

Record of Proceedings Minutes of Regular Meeting

**Board of Education
Regular Meeting**

**Monday
August 14, 2017**

The Field Local School District Board of Education held a Regular Meeting on Monday, August 14, 2017 in the Field High School Cafeteria, 2900 State Route 43, Mogadore, OH 44260 at 7:00 P.M.

- **Pledge of Allegiance**
- **Silent Meditation**
- **Roll Call**

Steve Calcei-Yes, Laura May-Yes, Linda Paulus-Yes, Larry Stewart-Yes, Randy Porter-Yes

Member Calcei moved, seconded by Member Stewart that the Field Local Board of Education approve the minutes from the July 10, 2017 special meeting. **17-0054**
Roll Call: Calcei-Yes, Stewart-Yes, May-Yes, Paulus-Yes, Porter-Yes.
President declared the motion carried

Member Paulus moved, seconded by Member May that the Field Local Board of Education adopt the following agenda for the August 14, 2017 regular meeting. **17-0055**

- Mrs. May noted a revision to the Agenda. Page five item number four under Akron Children's Hospital.

Roll Call: Paulus-Yes, May-Yes, Calcei-Yes, Stewart-Yes, Porter-Yes.
President declared the motion carried

- **Superintendent's Report** – Mr. Heflinger updated the Board on district staffing for the 17-18 school year and a few of the early events that have already begun.
- **Legislative Liaison Report** – Mr. Stewart commented on the Portage County Tea Party having a meeting at the Maplewood Career Center on Thursday at 7:00 P.M. Mr. Jim Renacci who is running for governor will be there.
- **Recognition of visitors**

Public participation is encouraged during this portion of the Field Local business meeting. If you have questions, suggestions, or concerns, your first contact should be with the teacher or principal at the school building level. If you are not satisfied with the response you may contact the superintendent. By following this procedure, you will generally receive a prompt, informed response. The Board of Education recognizes the value of public comment on educational issues and the importance of allowing citizens to present helpful suggestions for the school district. Public participation at board meetings is governed by the following guidelines:

Public comment is permitted during the recognition of visitors portion of the meeting and will not exceed thirty minutes total. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting. Speakers must be recognized by the

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presiding officer and preface their comments by stating their name, address, and group affiliation, if appropriate. Each speaker is limited to three minutes and may not speak twice on the same subject until all have spoken. Persons desiring more time should follow the procedure of the board to be placed on the regular agenda. All statements shall be directed to the presiding officer; no person may address or question Board members individually.

(R.C.3313.20 Board Policy | Chapter 1 - Board of Education | Policy 1.16 | Adopted August 10, 2015)

Member Calcei moved, seconded by Member Stewart that the Field Local Board of Education approve the consent agenda as presented. **17-0056**

- Mr. Heflinger thanked Nicole and Mrs. May for editing the new Athletic Hand book along with Mr. Kline for the two new murals at the high school.
- Mrs. May noted the edits to the Athletic Handbook.

*Roll Call: Calcei-Yes, Stewart-Yes, May-Yes, Paulus-Yes, Porter-Yes.
President declared the motion carried*

CONSENT AGENDA

Superintendent Items

- **Employment** – The Superintendent recommends that the Field Local Board of Education employ the following pending proper paperwork:

Certified Employment

1. David Glass, Intervention Specialist at High School. Rate of pay per Negotiated Agreement.

One year contract
B+30
Step 2 \$41,286.00

2. Anthony Pulice, 3rd Grade Teacher at Brimfield Elementary. Rate of pay per Negotiated Agreement.

One year contract
B/150
Step 6 \$43,616.00

3. Elise Gregory, 4th Grade Teacher at Brimfield Elementary. Rate of pay per Negotiated Agreement (approved at July 10, 2017 special meeting without salary).

One year contract
B/150
Step 2 \$38,520.00

4. Rebecca Kovesci, Intervention Specialist at High School/Middle School. Rate of pay

per Negotiated Agreement.

One year contract

MA

Step 0 \$40,049.00

5. Amy Hoelzle, Intervention Specialist at Suffield (originally approved 7/10/17 without salary/step determination).

One year contract

B+30

Step 0 \$38,693.00

6. Transition Back to School instructors. Rate of pay is \$25.00 per hour.

Amy Hoelzle

Chelsea Luli

Kari Walchalk

Katie Kirby

7. Home Instructors for the 2017-2018 school year:

Elise Gall

Julia Marks

8. Nicole Mendiola, District Tutor effective August 29, 2017. Rate of pay per Negotiated Agreement. Hours not to exceed 28 per week.

Classified Employment

1. Athletic gate workers for the 2017-2018 school year. Rate of pay will be \$25.00 per High School event, \$20.00 per Freshman/Middle School event.

Bev Bable

Debbie Yeich

Lena Burton

Kim Burke

Lori Grund

Michelle Noble

Jodi Sollers

Gary Maupin

Jen Evans

Carol Armstrong

Gail Musser

Michelle Coury

2. Victoria Casamento, 5.5 Hour Paraprofessional at Suffield effective August 25, 2017. Rate of pay per OAPSE Negotiated Agreement.
3. Paula Beck, 5.5 Hour Paraprofessional at Suffield effective August 25, 2017. Rate of pay per OAPSE Negotiated Agreement.

Classified Substitute Employment

1. Gary Maupin, Classified Substitute Employee for the 2017-2018 school year.
2. Melissa Jarvis, Classified Substitute Employee for the 2017-2018 school year.
3. Terri Nettleton, Classified Substitute Employee for the 2017-2018 school year.
4. Blake Campbell, Classified Substitute Employee for the 2017-2018 school year.

- **Supplemental Contract(s) - The Superintendent recommends that the Field Local Board of Education employ the following beginning with the 2017-2018 school year pending proper certification/paperwork.**

Supplemental – academic

1. Katie Kirby, Elementary Vocal Music, 2 years experience, 1 year contract.
2. Sara Sanzone, High School Student Council Advisor, 0 years experience, 1 year contract.

The positions below have been posted and offered to those employees of the district who have a certificate of a type described in Section 3319.22 of the Ohio Revised Code and no such employee qualified to fill the position has accepted. The position has been advertised as available to any individual with such a certificate who is qualified to fill the position and is not employed by the board, and no such person has applied for and accepted the position.

Supplemental – athletic

David Henry, Freshman/Asst. Football Coach-0 years experience, 1 year contract.

- **Resignation(s) / Transfer(s) - The Superintendent recommends that the Field Local Board approve the transfer(s) of the following:**

1. Laura Eveleth, Paraprofessional at Middle School will transfer to Sub Call/Secretary at Suffield effective August 7, 2017.
2. Howard Coles, Assistant Custodian (5.5 hours) at High School will transfer to Assistant Custodian (8.0 hours) at the High School effective August 1, 2017.
3. Jessica Wiley, Playground Monitor at Suffield will transfer to Paraprofessional at Suffield effective August 25, 2017.
4. Danyel Bright, Study Hall Monitor at High School will transfer to Paraprofessional at High School effective August 25, 2017.

- **Resignations – The Superintendent recommends that the Field Local Board of Education accept the resignation(s) of the following:**

1. Terri Nettleton, Paraprofessional at Suffield effective July 19, 2017.
2. Caitlin Bayda, Intervention Specialist at High School effective July 20, 2017.
3. Richard Noga, Bus Driver effective July 19, 2017.
4. Barbara Schwartz, Paraprofessional at Suffield effective July 1, 2017 due to retirement.
5. Merri Shyne, Paraprofessional at Middle School effective August 24, 2017.

- **Leave of Absence - The Superintendent recommends that the Field Local Board of Education approve the following parental leave of absence for certified personnel:**

Nicole Husted is requesting to extend her parental leave of absence until May 19, 2018 per Article C of the FLTA Negotiated Agreement.

- **Leave of Absence** - The Superintendent recommends that the Field Local Board of Education approve the following sick leave to run concurrent with FMLA for:

Sandy Adams, Paraprofessional at High School. Tentative date of return is December 4, 2017.
- **Rescind** – The Superintendent recommends that the Field Local Board of Education rescind the High School Asst. Football Coach supplemental contract for Raymond Leek effective July 25, 2017.
- **Resolution** – The Superintendent recommends that the Field Local Board of Education approve advertising of sealed bids for the replacement of asphalt shingles due to hail damage at High School, Brimfield and Suffield Elementary.
- **Athletic Handbook** – The Superintendent recommends that the Field Local Board of Education approve the Athletic Handbook for the 2017-2018 school year (Exhibit S-1).
- **Operations/Vendor Contracts** – The Superintendent recommends that the Field Local Board of Education enter into vendor contract(s) with the following:
 1. Summit County ESC/Renhill Group to provide substitute services for the 2017-2018 school year (Exhibit S-2).
 2. SPARCC-Schedule W-Learn 360 Service Fee, Schedule F Pinnacle Gradebook, Schedule A Basic Services and Schedule C InfoOhio Services for the 2017-2018 school year (Exhibit S-3).
 3. Education Alternatives-Student Transportation Agreement for Special Education students for the 2017-2018 school year. Education Alternatives-Service Agreement for Special Education students for the 2017-2018 school year (Exhibit S-4).
 4. Akron Children's Hospital-nursing services for the district three school years contract commencing August 1, 2017 and ending the last school day in 2020. (Exhibit S-5).
 5. Educational Service Center of Cuyahoga County, Adaptive Physical Education services (37 days, Two Gifted Coordinators (no cost) and Temporary School Psychologist (as needed) (Exhibit S-6).

Treasurer Items

- **Fiscal** – The Treasurer recommends that the Field Local Board of Education approve the following:
 1. Financial reports for the period ending June 30, 2017.
 2. Petty cash accounts for the 2017-2018 school year as follows:

Treasurer's Office	\$100.00
Bus Garage	\$100.00
Suffield Elementary	\$100.00
Brimfield Elementary	\$100.00
Athletic Change Fund	\$2,000.00

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Field High School	\$100.00
Field Middle School	\$100.00
Cafeteria Set Up	\$210.00

Informational Items

1. Roberta Smith transfer date to Cook/Cashier at Brimfield is revised to begin 30 days after the first paraprofessional work day per OAPSE Agreement due to the 30 day probationary clause.

- Mr. Stewart asked about the promotion of the November Levy.

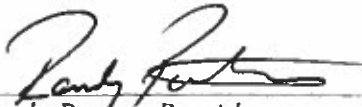
There being no further business to come before the Field Local Board of Education
Member Paulus moved, seconded by Member Stewart to adjourn the August 14, 2017
Regular meeting.

17-0057

Roll Call: Paulus-Yes, Stewart-Yes, Calcei-Yes, May-Yes, Porter-Yes.

President declared the motion carried

The meeting was adjourned at 7:10 P.M.



Randy Porter, President


Attest: Todd Carpenter, Treasurer

Field Local School District



2017-2018 Athletic / Extracurricular Handbook

**Field High School
2900 State Route 43
Mogadore, OH 44260**

**Field Middle School
1379 Saxe Road
Mogadore, OH 44260**

**Main High School Office: 330-673-9591
High School Athletic Office: 330-673-2387
Fax: 330-677-2520
www.fieldlocalschools.org**

Important Numbers

Field High School: 330-673-9591
Field High School Fax: 330-677-2520
FHS Athletic Office: 330-673-2387
Field Middle School: 330-673-4176
Field Middle School Fax: 330-673-5024

Field Local Schools Administration and Staff

David Heflinger, Superintendent
Jason Vancura, Business Operations/ Bus Transportation
Bev Bable, Executive Secretary
Amy Glass, EMIS Coordinator
Beth Calcei, Special Services Secretary

Field High School Administration and Athletics Staff

Michael Geraghty, Principal
Tasha Stanton, Assistant Principal
Nicole Kosewick, Athletic Director
Kimberly Burke, Principal's Secretary
Brenda Richmond, Athletic Secretary
Michelle Noble, EMIS Secretary

Field Middle School Administration and Athletics Staff

Susan Blake, Principal
Jon Lynch, Assistant Principal/Athletic Director
Lori Grund, Principal's Secretary
Jodi Sollers, EMIS Secretary

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FIELD LOCAL SCHOOL DISTRICT ATHLETIC MISSION

The Field Local School District believes the school athletic programs are an integral part of the entire school. It is the purpose of the athletic programs to work in unison with the educational mission of the school. The athletic department as a whole strives to involve as many school personnel as possible in order to help with the proper blending of both educational and athletic goals.

Field Local School District Athletic Purpose

The purpose of interscholastic athletics at Field Local Schools is to teach the young men and women of our district a variety of physical and mental concepts beyond what they can learn in the classroom. We feel athletics provide the individual with arenas to challenge themselves beyond the everyday classroom with people of like abilities. The idea of competition compels the athletes to work to their fullest potential. Athletics also provide the individual with the opportunity to work as a member of a team. As a member of a team the individual will learn to cooperate with others, build trust and other leadership skills. We will never demand victory in every event. We will only hope to get 100% effort, commitment to the task, cohesiveness as a team and full mental and physical preparation from every student athlete involved in Field Athletics. With this as our goal, Field Local Schools hopes that our athletes will develop a successful athletic program and become successful adults in the future.

Field Local School District Athletic Goals

1. Provide positive experiences to all participants in the athletic programs.
2. Provide a program that positively represents the community and school members.
3. Provide enough variety in the athletic program to cover the interest of the student body.
4. Provide a program that makes every aspect of the school district and community proud.
5. Provide a program that is concerned about the safety of all participants.
6. Provide a program that is structurally sound and based on principles of both educational and coaching methods.
7. Promotes sportsmanship at all levels of the program.
8. Provide the best playing atmosphere possible for our student athletes to excel.

FALCON INTERSCHOLASTIC SPORTS

Fall Sports

Cheerleading (HS/MS)
Boys Cross Country (HS/MS)
Girls Cross Country (HS/MS)
Football (HS/MS)
Boys Golf (HS)
Boys Soccer (HS/MS)
Girls Soccer (HS/MS)
Girls Volleyball (HS/MS)
Girls Tennis (HS)

Winter Sports

Boys Basketball (HS/MS)
Girls Basketball (HS/MS)
Cheerleading (HS/MS)
Boys Wrestling (HS/MS)

Spring Sports

Baseball
Softball
Boys Tennis
Boys Track and Field (HS/MS)
Girls Track and Field (HS/MS)

PORTAGE CONFERENCE TEAMS

Metro Division

Cloverleaf
Coventry
Field Local
Norton
Ravenna
Springfield
Streetsboro
Woodridge

County Division

Crestwood
James A. Garfield
Lake Center Christian
Mogadore
Rootstown
Southeast
Youngstown Christian

ATHLETIC EVENT TICKET INFORMATION **2017-2018**

Varsity/ Junior Varsity Games

Football Prices		All Other Sport Prices	
Adults:	\$6.00	Adults:	\$6.00
Students: (Grades 1-12)	\$6.00	Students: (Grades 1-12)	\$4.00
Senior Citizens:	\$4.00	Senior Citizens:	\$4.00
Student Presale:	\$4.00	No Pre Sale Available	

Student presale tickets are available in the Field High School Athletic Office during lunch periods and at Field Middle School.

Freshman/ 7th grade/8th grade games:	Adults:	\$3.00
	Students:	\$2.00

Pre-K and Kindergarten students will be admitted free to all home games

The Field Athletic Department offers **Home Only Event Passes**, which offer community members and students a discounted rate if they attend multiple games.

Varsity/ Junior Varsity Pass Prices:

10 Event Adult Pass- Good for any 10 Varsity/ Junior Varsity Home Events - \$40.00 (savings of \$20.00)

10 Event Student Pass- Good for any 10 Varsity/ Junior Varsity Home Events- \$25.00 (savings of \$15.00)

Freshman/ 7th grade/8th grade Pass Prices:

10 Event Adult Pass- Good for any 10 Freshman/7th/8th grade Home Events- \$25.00 (savings of \$5.00)

10 Event Student Pass- Good for any 10 Freshman/7th/8th grade Home Events- \$15.00 (savings of \$5.00)

New This Year ~ Falcon Pass ~

This student pass is good for all home regular season sporting events 2017/18 - \$75.00

Students may use an adult pass; adults cannot use a student pass

Family Passes:

Family passes are available for all members of the same household. This pass allows each family member entry into any home sporting event for an entire fall or winter season. Cost is \$140.00 per family per season.

Fall Season: Football, Soccer, and Volleyball

Winter Season: Boys/Girls Basketball and Wrestling

Passes are available for all home games. Checks should be made payable to Field Local Schools.

ATHLETIC POLICIES, GUIDELINES, AND PROCEDURES

Field Athletics, grades 7-12, follow the rules and regulations set forth by the Ohio High School Athletic Association and compete within the Portage Trail Conference Metro Division. Field Local offers three sports seasons (fall, winter, and spring) for our students.

It is an honor and a privilege to represent Field High School in interscholastic athletics. The FHS Athletic Department recognizes the value of interscholastic athletics for students as an integral part of the total school experience as it affects the students and the community. Since the primary purpose of the athletic program is to enhance the education of participating students, the FHS Athletic Department places top priority on maximum student participation and scholastic achievement.

OHSAA AND FIELD LOCAL SCHOOL DISTRICT ELIGIBILITY REQUIREMENTS

Field Middle and High Schools are members of the OHSAA and observe the following academic eligibility guidelines established by the OHSAA.

Rule 4-4-1: In order to be eligible in grades 9-12 a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of FIVE one credit courses or the equivalent, which count toward graduation.

Rule 4-4-3: The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

Rule 4-4-5: A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grades 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in the percentage or credit deemed necessary by the OHSAA.

Student-athletes will **not** be eligible to participate in any sport until the following is completed:

1. OHSAA Physical Examination form
2. Emergency Medical Authorization form
3. Extracurricular Code of Conduct form
4. Parent Responsibility Notice/ Insurance waiver
5. OHSAA Concussion sheet
6. Sudden Cardiac Arrest sheet
7. Academic eligibility requirements
8. Prescason student-athlete meeting

9. Participation Fees

General Regulations

1. Students participating in extracurricular activities must follow not only the Extracurricular Code of Conduct but also the Student Code of Conduct as outlined in the student handbook.
2. The Coach/Sponsor of any activity must read and present a written copy of the Extracurricular Code of Conduct and his/her own guidelines to the students before the activity begins. After reading each code, the students and their parents/guardians must sign and return a verification form to the coach/sponsor.
3. Physical examinations are valid for one calendar year from the date of the physician's signature. Emergency Medical Authorizations, Code of Conduct, Insurance Waiver, Concussion, and Sudden Cardiac Arrest Information sheet must be completed for each sports season.
4. The Ohio High School Athletic Association requires student-athletes and parents to attend a preseason meeting held at Field High School and receive the publication Student-Athlete Eligibility guide. This guide for OHSAA will be attached at the end of this booklet. Please take the time to read through this publication in order to become familiar with the eligibility guidelines set forth by OHSAA for all sports seasons.
5. All forms from the Requirements for Student-Athlete Participation on page 7 must be signed and turned in by parent/guardian.
6. The Athletic Conduct Code for fall student athletes will go into effect on the first allowable date of mandatory practice that is set by OHSAA and will continue year round for the duration of the student's academic career.
7. Winter and spring sports student athletes must abide by the Extracurricular Code of Conduct on the first day of school in the fall and must follow it through their academic career at Field Local Schools.
8. Any violations at the end or near the end of the season or activity will be enforced to the student athlete's next in-season sport. This will include off-season as well depending on the punishment set forth in the school's student handbook.
9. Field Local Schools will be using an online physical form suggested by the OHSAA. The new Pre Participation Evaluation will be all online for parents or legal guardians to fill out, print off or update throughout the year.

RISK OF PARTICIPATION FOR THE STUDENT-ATHLETE

All student athletes and parents must realize the risk associated with athletic participation. Field Local School District will do all we can to minimize the risk of serious injury, disability or death that can be caused during athletic participation. All coaches and student athletes will be aware of these risks prior to play. We will provide concussion awareness along with concussion testing to make sure we are up to date on all necessary prevention.

Age Limitations

Grades 9-12: If a student enrolled in high school attains the age of 19 before August 1, the student shall be ineligible to participate in high school interscholastic athletics for the school year commencing in that calendar year.

Field Local School Eligibility Policy

1. Complete all forms Required for Student Athlete Participation noted on page 7
2. OHSAA Rule 4-4-1
3. Any high school student not passing five classes in the grading period prior to the start of the season will be ineligible.
4. Student-athletes must be enrolled in a minimum of five classes during the sport season.
5. Any student athlete who earns below a 2.0 will be placed on probation and be required to attend study tables. See page 9 for study table guidelines and rules.

STUDY TABLES

Guided study tables will take place during scheduled study halls. Although study tables are effective in improving student's grades, they are only meant to be a supplement. Student-athletes must also utilize time outside of study tables to complete academic work.

Anyone earning below a 2.0 for the quarter prior to the season, below a 2.0 at any time during the season, or earning an 'F' in any class must attend study tables. Attendance for those assigned to study tables is mandatory until the end of the next grading period.

Each student-athlete will be required to adhere to the guidelines of the Study Table Learning Contract. This learning contract serves also as a behavioral contract. Moreover, by signing the contract student athletes confirm that they have read, understand and agree to abide by the policies related to the guided study tables. If dismissed from study tables for violation of any of the policies, student-athletes will not be permitted to return to study table until the following day after dismissal. The rules are as follows:

1. No eating or drinking.
2. No sleeping or sitting idle.
3. If you choose to use a computer, you are to use it for academic work only.
4. All study table areas are to remain as quiet as possible at all times. The reading room is reserved for silent reading of course materials and independent study.
5. No outside guest(s) may accompany you to study tables.
6. There are to be NO cell phones or other distracting electronic devices brought into study tables.
7. If you are dismissed from study table as a result of violating any of the previously mentioned policies, you will not be able to sign back into study tables until the following day.

Guided study tables will take place: Monday - Thursday during regularly scheduled study halls. If a student does not have a study hall, but does have lockout, the student will forfeit the lockout for study tables.

Students required to utilize study tables must meet for 4 sessions a week. Failure to complete the required amount of study table hours will result in consequences set forth by the Athletic Department including loss of playing time.

INDIVIDUAL SPORT RULES

Coaches may establish additional rules and regulations for their respective sports. Any penalties beyond the athletic code of conduct will be the coach's discretion. Participants and parents will be provided further knowledge of rules when applicable.

ATTENDANCE REQUIREMENTS

Student-athletes are required to be in attendance at school for half of the official school day in order to be eligible on that day for participation in an athletic practice/contest. A student athlete must be in attendance for at least 3 hours and 25 minutes of the school day. In any case of missing school, a student-athlete's parent or guardian must contact the athletic director for consideration of waiving the attendance requirement. Students with excessive tardy or unexcused absences could be restricted from participation in the future.

SUSPENDED OR EXPELLED STUDENTS

Students who have been suspended out of school or expelled from school are not permitted on school property or at any school sponsored event, home or away, for the duration of such disciplinary action.

Failure to follow the FHS or FMS discipline policy, which results in out of school suspension, will result in the following for athletic participation:

First Offense

- Student will be denied participation for all contests/practices during the duration of the suspension period while in-season. In addition to the contests/practices missed during suspension period, the student athlete will miss a minimum of 10% of the entire sports seasons contests (regular season or any tournament contest). The coach/advisor may extend the denial of participation for the student upon return at his or her own discretion. Coach or advisor will notify athletic director if any further punishment is added prior to enforcement.

Second Offense

- Second out of school suspension will lead to a denial of participation in 20% of the contests/practices in that sports season's contests (regular season or tournament).

Third Offense

- Third out of school suspension will lead to a denial of participation for the remainder of the current sports season.

SPORTSMANSHIP GUIDELINES

The Field Athletic Department believes good sportsmanship should be portrayed by everyone involved in both home or away athletic events.

Player Expectations

Field student athletes are expected to represent their community in a manner that influences others. Players before, during, and after games should always respect the game and show good sportsmanship. They are expected to treat opponents with respect, shake hands win or lose and congratulate each other. We expect our student athletes to respect the privilege we give them to represent Field Athletics and the community that supports them.

Coaches, Parents and Fans

Field Coaches, Parents, and Fans are expected to show good sportsmanship when supporting the student athletes during all athletic events. We expect these three groups to represent the community well by welcoming visitors and refraining from behavior that disrespects the Field Athletics Department. Inappropriate behavior that is not expected at any athletic event includes:

1. Vulgar language toward visiting fans, team, school representatives or officials
2. Throwing objects onto the playing surface
3. Entering the playing area
4. Damaging school property

Parent and Fan Code of Conduct

Parents or fans who do not respect the guidelines set forth during athletic events by Field Athletic Department will result in the following procedures to be taken by Field Administration:

First Offense

- Spectator will serve a two game ban from Field athletic contests.

Second Offense

- Spectator removed from all home athletic events in that season at Field Local Schools. A letter from the athletic director will be sent to the spectator with notification of this policy.

Third Offense

- Spectator will be removed from all home athletic events for one calendar year from violation. The athletic director will send a letter of notification to the spectator.

BENCH, TEAM AREA, AND LOCKER ROOM GUIDELINES

The bench, team area, and locker room are restricted to student athletes, coaches, volunteer coaches, managers, athletic trainers, paramedics, physicians, team videographers, or other personnel approved by the coach or athletic director. Students, parents, and fans are expected to stay in spectator areas before, during, and after the athletic event.

COMMUNICATION GUIDE FOR PARENTS AND COACHES

Field Athletics believes our program will be successful with effective communication between athletes, coaches, parents, and administrators. It is the goal of the coaches and administration to be accessible to parents. All communication with Field coaches or athletic staff should be done in person, by phone call, or district email.

If a coach plans to use texting for immediate and urgent contact with student athletes, the coach must be transparent about such use. At the beginning of the season, the coach must make parents aware that he/she may use texting as a form of communication.

Using social media to communicate with team members may be appropriate as a supplemental method of communicating electronically if it is setup correctly. If a coach decides to establish a Facebook page, Remind101 account, website, or Twitter feed, the parents must be notified that this site will be used to communicate information in addition to other methods (email, formal letters, etc.) and that these pages may contain commercial advertising that is not endorsed by the district. Since not every student has a Twitter account, Facebook page, or even access to any social media websites, the coach must consider this when posting. The FLSD cannot require student athletes to have any social media accounts like Facebook or Twitter, as this should be a family and/or personal decision. Therefore, coaches must make any information posted accessible by alternate means.

Employees or students must report to a school administrator any communication that may be construed as inappropriate.

Parent Expectations

Coaches will inform you of:

1. Schedules and locations of all practices and contests
2. His/her coaching philosophy
3. Expectations he/she has for all athletes on the team
4. Requirements to be part of the team
5. Injury reports if necessary
6. Disciplinary actions when they result in denial of participation

Field Athletics Expectations

Inappropriate Discussions with Coaches

1. Playing time
2. Team strategy or play calling
3. Other student athletes

Appropriate Discussions with Coaches

1. Student athlete health concerns
2. Scheduling conflicts that may come up
3. Student athlete struggles with grades or academics
4. Ways to work with student athlete at home on skills or development
5. Any changes in behavior or attitude you may be aware of in your student-athlete
6. Conflicts that may arise with other sports

Parent procedure to discuss concerns with a coach

1. Ask the student athlete talk to coach first.
2. Make an appointment with coach, if student athlete talk does not resolve problem.
3. Never approach coach after a game or practice unless that is agreed upon by the coach.
4. Contact the athletic director if further resolution is needed.

Chain of Command

1. Players must first speak to their coaches
2. The head coach will talk his/her concerns to the athletic director
3. If any player, parent or assistant coach approaches the athletic director, he or she will be referred immediately to the head coach.
4. The athletic director will report to principal if necessary.
5. The principal will then report to the superintendent.

PROFESSIONAL VOLUNTEERS FOR FIELD ATHLETIC TEAMS

All professional volunteers, not considered a coach, must be approved by the coach, athletic director, and Board of Education. These include, but are not limited to, stat keepers, videographers, weight room attendants, or anyone involved with the team that will be around the student-athletes. Permission must be granted prior to the athletic season in order for the volunteer to ride the bus or supervise the student athletes in any capacity. Any volunteer who will have contact with students must have FBI/BCI background check on file with the Athletic Department. If any volunteer has the responsibility of coverage for Field student-athletes, they must have a Pupil Activity Certificate through OHSA.

TRANSPORTATION GUIDELINES

Student-athletes are expected to travel to and from away practices, scrimmages, and contests by utilizing the transportation provided by Field Local Schools. All athletes are required to ride school transportation when the away event is within 60 miles of Field Local Schools. Exceptions for extenuating circumstances may be granted with coach's approval. In order to receive coach's approval, he/she must be notified one day prior to the athletic event. Once notification occurs, the coach will provide a form for the parent to sign and fill out with explanation of why their son/daughter will not be using school transportation to go to or from an athletic event. The form should be signed by the athletic director. Coaches/AD have the right of refusal. Further concerns should be discussed with the athletic director.

The Board of Education authorizes transportation by private vehicle of students in the district. Any such transportation must be approved in advance and in writing by the superintendent. Paperwork for the driver with signature must be filed with the Board of Education. No person shall be approved for the transportation of students in a private vehicle who is not under contract with the Board, an employee of this Board, an approved volunteer, or the parent of a student enrolled in this District and the holder of a currently-valid license to operate a motor vehicle in the State of Ohio. Forms are available in the Athletic Office and on the Athletic website.

OVERNIGHT TRIPS

1. All contests played, necessitating overnight stays, will follow OHSAA regulations.
2. All overnight trips are subject to prior approval of the building principal, superintendent, and Board of Education.
3. Coaches and approved chaperones are responsible for the supervision of all student-athletes on overnight trips at all times. Chaperones must be fingerprinted and board approved.
4. Expectations:
 - Room assignments will be made by the coach in charge.
 - Periodic room checks must be made until one hour past designated "lights out".
 - Plans must be made for use of time when not in active competition.
 - Activities will be done in groups under the supervision of the coach or chaperone.
 - Meals will be eaten in groups and under the supervision of the coach or chaperone.
 - One coach/chaperone per 10 athletes will be present.
 - Board approved drug/alcohol free workplace policy applies to all coaches, chaperones, and athletes on overnight trips.

OUTSIDE COMPETITION

According to OHSAA rules, no student may participate on a non-school team of the same sport during the same season. This includes leagues, tournaments, charity games, all-star games,

three-on-three tournaments, college classes, etc. Always check with the athletic director if there is any doubt as to whether a competition is permissible. Participation in a non-school event of the same sport will render the athlete ineligible and the team will forfeit all games that athlete played in after the illegal event.

FINANCIAL OBLIGATIONS AND EQUIPMENT

Uniforms

- Uniforms issued to student athletes are expected to come back in the same condition given at the beginning of each season
- Any alterations or loss of uniforms will be charged to the student athlete at replacement cost.
- If a uniform is not returned, the price for the uniform can be added to a student's school fees.

Equipment

- Student athletes are expected to take proper care and security of all issued equipment.
- All equipment issued must be returned at the end of the student-athlete's playing season.
- The cost to replace any lost or damaged equipment needs to be reimbursed to the Athletic Department by the student athlete.
- Denial of participation in the next sport can be enforced if the costs are not reconciled with the Athletic Department.

PARTICIPATION FEES

In order to be a member of a team, all athletes are required to pay the participation fee as set by the Board of Education. The fee is due before the first sport contest is played. An athlete may not participate in a contest until the fee is paid. No fees will be returned after an athlete has participated in a scrimmage or contest.

FUNDRAISERS

All fundraisers must be authorized by the Athletic Director before they can be presented to the School Treasurer or the Booster Club for approval. All funds must be accounted for; any missing funds will be the responsibility of the head coach.

CONFLICTING PARTICIPATION

The following guidelines apply in the event that a student wishes to be considered for participation in extra or co-curricular activities that have conflicting practice and/or performance times outside of school. The student is responsible to inform the staff members in charge of the activities prior to trying out for the conflicting activity.

The coaches and/or directors of the student activity are to discuss the potential practice and performance conflicts to see if an agreement can be reached. If an agreement can be reached, the agreed upon schedule is to be in writing with coaches and/or advisors and the student receiving copies. If an agreement cannot be reached between the coaches and/or advisors, the student will

have to choose between activities. In the event a student chooses to drop from a co-curricular activity to participate in an extracurricular activity, the student will be permitted to withdraw without receiving a failing grade. Alternative assignments may be assigned to replace the performance grade.

CANCELLATION OF COMPETITIONS

Guidelines to follow if a cancellation of competition must occur are noted as follows:

1. Notify the athletic director immediately if you must cancel or postpone for home or away athletic event
2. The athletic director will notify athletic event staff, faculty manager, concessions, opposing team, custodial staff, and student body
3. Cancellations will be posted for parents on the district website with possible make up dates
4. Same procedures will be followed when away contest is cancelled

CALAMITY DAY OR SCHOOL CLOSING

The following procedures will be used to determine if extracurricular activities shall be held on days when schools are closed due to a calamity or school closing. Calamities may be caused by hazardous weather, utility failure or other causes.

Middle School Procedures

All middle school extracurricular activities including practices will be postponed or cancelled on a school day closing or calamity day. This includes home and away events.

High School Procedures

High school extracurricular activities may be held on calamity days under certain circumstances:

1. Host/home school has the responsibility to determine if an event will be held.
2. If Field Local Schools are closed but the home school wishes to continue with a scheduled event, then the trip will be made if travel conditions are not considered to be hazardous. Administration has the final say.
3. Home events will be held if the school administration deems it safe to travel.
4. When determining whether a home event will be held or an away event will be attended the following people will be consulted: superintendent, athletic director, and operations manager.
5. If school is closed due to weather, practices for junior varsity and varsity sports may not take place until after 11 am and must be cleared by the athletic director.
6. Practices on days of school closings are voluntary for student athletes. Parents can hold their kids out if they deem weather conditions unsafe.

It is the responsibility of the coach to inform student athletes of this policy. A student athlete who does not attend an event on these days will not be penalized.

SPORTS AWARD CEREMONIES AND ATHLETIC AWARDS

Ceremonies will be held at the conclusion of each sport's season. Coaches will determine the ceremony date, time, and location. All student-athletes notified by the coach are expected to attend.

Requirements for individual sports – The head coach will have final say on letterwinners

***All Seniors receive a Varsity Letter**

- A. Varsity Football
 - a. Play in 50% of the varsity quarters. A quarter is 2 consecutive plays
- B. Cross Country
 - a. Top 7 players from team scoring average for the year
- C. Varsity Boys and Girls Basketball
 - a. Play in 50% of the quarters during the season
- D. Varsity Baseball
 - a. Participate in 50% of the innings
 - b. Pitchers will be at discretion of the coach
- E. Varsity Softball
 - a. Participate in 50% of the innings
 - b. Pitchers will be at discretion of the coach
- F. Varsity Girls and Boys Track
 - a. Must score 10 points during the season
 - b. Participate in 50% of dual meets
 - c. Relay team members will be awarded total points
- G. Varsity Wrestling
 - a. Participate in 50% of dual matches
 - b. Win points for varsity team
- H. Varsity Golf
 - a. Participate in 50% of all matches
- I. Varsity Soccer
 - a. Participate in 50% of the halves during the season
- J. Varsity Tennis
 - a. Participate in 50% of all varsity matches
- K. Varsity Volleyball
 - a. Participate in 50% of the varsity matches
- L. Varsity Cheerleading
 - a. Must complete both football and basketball season on the Varsity squad

Scholar Athlete Awards

Portage Trail Conference Scholar Athlete Award Guidelines

1. Must earn a Varsity letter
2. Grading period GPA of 3.4 or higher

ATHLETIC TRAINING AND CONCUSSION PROTOCOL

Definition

Athletic Trainers (ATs) are health care professionals who collaborate with physicians. The services provided by ATs include preventative care, emergency care, clinical diagnosis, therapeutic intervention, and rehabilitation of injuries and medical conditions. ATs work under the direction of physicians, as prescribed by state licensure statutes.

Field Athletic Training – Sports provided

Field Local School District contracts with Children's Hospital Medical Center of Akron for our Athletic Training sport coverage. The trainer will cover team events at Field Local Schools along with injury evaluation before or after the event. Akron Children's trainer will also provide concussion baseline testing at the beginning of each sports season to keep a record for further testing if necessary throughout the season.

Athletic Trainers will be present at:

1. Football- Freshman, JV, and Varsity home or away
2. Volleyball- JV and Varsity
3. Soccer- Boys/ Girls JV and Varsity
4. Basketball- Boys/Girls JV and Varsity

Return to play protocol (Non-Concussion)

The Athletic Trainer assigned to Field High School will have the ultimate decision, under the supervision of a physician, to return student athletes to athletic practice and competition. Family physician and specialist notes will need to be approved by the Athletic Trainer or team physician prior to student athlete returning to athletic competition.

Return to play protocol (Concussion)

If a student athlete is removed from practice or competition due to a suspected concussion or head injury, the coach or referee who removes the student shall not permit the student to return to play that day. In order for that student to return to practice or competition a physician or licensed health care provider must give Field Local Schools written authorization that it is safe for that student to return. A return to play form to clear a student athlete is located on OHSAA's Medical Authorization at ohsaa.org/medicine/AuthorizationToReenter.pdf.

Concussion Information Sheet

All students and their parents or legal guardians shall review and sign the Concussion Information Sheet which the Ohio Department of Health has developed.

NCAA DIVISION I INITIAL ACADEMIC ELIGIBILITY

To participate in Division I athletics or receive an athletic scholarship during the first year of college, a student-athlete must:

Complete the 16 core-course requirement in eight semesters:

- 4 years of English
- 3 years of math (Algebra 1 or higher)
- 2 years of natural or physical science (including one year of lab science if offered by the high school)
- 1 extra year of English, math or natural or physical science
- 2 years of social science
- 4 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy)
- Earn a minimum required grade-point average in core courses
- Earn a combined SAT or ACT sum score that matches the core course grade-point average and test-score sliding scale. (For example, a 3.000 core-course grade-point average needs at least a 620 SAT).

*Student-athletes enrolling in college in August 2016 and later must meet all of the above requirements to receive aid in the first year and practice in the first term. In order to compete in the first year, prospects must meet all of the above and:

- Earn at least a 2.3 GPA in core courses
- Meet an increased sliding-scale standard
- Complete 10 core-courses prior to the start of the seventh semester, at least seven in English, math and science.

***If a student-athlete earns nine credits in the first term, he or she can continue to practice the remainder of the year. If not, he or she can remain on aid but can't practice.**

WEIGHT ROOM POLICY

All in-season and off-season weight room activity will be approved by the coach and athletic director. Weight room policies will follow OHSA rules set forth for both in or off-season activity. Use of the weight room before, during, or after school, must be approved through the athletic director. All coverage of weight room by the coach or adult volunteer must be approved and given permission by the Board of Education. 7th & 8th graders are not permitted to participate in an off-season workout program intended for a varsity sport. However, 8th graders may participate in an off-season workout program at the beginning of the second semester. **No student athlete is permitted in the weight room without adult supervision.**

SUPPLEMENTS

All over-the-counter supplements, stimulants, or beverages intended to enhance the performance of a student athlete are NOT permitted unless approved by the athletic director or board-approved designee. Examples include but are not limited to protein powders, Red Bull, Nos Tork, 5-Hour Energy, NoDoz, and a range of athletic supplements that claim to enhance athletic performance.

STEROIDS

Steroids intended to enhance the performance of a student athlete are NOT permitted unless approved by the athletic director, board-approved designee, or doctor.

Warning: "Improper use of anabolic steroids* may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment." *A complete list of those compounds which are classified as anabolic steroids is set forth in O.R.C. §3719.41, Schedule III.

Metro Conference Contact Information

Cloverleaf	<p>Athletic Director: Craig Walkup Athletic Office: 330-302-0315 Cell: 330-958-1404 Email Address: cwalkup@cls.k12.oh.us Fax: 330-721-3554</p>
Coventry	<p>Athletic Director: Danny Savage Athletic Office: 330-644-3004 ext. 624016 Cell: 330-575-0122 Email Address: dsavage@coventryschools.org Fax: 330-644-4222</p>
Field	<p>Athletic Director: Nicole Kosewick Athletic Office: 330-673-2387 Cell: 440-773-3397 Email Address: nicole.kosewick@fieldlocalschools.org Fax: 330-677-2520</p>
Norton	<p>Athletic Director: Don Shimek Athletic Office: 330-825-7300, ext. 532115 Cell: 330-936-3106 Email Address: dshimek@nortonschools.org Fax: 330-825-4275</p>
Ravenna	<p>Athletic Director: Jim Lunardi Athletic Office: 330-296-3844, ext. 1308 Cell: 330-958-3757 Email Address: jim.lunardi@ravennaschools.us Fax: 330-296-1855</p>
Springfield	<p>Athletic Director: Kevin Vaughn Athletic Office: 330-798-1080 Cell: 330-352-0324 Email Address: sp_vaughn@springfieldspartans.org Fax: 330-798-1162</p>
Streetsboro	<p>Athletic Director: Randy Tevepaugh Athletic Office: 330-626-4902, ext. 2 Cell: 440-759-9870 Email Address: rtevepaugh@rockets.sparcc.org Fax: 330-626-8102</p>
Woodridge	<p>Athletic Director: Nick Mayer Athletic Office: 330-929-3191, ext. 592104 Cell: 440-477-0622 Email Address: nmayer@woodridge.k12.oh.us Fax: 330-928-5036</p>

County Conference Contact Information

Crestwood	Athletic Director: Bob Dean Athletic Office: 330-375-8205, ext. 1008 Cell: 330-283-6602 Email Address: rdean@crestwoodschoools.org Fax: 330-274-3150
Garfield	Athletic Director: Jim Pfleger Athletic Office: 330-527-0039 Cell: 330-221-1301 Email Address: jpfleger@jagschools.org Fax: 330527-0039
Lake Center Christian	Athletic Director: Shane Byler Athletic Office: 330-877-2049, ext. 273 Cell: 330-354-0852 Email Address: sbyler@lakecenterchristian.org Fax: 330-877-2040
Mogadore	Athletic Director: Rich Brumbaugh Athletic Office: 330-628-7262 Cell: 330-571-3106 Email Address: mo_brumbaugh@mogadore.net Fax: 330-628-6657
Rootstown	Athletic Director: Keith Waesch Athletic Office: 330-325-2006 Cell: 330-322-2899 Email Address: waesch@roversk12.org Fax: 330-325-8506
Southeast	Athletic Director: Steve Sigworth Athletic Office: 330-654-1960 Cell: 330-787-3949 Email Address: ssigworth@sepirates.org Fax: 330-654-9110
Youngstown Christian	Athletic Director: Dolph Carroll Athletic Office: 330-788-8088 Cell: 330-727-1507 Email Address: dolphcarroll@yahoo.com Fax: 330-788-2875

Parent Forms

Visit the Field Local Schools Website to see the most up to date forms
<http://www.fieldlocalschools.org/Forms.aspx>

Ten Things to Consider When Training Athletes Off-Season

1. When at all possible, train athletes who are not participating in a current sport first.
2. Remember academics still come first.
3. The in-season sport must remain the top priority for athletes. This should be reiterated often by off-season coaches.
4. As a coach, you must be sensitive to the needs and demands of the in-season coach.
5. The in-season coach has final say as to whether or not the athlete can participate in off-season activities.
6. All off-season coaches should use common courtesy and refrain from taking athletes from in-season sports near critical games, tournaments or playoffs.
7. Be mindful of other schedules that may conflict (band, choir, NHS, drama) and respect the other interests of the athletes.
8. Keep off-season training to basics and fundamentals.
9. If off-season training is affecting in-season performance, both coaches (in/off-season) should address the athlete together to avoid resentment by the athlete for one coach. Remember these athletes are children and they deserve to have a childhood that does not require constant instruction or training.

Final interpretations of the appropriateness of the time and activities that coaches conduct with athletes reside with the athletic director and/or her/his designee.

Field High School Athletic Department

Head Coach Evaluation

Head Coach:

Sport:

Coach as Manager: Administrative Responsibilities

	Ineffective	Developing	Skilled	Accomplished
<i>Follows rules and procedures established by all governing agencies including the OHSAA, Board of Education, and athletic director</i>	Rules and procedures are not followed	Some rules and procedures are followed	All rules and procedures are followed	All rules and procedures are followed independently by coach without directive from administration
<i>Completes necessary certifications before the start of the season.</i>	Certifications were not completed before the first day of the season.	Some coaching certifications were completed by the first day of the season.	All coaching certifications were completed by the first day of the season.	All coaching certifications were completed before the start of the season without directive from administration.
<i>Ensures necessary certifications for his/her assistants are completed before the start of the season.</i>	Certifications for assistants were not completed before the first day of the season.	Some coaching certifications for assistants were completed by the first day of the season	All coaching certifications for each assistant were completed by the first day of the season..	All coaching certifications for each assistant were completed before the start of the season without directive from administration.

<i>Effectively manages the distribution and collection of all equipment</i>	Does not keep records of distributed equipment and/or fails to account for all equipment issued at the end of the season	Has some records of distributed equipment and collects the majority of issued equipment at the end of the season	Keeps accurate record of distributed equipment and collects all issued equipment within two weeks of the season ending. Athletes billed for lost or missing items	Keeps accurate record of distributed equipment and collects all issued equipment within one week of the season ending. Athletes billed for lost or missing items
<i>Turns in required student athlete paperwork before the start of the season: physical, OHSAA rules, concussion sheet, sudden cardiac arrest, and code of conduct</i>	Paperwork was not completed for every athlete before the start of the season.	Some paperwork was turned in before the start of the season but not for every athlete.	All student athlete paperwork was completed by the start of the season.	All student athlete paperwork was completed before the start of the season without directive from administration.
<i>Is cooperative in helping service clubs and organizations in their projects which in turn relate to our athletic program</i>	Does not work cooperatively with service clubs and organizations that relate to our athletic program	Reluctantly works with service clubs and organizations that relate to our athletic program	Works cooperatively with service clubs and organizations that promote our athletic program	Works cooperatively with service clubs and organizations as well as initiates projects that will promote our athletic program
<i>Comments:</i>				

Coach as Communicator: Interpersonal Skills and Relationships

	Ineffective	Developing	Skilled	Accomplished
<i>Over the course of the season the coach articulates clear and specific expectations and processes of the program to athletes, parents, other coaches, and athletic director</i>	Does not communicate expectations and processes	Communicates expectations and processes in an inappropriate way	Effectively communicates expectations and processes	Effectively communicates expectations and processes using a proactive approach
<i>Works to develop rapport with the entire coaching staff, athletes, and parents</i>	Has no relationship or communication with coaching staff, athletes, and parents	Has poor relationships with coaching staff, athletes, and parents	Has a positive, working relationship with coaching staff, athletes, and parents	Has a positive, working relationship with coaching staff, athletes, and parents while taking an active role in campus and community events
<i>Maintains communication/public relations, as necessary, with newspapers, media, booster clubs, and community</i>	Has no relationships with media, booster club, and community. Fails to provide accurate or timely results to local media outlets or does so to a negative effect	Communicates with some members of the media, booster club, and community but not effectively. Provides some results of competitions to local media outlets.	Communicates effectively with all members of the media, booster club, and community. Ensures results of competitions are sent to local media outlets.	Seeks to promote individuals and team through various outlets using the media, booster club, and community. Ensures results of competitions are sent to local media outlets.

<i>Shows self-control and poise in all areas related to coaching responsibilities</i>	Does not demonstrate respect to opponents, officials, and fans	Demonstrates some respect to opponents, officials, and fans, but not to all necessary parties	Demonstrates respect to opponents, officials, and fans	Demonstrates respect to opponents, officials, and fans and encourages others to do the same
<i>Works to build a foundational youth program to support growth and development in the sport.</i>	Focuses only on varsity team	Focuses only on high school program and fails to support youth or developmental programs	Works cooperatively with middle school coaches, assistant coaches, and/or community programs to improve the sport	Works cooperatively with middle school coaches, assistant coaches, and/or community programs to improve sport knowledge and involvement at all age levels
<i>Comments:</i>				

Coach as Teacher: Coaching Performance and Mentoring

	Ineffective	Developing	Skilled	Accomplished
<i>Is well versed and knowledgeable in matters pertaining to the sport</i>	Does not use proven coaching techniques, methods, and principles	Reluctantly uses proven coaching techniques, methods, and principles	Utilizes proven coaching techniques, methods, and principles	Keeps up with the most current trends in coaching techniques and ideas in addition to utilizing proven methods and principles
<i>Organizes, supervises, coordinates, and evaluates all practices and events during a season while maintaining team discipline and control</i>	Does not develop well organized or challenging practices or events and has little to no command over team discipline and control	Does develop well organized or challenging practices and events but not both while inconsistently maintaining team discipline and control	Develops well organized and challenging practices and events throughout the season while maintaining team discipline and control	Develops well organized and challenging practices and events using a variety of techniques and skills directed by team needs while maintaining team discipline and control
<i>Appropriately supervises the student athlete in team areas- including but not limited to: locker rooms, training areas, and while being transported to and from events</i>	Does not supervise the student athlete in team areas	Supervises student athletes inconsistently in team areas	Always provides supervision of student athletes in team areas	Always provides supervision of student athletes in team areas while teaching and modeling safe and appropriate student athlete behavior

<i>Is prompt in meeting team for practices and games</i>	Frequently late to meet team for practices and games. AD was notified by team or bus garage	Has been late to meet team for a practice and/or game. AD was notified by team or bus garage	Is prompt to meet team for every practice and game. AD has not been notified by team or bus garage	Arrives early to meet team for practices and games. AD has not been notified by team or bus garage
<i>Serves as an appropriate role model in regards to appearance, manners, behavior, and language while promoting an attitude that produces positive efforts by participants</i>	Appearance, manners, behavior, and language do not reflect those of a role model nor promote sportsmanship	Presents self as a role model for student athletes in some areas regarding appearance, manners, behavior, and language while inconsistently demonstrating sportsmanship	Presents self as a positive role-model for student athletes while demonstrating sportsmanship	Presents self as a positive role model for student athletes, other coaches, parents, and community members while demonstrating sportsmanship
<i>Supports athletes as well rounded individuals by being fair, understanding, tolerant, sympathetic, and patient while emphasizing lasting values to each individual</i>	Does not support student athletes in all endeavors including academics, athletics, and extracurricular activities. Demonstrates no flexibility to allow individuals to develop to fullest potential	Inconsistently supports student athletes in all endeavors including academics, athletics, and extracurricular activities. Demonstrates some flexibility to allow individuals to develop to fullest potential	Supports student athletes in all endeavors including academics, athletics, and extracurricular activities. Demonstrates flexibility, when necessary, to allow all individuals to develop to fullest potential	Recognizes the importance of involvement in all endeavors for the individual and develops a plan with the athlete to support that involvement. Demonstrates flexibility, when necessary, to allow all individuals to develop to fullest potential

<i>Aids in the development of assistant coaches by effectively delegating coaching responsibilities while remaining accountable</i>	Makes no effort to delegate responsibilities to assistant coaches and completes all coaching tasks him/herself	Makes an effort to delegate responsibilities to assistant coaches but completes task him/herself	Delegates responsibilities to assistant coaches while providing necessary supervision	Effectively delegates responsibilities to assistant coaches and empowers assistants to work confidently and contribute to the success of the program
<i>Comments:</i>				

Summary of Evaluation

<i>Areas of Strength:</i>				
<i>Areas to Improve:</i>				
<i>Overall Summative Rating:</i>	<i>Ineffective</i>	<i>Developing</i>	<i>Skilled</i>	<i>Accomplished</i>
<i>Recommendations:</i>	<i>Rehire</i>	<i>No determination at this time</i>		

<i>Signature of Head Coach:</i>		<i>Date:</i>
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<i>Signature of Appraiser:</i>		<i>Date:</i>
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Vendor Agreement

This Vendor Agreement is made as of July 12, 2017 by and between the Summit ESC, Renhill Group, hereafter referred to as the "Company" and Field Local Schools, referred to as the "Customer."

Whereas, the Summit ESC and Renhill Group have a Strategic Alliance Agreement authorizing Summit ESC to act as an official affiliate for substitute staffing related services.

Whereas, the Customer is a public school system that requests the type of services that the Company and ESC provides. All parties have agreed that the terms and conditions of their relationship are as follows:

A. SCOPE OF SERVICES

Our substitute staffing management solution is comprehensive.

- Company will provide substitute personnel (hereinafter referred to as "Employee" or "Employees") at various specified locations as requested by the Customer who will meet the general qualifications as set by the Customer.
- Company will provide targeted recruiting—all year round—that not only identifies qualified, but quality, candidates based on desired skill sets and qualifications for all Employees assigned to Customer.
- We ensure the Ohio Department of Education compliance requirements are met.
- Company will serve as administrator of the district-provided Aesop software, managing all substitute needs and absences in the system.
- As the employer of record, Company assumes responsibility for the accurate and timely processing of payroll, withholding and submission of all applicable federal and state employment taxes to the appropriate authorities, and STRS payroll deduction in accordance to Ohio Revised Code, as well as school year end letter of reasonable assurance and auditing of personnel files related to all Employees.

B. FEES AND PAYMENT:

- a. Customer agrees to pay Summit ESC for each Employee assigned based upon the rates established in the pricing schedule provided (see J.), or any Amendment attached to this Agreement.
- b. Summit ESC must be notified of any billing errors within ten (10) days of the date of the invoice.
- c. Payment will be made by Customer within fifteen (15) calendar days of the invoice date.

This proposal is submitted in confidence and contains privileged, confidential trade secrets/proprietary detail. The information contained herein is to be used only for your evaluation purposes and for no other purpose including, but not limited to, dissemination to individuals to whom it is not addressed. This information may be subject to an exception of public record under GRC 149.43 and therefore not a public record.



C. ADMINISTRATION AND SUPERVISION:

- a. All Employees supplied to the Customer are employees of Company and as the employer, Company retains the right to hire, evaluate, replace, discipline, layoff, terminate and reassign all Employees assigned to the Customer.
- b. Customer has the right to direct the work activities of Company Employees including work location, function, and hours of work. Customer has the right to notify Company of employees that are no longer desired at their facilities, including the reason why.
- c. Customer agrees to use the Customer's employees only to perform the duties for specific position they were assigned and agrees that the duties will not be altered or expanded in any way without prior written consent of the Company.
- d. Customer will provide Company Employees with a safe work environment as well as any necessary orientation, training or instruction related to Customer's specific policies and procedures.
- e. Customer agrees that it will ensure safe working conditions for Employees that it will comply with all applicable State and Federal laws, including labor, health, and safety laws, that it will provide safety equipment, safety clothing, safety devices and safety training required by federal and state law.

D. SUMMIT ESC'S RESPONSIBILITIES:

- a. Summit ESC to provide an ESC approved sub list for certified teachers.
- b. Summit ESC to sign off on all substitute licenses.
- c. Summit ESC to invoice and receive payment from Field Local Schools.

E. COMPANY RESPONSIBILITIES:

- a. Company will be responsible for all administrative and payroll obligations of its Employees, including obtaining Employee information for payroll and other regulatory requirements and holding the Customer harmless from any liability for failure to perform these obligations in regard to the Company Employees during the term of this Agreement.
- b. Company will maintain in full force and effect during the term of this Agreement, Workers' Compensation Insurance and general liability coverage for all employees supplied to the Customer.
- c. Company is responsible for compliance with the requirements of the Federal Employment Eligibility Verification system, including, but not limited to Immigration and Naturalization Service Form I-9 and inspection requests by the Department of Labor and the Department of Justice.

This proposal is submitted in confidence and contains confidential, confidential trade secrets/proprietary detail. The information contained herein is to be used only for your evaluation purposes and for no other purpose including, but not limited to, dissemination to individuals to whom it is not addressed. This information may be subject to an exception of public record under ORS 149-43 and therefore is a public record.



- d. Company will be responsible for managing the administrative burden of the Affordable Care Act for all Company Employees working in Customer facilities. This includes administration; reporting and governmental agency interface; tracking of hours to manage potential costs, and assuming responsibility for regulatory compliance. The cost of the coverage is passed through to the district on a monthly basis for those subs that qualify and elect coverage.
- e. Company is responsible for collecting and keeping in each Employee's file, all of the Ohio state requirements necessary to work in a school system position.

F. Equal Opportunity Employer

Customer and Company agree that they are equal Opportunity Employers and do not discriminate based on an employee's race, color, sex, age, religion, national origin, mental or physical disability, ancestry, military discharge status, sexual orientation, marital status, source of income, parental status, housing status, or other protected status, in accordance with applicable federal and state law.

G. RESPONSIBILITIES UNDER THE AFFORDABLE CARE ACT

- a. As the common law Employer of all Employees staffed by Company for Customer, Company will be responsible for compliance with Internal Revenue Code § 4980H and corresponding statutory and regulatory provisions under the Affordable Care Act, as those responsibilities relate to Company's sponsored employee benefit plans offered to Employees staffed by Company for Customer.
- b. Company will be responsible for taxes, penalties or other liabilities arising from Company's sponsored employee benefits plans for Employees that are staffed by Company for Customer and who are determined to be common law employees of Company. Company also agrees to be responsible for applicable employer information reporting provisions under code §§ 6055 and 6056 and related regulations as those provisions and regulations relate to Company's sponsored employee benefits plans offered to Employees staffed by Company for Customer.
- c. In no event will Company be responsible for compliance with Internal Revenue Code § 4980H or corresponding statutory and regulatory provisions under the ACA as those responsibilities relate to employees hired and staffed directly by Customer or as those responsibilities relate to Customer's sponsored employee benefit plans. Further, in no event will Company be responsible for taxes, penalties or other liabilities assessed against Customer based on its failure to comply with §4980H as it relates to employees hired and staffed directly by Customer and who are determined to be common law employees of Customer.
- d. Customer will be responsible for, and agrees to comply with, the duties imposed upon it by law, rule, or regulation, including, as applicable, ERISA, HIPPA, COBRA, the ACA, and

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the Internal Revenue Code and Customer assumes responsibility for taxes, penalties and fees assessed against Customer based on its responsibilities under those laws.

H. AGREEMENT TERM:

This agreement is valid for one school year and will automatically renew unless either party provides a written 90 day notification to the other of their desire to terminate. Each party's indemnification duties and any obligations for payment arising from this Agreement will survive any termination and remain in full force and effect.

I. SUBSTITUTE PRICING SCHEDULE:

The Company shall provide personnel as needed at a rate equal to hourly pay, tax burden, workers' compensation, unemployment costs, recruiting, and administrative services.

Substitute Teachers

Bill rate = pay rate + 12.22%

J. PAYROLL SERVICES, RETIREMENT CHARGE AND REPORTING PROCEDURE

Company will process payroll in a timely manner. Company will deduct and remit the state required retirement contribution from the substitute teachers' paychecks for STRS. Company will submit a STRS report to the Customer's treasurer's office containing the necessary information. This report is also submitted electronically to STRS with your school code. The required year-end STRS report is submitted in a format that will merge with your district report, to be sent onto the state.

Company is responsible for submitting the STRS membership information to the state and the required SSA forms. Any request for missing information from the state may be forwarded on for Company to provide.

Renhill will manage the deduction for STRS, and provide the employee contribution along with the state required reporting. Renhill will be responsible for the timely deposit of the 14% employer retirement contribution for STRS. Field Local Schools will receive a separate invoice for the retirement contribution.

This proposal is submitted in confidence and contains privileged, confidential trade secrets/proprietary detail. The information contained here is to be used only for your evaluation purposes and for no other purpose including, but not limited to, dissemination to individuals to whom it is not addressed. This information may be subject to an exception of public record under Ohio's 143-43 and therefore not a public record.



K. MUTUAL CONFIDENTIALITY

Both parties agree to use the other's confidential information for the sole purpose of evaluating the transaction. The information contained in this agreement may only be disclosed to those who need to know this information and who also agree to hold it in confidence.

IN WITNESS WHEREOF, the parties hereto have executed this Vendor Agreement (total of five pages) this _____ day of _____, 2017 to be deemed effective between the parties on _____, 2017 and thereafter.

Prepared and Agreed by:
Summit ESC/Renhill Group

By: _____
Print name: _____
Title: _____

Acknowledged and Agreed by:
Field Local Schools

By: _____
Print name: _____
Title: _____

By: _____
Print name: _____
Title: _____

This proposal is submitted in confidence and contains privileged, confidential trade secrets/proprietary detail. The information contained herein is to be used only for your evaluation purposes and for no other purpose including, but not limited to, dissemination to individuals to whom it is not addressed. This information may be subject to an exception of public record under RCW 19.145 and therefore not a public record.

Schedule A – Basic Services

This agreement is in effect beginning July 1, 2017 and ending June

The fee for Basic Services includes the following services:

- Accounting (if using State Software Only)
- Payroll (if using State Software Only)
- EMIS Reporting
- Student Attendance
- Student Grade Reporting
- Student Scheduling

Fee formula for Basic Services: (2178 Students x \$30.00)

Annual amount: \$65,340.00

For the **Field Local Schools:**

Signature

Todd Carpenter

Printed Name

Date

For the **Stark-Portage Area Computer Consortium:**



Signature

James Carman

Printed Name

6/30/2017

Date

Schedule A – Basic Services

This agreement is in effect beginning July 1, 2017 and ending June 30, 2018

The fee for Basic Services includes the following services:

- Accounting (if using State Software Only)
- Payroll (if using State Software Only)
- EMIS Reporting
- Student Attendance
- Student Grade Reporting
- Student Scheduling

Fee formula for Basic Services: (2178 Students x \$30.00)

Annual amount: \$65,340.00

For the **Field Local Schools**:

Signature

Todd Carpenter

Printed Name

Date

For the **Stark-Portage Area Computer Consortium**:



Signature

James Carman

Printed Name

6/30/2017
Date

Schedule C – InfOhio Services

This agreement is in effect beginning July 1, 2017, and ending June 30, 2018.

The fee for InfOhio Services includes the following:

- Library Automation – offering a networked card catalog, so that Client can search individual buildings, buildings throughout the district and districts throughout the region
- Instructional Development – training for new and experienced users on new applications, systems and software procedures.
- Union Catalog Access – used by school librarians and media specialists to copy bibliographic records for local materials, saving time and money for local school budgets.

Fee formula for InfOhio Services:

Accounts	4	x	\$450	=	\$1800
Student Head Count	2178	x	\$1.15	=	\$2504.7

Total **\$4304.7**

For the Field Local Schools:

Signature

Todd Carpenter Printed Name

Date

For the Stark-Portage Area Computer Consortium:



Signature

James Carman Printed Name

6/30/2017 Date

Schedule C – InfOhio Services

This agreement is in effect beginning July 1, 2017, and ending June 30, 2018.

The fee for INF Ohio Services includes the following:

- Library Automation – offering a networked card catalog, so that Client can search individual buildings, buildings throughout the district and districts throughout the region
- Instructional Development – training for new and experienced users on new applications, systems and software procedures.
- Union Catalog Access – used by school librarians and media specialists to copy bibliographic records for local materials, saving time and money for local school budgets.

Fee formula for INF Ohio Services:

Accounts	4	x	\$450	=	\$1800
Student Head Count	2178	x	\$1.15	=	\$2504.7

Total **\$4304.7**

For the Field Local Schools:

Signature

Todd Carpenter _____
Printed Name

Date

For the Stark-Portage Area Computer Consortium:

Signature

James Carman _____
Printed Name

6/30/2017 _____
Date

Schedule W – Learn360 Service

This agreement is in effect beginning July 1, 2017, and ending June 30, 2018.

The fee for Learn360 Service includes the following:

- Access to electronic resources provided by Learn360.

Fee formula for Learn360 Service:

Learn360 Service Amount Total = \$2,185.45

For the Field Local Schools:



Signature

Todd Carpenter

Printed Name

7-31-17

Date

For the Stark-Portage Area Computer Consortium:



Signature

James Carman

Printed Name

7/19/17

Date

Schedule W – Learn360 Service

This agreement is in effect beginning July 1, 2017, and ending June 30, 2018.

The fee for Learn360 Service includes the following:

- Access to electronic resources provided by Learn360.

Fee formula for Learn360 Service:

Learn360 Service Amount Total = \$2,185.45

For the **Field Local Schools:**



Signature

Todd Carpenter

Printed Name

7-31-17

Date

For the **Stark-Portage Area Computer Consortium:**



Signature

James Carman

Printed Name

7/19/17

Date

Schedule F – Pinnacle Gradebook

This agreement is in effect beginning July 1, 2017, and ending June 30, 2018.

The fee for Pinnacle Services includes the following:

Pinnacle Gradebook Hosting and Support

Fee formula for this Services:

Pinnacle Enterprise Fee	\$ 0.00
Objectives Manager Fee	\$ 0.00
Pinnacle Suite License Fee	\$ 0.00
Pinnacle Suite Maintenance Fee	\$ \$7,870.00
Pinnacle Services Fee Total	\$ \$7,870.00

For the Field Local Schools:

_____ Signature

Todd Carpenter Printed Name

_____ Date

For the Stark-Portage Area Computer Consortium:

_____  Signature

James Carman Printed Name

6/30/2017 Date

Schedule F – Pinnacle Gradebook

This agreement is in effect beginning July 1, 2017, and ending June 30, 2018.

The fee for Pinnacle Services includes the following:

Pinnacle Gradebook Hosting and Support

Fee formula for this Services:

Pinnacle Enterprise Fee	\$ 0.00
Objectives Manager Fee	\$ 0.00
Pinnacle Suite License Fee	\$ 0.00
Pinnacle Suite Maintenance Fee	\$ \$7,870.00
Pinnacle Services Fee Total	\$ \$7,870.00

For the **Field Local Schools**:

Signature

Todd Carpenter _____
Printed Name

Date

For the **Stark-Portage Area Computer Consortium**:

Signature

James Carman _____
Printed Name

6/30/2017 _____
Date



EA education
alternatives

SERVICE AGREEMENT

This SERVICE AGREEMENT (the "Agreement") is entered into on _____ 2017, between **Field Local Schools** (the "District"), an Ohio Public School, chartered under Chapter 3311 of the Ohio Revised Code, and **Education Alternatives ("EA")**, an Ohio nonprofit corporation, with offices at 7777 Exchange Street, Suite 4 Valley View, Ohio 44125 (the "Parties").

BACKGROUND

WHEREAS, the District must provide a free and appropriate education ("FAPE") for its students, in accordance with state and federal laws;

WHEREAS, EA is an accredited service provider equipped to educate students with varying educational, emotional and physical needs and meet the students' FAPE requirements;

WHEREAS, this Agreement permits the District to place individual students in designated EA programs, on an as needed basis during the 2017-2018 school year;

The Parties agree as follows:

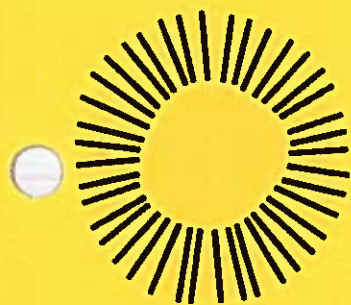
1. EA Programming.

A. The District has the choice of four programs, depending upon the individual student's needs and the student's Individual Education Placement ("IEP") team determination.

- i. Day Treatment Program. EA's Day Treatment program is a non-residential program where students are provided intense mental health services in conjunction with the student's educational programming. EA's program features a 1:6 staff to student ratio, an emphasis on social skills development and behavior management. This program is best suited for students on an IEP, whose behavior issues prevent him or her from learning in a traditional education environment.
- ii. ECHO Program. EA's "ECHO" program is a flexible computer and individual tutoring based learning model for students at risk of dropping out of school, in need of credit recovery, or wanting a non-traditional learning environment. ECHO primarily serves students in grades 9-12, but can accommodate middle school students. ECHO's classrooms are staffed by licensed intervention specialists, to assist the student when necessary. The ECHO program is not suitable for students who demonstrate significant emotional disturbance.
- iii. Coral Autism Program. EA's "Coral Autism Program" is a program for students with an autism designation who may also have behavioral difficulties, but cannot function in a day-treatment classroom. The Coral program has a 1:3 staff-to-student ratio and the environment is tailored to the students' particular needs.
- iv. VisionQuest. EA's "VisionQuest" program is for 18-22 year-olds with moderate disabilities, who require assistance in community involvement, employment and independent living skills.



2. **Related Services.** The District is responsible for ensuring its students are provided related services designated by the student's IEP, including speech pathology, occupational therapy, and physical therapy services. EA will assist the District in providing these services, by permitting District personnel, and/or District independent contractors, to provide these services at EA facilities. The District shall be solely responsible for contacting and contracting with the licensed professionals who will provide these services to the Districts' students.
3. **Term.** The term of this Agreement shall begin July 1st, 2017 and will automatically expire June 30th, 2018.
4. **Rates and Billing.**
 - A. The District shall pay EA the per diem rate, shown in Schedule A attached to this Agreement, for each student enrolled by the District, not to exceed 182 educational school days. The educational school year includes all: teacher in-services, calamity days, truancy days in accordance with Section 5(B), absenteeism, local and national catastrophes and parent teacher conferences, which may occur during the Term of this Agreement.
 - B. The District shall pay EA the cost of providing the enrolled *Day Treatment* student's mental health services, if the student does not qualify for Ohio Medicaid behavioral health services. The per diem rates for such services are shown in Schedule A. If the student does qualify for Ohio Medicaid, then EA will bill the District for the lesser amount shown in Schedule A.
 - C. Students are counted on the District's Average Daily Membership ("ADM") for federal, state and local funding purposes.
5. **Termination Of A Student's Placement.**
 - A. District's Obligations Cease. In the event that the District is no longer legally or financially obligated to provide educational services to a particular student, or if the student is discharged from EA for any reason, the parties' respective obligations under this Agreement for that particular student shall terminate.
 - B. Non-Attendance. EA will suspend billing if a student exceeds ten (10) consecutive absences.
 - C. FAPE. If the IEP team, in accordance with federal and state law, determines that a particular student is not benefiting from the EA's programming and services, the parties will terminate the student's placement at EA.
 - D. Student A Danger to Self or Others. In the event that a EA mental health professional identifies a student to be homicidal, or have a strong likelihood of inflicting bodily harm on himself/herself or others that is not likely to be mitigated by EA's therapeutic approach, then the Parties will provide a more appropriate educational placement or immediately terminate the student's placement at EA. A more appropriate placement may be in-home instruction provided by EA staff, as determined by the IEP team and the student's needs.



6. Education Records.

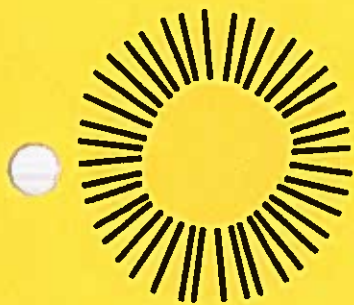
- A. EA and the District agree to exchange all educational records pertaining to students placed under this agreement, including but not limited to: multifactor evaluations, re-evaluations, individual education program documents, functional behavior assessments, behavior intervention plans, report cards, progress reports, transcripts, assessments, discipline records and any other educational records necessary for the Parties to fulfill their respective educational and legal obligations.
- B. The District shall have access to its assigned students' educational records, and may request such records at any time. EA shall provide such records within fourteen (14) calendar days of the request.
- C. Before placement at EA has begun, the District shall provide to EA documents or information regarding a student's violent or aggressive propensities.

7. Background Checks And Teacher Licenses.

- A. EA represents and warrants that it has obtained criminal background checks for all EA employees having direct or indirect access to students, in accordance with Ohio Revised Code Sections 3319.39 and 3319.392.
- B. EA represents and warrants that its teachers are special education teachers, holding current licenses in the state of Ohio.

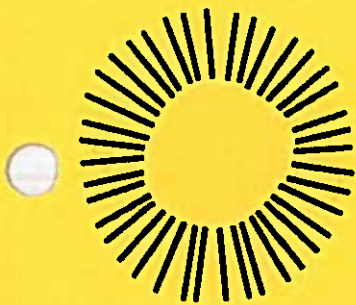
8. Insurance. EA shall at all times during the Term, or any extension thereof, procure, maintain and keep in force general public liability insurance for claims for personal injury, death, or property damage, occurring in connection with EA, with limits of not less than Two Million Dollars (\$2,000,000.00) in respect to: death or injury of a single person or in respect to any one accident, and not less than One Million Dollars (\$1,000,000.00) per accident in respect to property damage.

9. Indemnification. EA, for itself and its agents, contractors, directors, employees, officers, representatives, successors and assigns hereby agrees to defend, indemnify, and hold harmless the District and its administrators, agents, attorneys, consultants, contractors, directors, employees, officers, owners, representatives, successors, assigns, and insurers from and against all liability, claims, causes of action, lawsuits, administrative proceedings of every name or nature, damages, loss, cost or expense, including attorney fees and other litigation costs, arising out of or in connection with: i) a breach of this Agreement by EA; or ii) any third party claims made by students, parents, or guardians arising out of the Day Treatment Services or use of EA facilities as provided for under this Agreement. Notwithstanding anything contained herein to the contrary, EA is not obligated to defend, indemnify, or hold harmless the District against: i) any claim (whether direct or indirect) if such claim or corresponding losses arise out of or result from, in whole or in part, the District's breach of its obligations set forth in this Agreement; or ii) a breach of the District's obligations pursuant to 20 U.S. Code §§ 1411-1419, or corresponding state special education law.



10. Miscellaneous.

- A. Merger. This Agreement contains the entire understanding of the parties concerning the matters contained herein, and supersedes and replaces any prior or contemporaneous oral or written contractors or communications concerning the matters contained herein.
- B. Assignment. EA shall not assign this Agreement without the written consent of the District.
- C. Notices. All notices or communications under this Agreement shall be in writing and delivered by US mail or email to a designated EA email address.
- D. Amendments. All amendments to this Agreement shall be in writing and executed by both Parties.
- E. Independent Contractor. The Parties to this Agreement are independent contractors. There is no relationship of partnership, joint venture, employment, franchise or agency created by or between the Parties. Neither party has the power to bind the other, or incur obligations on the other party's behalf.
- F. Captions and Headings. The captions and headings throughout this Agreement are for convenience and reference only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this instrument.
- G. Severability of Provisions. Any provision of this Agreement which is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this Agreement.
- H. Binding Effect. This Agreement will extend to, benefit, and be binding upon the parties hereto and their respective heirs, beneficiaries, successors, and assigns.
- I. Counterparts. This Agreement may be executed in any number of counterparts, each of which will be deemed an original for all purposes and which together will constitute one and the same instrument. The parties agree that any duplicate of this Agreement, including electronic copies or photocopies, shall be deemed as sufficient evidence of the original Agreement.
- J. Choice of Law. This Agreement shall be governed and construed by the laws of the State of Ohio without regard to conflict of law principles.



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IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year stated in the Preamble.

EDUCATION ALTERNATIVES

By: _____
Gerald Swartz, Executive Director

THE DISTRICT

By: _____
Name: _____



EA education
alternatives

Exhibit A
Education Alternatives Per Diem Rates 2017-2018

Day Treatment Program CARF-accredited educational and therapeutic program.	\$112 per day
One-on-One Aide Individualized services available in accordance with the student's IEP.	\$152 per day
ECHO Program Computer-based dropout prevention program.	\$45/per half day, <4 hours \$90/Full-Day, >4 hours
VisionQuest Transitional job training program for young adults with Autism/DD at EA Ravenna	\$145 per day
Coral Autism Program Specialized program for students on the autism spectrum.	\$160 per day



SERVICE AGREEMENT

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BACKGROUND

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WHEREAS, EA is an accredited service provider equipped to educate students with varying educational, emotional and physical needs and meet the students' FAPE requirements;

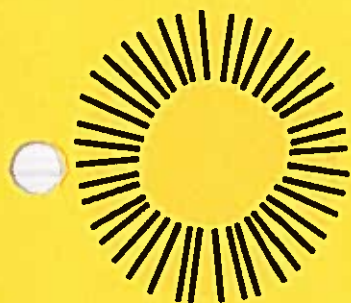
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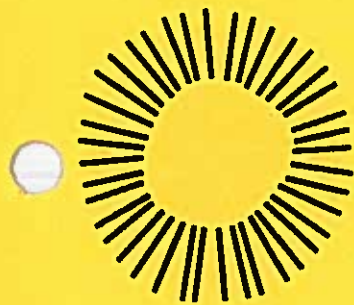
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9. Indemnification. EA, for itself and its agents, contractors, directors, employees, officers, representatives, successors and assigns hereby agrees to defend, indemnify, and hold harmless the District and its administrators, agents, attorneys, consultants, contractors, directors, employees, officers, owners, representatives, successors, assigns, and insurers from and against all liability, claims, causes of action, lawsuits, administrative proceedings of every name or nature, damages, loss, cost or expense, including attorney fees and other litigation costs, arising out of or in connection with: i) a breach of this Agreement by EA; or ii) any third party claims made by students, parents, or guardians arising out of the Day Treatment Services or use of EA facilities as provided for under this Agreement. Notwithstanding anything contained herein to the contrary, EA is not obligated to defend, indemnify, or hold harmless the District against: i) any claim (whether direct or indirect) if such claim or corresponding losses arise out of or result from, in whole or in part, the District's breach of its obligations set forth in this Agreement; or ii) a breach of the District's obligations pursuant to 20 U.S. Code §§ 1411-1419, or corresponding state special education law.



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- I. Counterparts. This Agreement may be executed in any number of counterparts, each of which will be deemed an original for all purposes and which together will constitute one and the same instrument. The parties agree that any duplicate of this Agreement, including electronic copies or photocopies, shall be deemed as sufficient evidence of the original Agreement.
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EA education
alternatives

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One-on-One Aide Individualized services available in accordance with the student's IEP.	\$152 per day
ECHO Program Computer-based dropout prevention program.	\$45/per half day, <4 hours \$90/Full-Day, >4 hours
VisionQuest Transitional job training program for young adults with Autism/DD at EA Ravenna	\$145 per day
Coral Autism Program Specialized program for students on the autism spectrum.	\$160 per day



EA education
alternatives

STUDENT TRANSPORTATION AGREEMENT

This Student Transportation Agreement (the "Agreement") is entered into on _____, 2017, between **Field Local School District** (the "District"), an Ohio public school, chartered under Chapter 3311 of the Ohio Revised Code, and **EDUCATION ALTERNATIVES**, an Ohio nonprofit 501(c)(3) corporation, ("EA").

BACKGROUND

WHEREAS, EA is in the business of providing transportation services for students of school districts throughout northeast Ohio;

WHEREAS, this Agreement engages EA to provide transportation services for the District during the 2017-2018 school year;

THE PARTIES AGREE AS FOLLOWS:

1. Scope Of Services: EA shall:

- a. Provide transportation services for the Districts' students, based upon the District's transportation needs during the Term of this Agreement; EA's transportation services include pickup and drop-off of the students at their homes, or other locations mutually agreed upon by the parties;
- b. Organize the transportation routes including pick-up and drop-off times and schedules;
- c. Promptly communicate with the parents, guardians and the District when transportation issues arise. Transportation issues may include, but are not limited to the following: issues regarding pick-up/drop-off times, scheduling, immediate safety of students, and behavioral incidents;
- d. Comply with the applicable current federal, state, and local laws, rules, and regulations for the special education transportation of students in the state of Ohio, including but not limited to the Family Educational Rights and Privacy Act the Individuals with Disabilities in Education Act and Ohio Department of Education requirements.

2. Representations And Warranties. EA represents and warrants that:

- a. EA's vehicles satisfy the safety requirements of the Ohio Department of Education, including following a structured preventative maintenance schedule for all vehicles;
- b. EA drivers are trained and certified through the Ohio Department of Education, and meet the Ohio Department of Education's ongoing requirements of having a current driver's license;
- c. EA employees providing services under this Agreement have satisfied applicable criminal records, background checks and hiring restrictions, imposed by law, including the requirements of ORC §§ 3319.39 and 3319.392; and



3. **Term Of The Agreement.** This Agreement will commence August 21, 2017 and expire on June 30, 2018 (the "Term"). This Agreement will not automatically renew at the expiration of the Term.

4. **Daily Rates, Billing And Payment.**

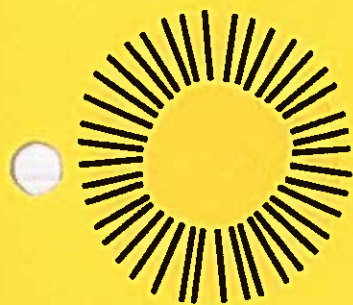
- a. The District shall compensate EA **\$40.00 per day** for each contracted seat the District requires (the "Daily Rate"). If EA provides a monitor for the route, The District shall compensate an additional **\$65.00 per day**.
- b. The District shall compensate EA an additional **\$25.00 per day**, per student, for any mid-school day routes, for which the student is transported alone (the "Additional Rate").
- c. The District shall pay EA the Daily Rate and any Additional Rates, for the transportation of each student enrolled by the District, including calamity days, truancy, and absenteeism, not to exceed 180 days;
- d. EA shall bill the District on a monthly basis, and the District shall pay each invoice within thirty days of receipt of the invoice.
- e. In the event that the District is no longer financially responsible for the student, the District may choose to continue to contract the seat for another student or terminate use of the seat. If the District chooses to terminate the seat, the District will incur no further financial obligation under this contract in regards to the individual seat.

5. **Insurance.**

- a. **General Corporate Liability.** During the Term of this Agreement, EA shall procure and maintain commercial general liability insurance with policy limits of not less than a combined single limit of \$1,000,000 per occurrence and \$3,000,000 in the aggregate.
- b. **Automobile Liability.** EA will at all times during the term of this Agreement, maintain a vehicle insurance policy. Such coverage shall be in an amount of \$1,000,000, with an umbrella policy of \$5,000,000.

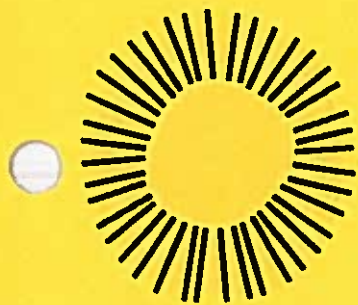
6. **Indemnification.** To the extent permissible by law, EA shall hold harmless, defend, indemnify, or cause to be reimbursed, the District, their respective Boards, agents and representatives, from all losses, damages, claims, causes of action, liabilities, fees, and costs of every kind and nature, caused by, relating to or arising from any act, neglect, default, or omission of EA, or by any person, firm or corporation employed by EA or acting directly or indirectly for EA in connection with EA's performance under this Agreement.

7. **Independent Contractor Relationship.** All persons directly or indirectly employed by EA to perform the services under this Agreement shall at all times during the performance of the services be and remain



employees or agents of EA, and at no time shall they be employees or agents of the District. Accordingly, EA shall be solely responsible for payment of any and all contributions, taxes or penalties now or hereafter imposed under any local, county, state or federal law due on account of EA's employees or agents, including but not limited to taxes and/or contributions for social security, Medicare, worker's compensation, unemployment and retirement.

8. **Waiver.** No waiver of any condition, covenant or breach of this Agreement by either party will imply or constitute a further waiver of the same or any other condition or covenant.
9. **Severability.** All agreements and covenants contained in this Agreement are severable and in the event that any of them are held invalid by any competent court, this Agreement shall be interpreted as if such invalid agreements and covenants were not contained herein.
10. **Entire Understanding.** This Agreement sets forth the entire understanding between the parties with respect to all matters referred to herein, and may not be changed or modified except by an instrument in writing, signed by both parties.
11. **Exhibits.** All exhibits, amendments, addenda, or attachments, attached to this Agreement are fully incorporated and made a part by this reference.
12. **Captions.** The captions used as headings for the various sections of this Agreement are used as a matter of convenience for reference purposes only.
13. **Governing Law.** The construction, validity and performance of this Agreement shall be governed in all respects by the law of the State of Ohio, without regard to its conflicts of laws provision.
14. **Approval.** This contract shall be subject to the written approval of the District's authorized representative and shall not be binding until so approved.



EA education
alternatives

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year stated in the Preamble.

EDUCATION ALTERNATIVES

By: _____
Gerald Swartz, Executive Director

THE DISTRICT

By: _____

Name: _____



*Gayle Zimmerman
Accreditation Coordinator
Accreditation Department*

*Phone: 330-543-8338
Fax: 330-543-3270
GZimmerman@chmca.org*

July 6, 2017

Meghan Longfellow
Special Services Director
Field Local Schools
2900 Door #5 St. Rt. 43
Mogadore, OH 44260

RE: School Health Services Agreement

Dear Ms. Longfellow:

Enclosed please find two signed copies of the above mentioned agreement between Field Local Schools and Children's Hospital Medical Center of Akron.

Please obtain the appropriate signature on both copies, keep one fully executed copy for your files and return one fully executed copy to me in the enclosed self-addressed envelope.

If you have any questions regarding the agreement, please contact Michele Wilmoth at 330-543-4298.

Sincerely,

Gayle Zimmerman

Gayle Zimmerman
Accreditation Coordinator

Enclosures

School Health Services Agreement

This School Health Services Agreement ("Agreement") is entered into effective as of the 1st day of August, 2017, between Children's Hospital Medical Center of Akron ("Children's") and Field Local School District ("School").

Whereas, School desires to enter into an arrangement with Children's whereby Children's will provide certain professional services to the School for its students;

Whereas, Children's employs or otherwise retains persons who are qualified and trained to furnish certain professional services to School ("Provider(s)") and is willing to make the Provider(s) available to School.

Now, therefore, in consideration of the mutual covenants herein contained and for other good and valuable consideration, the parties hereby agree as follows:

Article I. Children's Obligations

1.1 Services. In exchange for the payments made to it by School pursuant to Section 2.1 Children's agrees to make Providers available to provide nursing services to students of School (the "Services"). The Registered Nurse will be responsible for: nursing care; care management (delegation) responsibilities; communication (both verbal and written) with parents and medical provider to assure accuracy and order clarification; assistance with special needs children. All required screening programs (vision and hearing) will be completed by trained Children's Staff. Optional blood pressure and body mass index screening may also be conducted at the request of the District. Services will be provided at the School at such location as agreed upon by the parties. Children's shall provide qualified staff to provide Health Services for the school year as follows:

2017-2018 CONTRACT				COST	
Building Location	Nursing Staff <i>Registered Nurse (RN)</i> <i>Licensed Practical Nurse (LPN)</i> <i>Medical Assistant (MA)</i>	Daily Hours	Days	Hourly Cost per Employee	Annual Cost per Employee
District RN Lead/Supervisor Field High School	RN	7	181	\$44.66	\$56,584.22
Field Middle School	MA	4.75	177	\$16.93	\$14,233.90
Brimfield Elementary	MA	6	177	\$16.93	\$17,979.66
Suffield Elementary	MA	6	177	\$16.93	\$17,979.66
TOTAL <i>This pricing includes enrollment into STRS/SERS for contracted employees.</i>					\$106,777.44

Additional RN trainer as needed for CPR/AED and First Aid training and certification when the instructor to student ratio exceeds American Heart Association requirement (indicated below).

Class	Nursing Staff	Hours	Hourly Rate	Total cost per class
CPR/AED certification	RN	4	\$44.66	Greater than 6 students \$178.64
First Aid certification	RN	3	\$44.66	Greater than 8 students \$133.98

1.2 Periodic Meetings. The parties agree that representatives from School and Children's will meet from time to time to discuss the efficient administration of the Services provided hereunder.

1.3 Children's Employees. The parties understand and agree that the Provider(s) shall be and will remain throughout the term of the Agreement Children's employee. As such, Children's will be solely responsible for the Provider's wages. Further, Children's shall have sole authority regarding the direction and discipline of the Provider(s) and any benefits, and regarding all employment policies, procedures and practices.

1.4 Compliance. Children's shall ensure that Provider(s) meets the School standards and policies and procedures applicable to the provision of Services.

Article II. School Obligations

2.1 Consideration. School will pay Children's the amount of One hundred six thousand seven hundred seventy seven dollars and forty four cents (\$106,777.44) (the "Fee") in exchange for Children's making Provider(s) available to furnish the Services to the School.

- District RN Lead/Supervisor: \$44.66/hour
- Medical Assistant: \$16.93/hour
- Overtime is one-and-a-half times the hourly rate for any Children's staff working more than 40 hours in a work week
- Family Living Classes: Included
- American Heart Association trainer for CPR/AED, First Aid: Included (see Section 2.1 when class size exceeds recommended ratio)

On each yearly anniversary of this Agreement, the Fee will increase by three percent (3%). School will be invoiced monthly for all hours worked the previous month and will be due and payable upon receipt, net thirty (30) days.

3 Year Contract Rates	2017-2018 school year	2018-2019 school year	2019-2020 school year
RN	\$44.66	\$46.00	\$47.38
MA	\$16.93	\$17.44	\$17.96

2.2 Services. School shall provide all facilities, services, equipment, and supplies necessary for the provision of Services by Provider(s) hereunder.

2.3 No Hire Covenant. School agrees that it shall not, during the term of this Agreement and for a period of eighteen (18) months following the termination of this Agreement for any reason,

directly or indirectly hire, employ, retain or otherwise engage any Provider(s) who at any time provide Services hereunder.

2.4 Retirement Program Obligations. To the extent the Provider(s) is eligible to participate in any state school employee retirement program(s), School is responsible for receiving from Children's any required employee and employer contributions to such program(s), for remitting such contributions to such programs, for enrollment of the Provider(s), and for all other administrative duties required by applicable law. See Appendix A.

2.5 Athletic Training Services Agreement. As a condition of Children's entering into this Agreement, School will maintain the current Athletic Training Services Agreement between the parties during the term of this Agreement.

Article III. Insurance

Each party shall retain liability for, and shall provide for insurance against, acts and omissions related to the services provided by such party's personnel or any party with whom they contract to provide services on behalf of such party. Each party may provide such liability insurance through a program of self-insurance in such amounts and under such terms as determined in the discretion of each party, but in no event shall such insurance coverage be less than One Million Dollars (\$1,000,000.00) per incident and Three Million Dollars (\$3,000,000.00) annual aggregate.

Article IV. Term and Termination

4.1 Term of Agreement. The term of this Agreement shall be for three (3) school years commencing on August 1, 2017 and ending on the last school day in 2020, and will automatically renew for consecutive three (3) school year terms unless either party provides notice of intent not to renew at least ninety (90) days in advance of the expiration of the then current term.

4.2 Termination for Cause. Either party may terminate this Agreement if the other party materially breaches this Agreement. Termination will be effective after alleged breaching party has received written notification from the non-breaching party describing such alleged breach in detail and the alleged breaching party has not cured such breach within thirty (30) days from the receipt of such notice.

4.3 Termination without Cause. Either party may terminate this Agreement without cause during the term of this Agreement by providing ninety (90) days advance written notice to the other party.

4.4 Consequences of Termination. Upon termination of this Agreement for any reason, neither party shall have any further obligations hereunder except for obligations accruing prior to the date of termination and obligations that are expressly made to extend beyond the term of this Agreement, including, without limitation, the obligation of School to compensate Children's for Services provided through the date of termination in accordance with Section 2.1.

Article V. Miscellaneous

5.1 Amendments. This Agreement may not be amended except by a written amendment executed by both of the parties hereto.

5.2 Entire Agreement. There are not other agreements or understanding, either oral or written, between the parties affecting this Agreement, except as otherwise specifically provided for or referred to herein. This Agreement cancels and supersedes all previous agreements between the parties relating to the subject matter covered by this Agreement.

5.3 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio.

5.4 Severability. Every provision of this Agreement is intended to be severable. In the event that any provision of this Agreement is rendered illegal, invalid or unenforceable by a federal or state law, rule or regulation, or declared illegal, invalid or unenforceable by any court of competent jurisdiction, the remaining provisions hereof shall remain in full force and effect.

5.5 Headings. Headings are used herein solely for the convenience of the parties and are not part of this Agreement.

5.6 Waiver of Breach. The waiver by a party of a breach of or default under any term or provision of this Agreement by the other party shall not operate or be construed as a waiver of any subsequent breach or default under the same or any other term or provision of this Agreement by that party.

5.7 Force Majeure. Neither party shall be liable or deemed to be in default for any delay or failure in performance under this Agreement or other interruption of service deemed to result, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, failure of transportation, strikes or other work interruptions by either party's employees or any other similar cause beyond the reasonable control of either party.

5.8 No Third Party Beneficiaries. None of the provisions of this Agreement are for the benefit of or are enforceable by any third party.

5.9 Student Health Records. All student health records shall be the sole and exclusive property of School, subject to any access and copying rights as provided by law. Children's may have access to student education records that are subject to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, *et seq.* and the regulations promulgated there under. To the extent that Children's has access to education records under this contract, it is deemed a school official, as each of these terms are defined under FERPA. Children's will have reasonable access to such books, records and other materials and information as necessary to perform Services under this Agreement, develop qualitative and quantitative measures to evaluate the Services, and for other lawful purposes both during and after the term of this Agreement. School will retain all books, records and other materials developed and maintained hereunder for the time periods required by applicable law and generally accepted record keeping practices. School and Children's shall at all times comply with all applicable laws, rules and regulations relating to the confidentiality of medical and education records.

5.10 Anti-discrimination Clause. Acceptance of this Agreement is evidence of each party's intent to comply with Title VI-VII of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act and all

similar laws which prohibit discrimination because of race, color, national origin, disability, age, sex, religion, and political affiliation in any fact of a party's operation except where such discrimination is a bona fide, documented business necessity.

5.11 Compliance with Section 952 of Omnibus Budget Reconciliation Act of 1980. To the extent applicable, until the expiration of four years after the furnishing of services pursuant to this Agreement, Children's shall make available, upon written request, to the United States Secretary of Health and Human Services, the Comptroller General of the United States, or any of their duly authorized representatives, the agreements and books, documents, and records of Children's that are necessary to verify the nature and extent of the cost of providing such services. To the extent Children's carries out any of its duties through a subcontract with a related organization with a value of \$10,000 or more over a twelve (12) month period, the subcontract shall contain a comparable clause requiring the related organization to provide access to its books, documents and records.

5.12 Privacy of Protected Health Information. In performing its obligations under this Agreement, each party will comply, and will cause its affiliates, employees and agents to comply, with the requirements of all applicable laws, rules and regulations that pertain to the confidentiality of patient information. Without limiting the foregoing, each party agrees to timely comply with the Health Insurance Portability and Accountability Act (HIPAA) and all regulations promulgated thereunder, as amended from time to time. Each party will take such actions as are reasonably requested by the other party to achieve HIPAA compliance relative to this Agreement.

5.13 Excluded Entities. Each party represents and warrants that it, and any individual providing services on its behalf hereunder, is not currently listed by a Federal agency as excluded, debarred, or otherwise ineligible for participation in any Federal health care program (as defined under 42 USC §1320a-7b(f), and hereinafter referred to as "Federal Health Care Program"). No party shall employ, contract with, or otherwise use items from, or the services of, any individual or entity whom it knows or should have known, (i) has been convicted of a criminal offense related to healthcare (unless the individual has been reinstated to participation in Medicare and all other Federal Health Care Programs after being excluded because of the conviction), or (ii) is currently listed by a Federal agency as excluded, debarred, or otherwise ineligible for participation in any Federal Health Care Program. Each party shall indemnify, defend and hold the other harmless from any liability whatsoever, including, without limitation, any monetary penalties, resulting from the indemnifying party's breach of any representation, warranty or covenant made by it pursuant to this Section.

In Witness Whereof, School and Children's have caused this Agreement to be executed effective as of July 1, 2017.

Children's Hospital Medical Center of Akron

By: Grace Wakulchik
Grace Wakulchik, RN, MSN, MBA

Title: Vice President of Operations, Chief Operating Officer

Date: 6/29/2017

School: Field Local School District

By: _____
Name

Title: _____

Date: _____

APPENDIX A
School Health Services
Retirement Program Obligations

Children's Hospital Medical Center of Akron, School Health Services

Director (contractual and department operations):

Michele Wilmoth (mwilmoth@chmca.org or 330-543-4298)

Manager (clinical and daily operations):

Mary Schatz (mschatz@chmca.org or 330-543-3858)

Background

Under Ohio Revised Code 3309.01 and .23, any individual who employs services under contract "common to the normal daily operation of an educational unit even though such person is employed and paid by one who has contracted with an employer to perform such services" shall be considered a member of the School Teachers Retirement System (STRS) or School Employee Retirement System (SERS).

Human Resources Enrollment Process

Department Secretary: Stephanie Hewitt (shewitt@chmca.org or 330-543-3990)

Registered Nurses/Licensed Practical Nurses/Health Aides/Medical Assistants enroll in the SERS

Enrollment paperwork for SERS

1. SERS Membership Record form
2. Statement Concerning Your Employment in a Job Not Covered by Social Security (Form SSA-1945).

Enrollment forms

- School Health department secretary submits enrollment forms to contracted district Treasurer's Office (payroll/benefits) for all new and transferred employees indicating the first day of service in district within first 10 days of employment
- The school district shall transmit enrollment forms to the appropriate parties on behalf of all persons employed by Children's who perform work under this contract.
- Additional copies of the Children's School Health employee enrollment form(s) can be received upon request by contacting the department secretary

For substitute/float Children's School Health employees

- During the school year, School Health department secretary submits enrollment forms to contracted district Treasurer's Office (payroll/benefits/SERS enrollment coordinator) for all new and transferred employees indicating assignment as a substitute School Health employee within first 10 days of employment
- Substitute/float staff only need enrollment once with the first day of service in the school district. On the first day of substitute coverage, School Health department secretary will email to the attention of the payroll/benefits/SERS enrollment coordinator the name of substitute/float staff member and building location for first day only enrollment purposes.

Akron Children's Hospital Payroll Process.

Payroll Assistant: Dianne Walston (dwalston@chmca.org or 330-543-4579)

Payroll Coordinator: Jessica Colombo (JColombo@chmca.org or 330-5430308)

Payroll Manager: Glenn Davis (GDavis2@chmca.org or 330-543-3188)

SERS EMPLOYEE RETIREMENT REQUIREMENTS

Based on the newly established SERS penalties in the Ohio Revised Code section 3309.571 that became effective January 7, 2013 both the employee and employer's monthly contributions will be sent directly to SERS.

Children's makes payroll deductions from each employee in the amount of ten percent (10%) of the employee's total compensation (Ohio Revised Code 3309.47). (Employees who contribute to a public retirement system are exempt from the 6.2% Social Security (OASDI) tax portion of the Federal Insurance Contributions Act (FICA). The 1.45% Medicare portion of FICA is still required).

Children's also pays fourteen percent (14%) of the total compensation earned by all persons employed by Children's for work performed under the school district contract. This additional amount constitutes the employer's contribution to the SERS as prescribed by Ohio Revised Code 3309.49.

Children's will pay the employee and employer contributions electronically within 5 business days of the scheduled biweekly pay date. The funds will be sent directly to Columbus. The payment remittance information will be reported by the contacted school district Treasurers office.

Children's shall transmit the following information (payroll file) to the contracted district Treasurer's Office by the Tuesday following the scheduled biweekly pay date.

1. The full name and Social Security number of each employee for whom contributions are being submitted.
2. The individual gross earnings figures for work performed under this contract by each employee during the preceding month.
3. The number of days worked during the preceding period.
4. The number of hours worked during the preceding period.
5. The amount of employee contributions (pre-tax or post-tax).
6. The amount of employer contributions.

Privacy and Security of Confidential, Regulated Information

SERS enrollment forms contain sensitive and regulated data (Personal Identity Information such as social security number and date of birth, etc.). Each school district ensures the confidentiality of the forms and the information contained on the forms will be protected.

- Each school district shall take reasonable steps to ensure that SERS records, both electronic and hard copy are secured and retained in private. Such steps shall also ensure the security of record destruction procedures. Each school district shall implement procedures to limit access to records to authorized individuals during the retention period.
- SERS enrollment forms will be emailed to the appropriate school district (s) using the hospital's standard encryption service. Mobile devices used to access, send, store, or otherwise interact with this data must be password protected.
- Should a security breach of data occur, school district will notify the manager of school health services as soon as practicable.

STRS EMPLOYEE RETIREMENT REQUIREMENTS

ACH employee membership to STRS applies only for school districts that require Registered Nurses to hold an ODE licensed school nurses as part of their job requirement.

Membership shall require Children's to make payroll deductions from each employee's total compensation. Deductions shall be made by ACH in accordance with Ohio Revised Code 3309.47. Member contributions are 14%. (Employees who contribute to a public retirement system are exempt from the 6.2% Social Security (OASDI) tax portion of the Federal Insurance Contributions Act (FICA). The 1.45% Medicare portion of FICA is still required).

Children's shall pay to the Board fourteen percent (14%) of the total compensation earned by all persons employed by ACH for work performed under this contract. This additional amount constitutes the employer's contribution to the STRS as prescribed by Ohio Revised Code 3309.49.

On a regular biweekly basis, and within one week of Children's employee pay date, Children's transmits to the contracted district Treasurer's Office all amounts which were deducted from employee paychecks, as well as the additional amounts reflecting the employer's contribution described above.

One check shall be made payable to the School Teachers Retirement System (STRS) for the total employer's and employee contributions. The check will be sent to the contracted district Treasurer's Office.

Children's shall transmit the following information (payroll file) with each submission:

1. The full name and Social Security number of each employee for whom contributions are being submitted.
2. The individual gross earnings figures for work performed under this contract by each employee during the preceding month.
3. The number of days worked during the preceding period.
4. The number of hours worked during the preceding period.
5. The amount of employee contributions (pre-tax or post-tax).
6. The amount of employer contributions.

The contracted district Treasurer's Office will submit the payroll file to STRS on behalf of all Children's employees who perform work under the school district contract.

EDUCATIONAL SERVICE CENTER OF CUYAHOGA COU
Inter-district Service Area Contract
2017-2018 School Year

A contract entered into between the **Field Local Schools** Board of Education, located at 2900 OH-43, Mogadore, Ohio 44260 and the Governing Board of the Educational Service Center of Cuyahoga County (hereinafter referred to as "Board") and located at 6393 Oak Tree Blvd., S. Independence Ohio 44131.

In consideration of the promises and terms contained and pursuant to the provisions of Sections 3313.17, 3313.841, 3313.842, 3313.91 and 3323.08 of the Ohio Revised Code, the Board agrees to provide to the Service Area the following services for the term of the 2017-2018 school year commencing July 1, 2017 and concluding June 30, 2018. The Board shall provide the services in the fields stated on the attached for the designated days or hours.

TEACHING FIELD	DAYS	NON-TEACHING FIELD	DAYS	ADMINISTRATIVE FIELD	DAYS
1 Adaptive Physical Education	37			*2 Gifted Coordinator No cost to district 1 Temporary School Psychologist	3.64 A/N

The Superintendent or designee of the Educational Service Center of Cuyahoga County has the right to assign personnel to perform the contracted services.

The terms of this contract shall automatically terminate at the conclusion of the school year as stated above.

The Board shall invoice the Service Area for all net costs related (not covered by state and federal funds) to the employment of the personnel specified herein. Said net costs shall include cost of, salary, workers' compensation, unemployment compensation, Medicare, retirement, SERS surcharge (if any), life insurance, health/dental/vision benefits, employee leave, any agreed upon additional personnel costs and substitute personnel (if provided by ESCCC) attributable to the Board plus an administrative fee. Should any subsequent unemployment compensation or severance claim be made by an employee covered under this contract, the Service Area school district herein receiving the services shall be so liable for their proportionate share of the employee's claim. The Service Area accepts the responsibility of conducting annual evaluation (s) of administrative, classified and certified employees, who are not evaluated by the ESCCC as defined in a prior agreement between Service Area and ESCCC administration pursuant to Section 3319.01, 3319.02, 3319.11 and 3319.111 of the Ohio Revised Code.

It is further agreed that contract costs and adjustments (plus or minus) based on unanticipated increases / reductions in State funds will be made prior to June 30, 2018. All applicable federal and state laws, regulations and/or rules shall govern the implementation of the services provided pursuant to this agreement.

This agreement constitutes the entire understanding between the parties with respect to the services and Service Area designated herein. There are no provisions, terms, conditions or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, whether oral/spoken or written, between the parties. Any subsequent agreement between the parties is a separate and distinct contract and not a renewal hereof.

By:

City/Local Schools/Exempted Village Superintendent

City/Local Schools/Exempted Village Treasurer

Date _____ Board Resolution # _____

By:

Robert H. Munguchi

Educational Service Center Superintendent

[Signature]

Educational Service Center Treasurer

Date: 5-25-2017 Board Resolution #2017-05-03

0527