site is properly following the CACFP guidelines.	3 years plus current year provided audited
404	School Safety Plans – Records related to ensuring student and staff safety at school, including harassment and bullying prevention plans.	Retain 6 years after obsolete or superseded, then destroy
405	Records of Drills or Rapid Dismissals and School Safety Drills – Records of all tornado, fire, rapid dismissal, and school safety drills performed within a building. Records should include the identity of the person conducting the drill, date and time, notification method, staff members on duty and participating, number of occupants evacuated, special conditions simulated, problems encountered, health conditions, and time required to accomplish complete evacuation. Records for school safety drills must contain the date and time of each drill conducted the prior school year and when they will be conducted in the current school year. See ORC 3737.73.	1 year after end of fiscal year
406	Fire Inspection – Reports of building inspection performed by the city Fire Division.	4 years provided audited

Schedule Number	Record Title and Description	Retention Period
407	Building Inspection Reports – Elevator, sprinkler, and alarm system reports.	2 years
408	Building Health Inspections – A record of all health inspections performed within a building.	2 years after end of fiscal year
409	Student Activity Records – Pay in forms, pay out forms; account forms/District budget forms, requisitions; purchase order; ticket sales reports.	2 years
410	Receipt and Deposit Slips – Copies of receipts for monies turned in to the office.	4 years provided audited
411	Budget and Appropriation Records – Record of building budget.	4 years provided audited
412	Requisitions and Purchase Orders – Record of money being requested and a record of items purchased from the building budget.	2 years
413	Inventories – Inventory of supplies, textbooks, and other materials purchased and used within the building.	Until superseded
414	Student Handbook – Handbook containing student policies, regulations and codes.	Until superseded
415	Building Security/Surveillance videos	Use for one cycle then reuse provided no action pending
500	CENTRAL DEPARTMENT RECORDS	
	Administrative Offices	
501	School Calendars – Calendar for in session/out of session school days as well as professional days for teachers.	5 years
502	Personnel Directory – Names, phone numbers and addresses of all employees.	10 years
503	Enrollment Record (by grade/building)	Permanent

Schedule Number	Record Title and Description	Retention Period
504	Repair, Installation and Maintenance Records – A record of maintenance, installation and repairs performed on buildings within the District.	4 years provided audited
505	Building/Facilities and Equipment Inventory – Inventory of equipment owned by District.	Until superseded provided audited
506	Building, Boiler and Maintenance Reports – Inspection/maintenance reports for each building including boiler inspection/maintenance.	Until superseded provided audited
507	Prevailing Wage Records – Report of hourly wages, benefits and overtime, established by regulatory agencies for each trade and occupation employed in the performance of public work.	4 years provided audited
508	Rental Information – Records regarding facilities usage: building permits submitted to use facilities by school or community individuals, athletic teams or groups.	2 years provided audited
509	Work Orders – A report of all requested maintenance/ custodial work.	4 years provided audited
510	Environmental Reports and Data – Reports on asbestos and other environmental issues.	4 years provided audited
511	Vandalism Reports – Reports of vandalism throughout the District.	4 years provided audited
512	Student Activity Purpose Clauses	Until superseded
513	Sales Potential Form (Student Activities)	4 years provided audited
514	Sales Potential Forms – Fundraising permission form including the financial summary of the fundraiser upon completion of the event.	4 years provided audited
515	Bids and Specifications (Unsuccessful) – Documentation of bids supplied by vendors for any project requesting bids in compliance with ORC.	1 year provided audited

Schedule Number	Record Title and Description	Retention Period
516	Bids and Specifications (Successful) – Documentation of bids supplied by vendors awarded any project requesting bids in compliance with ORC.	4 years after completion of project
517	Contractor Files – Contractor resolutions, additions, drawings, etc.	5 years after completion of project provided audited and no action pending
	Transportation Department	
518	Driver Physical – A report of the annual physical performed on drivers.	6 years (See OAC 3301-83-07-E-7)
519	Daily Bus Schedules – May show bus route, time trip began and ended, number of pupils carried, and driver's signature.	Retain for 6 years after end of school year, then destroy
520	Fuel Consumption Data – Fuel records for the buses.	4 years provided audited
521	Transportation Records – Transportation requests received from schools that include student and busing information.	4 years provided audited
522	Field Trip Forms/Volunteer Driver Forms – Forms from building requesting busing for field trips.	Fiscal year plus 2 years
523	Preventive Maintenance Reports – A report of work performed to maintain equipment.	Fiscal years plus 2 years
524	Warranty/Guarantee – Warranty of equipment.	Life of equipment
525	Plant and Equipment Inventory	Until superseded provided audited
526	Vendor Data – W-9 and 1099 documents maintained as long as active vendor, then retention period is applied.	6 years and current provided audited
527	Accident Reports – Law enforcement reports regarding bus accidents.	3 years provided no action pending
528	Vehicle Registration – Certificates of title and registration paperwork from the BMV for cars, vans, trucks, and buses.	Life of vehicle

Schedule Number	Record Title and Description	Retention Period
529	Vehicle License – BMV licensing documentation of motor vehicles.	1 year after termination
530	Vehicle Records – Vehicle insurance, finance paperwork.	As long as vehicle is owned by District
531	Driver Certification – Bus driver certification form.	1 year after termination
532	Supplies Inventory – Shop/mechanic inventory.	Until superseded
533	Vehicle Defect Report – Record of defects on each bus.	Life of vehicle
534	Bus On-Board Security and Surveillance Videos	Use for one recording cycle then reuse provided no action pending
535	Improper Student Conduct on School Buses – Records documenting instances of improper student conduct on school buses including bus route, time of incident, nature of incident, and student's name.	Retain for 1 year after incident, then destroy
536	Application for Special Transportation – Application for students with physical disabilities/medical problems.	Retain for 4 years after end of fiscal year or until completion of State Auditor's examination report, whichever is sooner
537	Bus Condition Checklist – Daily evaluation of bus by drivers.	Retain for 1 year after end of school year
	Food Services Department	
538	Food Service Records – Financial information, breakfast cost sheets, milk sold, menus, students served.	4 years provided audited
539	Lunchroom Records – Cashier's daily production sheets from each building, cash register tapes.	4 years provided audited

Schedule Number	Record Title and Description	Retention Period
540	Lunchroom Reports – Confidential applications for free and reduced lunch benefits.	4 years provided audited
541	Inventories – Inventory of food supplies.	4 years provided audited
542	Lunchroom/Food Service License – Current food service license, issued annually by the board of health of the health district in which the food service operation is located.	1 year after expiration
543	Vendor Food Service Contract – Contract between the District and an outside vendor providing meals and snacks.	3 years plus current year provided audited
544	Schedule for School Breakfast/Lunch Programs – Includes plan and backup documentation submitted to Ohio Board of Education for program approval	Retain for 6 years after plan obsolete or superseded, then destroy
600	FINANCIAL RECORDS	
601	Audit Reports – Past management evaluation reports, monthly claim documentation, master lists, and income eligibility applications.	3 years plus current year provided audited
602	Annual Financial Reports – Financial reports prepared from the accounting system that can be reproduced from the computer records. This includes Annual Ledgers, Budget Ledgers, Vendor Listing, Check Register, Invoice List, Purchase Order Listing, Accounts Reports, Financial Summary and Detail Reports.	5 years provided audited
603	Activity Fund Cash Journal and Ledger	5 years provided audited
604	Bond Register	20 years after issue expires
605	Securities	Permanent
606	Investment Ledger – Report of investments owned by District.	5 years provided audited

Schedule Number	Record Title and Description	Retention Period
607	Foundation Distribution – Report from the Ohio Department of Education for bi-monthly foundation (state basic aid) receipts.	5 years provided audited
608	Tax Settlements (Semi-Annual) and Advances – Property tax settlement sheet including advances from the County Auditor included in the receipts.	5 years provided audited
609	Budgets (Annual) – Tax budget that is submitted annually to the County Auditor.	5 years provided audited
610	Budget Working Papers	5 years provided audited
611	Insurance Policies – Contracts between insurer and the School District where the insurer, in exchange for premium payment, pays for damages to the School District which are caused by covered perils under the policy language.	15 years after expiration provided all claims settled
612	Contracts – An agreement with specific terms between an entity with the School District.	15 years after expiration
613	Bonds and Coupons	Until redeemed provided audited
614	Accounts Payable Ledger – Outstanding payables	5 years provided audited
615	Accounts Receivable Ledgers – Outstanding revenue due to the School District.	5 years provided audited
616	Vouchers, Invoices and Purchase Orders – A voucher is a documentary record of a business transaction (i.e. check or invoice). A purchase order is a document itemizing products/services to be purchased from a vendor. Serves as a contract.	10 years provided audited – O.R.C. 3313.29
617	State Program Files – Auxiliary services, records of non-public school funding provided by the Ohio Department of Education and through public and private grants.	10 years provided audited

Schedule Number	Record Title and Description	Retention Period
618	Federal Programs – Title I (Student Progress Reports), II, III, IV-B, IDEA, IV-C, VI-B, Chapter 1, 2; Drug Free, etc.	10 years provided audited
619	Travel Expense Vouchers – Document of expenditures for travel of District employees.	10 years provided audited
620	Tax Anticipation Notes – Documents related to the preparation, sale and history related to issuance of notes borrowed against future tax dollars.	10 years provided audited
621	State Reimbursement Settlement Sheets	5 years provided audited
622	Unemployment Claims – Documentation of unemployment for application of unemployment benefits.	5 years
623	Employee Bonds, Board Member Bonds – Documents related to the performance and theft insurance bidder held on required employee and Board members.	5 years
624	Certificate of Estimated Resources – County document supplied to the District certifying the estimated resources prepared by the District.	15 years after expiration
625	Appropriation Resolutions – Resolution approved by the Board of Education establishing and amending the appropriation for the District.	5 years
626	Tax Apportionments (Semi-Annual) – Documentation prepared by the County Auditor and report to the District to record receipt of property tax settlement.	5 years
627	Canceled Checks and Bank Settlements – All checking account reconciliations and statements.	4 years provided audited
628	Publication Notice – Legal notice of publication in the newspaper.	4 years
629	Tuition Fees and Payments – Receipt records at the Treasurer's Office.	4 years provided audited
630	Unpaid Student Fees	Through graduation

Schedule Number	Record Title and Description	Retention Period
631	School Finance (S.F.) Monthly Statements – Bi-monthly reports for the Ohio Department of Education to record receipts and expenditures related to the foundation payments.	4 years provided audited
632	Investment Records – Individual record of investments, bank confirmations, wire transfers, copies of CDs.	4 years provided audited
633	Travel Expense Reports	10 years provided audited
634	State Sales Tax Reports – State of Ohio semi-annual sales tax filings, reporting any taxable sales.	4 years provided audited
635	Student Activity Funds – Student activity funds, pay in forms, bank deposit forms and receipts confirming deposits made into student activity accounts.	4 years provided audited
636	Check Registers – Lists of checks issued by the District.	4 years provided audited
637	Deposit Slips/Cash Proofs – Receipts for deposit slips.	4 years provided audited
638	Receipt Books – Receipts issued for money received.	4 years provided audited
639	Extra Trip Records	4 years provided audited
640	Monthly Financial Reports – Report generated from the system to report the financial status the District prepared on a monthly basis.	4 years provided audited
641	Accounting Data – Documentation of bids supplied by vendors for any project requesting bids in compliance with ORC.	4 years provided audited
642	Service Contracts – Contracts for services provided from an outside education agency.	4 years provided audited

Schedule Number	Record Title and Description	Retention Period
643	State Subsidy Reports – Applications for driver education, pupil transportation and special education.	3 years provided audited
644	Delivery/Packing Slips	1 year provided audited
645	Requisitions – Documents used to request the purchase of something that is submitted for approval and then can be converted to a purchase order.	1 year after end of fiscal year
646	Non-Sufficient Fund Checks Documentation and Notifications	4 years provided audited
700	PAYROLL RELATED RECORDS	
701	Salary Continuation Agreement – Agreement stating full or partial compensation during period of disability.	7 years
702	Payroll Ledgers – Record of gross to net calculations by employee.	75 years
703	Earning Registers – Record of gross to net calculations by employee and by calendar year.	75 years
704	Monthly Payroll Reports – A record of leave usage and accumulation by employee as well as retirement contributions by employee.	75 years
705	Bureau of Employment Service Quarterly Reports – OBES reports (quarterly earnings and record of weeks worked by employee).	7 years
706	W-2s and W-4s – Employer's copy of calendar year record of taxable earnings, a record of employee federal exemptions.	6 years and current provided audited
707	Federal Income Tax – Quarterly and annual record of federal income tax withheld and remitted IRS form 941.	6 years and current provided audited
708	Ohio Income Tax – Monthly and annual record of Ohio income tax withheld and remitted IT-4.	6 years and current provided audited

Schedule Number	Record Title and Description	Retention Period
709	City Income Tax – Monthly and annual record of municipality income tax withheld and remitted.	6 years and current provided audited
710	School Income Tax – Monthly and annual record of School District income tax withheld and remitted SDIT-1.	6 years and current provided audited
711	Payroll Reports – Payroll deduction and distribution reports.	4 years provided audited
712	Payroll Update Listing	4 years provided audited
713	Payroll Calculations – Paper and electronic reports used to balance gross net calculations.	4 years provided audited
714	State Teachers System and School Employees Retirement System Waivers – Waiver forms for students and/or jobs not eligible for retirement withholding.	Permanent
715	State Employees Retirement System (SERS) – Record of SERS withholdings monthly.	4 years provided audited
716	State Teachers Retirement System (STRS) Record of STRS withholdings per pay and annual.	4 years provided audited
717	Annuity Reports	4 years provided audited
718	Benefit Folders/Reports – Listing of employee's benefit enrollments.	4 years provided audited
719	Employee Requests and/or Authorization for Leave Forms – Request for sick, vacation, personal, or other leave.	4 years provided audited
720	Deduction Reports – Voluntary payroll deductions per pay that include all deduction withholdings for each employee.	4 years provided audited
721	Employee Vacation/Sick Leave Records – Records of each employee's sick and vacation leave.	4 years provided audited
722	Time Sheets – Record of hours worked.	6 years provided audited

Schedule Number	Record Title and Description	Retention Period
723	Overtime Authorization	6 years
724	Employee Insurance Bills – Monthly reconciliation of employee medical, dental and life insurance bills.	4 years provided audited
725	Paycheck Register – Listing of checks issued each pay.	4 years provided audited
726	Payroll Bank Statement – Includes bank statements and reconciliation.	4 years provided audited
727	Deduction Authorization – Forms to withhold deductions from an employee's pay.	Until superseded or employee terminates
728	Court Ordered Garnishments	4 years after cause fully paid
800	REPORTS	
801	State Audits/GAAP (Generally Accepted Accounting Principles) Reports – Annual financial audit reports.	5 years
802	Special Education (S.E.) Reports – Annual	7 years
803	Vocation Education (V.E.) Reports – Annual	5 years
804	Ohio Common Core Data (OCCD) Reports – Data on revenues and expenditures per pupil made by school districts.	5 years
805	Drivers Education Report	5 years
806	Ohio Department of Education (ODE) Reports – Academic reports from the Ohio Department of Education.	5 years

Schedule Number	Record Title and Description	Retention Period
807	Alternative Learning Experience – Records documenting student participation in an alternative learning experience program. Includes but is not limited to: Letter of attestation/statement of understanding; District release form and/or shared agreement (if sharing student); written student learning plan (start/stop dates), approval date when District/teacher approves plan; estimated hours per week of student participation; instructional materials needed; timelines and methods for evaluating student progress; specific learning goals/objectives/requirements; student/teacher instructional two-way interactions/ contacts/monthly progress evaluations and weekly communications with student (and parent/legal guardian for student grades K-8) including dates when occurred.	Retain for 5 years after end of school year, then destroy
808	Civil Rights Reports – U.S. Department of Education Civil Rights Data Collection and any past reports.	Permanent
809	Title IX Reports – Includes any required reporting as requested by state or federal agencies.	10 years
810	State Minimum Standards – A record of minimum standards given to the District by the State Department.	10 years
811	Personnel State Reports (SF-1, CS-1)	4 years provided audited
812	Worker's Comp Wage Reports	5 years
813	Worker's Comp Payroll Reports	5 years
814	Bank Balance Certification (Co. Auditor)	5 years
815	Transportation Reports – State transportation reports, T-1 and T-2.	4 years provided audited
816	EMIS Reports	7 years

Schedule Number	Record Title and Description	Retention Period
900	GENERAL RECORDS	
901	Directives, Standards, Laws for Local, State, and Federal Governmental Agencies	Until superseded
902	Executive Correspondence – Correspondence of the District Superintendent and Administrative staff dealing with significant aspects of the administration of the District. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	5 years; file with related records if content requires longer retention; appraise for historical value
903	General Correspondence – Requests for information pertaining to interpretations and other miscellaneous inquiries; informative – does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	2 years
904	Transient Correspondence/Material – All informal and/or temporary messages and notes, including email and voice mail messages, and all drafts used in the production of public records that do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Includes communications which convey information of temporary importance, referral letters, and requests for routine information or publications provided to the public by the District which are answered by standard form letters.	Retain until no longer of administrative value, then destroy
905	Copies, Duplicates, Non-Records – Items not included in the scope of official records as defined by O.R.C. 149.011(G) which may include convenience copies, described as non-official copies of records, used for convenient reference, that duplicate official records kept by the office of record.	Until no longer of administrative value
906	Exposure Reports – Report of contact with blood or other potentially infectious materials.	7 years
907	Incident/Accident Reports – A report of student/employee injuries or accidents including place, time and witnesses.	7 years, provided no action pending

YOUTH ORGANIZATION ACCESS TO STUDENTS DURING SCHOOL HOURS

A "youth organization" means any youth membership organization listed in 36 U.S.C. 30101, 30901, 31101, 40301, 70901, 80301, 130501, 140101, and 154101, that serves young people under 21 years of age and has an educational purpose that promotes patriotism, workforce readiness, and civic involvement. These organizations are:

- **30101 Big Brothers - Big Sisters**
- **30901 Boys Scouts of America**
- **31101 Boys & Girls Clubs**
- **40301 Civil Air Patrol**
- **70901 Future Farmers of America**
- **80301 Girl Scouts of the USA**
- **130501 Little League Baseball**
- **140101 Marine Corps League**
- **154101 Naval Corps**

A youth organization may request permission for representatives of the youth organization to speak with and distribute informational materials to students during school hours to encourage participation in the youth organization and its activities and to inform students of how the youth organization may further the student's educational interests, readiness for the workforce, and civic involvement. Said request must be made in writing and addressed to the District Superintendent.

Upon receipt of such request, the District shall provide each of the following:

1. At least one (1) opportunity per school year for the representatives of the youth organization to provide displays on school property within the District for student recruitment, including informational flyers and the use of other existing digital communication channels. All such displays must comply with Board Policy and must receive the advance written approval of the Superintendent.

2. A specific date and time for the youth organization to speak with students at schools in the District for up to ten (10) consecutive minutes during the school day, but not during instruction for a core curriculum subject;

3. Notification to parents or guardians of each youth organization's expected presentation and the option to withhold consent for their child to participate in such presentation.

Pursuant to O.R.C. §3313.476, the District is not required to provide equal access to an organization that is not a youth organization as defined in this Board Policy and Ohio law.

LEGAL REFS: O.R.C. §3313.476

Adopted: _____

[DISTRICT LETTERHEAD]

NOTICE TO PARENT/GUARDIAN OF YOUTH ORGANIZATION PRESENTATION

(R.C. 3313.476)

Dear Parent/Guardian:

In accordance with Ohio law and Board Policy, the District must provide an approved youth organization the opportunity to speak with students regarding its program and activities.

A "youth organization" means any youth membership organization listed in 36 U.S.C. 30101, 30901, 31101, 40301, 70901, 80301, 130501, 140101, and 154101, that serves young people under 21 years of age and has an educational purpose that promotes patriotism, workforce readiness, and civic involvement. These organizations are:

- **30101 Big Brothers - Big Sisters**
- **30901 Boys Scouts of America**
- **31101 Boys & Girls Clubs**
- **40301 Civil Air Patrol**
- **70901 Future Farmers of America**
- **80301 Girl Scouts of the USA**
- **130501 Little League Baseball**
- **140101 Marine Corps League**
- **154101 Naval Corps**

The following youth organization has been authorized to speak with and distribute informational materials to students during school hours to encourage participation in the youth organization and its activities and to inform students of how the youth organization may further the student's educational interests, readiness for the workforce, and civic involvement:

Youth Organization:	
Presentation Date:	
Presentation Time:	
Presentation Location:	

The presentation will not occur during instruction for a core curriculum subject. Participation in the presentation is voluntary. If you do not wish for your child to participate in the presentation, you must complete and submit this form to the child's building principal prior to the date of the presentation.

Parents/Guardians who do not submit this form to their child's building principal prior to the date of the presentation will be deemed to have consented to their child's participation in the presentation.

Parent/Guardian Opt-Out of Youth Organization Presentation:

☐ I do NOT give consent for the below-named child to participate in the presentation described above.

Child's Name: _____

[DISTRICT LETTERHEAD]

Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

STUDENT BOARD REPRESENTATIVE LEADERSHIP PROGRAM

Purpose and Intent

The Board of Education recognizes the educational value of engaging students in District governance through meaningful advisory participation. In furtherance of that interest, the Student Board Representative Leadership Program ("Program") is hereby established as a one-year pilot program effective during the 2026-2027 school year to strengthen communication between students and the Board, promote civic engagement and leadership development, and provide the Board with informed student perspectives while preserving the governance responsibilities vested solely in elected Board members. The Board will evaluate the effectiveness of the Program before determining whether to continue, modify, or discontinue the Program for subsequent school year(s).

Definitions

1. Primary Student Board Representative: The senior student appointed to serve as the Board's principal student advisor.

2. Secondary Student Board Representative: The junior student appointed to assist the Primary Student Board Representative and assume that role during the following school year provided he/she remains eligible.

Membership

The Program's membership shall consist of one (1) Primary Student Board Representative and one (1) Secondary Student Board Representative.

Status

Student Board Representatives serve solely in an advisory capacity to the Board. They are non-voting participants, shall not be counted toward a quorum, and shall not attend executive sessions. Student Board Representatives provide perspective to the Board on behalf of students but shall not speak for, represent, or bind the Board or the District.

Responsibilities

Student Board Representatives shall attend monthly Board work sessions; participate in work-session discussions; gather feedback from all District schools, the Superintendent's Student Advisory meetings, and other student organizations; meet monthly with the Board President and Vice President before the Board work session for mentoring and discussion; and communicate student perspectives while representing the interests of the student body as a whole.

Participation

Student Board Representatives are encouraged to attend regular Board meetings for observation and leadership development. Their official advisory participation shall occur during Board work sessions unless otherwise recognized by the Board President.

Orientation and Training

Prior to assuming their duties, Student Board Representatives shall participate in an orientation conducted by the Superintendent or designee and Board leadership addressing Board governance, ethics, confidentiality, meeting procedures, roles and responsibilities, and expectations for professional conduct.

Eligibility

To be eligible for appointment as a Student Board Representative, a student must satisfy the following criteria:

- Be enrolled at Revere High School.
- Be entering the applicable junior or senior year.
- Have been enrolled in and attended school in the District for at least the immediately preceding two (2) consecutive school years.
- Maintain a minimum cumulative GPA of 2.0.
- Maintain satisfactory attendance.
- Remain in good disciplinary standing.
- Participate in the required application process.

Application Requirements

To be considered for appointment as a Student Board Representative, a student must comply with the following application requirements by **[*DATE*]:**

Complete and submit the official application packet:

- Submit an essay related to why the student desires to be a Student Board Representative to be reviewed by all Board members.
- Submit one letter of recommendation from a Revere High School staff member or coach.
- Submit a petition signed by at least 40 members of the high school student body.
- Participate in an interview conducted by the Selection Committee or representative(s) thereof if chosen for such an interview.
- Submit a signed parental acknowledgment form.

Selection Committee

Appointments shall be made by a committee consisting of the Board President or his/her designee, the Superintendent or his/her designee, the High School Principal or his/her designee, a School Counselor and/or Sophomore Class Advisor. If the Program is continued in subsequent school years, the outgoing Primary Student Board Representative will participate on the Selection Committee. The Selection Committee will nominate two (2) students for each open Student Board Representative position. An election will be conducted in which the high school student body chooses which of the two (2) nominees will be appointed to the open Student Board Representative position.

Expectations

The following expectations apply to Student Board Representatives:

- Prepare for and attend all work sessions.
- Review materials provided for work sessions, excluding confidential information.
- Regularly seek student input from across the District.
- Conduct themselves professionally and respectfully.
- Serve as ambassadors for the District.

A Student Board Representative may be removed from that position by the Board for failure to fulfill the responsibilities of the position, failure to maintain eligibility, conduct inconsistent with the expectations of the position, or for other good cause as determined by the Board.

Vacancies

Vacancies shall be filled by the Selection Committee. The Secondary Student Board Representative shall be first considered for a vacant Primary Student Board Representative position, regardless of his/her status as a junior before other applicants are considered.

Effective Date and Sunset

This policy shall be effective for the 2026-2027 school year only. Unless renewed by formal action of the Board following its evaluation of the Program, this policy shall expire at the conclusion of the 2026-2027 school year.

Adopted: _____

NEW DOCUMENT

Attachment OB-2

SCHOOL WELLNESS POLICY

The Board of Education is committed to providing an environment in all schools that promotes student wellness through nutrition promotion and education, physical activity, and other school activities.

Goals for Nutrition Promotion and Education

A. The Child Nutrition Programs shall be accessible to all children.

B. Sequential and interdisciplinary nutrition education is provided and promoted.

C. A variety of healthy foods and beverages are made available on campus (including vending, concessions, a la carte, student stores, parties, and fundraising) during the school day that follow nutrition guidelines that are consistent with federal law and promote student health and reduce childhood obesity.

D. All food made available by the food service department on campus adhere to food safety and security guidelines.

E. The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals.

F. If food is to be used as a reward for the completion of academic tasks or projects, it shall follow nutrition guidelines that are consistent with federal law and promote student health and reduce childhood obesity.

Goals for Physical Activity

A. Physical activity for students is encouraged outside of Physical Education class.

B. Physical activity is encouraged for all employees as a means to improve physical and mental health.

C. Physical activity should not be used as a punishment for the non-completion of academic tasks or projects.

Goals for Other School-Based Activities

A. Sequential health education concerning communicable diseases and their prevention is provided and promoted.

B. All school-based activities are consistent with local wellness policy goals.

C. Students, staff, parents, and visitors are prohibited from using tobacco on school premises, in school vehicles, and at school functions.

D. Tobacco, alcohol, illegal drug advertising (including, but not limited to all clothing: tshirts, pants, hats) on signs in school buildings, at school functions, and in school publications is prohibited.

E. Require that all students receive instruction on avoiding tobacco, illegal drugs, and alcohol use.

F. Help students who violate smoking policies to quit smoking rather than just punishing them.

G. Recommend smoking cessation programs for staff.

Nutrition Guidelines

All foods available in schools of the District during the school day shall comply with nutritional requirements that are consistent with federal law and promote student health and reduce childhood obesity.

Development, Dissemination, and Evaluation of Policy

Parents, students, representatives of the District's food service department, teachers of physical education, school health professionals, members of the Board, District administrators, and the general public are permitted to participate in the development, implementation, and periodic review and update of this policy.

The Superintendent shall arrange for the periodic measure and assessment of the implementation of the policy, including:

A. The extent to which District schools are in compliance with the policy;

B. The extent to which the policy compares to model local school wellness policies; and

C. A description of the progress made in attaining the goals of the policy.

The Superintendent or his/her designee annually shall inform and update parents, students, and members of the community about the content and implementation of this policy, and shall make available the periodic assessments of the implementation of this policy.

The following person(s) are designated to ensure that all District schools comply with this policy: Directors of Business Operations, Elementary Education, and Secondary Education, or other appropriate administrator.

LEGAL REFS: 42 U.S.C. §1758b

Adopted: February 26, 2019

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