

**RECORD OF PROCEEDINGS**

Minutes of

Regular Meeting

Educational Service Center of Lorain County Governing Board

Held: Elyria, Ohio

Date: September 17, 2019

CALL TO ORDER

The Educational Service Center of Lorain County Governing Board held its Regular Meeting on Tuesday, September 17, 2019. The meeting was called to order by Mr. Barnhart at 4:00 P.M.

Roll Call: Barnhart-yes; Kalina-yes; Maldonado-yes; Melda-yes; Sero-yes  
 Absent: None  
 Motion Carried

HEARING FROM THE PUBLIC

None.

BOARD MEMBER REPORTS

None.

TREASURER'S REPORT

Mrs. Orseno updated the board on the condition of funds, receipts versus expenditures and investments.

TREASURER'S RECOMMENDATIONS - 19-52

1. It is recommended that the Board approve:

- a. Minutes of the regular meeting of the Board held on August 20, 2019.
- b. Financial report and condition of funds for July and August, 2019 as reviewed and read.
- c. Payment of July and August bills as described in the computer printout sheets.
- d. Investments as reviewed and read.
- e. To accept the State Support Team Transition Grant (499-9220) and approve the treasurer to appropriate and expend \$8,000 following the Ohio Department of Education grant guidelines.

Judy Maldonado moved, seconded by Ken Kalina that foregoing recommendations be approved.

Roll Call: Barnhart-yes; Kalina-yes; Maldonado-yes; Melda-yes; Sero-yes  
 Motion Carried

SUPERINTENDENT'S REPORT

- Wellness resolution
- Strategic Plan update
- Personnel update

SUPERINTENDENT'S RECOMMENDATIONS:

1. GENERAL: 19-53

- a. To approve the contract with Dr. Katie Knapp to present Social Studies Curriculum Mapping at Midview PD Days on August 28-29, 2019 and "K-8 New Social Studies Standards" on October 9, 2019 and "New HS Standards and Model Curriculum" on October 23, 2019 at a cost of \$1,500 per day to be paid out of \$2.50 funds.
- b. To approve the contract with Dr. Raj Shah to present "Keys to Making Math Irresistible" on October 30-31, 2019 at a cost of \$3,400 to be paid out of \$2.50 funds.
- c. To approve the following presenters for the North Ridgeville PD Day on October 10, 2019: Katie Knapp-\$1,500; Dr. Raj Shah-\$1,700 to be paid out of \$2.50 funds.

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- d. To approve the following presenters for Common PD Day on November 4, 2019: Dr. Stephen Sroka-\$3,000; Dr. Katie Knapp-\$1,500; William Van Cleave-\$2,500; Dr. Raj Shah-\$1,700; Amy Akers-\$1,300; Pam Spinner-\$400; Katharine Delavan-\$75; Dr. Doug Ellison-\$550; Michelle Houts-\$1,400; Robin VandeZande-\$425; Gwen LeBar Feldman-\$200 to be paid out of Curr.Rotary.
- e. To approve the SIP from Spectrum Enterprise for the new phone circuit.
- f. To approve the adoption to the ESC of Lorain County Healthcare Philosophy Statement.

**ESC of Lorain County Integrated Benefits/Wellness Philosophy Statement**

We commit to supporting the health and vitality of every educator, so together we can serve students and make a difference in our communities today and in the future. Therefore, ESC of Lorain County provides competitive health benefits and wellness resources and strives to create an environment in which each individual can thrive.

**Goals**

- Offer comprehensive health benefits and wellness programs and resources
- Share responsibility for the cost of benefits with employees
- Promote tools and education to help participants use benefits wisely
- Create a campus culture of wellbeing
- Provide opportunities to earn wellness incentives and sustainably improve health
- Recruit, engage, empower, and recognize wellness champions
- Positively impact the health of campuses and communities

**Commitment**

ESC of Lorain County will continue to provide employees and their families with the tools and resources to:

- Help individuals make sound decisions about when and how to access health care services
- Support each person in understanding health risks and modifying behaviors to prevent, manage, or improve health risks and chronic conditions
- Provide meaningful opportunities to encourage healthy living and wise health care use

**District Responsibilities**

- Offer standard benefit plans that meet the needs of employees and their family members
- Share the responsibility for health care costs
- Provide tools and information to help individuals make good choices when enrolling in benefits and accessing care
- Support and deliver wellness resources through community partners, wellness champions, the health plan administrator, and others; to improve the health and well-being of staff

**Member Responsibilities**

- Understand benefit plan options and enroll in the plan that best meets individual needs
- Make educated decisions when accessing health care services
- Complete preventive health screenings to reduce risk for developing chronic conditions
- Engage in wellness challenges, activities, and resources provided through community partners, wellness champions, the health plan administrator, and others

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- g. To approve the service agreement with Vermilion Local Schools for a Literacy Consultant to provide 2.5 days of service during the 2019-20 school year at a cost of \$1,375.
- h. To approve the Memorandum of Understanding between Lorain County Alcohol and Drug Abuse Services, Inc. (LCADA) and the Educational Service Center of Lorain County, to formalize referral services.
- i. To approve matching payroll deductions \$1 for \$1 for the 2019-20 school year to the Lorain County Educational Service Center Endowment Funds.
- j. To approve the service agreement with Lorain City Schools to provide Nonviolent Crisis Intervention Training on October 8, 2019 at a cost of \$850.

Roger Sero moved, seconded by Judy Maldonado that foregoing recommendations be approved.

Roll Call: Barnhart-yes; Kalina-yes; Maldonado-yes; Melda-yes; Sero-yes  
Motion Carried

2. PERSONNEL: 19-54

- a. To employ **Cathy Bauer**, Educational Consultant SST, effective September 1, 2019 - June 30, 2020, at a daily rate of \$700 not to exceed 25 days to be paid by submission of timesheets. All costs to be paid through Fund 516-9320.
- b. To employ **Debora Dennis**, ESC Educational Consultant, effective October 1, 2019 - June 30, 2020, at an hourly rate of \$50 not to exceed 80 hours to be paid by submission of timesheets.
- c. To employ **Robin Kilmartin**, Educational Aide assigned to Avon Local Schools, effective September 2, 2019 - July 31, 2020 at Step 4 of the Educational Aide salary schedule, to be paid by submission of timesheets, not to exceed 18 hours per week. All costs to be paid by Avon Local Schools.
- d. To employ **Katie Thomson**, Educational Aide assigned to Avon Local Schools, effective September 3, 2019 - July 31, 2020 at Step 0 of the Educational Aide salary schedule, Monday - Thursday (7.5 hours per day). All costs to be paid by Avon Local Schools.
- e. To employ **Elizabeth Boham**, School Psychologist assigned to Avon Lake City Schools, at Step 7 MA+30 of the Teacher/School Psychologist/SLP salary schedule, effective September 30, 2019 - July 31, 2020 at a pro-rated salary of \$43,745.52.
- f. To approve supplemental contracts for the following:
  - Savannah Smith**, Extended Care Assistant, effective September 3, 2019 - May 30, 2020 at Step 0 of the Extended Care salary schedule to be paid by submission of timesheets.
  - Emily Gendics**, Preschool Teacher assigned to Avon Local Schools for additional work hours outside of the regular school day, effective for the 2019-20 school year. Additional hours will be paid at the rate of \$27 per hour through the submission of timesheets, not to exceed 24 hours. All costs to be paid by Avon Local Schools.
  - Robin Kilmartin and Katie Thomson**, Educational Aides assigned to Avon Local School for additional work hours outside of the regular school day effective for the 2019-20 school year. Additional hours will be paid at their hourly rate of pay through submission of timesheets, not to exceed 24 hours per staff member. All costs to be paid by Avon Local Schools.
- g. To authorize the transfer of **Jennifer Jackson-Ausperk** from Educational Consultant for SST2 (12 month contract) to Preschool Supervisor assigned to Avon Lake (10 month contract) two full days and two half days per week, effective August 20, 2019 - July 31, 2022 at Step 17 of the Special Education Supervisor salary schedule pro-rated to \$47,882. All accrued vacation to be paid out at her daily rate in effect August 1, 2019.

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- h. To approve advancing **Vincent Shoham**, ELL Coordinator assigned to Avon Lake City Schools, from MA+15 to MA+30 column of the Teachers Salary Schedule, effective for the 2019-20 school year. Appropriate transcript to document the additional coursework is on file at the Educational Service Center of Lorain County.
- i. To approve advancing **Mackenzie Strader**, Intervention Specialist assigned to Avon Local Schools, from BA to BA+15 column of the Teachers Salary Schedule, effective for the 2019-20 school year. Appropriate transcript to document the additional coursework is on file at the Educational Service Center of Lorain County.
- j. To approve advancing **Chelsea Kaminski**, Occupational Therapist from MA+15 to MA+30 column of the Teachers Salary Schedule, effective for the 2019-20 school year. Appropriate transcript to document the additional coursework is on file at the Educational Service Center of Lorain County.
- k. To approve advancing **Meagan Khandekar**, Occupational Therapist from MA to MA+15 column of the Teachers Salary Schedule, effective for the 2019-20 school year. Appropriate transcript to document the additional coursework is on file at the Educational Service Center of Lorain County.
- l. To approve modifications and revisions made to job descriptions during the 2019-20 employment year.
- m. To revise resolution 18-49(x) **Jennifer Jackson-Ausperk**, return from unpaid leave effective August 20, 2019.
- n. To revise resolution #19-21(b) **Stephanie Predovich** to Monday-Thursday (8:30-4:00) effective August 26, 2019.
- o. To revise resolution #19-31(d) **Heather Calanni** to two days per week.
- p. To revise resolution #19-31(s) **Elizabeth Kocher** FMLA due to maternity effective September 9 - November 29, 2019.
- q. To accept the resignation of **Marie Arndt**, Intervention Specialist assigned to Holy Trinity in Avon, effective July 31, 2019.
- r. To accept the resignation of **Jane Hawks**, Director of Student Services assigned to Lorain City Schools, effective September 19, 2019.
- s. To accept the resignation of **Kristin Ott**, Educational Aide assigned to Avon Local Schools, effective August 23, 2019.
- t. To approve FMLA for **Moira Erwine**, Director of Professional Development and Curriculum, effective August 8 - September 30, 2019 due to family member's serious health condition. Most days will be taken as half-days. All accrued sick and personal leave will be used before an unpaid leave.
- u. To approve FMLA for **Allison Ferrone**, Teacher for Pathways to Success, effective November 27, 2019 thru February 7, 2020 due to maternity leave. All accrued sick and personal leave will be used before an unpaid leave.
- v. To approve out-of-state travel expenses for **Janet Kubasak**, Ohio Improvement Consultant SST, to attend SAS EVAAS Training Luncheon in Cary, NC on December 2-6, 2019 at an estimated cost of \$1,875 to be paid through Fund 516.
- w. To approve out-of-state travel expenses for **Nancy Osko**, Early Literacy Consultant SST to attend Plain Talk about Language and Literacy in New Orleans, LA from January 29-31, 2020 at an estimated cost of \$2,700 to be reimbursed by ODE.

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- x. To approve the following professional memberships for the 2019-20 school year:

**Professional Memberships 2019-20**

Kelly Breunig OASCES (Ohio Association of Supervisors and Coordinators of Exceptional Students)

Barb Conrad ASHA (American Speech-Language Hearing Association)  
OSLHA (Ohio Speech, Language & Hearing Association)  
OSSPEAC (Ohio Schools Speech Pathology Education & Audiology Coalition)

Moira Erwine AMLE (Association for Middle Level Education, Ohio)  
ASCD and OHIO ASCD (Association for Supervision and Curriculum Development)  
IANNCICI (International Association of Non-Violent Crisis Intervention Certified Instructors)

Cathy Fischer OAGC (Ohio Association of Gifted Children)

Elizabeth Fleming-Krall CEC (Council for Exceptional Children)  
NAEYC (National Association of Exceptional Young Children)

Taylor Gershom ASHA (American Speech-Language Hearing Association)  
OSSPEAC (Ohio Schools Speech Pathology Education & Audiology Coalition)  
EAA (Educational Audiology Association)

Tracy Gibbs BASA (The Buckeye Association of School Administration)  
OAPSA (Ohio Association of Pupil Services Administration)

Jennifer Heim ASHA (American Speech-Language Hearing Association)  
CTG (Closing the Gap)

Crystal Henry ASHA (American Speech-Language Hearing Association)  
OSSPEAC (Ohio Schools Speech Pathology Education & Audiology Coalition)  
EAA (Educational Audiology Association)

Janet Kubasak AASA (American Association of School Administrators)  
International Literacy Association: Professional Membership  
International Literacy Association: Reading Research Quarterly  
International Literacy Association: The Reading Teacher  
International Literacy Association: Journal of Adolescent & Adult Literacy

Carol Lepi ASHA (American Speech-Language Hearing Association)  
OSSPEAC (Ohio Schools Speech Pathology Education & Audiology Coalition)  
EAA (Educational Audiology Association)

Jamie Maassen IANNCICI (International Association of Non-Violent Crisis Intervention Certified Instructors)  
Ohio Association of Pupil Service Administrators

Michelle McClintic OASCES (Ohio Association of Supervisors and Coordinators of Exceptional Students)

Mark Millar OAGC (Ohio Association of Gifted Children)

Dave Miller ISTE (International Society of Technology in Education)  
ODLA (Ohio Distance Learning Association)

Alice Ogonek OAGC (Ohio Association of Gifted Children)

Nancy Osko The International Dyslexia Association  
TESOL

Josh Preece The Association of PBIS

Vicky Timko ASCD (Association for Supervision and Curriculum Development)  
BASA (The Buckeye Association of School Administration)

Stacy Vince ASCD (Association for Supervision and Curriculum Development)  
NAEYC (National Association of Exceptional Young Children)

Nicole Weaver OASCES (Ohio Association of Supervisors and Coordinators of Exceptional Students)

Olivia Weisman Academic Language Therapy Association  
The International Dyslexia Association

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Deborah Melda moved, seconded by Ken Kalina that foregoing recommendations be approved.

Roll Call: Barnhart-yes; Kalina-yes; Maldonado-yes; Melda-yes; Sero-yes  
Motion Carried

NEW BUSINESS:

None.

ADJOURNMENT - 19-55

Roger Sero moved, seconded by Judy Maldonado that the meeting be adjourned at 4:55 P.M.

Roll Call: Barnhart-yes; Kalina-yes; Maldonado-yes; Melda-yes; Sero-yes  
Motion Carried

\_\_\_\_\_  
President

\_\_\_\_\_  
Treasurer

Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	EMPLOYMENT OF THE TREASURER
Code	po1310
Status	
Adopted	December 18, 2012
Last Revised	November 19, 2013

### 1310 - EMPLOYMENT OF THE TREASURER

The Governing Board shall seek a person both capable and licensed to fill the position of Treasurer, whenever that position may be vacant. The Board shall appoint a Treasurer as chief fiscal officer and fix his/her salary and term of office which shall be not more than five (5) years.

All persons considered for the position of Treasurer shall provide evidence of their training and experience in the fields of government accounting, State and Federal laws related to school district budgeting and financing, financial report preparation, and budget and accounting management as required by statute and the standards of the State Governing Board.

The Board may, in recruiting a Treasurer, utilize the services of:

- A. a committee of Board members;
- B. a professional consultant;
- C. the retiring Treasurer;
- D. or a combination of the above.

To aid in the search, the Board may use:

- A. a written job description for the position;
- B. informative materials describing the Educational Service Center;
- C. a written specification of the salary and benefits;
- D. the opportunity for each applicant to visit the Center should s/he so desire.

Any candidate's intentional misstatement of fact material to his/her qualifications for employment or the determination of his/her salary shall be considered to constitute grounds for dismissal.

The person selected for the position of Treasurer shall be required to undergo a physical examination reasonably related to the duties s/he will be required to perform, the cost of which shall be borne by the Center.

No person may be employed as Treasurer of this Center unless s/he has signed an employment contract with the Board. Such contract shall include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary which the Treasurer shall be paid and the intervals at which s/he shall be paid;
- C. the benefits to which s/he is entitled;

D. a specification of any powers and duties assigned by the Board to the Treasurer pursuant to R.C. 3319.031;

E. such other matters as may be necessary to a full and complete understanding of the employment contract.

The Treasurer shall be responsible for the financial affairs of the Center.

The Treasurer shall report to and is subject to the direction of the Board.

The Treasurer shall direct and assign employees directly engaged in the day-to-day fiscal operations of the Center, as those employees are so designated by the Board.

Before entering upon the duties of the office, the Treasurer of the Board shall execute a bond, in an amount and with surety to be approved by the Board, payable to the State, and conditioned for the faithful performance of all official duties required of the Treasurer. Such bond shall be deposited with the President of the Board, and a copy thereof, certified by the Treasurer, shall be filed with the County Auditor.

In lieu of executing a surety bond, the Board may authorize the Treasurer to be covered by an insurance policy issued by a Board-approved and accredited insurance carrier or joint self-insurance pool. The policy must cover the Board from losses caused by the fraudulent or dishonest actions of, and the failure to perform a duty prescribed by law of the Treasurer or other employee. Coverage must be equal to or greater than the amount required by the Board for a surety bond. The Treasurer shall deposit with the President of the Board a certified copy of documentation from the insurance provider that evidence proof of coverage before the employee is considered qualified for the position or undertakes official duties.

Prior to employment, the candidate selected must also pass a background check performed by the Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.

Revised 3/20/07

Revised 8/14/07

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Legal R.C. 2909.34, 3301.074, 3313.22, 3313.24, 3313.25, 3319.031  
A.C. 3301-5-01

Last Modified by Norm Burkhardt on September 21, 2019



Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	NON-REEMPLOYMENT OF THE TREASURER
Code	po1340
Status	
Adopted	February 15, 2005
Last Revised	January 19, 2010

### 1340 - NON-REEMPLOYMENT OF THE TREASURER

The Governing Board has an obligation to the citizens of this Educational Service Center to employ the professional leadership best trained and equipped to meet the educational needs of their children. It shall meet that obligation by retaining only the best qualified person as Treasurer for this Service Center.

The Board may, at any regular or special meeting held during the period beginning on the first day of January of the calendar year preceding the year the Treasurer's contract of employment expires and ending on the first day of March of the year the contract expires, re-employ the Treasurer for a succeeding term not longer than five (5) years, beginning the first day of August immediately following the expiration of the Treasurer's current term of employment and ending July 31st.

At the expiration of a Treasurer's current term of employment, the Treasurer is deemed re-employed for a term of one (1) year at the same salary plus any increment that the Board may authorize, unless the Board, on or before March 1st of the year in which his/her contract of employment expires, either re-employs the Treasurer for a succeeding term or gives to the Treasurer written notice of its intent not to re-employ the Treasurer.

Except for a Treasurer who is automatically disqualified from service for failing to hold a valid Treasurer's license and is not considered an "otherwise qualified Treasurer", the termination of the Treasurer's contract shall be in accordance with R.C. 3319.16 and may be terminated for good and just cause.

A Treasurer is automatically disqualified from service for failing to hold a valid Treasurer's license. In addition, a Treasurer who is unable to secure a surety bond or insurance policy as required by law is not considered an "otherwise qualified Treasurer", and is similarly disqualified from service. Otherwise, the termination of the Treasurer's contract shall be in accordance with R.C. 3319.16 for good and just cause.

~~Except for a Treasurer who is automatically disqualified from service for failing to hold a valid Treasurer's license and is not considered an "otherwise qualified Treasurer", the termination of the Treasurer's contract shall be in accordance with R.C. 3319.16 and may be terminated for good and just cause.~~

#### Reporting Professional Misconduct

Consistent with Policy 8141 and State law, the Board and/or the Superintendent will file a report to the Ohio Department of Education, on forms provided for that purpose, matters of professional misconduct on the part of the Treasurer, as a licensed professional, including a conviction of the Treasurer of certain enumerated crimes and/or conduct which is determined to be unbecoming to the teaching profession. Reports of any investigation regarding whether or not the Treasurer has committed an act or offense for which the Board is required to make a report to the Ohio Department of Education shall be kept in the personnel file of the Treasurer. Should the Ohio Department of Education determine that the results of that investigation do not warrant initiating an action suspending, revoking, or otherwise limiting the Treasurer's license, the report(s) of any investigation will be moved to a separate public file.

Revised 11/20/07

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Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	USE OF TOBACCO BY ADMINISTRATORS
Code	po1615 New
Status	

#### **1615 - USE OF TOBACCO BY ADMINISTRATORS**

The Governing Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing non-smoking and a tobacco-free environment is consistent with the responsibilities of administrators and staff to be our positive role models for students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substances.

In order to protect students and staff who choose not to smoke or use tobacco from an environment noxious to them, and because the Board does not condone smoking or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products by administrators at all times within any enclosed facility owned or leased or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, and/or any Center-related event.

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Legal	R.C. 3313.20, 3313.47, 3313.751, 3794 et seq. 20 U.S.C. 6081 et seq., 20 U.S.C. 7182 A.C. 3701-52
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Last Modified by Norm Burkhardt on September 27, 2019

Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	USE OF TOBACCO BY PROFESSIONAL STAFF
Code	po3215
Status	
Adopted	February 15, 2005
Last Revised	November 20, 2007

### 3215 - USE OF TOBACCO BY PROFESSIONAL STAFF

The Governing Board is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substances. ~~For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco in addition to papers used to roll cigarettes and other lighted smoking devices for burning tobacco or any other plant.~~

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not condone the use of tobacco, the Board prohibits the use of tobacco by professional staff members at all times within any enclosed facility owned or leased or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, and/or any Center-related event, ~~except at designated times and in designated areas as defined in statute and by Ohio's Smoke-Free Workplace Program.~~

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Legal R.C. 3313.20, 3313.47, 3794 et seq.  
20 U.S.C. 6081 et seq., 20 U.S.C. 7182

Last Modified by Norm Burkhardt on September 23, 2019

Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	ATTENDANCE
Code	po5200 New
Status	

## 5200 - ATTENDANCE

The educational program offered by this Educational Service Center 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 s/he has been assigned.

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

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

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

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a Center-approved enrichment or extracurricular activity

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

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

- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

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

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

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

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

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

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

### **Contacting the Parent/Guardian of an Absent Student**

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

### **Excessive Absences**

When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. The Center or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

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

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

- A. the student was enrolled in another school center;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

### **Absence Intervention Team**

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

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

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

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

## **Intervention Strategies**

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

- A. provide counseling to the student
- B. request or require the student's parent to attend a parental involvement program
- C. request or require a parent to attend a truancy prevention mediation program
- D. notify the Registrar of Motor Vehicles of the student's absences
- E. take appropriate legal action
- F. assignment to an alternative school (Note: If the Center has established an alternative school, it must appear as an alternative intervention strategy.)

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, assign \_\_\_Truancy Officer to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

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

### **OR**

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

## **Reporting Requirements**

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

- A. The student is habitually truant.
- B. The Center or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

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

In the event that the sixty-first (61<sup>st</sup>) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the Truancy Officer r may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

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

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

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

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

- A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
- B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;
- C. when a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication;
- D. when an absence intervention plan has been implemented for a child under this policy.

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

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Legal                                    R.C. 3313.664, 3313.668, 3317.034, 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.191  
    R.C. 3321.22, 3321.38, 3323.041, 3331.05  
    A.C. 3301-35-03(G), 3301-47-01, 3301-69-02

Last Modified by Norm Burkhardt on September 27, 2019

Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	STUDENT MENTAL HEALTH AND SUICIDE PREVENTION
Code	po5350
Status	
Adopted	February 15, 2005
Last Revised	April 21, 2015

5350 - **STUDENT MENTAL HEALTH AND SUICIDE PREVENTION**~~STUDENT SUICIDE~~

~~The Governing Board recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological disability of depression cannot benefit fully from the educational program of the schools, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students.~~

~~All school personnel should be alert to the student who exhibits signs of unusual depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.~~

~~In accordance with Policy 8462, staff shall receive professional development training in the risk factors, warning signs, and resources regarding youth suicide awareness and prevention. ( ) Such training shall include the warning signs of non-suicidal self-injurious behaviors.~~

The Governing Board of Education recognizes that mental health conditions and self-injury are problems of increasing severity among children and adolescents. A student who suffers from a mental health condition such as depression and who has attempted self-injury poses a danger both to himself/herself and to other students.

All school personnel should be alert for students who exhibit signs of unusual mental health related behavior or who threaten or attempt self injury or suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

In accordance with Policy 8462, designated staff shall receive professional development training in accordance with Board-adopted curriculum that includes the risk factors, warning signs, and resources regarding youth suicide awareness and prevention at least every two (2) years.

Additional professional development training in youth suicide risk assessment and intervention shall be provided to mental health employees, counselors, teachers, administrators, school psychologists, and school nurses.

The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

- Step 1 - Stabilization
- Step 2 - Assessment of the Risk
- Step 3 - Use of Appropriate Risk Procedure
- Step 4 - Communication with Appropriate Parties
- Step 5 - Follow-up

Throughout any intervention, it is essential that Board policies and Educational Service Center guidelines regarding confidentiality be observed at all times.



Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	USE OF TOBACCO
Code	po5512
Status	
Adopted	February 15, 2005

## 5512 - USE OF TOBACCO

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing an indoor tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substances. ~~For purposes of this policy, use of tobacco products shall mean all uses of tobacco, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes.~~

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students at all times on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events ~~products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and used to provide education or library services to children, and at all Board-sponsored events. Smoking clove cigarettes or other substances is also prohibited.~~

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

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Legal R.C. 3313.20, 3313.47, 3313.66, 3313.751, 2151.87  
20 U.S.C. 6081 et seq., 20 U.S.C. 7182

Last Modified by Norm Burkhardt on September 23, 2019

Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	DISPOSITION OF REAL PROPERTY/PERSONAL PROPERTY
Code	po7300
Status	
Adopted	February 15, 2005
Last Revised	November 17, 2017

### **7300 - DISPOSITION OF REAL PROPERTY/PERSONAL PROPERTY**

The Governing Board believes that the efficient administration of the Educational Service Center may require the disposition of real property and/or personal property that is no longer necessary to meet the educational or operational needs of the Center.

"Real Property" means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.

"Personal Property" means tangible property other than real property. It may be tangible, having physical existence, or intangible and may include automotive vehicles, equipment, and materials.

#### **Disposition of Personal Property under \$10,000**

Personal property, the value of which does not exceed \$10,000, shall be disposed of by the Superintendent in such a manner as will be in the public interest and benefit the Center (see Policy 7300 – Disposition of Real Property/Personal Property and Policy 7310 – Disposition of Surplus Property). If the Board decides to trade an item of personal property as a part or an entire consideration on the purchase price of an item of similar personal property, the Board may trade the personal property upon such terms as are agreed upon by the parties.

#### **Disposition of Real Property under \$10,000**

Real property, the value of which does not exceed \$10,000, shall be disposed of by the Board in such manner as will be in the public interest and benefit to the Center and may be accomplished by private sale. If the Board identifies a parcel of real property that it determines is needed for school purposes, the Board may, upon majority vote of the members of the Board, acquire such parcel by exchanging its real property for the parcel or using the real property as part or an entire consideration for the purchase price of the identified real property. Any exchange or acquisition shall be made by conveyance executed by the President and the Treasurer of the Board.

#### **Disposition of Personal and Real Property over \$10,000**

Property, (personal and real), the value of which exceeds \$10,000, shall be sold at public auction to the highest bidder in accordance with law. The Board may offer real property for sale as an entire tract or in parcels.

A. Unless the property is being:

1. sold to an exempt entity, as defined in R.C. 3313.41(C);
2. sold and/or leased to a community school or the board of trustees of a college preparatory boarding school, or a STEM school as set forth in R.C. 3313.411 or 3313.413; or
3. exchanged for an identified parcel of real property that the Board determines it needs for school purposes or the property is being used as part or an entire consideration for the purchase price of the identified real property, pursuant to R.C. 3313.41(F); or
4. traded as a part or an entire consideration on the purchase price for a similar item of personal property upon such terms as agreed to by the parties to the trade pursuant to R.C. 3313.41(D) or.

the Center shall attempt to sell the property by public auction after giving at least thirty (30) days notice of the auction by publication in a newspaper of general circulation; or

B. If, after the property has been offered once by public auction, no acceptable bids have been received, the Center may sell the property at private sale. The following procedures shall apply:

1. Regardless of how the property was offered at public auction, at a private sale, the Board shall, as it considers best, sell real property as an entire tract or in parcels. Personal property shall be sold in either a single lot or several lots.
2. All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a public Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.
3. All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.
4. The authorized agents of the Board are to review all purchase or lease offers pertaining to sale or lease of property shall be selected by legal counsel. The Board shall give final approval of all contracts.
5. In consideration of the best interest of the Center and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.
6. Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.
7. Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.

C. If the Board decides to dispose of real property, prior to disposing of the property in the manner set forth above, the Board shall first offer the property to the governing authorities of all start-up community schools, the board of trustees of any college preparatory boarding schools, and the governing bodies of any STEM schools located within the territory of the Center. The Board shall give priority to governing authorities of high-performing community schools that are located within the territory of the Center. If more than one (1) governing authority of a high-performing community school offered the property notifies the Treasurer in writing of its intent to purchase the property within sixty (60) days after the offer is made, the Board shall conduct a public auction utilizing the process described above. If no governing authority from a high-performing community school expresses an intent to purchase the property within sixty (60) days after the offer is made, the Board shall proceed with the offers from all other governing authorities of the start-up community schools and the board of trustees of any college preparatory boarding school and the governing bodies of any STEM schools located within the territory of the Center.

1. The Board shall offer the property to any community school governing authority, college preparatory boarding school board of trustees or governing body of a STEM school at a price that is not higher than the appraised fair market value of the property as determined in an appraisal of the property that is not more than one (1) year old.
2. In the event that more than one (1) community school governing authority, college preparatory boarding school board of trustees or STEM school governing body notifies the Treasurer of its intent to purchase the property within the prescribed time, the Board shall conduct a public auction utilizing the process described above.

#### D. Disposition of Unused School Facilities

1. "Unused School Facilities" means any real property that has been used by the Center for school operations, including but not limited to academic instruction or administration, since July 1, 1998, but has not been used in that capacity for ~~one (1) year~~ two years.
2. The Board shall first offer any unused school facilities it owns for lease or sale to the governing authority of any community school, the board of trustees of any college preparatory boarding school, and the governing bodies of any STEM schools that are located within the territory of the Center.

The Board shall give priority to the governing authorities of high-performing community schools that are located within the territory of the Center.

At the same time the Board makes the offer to lease or sale, the Board may, but is not required to, offer the property for lease or sell to the governing authority of any community school with plans, as stated in applicable contracts, either to relocate to or add facilities in the Center.

3. If only one (1) governing board of a high-performing community school accepts the Board's offer within the prescribed time, the Board shall sell or lease the property to that party for the appraised fair market value of the property as determined in an appraisal that is not more than one (1) year old. If more than one (1) governing board of a high-performing community school offered the property accepts the Board's offer within sixty (60) days, the Board shall

conduct a public auction utilizing the process described above or, in the event of a lease, the Board shall conduct a lottery to select the one (1) qualified governing authority to which the Board shall lease the property.

If no governing authority of a high-performing community school notifies the Treasurer of its intent to purchase or lease the property within the prescribed time, the Board shall then proceed with the offers from all other start-up community schools, college-preparatory boarding schools, and STEM schools that responded within the prescribed time. If more than one (1) such entity notifies the Treasurer of its intent to purchase or lease the property, the Board shall conduct a public auction or, in the event of a lease, a lottery to select the one (1) qualified governing authority to which the Board shall lease the property.

Only the parties that notify the Board within sixty (60) days may offer a bid at the auction or participate in a lottery. The Board is not required to accept a bid that is lower than the appraised fair market value of the property as determined by an appraisal that is no more than one (1) year old.

4. Any subsequent lease or sale of the property shall proceed in accordance with law.

5. If no governing authority of any start-up community school or STEM school or board of trustees accepts the offer to lease or buy the property within sixty (60) days after the subsequent offer is made, the Board may offer the property for sale or lease to any other permissible entity.

E. Further, the Board may dispose of property upon the majority vote of the members of the Board and a concurring vote of the legislative authority of a municipal corporation, declaring that an exchange of real property held by the Center for school purposes for real estate held by the municipal corporation for municipal purposes will be mutually beneficial to both the Center and the municipal corporation. The exchange may be made by conveyances that are executed by the President and Treasurer of the Board and the Mayor and Clerk of the municipal corporation, respectively.

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

#### **Donation of Real or Personal Property**

A. If the Center has property that the Board, by resolution, determines is not needed for school purposes, is obsolete, or is not fit for the use for which it was acquired, the Board may donate the property if the estimated fair market value of such property is \$2,500 or less in the opinion of the Board. The property may only be donated to an eligible 501(c)(3) nonprofit organization located in the State of Ohio and exempt from Federal income taxation under 26 U.S.C. 501(a) and 501(c)(3).

B. Prior to donating the property, the Board shall adopt a resolution that contains the following:

1. a statement expressing the Board's intent to make unneeded, obsolete or unfit-for-use, Center property available to nonprofit organizations;
2. guidelines and procedures the Board considers to be necessary to implement the donation program;
3. an indication of whether the Center will conduct such program or by a representative under contract with the Board;
4. contact information for such representative, if the person is known when the resolution is adopted;
5. a requirement that any nonprofit organization desiring to obtain donated property submit a written notice to the board or its representative that includes:
  - a. evidence that the organization is a nonprofit organization that is located in the State of Ohio and exempt from Federal income taxation;
  - b. a description of its primary purposes;
  - c. a description of the type or types of property the organization needs; and
  - d. the name, address, and telephone number of a person designated by the organization to receive donated property as its agent.

C. Upon the adoption of the resolution, the Board shall publish at least twice in a newspaper of general circulation, notice of its intent to donate unneeded, obsolete, or unfit-for-use property to eligible nonprofit organizations. The notice must also include a summary of the information provided in the resolution. A similar notice must also be continually posted in the Board's office and on the Center's Internet website, if one exists. The second and subsequent notices shall be posted not less than ten (10) and not more than twenty (20) days after the previous notice.

D. The Board or its representative must maintain a list of:

1. all eligible 501(c)(3) nonprofit organizations that submit a written notice described above; and
2. a list of all real or personal property that qualifies for the program.

The list of qualifying property must be continually posted at the same locations at which the resolution creating the program must be posted.

1. An item of property on the list must be donated to the 501(c)(3) organization that first declares to the Board or its representative its desire to obtain the item unless the Board previously established in a separate and distinct resolution, a list of eligible 501(c)(3) organizations that are to be given priority for an item's donation.
2. The resolution giving priority to certain nonprofit organizations must specify the reasons for giving the organizations this priority. Such priority may be given based on a direct relationship between the purposes of the organization and specific purposes of the programs provided or administered by the Board.

E. Members of the Board must consult with the Ohio Ethics Commission and comply with R.C. Chapters 102 and 2921 when donating property to a 501(c)(3) organization of which a Board member, his/her family member(s) or a business associate(s) of a Board member is a trustee, officer, Board member, or employee.

#### **Proceeds from the Sale of Real Property**

When the Board disposes of real property pursuant to R.C. 3313.41, 3313.411, or 3313.413, the proceeds received from the sale shall be used for either of the following purposes: 1) to retire any debt that was incurred by the Center with respect to that real property - any proceeds in excess of the funds necessary to retire that debt may be paid into the Center's capital and maintenance fund and used only to pay for the costs of non-operating capital expenses related to technology infrastructure and equipment to be used for instruction and assessment; or 2) paid into a special fund for the construction or acquisition of permanent improvements.

Revised 4/19/16

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Legal R.C. 3313.17, 3313.40, 3313.41, 3313.411, 3313.413, 5705.10  
2 C.F.R. 200.78, 200.85

Last Modified by Norm Burkhardt on September 21, 2019

Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	USE OF TOBACCO ON SCHOOL PREMISES
Code	po7434
Status	
Adopted	February 15, 2005
Last Revised	November 20, 2007

#### 7434 - USE OF TOBACCO ON SCHOOL PREMISES

The Governing Board is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students.

~~For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and other lighted smoking devices for burning tobacco or any other plant.~~

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not ~~condone the use of tobacco, the Board prohibits the use of tobacco within any enclosed facility owned or leased or contracted for by the Board.~~ condone smoking and/or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products at all times

~~Such prohibition also applies to school grounds, and/or any school-related event, except at designated times and in designated areas as defined in statute and by Ohio's Smoke-Free Workplace Program.~~

The Superintendent shall require the posting of signs as required by R.C. 3794.06, and as specified by the Ohio Department of Health.

Legal	R.C. 2923.12, 3313.20, 3313.47, 3794 et seq. 20 U.S.C. 6081 et seq., 20 U.S.C. 7182 U.S.D.O.E. Memorandum, 1995
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Last Modified by Norm Burkhardt on September 23, 2019

Book Policy Manual  
Section Policies Recommended for the BOE (38.1 Fall 2019 Update)  
Title SMALL UNMANNED AIRCRAFT SYSTEMS  
Code po7440.03 New  
Status

**7440.03 - SMALL UNMANNED AIRCRAFT SYSTEMS**

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS) at any time by any individual who is not expressly authorized to do so by the Superintendent, on property owned or leased or contracted for by the Board. Small Unmanned Aircraft Systems are commonly known as drones.

The Board also prohibits the operation of sUAS on property owned or leased or contracted for by the Board during Center-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Ohio High School Athletic Association (OHSAA). Center officials may deny admission or entry to anyone attempting to use an sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

To be authorized to operate a sUAS on property owned or leased or contracted for by the Board, a staff member, administrator, or other individual (agent) under contract with the Board must have a Remote Pilot Certificate issued by the Federal Aviation Administration (FAA). Further, the sUAS must be registered with the FAA and properly marked in accordance with 14 C.F.R. Part 107.

A staff member, administrator, or agent of the Board authorized to operate a sUAS on property owned or leased or contracted for by the Board, must also comply with all rules set forth in 14 C.F.R. Part 107. (See AG 7440.03)

Failure to adhere to all rules set forth in 14 C.F.R. Part 107 and AG 7440.03 may result in loss of authorization to operate a sUAS to operate on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination for an employee and expulsion for a student.

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Legal 14 C.F.R. Part 107

Last Modified by Norm Burkhardt on September 27, 2019

Book	Policy Manual
Section	Policies Recommended for the BOE (38.1 Fall 2019 Update)
Title	STUDENT ABUSE AND NEGLECT
Code	po8462
Status	
Adopted	February 15, 2005
Last Revised	November 19, 2013

#### 8462 - **STUDENT ABUSE AND NEGLECT**

The Governing Board is concerned with the physical and mental well-being of the students of this Educational Service Center and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or local law enforcement agency. Such reporting is required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.

The Board official and employee making the report shall also notify the appropriate administrator according to the Center's Reporting Procedure for Student Abuse or Neglect.

Each Principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent. Board officials and employees must report suspected abuse to a public children's services or local law enforcement agency even when the suspected abuser is another official or employee.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.

In accordance with law, the Board will provide appropriate instruction on personal safety and assault prevention to all students in grades K-6. In order to develop programs that are appropriate and effective, the Superintendent is authorized to consult with public and/or private agencies or individuals involved in child abuse prevention and intervention. In addition, the Superintendent shall provide a program of in-service education for all nurses, teachers, counselors, school psychologists, mental health providers, and administrators who work in the Center's elementary, middle, and high schools and any other personnel that the Board determines appropriate. The inservice education program will include school safety, violence prevention including human trafficking content, youth suicide awareness and prevention, prevention of child abuse, substance abuse, promotion of positive youth development, and a review of Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. ~~on school safety, and violence prevention including human trafficking content, youth suicide awareness and prevention, and prevention of child abuse, violence and substance abuse and promotion of positive youth development, including a review of Policy 5517.01—Bullying and Other Forms of Aggressive Behavior, for~~

~~( ) all elementary, middle and high school staff members~~

**OR**

~~( ) all nurses, teachers, counselors, school psychologists and administrators who work in the Center's elementary, middle, and high schools.~~

The Board shall adopt or adapt the suicide awareness and prevention curriculum developed by the Ohio Department of Education (ODE).

The in-service education provided to middle and high school employees shall include training in the prevention of dating violence.

All newly-employed

~~( ) professional staff~~



**OR**

~~( ) mental health providers,~~ nurses, teachers, counselors, school psychologists, and administrators who work in the Center's elementary, middle and high schools

shall complete at least four (4) hours of in-service training within two (2) years of the date of employment. ~~Further, all middle and high school~~

~~( ) staff members~~

**OR**

~~( ) nurses, teachers, counselors, school psychologists and administrators~~

~~employed by the Center as of October 16, 2009, must complete the initial four (4) hours of in-service training no later than October 16, 2011. Additional training must occur every five (5) years thereafter.~~

Additional training must occur every two (2) years thereafter for suicide awareness and prevention, and every five (5) years thereafter for school safety, violence prevention, prevention of child abuse, prevention of substance abuse and promotion of positive youth development.

A law enforcement officer or children's services agency investigating child abuse or neglect may interview a student on school grounds only in accordance with Board Policy 5540.

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