

Record of Proceedings Minutes of Regular Meeting

**Board of Education
Regular Meeting**

**Monday
February 12, 2018**

The Field Local School District Board of Education held its Regular Meeting on Monday, February 12, 2018 in the Field High School Library, 2900 State Route 43, Mogadore, OH 44260 at 7:00 P.M.

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

Steve Calcei-Yes, Julie Kline-Yes, Laura May-Yes, Larry Stewart-Yes, Randy Porter-Yes
Student Representative-Abby Mortimer-Yes

Member Stewart moved, seconded by Member May that the Field Local Board of Education approve the minutes from the December 18, 2017 special meeting and the January 2018 organizational meeting. **18-0015**

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

Member Calcei moved, seconded by Member Kline that the Field Local Board of Education adopt the following agenda for the February 12, 2018 regular meeting. **18-0016**

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

Student Representative Report – Hello and good evening, my name is Abby Mortimer and I'm a junior here at Field. Mr. Geraghty and Mr. Heflinger have granted me the opportunity to report back to the community at every school board meeting about the happenings at our school, so I will become a familiar face. I thought I would list a little bit of what's going on: The basketball teams are doing fantastic and making their community proud of the effort and dedication being put forth by all the teams, players and coaches./The art department has been hard at work creating murals and doing other little projects around the school including sculptures in the courtyard and paintings in the classrooms./Student council has done a great job in organizing the ongoing "healthy heart drive" created by the American Heart Association. The drive is intended to provide ideas for healthy habits and spread awareness about the danger of heart disease./The Junior class is gearing up to take the ACT test that is being provided by the school, while sophomores will take a practice test to help them prepare for future exams./Winter Formal was a success, the event was put on by Teen Institute and overseen by first year advisor, Mrs. Dreger./The marching band will be traveling down to Florida later this week and will perform at Disney's Magic Kingdom and at the 80th anniversary of the Edison Light Festival in Fort Meyers. The Royal Guardsmen will be the only out of stat band performing. /To round out the rest of the performing arts department, the drama club held auditions for the upcoming musical, "Singin' in the Rain", and the concert choir will be performing the National Anthem at the Lake Erie Monster's game on February 21st. /The Brimfield Police department conducted a successful A.L.I.C.E drill last Thursday, all the while educating students about what to do in a state of emergency.

Superintendent's Report - Mr. Heflinger welcomed and thanked Miss Abby Mortimer on being the new Student Representative. Abby was selected through an interview process and has been involved with the Superintendent's Advisory Group, in which her words of wisdom on what is going on at the high school is valued.

Mr. Heflinger turned to Nicole Kosewick to introduce Field's new football coach, Mr. Levi Nelson. Mrs. Kosewick introduced Mr. Nelson as the new football coach and physical education/health teacher at the high school and middle school. Mr. Nelson is coming to us from Rittman High School where he has been the head football coach for the last four years.

Mr. Heflinger followed with what a welcome addition Mr. Nelson will be for the district.

Legislative Liaison Report - Mr. Stewart stated that there will be a legislative retreat on March 6, 2018 in Columbus. Mr. Stewart also discussed that the Ohio Department of Education is looking to sponsor free lunches for needy students in the summer. While Mr. Stewart stated that he is not opposed to needy students receiving free lunches, he does not believe that the schools should be responsible when there are so many other programs available outside of the school district that offer the same service.

- **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 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 May that the Field Local Board of Education approve the consent agenda as presented.

18-0017

Roll Call: Calcei-Yes, May-Yes, Kline-Yes, Stewart-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:

FLTA Employment

1. Raymond Levi Nelson, Health/PE Teacher-High School/Middle School. Rate of pay per Negotiated Agreement. **Position begins with the 2018-2019 school year.**

M+45 Step 4 One year contract \$50,719.00

2. Reading Camp Instructors (up to 4 hours per week-up to 11 weeks).

Jennifer Braun Karl Walchalk (substitute)

Classified Employment

1. Jasmyn McClain, Bus Driver-Bus #6, effective January 17, 2018. Rate of pay per OAPSE Negotiated Agreement.
2. Dalton Brainard, Bus Driver-Bus #37, effective February 8, 2018. Rate of pay per OAPSE Negotiated Agreement.

Classified Substitute Employment

1. Kylie Byers for the remainder of the 2017-2018 school year.
2. Kalie Gardner for the remainder of the 2017-2018 school year.
3. Elizabeth Dallas for the remainder of the 2017-2018 school year.
4. Hudson Grant for the remainder of the 2017-2018 school year.
5. Jasmyn McClain (eff. 1/3/18) for the remainder of the 2017-2018 school year.

- **Supplemental Contract(s)** - The Superintendent recommends that the Field Local Board of Education employ the following **beginning with the 2018-2019 school year.**

1. Raymond Levi Nelson, Varsity Football Coach
4 years experience, 1 year contract \$5,637.00
2. Clark Bookman, Middle School Asst. Track Coach
6 years experience, 2 year contract \$2,296.00

***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.***

1. Juan Barretto, Spring Fitness Advisor
0 years experience, 1 year contract \$1,025.00
- **Resignations** – The Superintendent recommends that the Field Local Board of Education accept the resignation(s) of the following:
 1. Randy Moore, High School Teacher effective February 3, 2018.
 2. Amy Hoelzle, Suffield Intervention Specialist effective February 8, 2018.
- **Leave of Absence** - The Superintendent recommends that the Field Local Board of Education approve the following parental leave of absence for certified personnel:
 1. Ashley Eplin, Teacher at Brimfield Elementary effective February 20, 2018. Anticipated date of return is April 9, 2018.
 2. Jenna Ramskugler, Teacher at High School effective April 16, 2018. Anticipated date of return is June 7, 2018.
 3. Emily Dreger, Teacher at High School effective April 9, 2018 for the remainder of the 2017-2018 school year. Mrs. Dreger is requesting an extended leave until April 9, 2019.
 4. Elizabeth McHenry, Teacher at Middle School effective April 17, 2018. Anticipated date of return is May 29, 2018.
- **School Calendar** – The Superintendent recommends that the Field Local Board of Education approve the 2018-2019 school calendar as presented (Exhibit S-1).
- **Volunteers** – The Superintendent recommends that the Field Local Board of Education approve the following volunteers for the 2017-2018 school year.
 1. Dru Pifel, Baseball.
- **Board Policy** - The Superintendent recommends that the Field Local Board of Education conduct the first reading of the following policy for Board adoption:
Policy
 - 6.08 Student Absences and Excuses
 - 9.23 Records Retention and Disposal Schedule
 - 6.45 Transportation of Students in Board Owned Vehicles
 - 7.13 Gifted Education Program

- **Resolution** – The Superintendent recommends that the Field Local Board of Education approve the disposition of the following capital assets:

2006 Ford Pickup Truck

1996 International Dump Truck

- **Resolution** – The Superintendent recommends that the Field Local Board of Education approve the purchase of the following capital asset from the State of Ohio Department of Administrative Procurement Services (Exhibit S-2):

2018 Ford Pickup Truck

- **Operations/Vendor Contracts** – The Superintendent recommends that the Field Local Board of Education enter into vendor contract(s) with the following:
 1. Emerald Transportation to transport a special education student to the High School from Maplewood Career Center at \$10.00 per day. Contract will expire on June 6, 2018 (Exhibit S-3)
 2. College Credit Plus-Kent State University. Term of agreement shall be July 1, 2018 to June 30, 2019 (Exhibit S-4).
 3. College Credit Plus-Stark State College. Term of agreement shall be the 2018-2019 school year (Exhibit S-5).

Treasurer Items

- **Fiscal** – The Treasurer recommends that the Field Local Board of Education approve the following:

1. Financial reports for the periods ending November 30, 2017/December 31, 2017.
2. Appropriation modifications at the fund level:

300	from	\$ 67,839.18	to	\$ 92,839.18
516 9018	from	\$486,718.29	to	\$554,541.75
551 9018	from	\$ 16,173.02	to	\$ 26,450.67
572 9018	from	\$366,731.76	to	\$425,062.22
590 9018	from	\$ 74,975.81	to	\$ 87,301.73
599 9018	from	\$ 0	to	\$ 10,000.00

- **Donations** – The Treasurer recommends that the Field Local Board of Education accept the following donation(s):

1. Nick Lemmo Legacy Foundation to Field Athletic Department in the amount of \$4,000.00.
2. Nick Lemmo Legacy Foundation to Field Athletic Department in the amount of \$2,000.00.
3. Stephen Clark, to Suffield Elementary-\$500.00.

4. National Theatre for Children to Suffield Elementary-\$50.00.
5. Helen Grate to Brimfield Elementary in memory of Nancy Beck-\$10.00.
6. Elizabeth Calcei to Brimfield Elementary in memory of Nancy Beck-\$50.00.
7. Brimfield Elementary Staff to Brimfield Elementary in memory of Nancy Beck-\$50.00.

Informational Items

1. The following degree changes will be effective beginning with the second semester of the 2017-2018 school year.

		<u>Transcript Received</u>
• Brandon Morris	BA to B+15	1/3/18
• Marissa Kelsey	BA to B+15	1/9/18
• Cailin McKinney	M+30 to M+45	1/17/18

There being no further business to come before the Field Local Board of Education
Member Stewart moved, seconded by Member Kline to adjourn the February 12, 2018
regular meeting.

18-0018

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

President declared the motion carried

The meeting was adjourned at 7:11 P.M.



Randy Porter, President



Attest: Todd Carpenter, Treasurer

Field Local Schools 2018-2019 School Year Calendar

Exhibit S-1 2/12/18

22/23 New Staff Work Days

24 Teacher Work Day

27 Prof. Development Day
No School

28 First Day for Students

AUGUST						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 No School-Labor Day

12 NEOEA Day-No School

26 End of 1st Grading Per
(42 days)

OCTOBER						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1/8 MS/HS Conferences
5 Conferences/Prof. Dev.
No School
6 Prof. Development Day
No School
8/13 Elementary Conferences
22/23 Thanksgiving-No School
26 Comp Day-No School

24/31 Winter Break
No School

DECEMBER						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1/4 Winter Break
No School
17 End of 2nd Grading Per
(44 days)
18 Records Day
No School
21 No School-MLK Day

5/12 MS/HS Conferences

7/12 Elementary Conferences

14 Professional Dev. Day
No School

15 Comp Day-No School

18 President's Day
No School

FEBRUARY						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22 End of 3rd Grading Per
(41 days)
25/29 Spring Break
No School

19 Good Friday
No School

APRIL						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

7 Election Day-No School
27 Memorial Day-No School

6 Last Day for Students
End of 4th Grading Per

7 Last Day for Teachers

JUNE						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Hours
Elementary 1103
Required 910

Middle Sch 1091.5
Required 1001

High Sch 1070.85
Required 1001

Calamity make up days (if
needed) will begin on June 7
and continue on weekdays
thereafter until fulfilled.

Exhibit S-2
February 12, 2018

Middletown Ford Fleet Department
1750 N. Verity Parkway
Middletown, OH 45042
(513) 420-8700

ashley.hillis@middletownford.com
darco.murphy@middletownford.com

To whom it may concern,

Thank you for allowing Middletown Ford to bid on your:

Vehicle Information							Date: 02/02/2018
Item #	Year	Make	Model	Trim	Body Style	Color	No. of Units
27AT	2018	FORD	F-350	XL	REG CAB 4X4	SHADOW BLACK	1

Buyer Information						
Name	Address	City	State	Zip Code	Phone Number	
FIELD LOCAL SCHOOLS	2900 S.R. 43	MOGADORE	OH	44260	330-673-2659	

Vehicle Bid (Per Unit)			Amount Due At Inception:	
Item ID No.	Description	Selling Price	[Down Payment:]	\$0.00
	2018 F-350	\$28,456.00	[Rebate(s):]	\$0.00
	SNOW PLOW PREP	\$175.00		
	SRW	-\$400.00		
		\$0.00		
		\$0.00	N/A	
		\$0.00		
		\$0.00	[Trade(s):]	
		\$0.00		
		\$0.00	Trade 1	\$0.00
		\$0.00		
	Delivery	\$75.00	Trade 2	\$0.00
	Title Fee	\$0.00	Trade 3	\$0.00
	Reg. Fee (45-Day Tag)	\$0.00		
	Other Fees	\$0.00		
	Total Due	\$28,306.00	Total Credits	\$0.00

We would also like to announce that we participate in the state's Minority Business Enterprise (MBE) Program. We greatly appreciate you giving Middletown Ford the opportunity to earn your business! The above quote is good for 30 days unless otherwise specified. Quotes given on vehicles on the State bid are good until the dates specified on the state bid. **PLEASE NOTE:** Any upfits such as Dump Bodies, Utility Bodies, Snow Plows etc. May add up to 6-8 weeks onto vehicle delivery time on state bid.

WE ALSO ACCEPT TRADE-INS!

Sincerely,

Field Local Schools Transportation Services Department

TRANSPORTATION CONTRACT

By this contract entered into _____ by and between the Field local School District
(date)
hereinafter referred to as the "Board" and Emerald Transportation for transporting services of the
student(s) named below to **Field High School from Maplewood Career Center**
effective _____. The Board agrees to pay **\$10** per day/per family for the **2018** school
term with contract terminating on 6/6/2018.

Student(s): _____

By signing, the undersigned proclaims his/her agreement with, and understanding of the
conditions herein. This contract will be binding for the remainder of the current school year
unless both parties agree to terminate it. The signed contract **must be returned** to the Business
Office **before** payment can be made.

By:

Emerald Transportation
705 Oakwood St # 215, Ravenna, OH 44266
(330) 673-9258

Signature

Title

Date

Invoices MUST be submitted monthly to:

*David O. Heflinger
Board of Education
2900 S.R 43
Mogadore, OH 44260*

David O. Heflinger (signature)

Date

Field local Schools, Board President (signature)

Date

COLLEGE CREDIT PLUS MASTER AGREEMENT

Between

Kent State University

(hereafter known as IHE)

And

Field Local **School District**

(hereafter known as LEA)

TERMS OF AGREEMENT

PART 1 – GENERAL PROVISIONS OF AGREEMENT

A. SCOPE

College Credit Plus shall be provided in accordance with the terms and conditions of this uniform College Credit Plus Master Agreement (*hereafter Agreement*), which supersedes all previous agreements, versions and addenda. This Agreement applies to local education agencies (public school districts, locally chartered and state chartered charter schools, state-supported schools) (*hereafter LEA*). This Agreement applies to all Kent State University campuses. Separate agreements with each campus are not required. The LEA is encouraged to work directly with their closest Kent State University campus. The LEA may complete agreements with multiple Colleges and Universities. The University may complete agreements with multiple LEAs.

B. DEFINITION OF COLLEGE CREDIT PLUS PROGRAM

“College Credit Plus Program” (*hereafter CCP*) means a program that allows secondary school students to enroll in college-level courses on a full or part time basis and complete academic, non-sectarian, non-remedial courses, and simultaneously to earn credit toward high school graduation and a college degree or certificate pursuant to ORC3365.02 (effective 9/29/2017).

C. PURPOSES

The primary purposes of the CCP program are to increase the educational options and opportunities for secondary students. Fundamentally, CCP programs allow students to earn credit at the secondary and postsecondary levels simultaneously. The programs may also encourage more students to consider postsecondary education. Research indicates that CCP programs can lead to better completion rates for both high school and college; reduce the need for remediation; shorten time to a diploma or degree completion; reduce the cost of higher education; reinforce the concept of life-long learning through an educational continuum; provide an alternative for students tempted to leave high school to enter the workforce; and, especially when offered through distance learning, provide equal access to higher education opportunities to students, whether rural or urban.

D. ELIGIBILITY AND APPROVAL

The following general eligibility and approval requirements shall apply to all CCP Agreements.

1. Eligible Courses

College courses that simultaneously earn credit toward high school graduation and a postsecondary degree or certificate shall be eligible for CCP. Remedial, developmental, and sectarian courses are not eligible to be taken under CCP. College credit plus courses may be taken as high school electives or as high school core course credits.

The LEA in collaboration with the IHE shall determine a list of academic courses and 15/30 credit hour Pathways eligible for CCP credit for inclusion under Appendix A.

CCP courses may be offered at the LEA or at any IHE campus. CCP courses may be delivered during or outside of LEA hours. IHE may offer CCP courses via distance learning (online, hybrid, blended, or compressed video).

CCP eligible courses shall follow the updated state rules as defined in ORC 3365.06 (C) (effective 9/29/2017) and any other laws or regulations that may come into effect beginning with the summer term of the 2018-2019 academic year.

2. Academic Quality of College Credit Plus Courses

College courses eligible for CCP credit shall meet the rigor for college credit and be congruent with the IHE's normal offerings. All students enrolled in the IHE under the college credit plus program, must be assessed with the same standard of achievement and held to the same grading standards, regardless of where the course is delivered.

Classes offered in LEA settings shall conform to the IHE's academic standards, shall follow the same course syllabi, use the same text book and materials, achieve the same learning outcomes, and be assessed using the same methods as the college course delivered on the college campus. For an LEA seeking adjunct faculty approval for their faculty to teach the college course, the LEA shall contact the campus location through which the course will be offered utilizing the campus contacts detailed in Appendix B.

Faculty for all CCP courses shall be evaluated and approved by the appropriate IHE academic unit/department and are expected to meet the requirements set by the IHE and ODHE.

3. Student Eligibility

The LEA and IHE shall qualify and advise candidates entering grades 7-12 for CCP participation. For acceptance into the program the IHE will review the following application materials provided by the student:

- a. Student meets state CCP Eligibility requirements
- b. Completed online CCP application
- c. Secondary school transcripts
- d. ACT or SAT assessment results and/or appropriate assessments required by the campus to which the student applies
 - a) Preferred 3.0 cumulative high school grade point average on a 4.0 scale;

- b) Preferred ACT composite score of 21 or combined SAT score of 1060 (for SAT taken prior to March 2016) or 1130 (for SAT taken March 2016 or later) and/or appropriate entrance assessment.

In conjunction with the IHE's admission criteria and prior to making a final admission decision, the IHE shall evaluate each student who is applying under CCP against the standards identified in the "Uniform Statewide Standards for Remediation-Free Status" dated May 2017.

4. Academic Standing

Students whose semester and/or cumulative Kent State University GPAs fall below a 2.0 shall be required to meet with their academic advisor to determine the appropriate actions and/or whether that student is eligible to continue in CCP. Students enrolled in CCP are subject to Kent State University policies regarding academic probation and dismissal. CCP students shall follow the guidelines provided in ORC 3365.091 (effective 9/29/2017) and any other laws or regulations that may come into effect beginning with the summer term of the 2018-2019 academic year and secondary schools shall be responsible for monitoring academic progress for students enrolled in multiple IHEs.

5. Course Approval

Student approval for CCP courses shall be by the LEA and IHE representatives on a course-by-course basis each semester based on the student's prior coursework, career pathway, and/or academic readiness. The IHE and LEA agree that this agreement cannot be used by either party to limit participation of a student in enrolling in courses not part of the agreement.

The student must meet course eligibility requirements including but not limited to placement and course prerequisites. The student is limited to no more than 16 semester hours of credit per semester; no more than 30 credit hours per academic year; and not more than the equivalent of four academic years, or one hundred and twenty (120) college credit hours total through the CCP program under division (B) of section 3365.06 of the Revised Code, including those students eligible to start participating in the program in seventh and eighth grade.

The LEA is responsible for assuring that each student does not exceed full-time status which is calculated as follows:

- 1) Determine student's number of high school ONLY units.
- 2) Multiply that number by 3, and
- 3) Subtract the result from the number 30.
- 4) That number is the total number of college credits that a CCP student may earn that academic year at any college or university as part of CCP.

6. Course Requirements

The course requirements for high school students enrolled in CCP courses shall be the same as those of regular college students. Course requirements/syllabus information

shall include the course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.

CCP courses delivered on the LEA campus may include students who are not enrolled in the college under the following conditions:

- All students in the class follow the same course syllabus, use the same textbook and materials, aspire to achieve the same learning outcomes and are assessed using the same methods as the college course delivered on the college campus; and
- All CCP students (enrolled and therefore receiving college and high school credit) must be assessed with the same standard of achievement and held to the same grading standards, regardless of where the course is delivered.
- A student (not enrolled in the IHE) shall, along with the student's parents, be notified the student is not earning college credit and would likely be required to retake the course upon college enrollment if college credit is desired. The LEA is responsible for providing this notification in writing.

7. Eligible Semesters

Eligible students may enroll in CCP courses during Summer, Fall and Spring Semester under this Agreement pursuant to the provisions of ORC 3365.

8. State Reporting

The LEA and IHE shall retain educational records in accordance with Ohio or Federal statutes and record retention regulations and shall collaborate where necessary to provide required statistical information.

9. Liabilities of Parties

CCP status will not affect the institutional liability for students while physically present on the respective campuses of the LEA or IHE. The policies and code of conduct will govern the students while physically present on the respective campuses or while enrolled and participating in distance learning courses. To the extent permitted by Ohio law, each party agrees only to be liable for the acts and omissions of its own officers, employees and agents engaged in the scope of their employment arising under this Agreement, and each party hereby agrees to be responsible for any and all liability from a claim with respect to that party's role in connection with this Agreement. It is specifically understood that neither party will indemnify the other party. The parties agree that nothing in this provision shall be construed as a waiver of the sovereign immunity of the University and/or the State of Ohio beyond the waiver provided in Ohio Revised Code Section 2743.02.

Each party warrants and represents that it has adequate insurance coverage for any liabilities arising out of the presence of students on its campus.

10. Appeals

Each student has the right to appeal decisions concerning the CCP program. The LEA and IHE shall have a student appeals process. LEA and IHE decisions are final.

11. Relevant laws.

At all times, the parties agree to follow and be responsible for their own compliance with all local, state and Federal laws and regulations related to the CCP program, including but not limited to the provisions of section 3333-1-65, et seq. of the Ohio Administrative Code, as amended. At any time, should a party's inability to comply with the law interfere with that party's ability to adhere to the terms of this Agreement or should such inability impede that party's eligibility under this program, the other party shall have the right to suspend or terminate this Agreement. Notwithstanding the foregoing, the parties shall take all reasonable actions to mitigate any effects of such action upon currently enrolled students.

PART 2 – SPECIFIC PROVISIONS OF AGREEMENT

The following provisions outline the specific responsibilities and duties that apply to the IHE, LEA, and students participating in the CCP program to ensure adequate participation by each party.

A RESPONSIBILITIES AND DUTIES OF THE IHE and LEA: The following applies:

1. The LEA and IHE shall designate a representative at each campus who will be the CCP representative and insure that only a form endorsed by all parties shall constitute a CCP approval request.
2. The LEA and IHE shall provide information and orientation to the student and parent or guardian regarding the responsibilities of CCP enrollment including academic rigor, time commitments, behavioral expectations, and the importance of satisfactorily completing the college course(s).
3. The IHE CCP representative, in collaboration with the LEA, shall review the appropriateness of each student's enrollment in a course prior to registration in terms of academic readiness, age requirements, and to ensure compliance with course prerequisites. This agreement cannot be used by either party to limit participation of a student in courses not part of the agreement.
4. The CCP application fee is waived.
5. Parents and teachers will be advised of the federal Family Educational Rights and Privacy (FERPA) rules.
6. Student educational records created as a result of the Agreement shall be retained and disseminated in accordance with FERPA requirements.
7. The IHE shall approve, supervise, and evaluate instructors for courses that result in the awarding of college credit. The IHE shall maintain the same standards for the evaluation of instructional effectiveness and learning outcomes for the CCP courses covered by this agreement.
8. The LEA will follow the same course syllabus, pacing and learning outcomes, use the same text book, materials and assessments as the college course delivered on the IHE campus.
9. The IHE shall use the same approval procedures and standards to select high school instructors who teach CCP courses as used to approve adjunct faculty responsible for teaching the same courses at the IHE.
10. The IHE will provide faculty as consultants to high school instructors teaching college courses to assure college level work is maintained. The IHE may also provide faculty to teach such courses directly at the LEA. Prior to such assignment, the parties must agree in writing as to the obligations and responsibilities of each party necessary to deliver the CCP course at the LEA.
11. The IHE shall provide all secondary teachers who are teaching at least one CCP course with at least one three-hour professional development session per academic year. The IHE shall provide no financial compensation to teachers related to the professional development session.
12. The IHE shall conduct at least one full-period classroom observation of each CCP course taught by a secondary teacher during the first academic year the secondary teacher instructs the college course. After the first academic year of teaching, full-period

classroom observations will be completed in alternating academic years for all CCP courses taught by a secondary teacher. All CCP students will have access to complete an end of course survey for CCP courses.

13. The IHE will assign an advisor to each CCP student and schedule a meeting between the CCP student and advisor prior to the institution's effective academic no-fault course withdrawal date. The advisor meeting may be individual or group, in person or virtual.
14. CCP students will be given reasonable access to university student support services and university libraries.
15. Transcription of college credit shall be done upon completion of the academic semester/term.
16. The IHE agrees that they will provide any necessary information needed for EMIS reporting.
17. The IHE will provide accommodations and services for special education students while the students are enrolled in on-campus CCP classes. Eligible students shall be advised regarding how to make the appropriate arrangements.

B. RESPONSIBILITIES OF STUDENTS AND PARENTS/GUARDIANS: For a student to be accepted and enrolled into a CCP program, the STUDENT/PARENT/GUARDIAN shall:

1. Discuss potential CCP courses with the appropriate LEA and/or IHE staff, including university admission and registration requirements, course requirements, prerequisites, scheduling under CCP, and implications for failure to successfully complete courses.
2. Meet the prerequisites and requirements of the course(s) to be taken.
3. Review the Undergraduate Course Catalog for a full listing of course offerings by the IHE. Generally, the IHE will be offering Kent CORE courses to CCP students.
4. Complete the CCP application process with the required signatures, and if applicable, provide a current high school transcript and any college entrance exam and/or assessment results.
5. Register for courses during the university's registration period for CCP courses which occurs after priority registration for its other students.
6. Meet with an advisor at least once each academic term prior to the institution's effective no-fault course withdrawal date.
7. Discuss any request for change in registration such as add, drop, or withdraw with the LEA and IHE within the appropriate timeframes.
8. Comply with IHE and LEA student code of conduct and other institutional policies.
9. Have the right to appeal, in writing, to the LEA or IHE, as applicable, any decision regarding initial enrollment and continued participation in the CCP program.
10. Return textbooks and materials provided by the LEA to the LEA and supplies provided by the IHE to the IHE when the student completes or withdraws from the course.
11. Arrange transportation to the site of the CCP course(s).
12. Comply with FERPA regulations. Student educational records created as a result of this Agreement shall be retained and disseminated in accordance with FERPA requirements. Parents/guardians will not be granted permission to view any education records of the student without a valid FERPA waiver on file with the IHE.
13. Comply with the requirements of both the LEA and IHE official calendars.

C. Financial Structure:

1. The IHE will retain all State Support of Instruction (SSI) funds for students completing CCP courses.
2. The cost of the textbooks will be incurred by the school district unless alternative arrangements have been made with the campus through which the student(s) is(are) enrolled and the IHE shall waive payment of all other fees related to participation in the program pursuant to ORC 3365.07 with the exception of students enrolled under ORC3365.06 (A).
3. The IHE will invoice based on the following formula subject to approval by the Chancellor, Ohio Department of Higher Education:
 - If an approved high school teacher or IHE faculty member is teaching the course at the LEA location, the rate will be the State of Ohio Default Floor amount x number of credit hours/course x number of students.
 - If a course is being taught via distance learning, the rate be \$120/semester credit hour x number of semester credit hours/course x number of students.
 - If a university faculty member is teaching the course at the IHE, the rate will be \$120/semester credit hour x number of semester credit hours/course x number of students.

PART 3 – TERMS AND CONDITIONS


The initial term of this Agreement shall be from July 1, 2018 to June 30, 2019. This Agreement may not be altered or modified by any party adhering to it, with the exception of the Appendix. The IHE may modify the list of college credit plus courses in the Appendix of this Agreement. Modifications to the Appendix must be submitted to the LEA prior to the beginning of a new semester. This Agreement shall expire on June 30, 2019.

Should any provision of this agreement be found to be invalid, illegal, or unenforceable for any reason, the invalidity or unenforceability of such provision shall not affect the validity of the remaining provisions hereof. Non-enforcement of any provision of this agreement by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this agreement.

This Agreement shall be interpreted and construed in accordance with the laws of the State of Ohio.

PART 4 – APPROVALS

IHE (Kent State University):


Executive Vice President and Provost

16 January 2018
Date

Senior Vice President for Business and Finance

Date

LEA Field Local

(School District):


District Charter Representative/Superintendent

1/16/18
Date

Treasurer

Date

APPENDIX A

Listing of Authorized College Credit Plus Courses 15/30 Credit Hour Pathway

This appendix shall contain the courses included in Kent State University's 15/30 credit hour pathway. The courses listed on the following pages are representative of suggested Kent State University CORE classes. Students participating in the CCP program are not required to take these specific courses, rather they are provided as a demonstration of the typical courses into which a new college freshman might enroll. Participating students meet with an IHE academic advisor to plan courses to be taken through CCP that will apply toward a specific certificate, associate degree or baccalaureate degree program. The applicability of the course(s) selected by the student to their high school program of study must be confirmed with their school counselor.

KENT STATE

College Credit Plus Pathways

Students participating in College Credit Plus select course(s) to be taken after consultation with both their high school counselor and their Kent State University academic advisor. Course enrollment may be determined by placement recommendations, course prerequisites, academic goals, high school graduation requirements, intended college major, and course availability.

The 15 and 30 credit hour Pathways below represent a sample of courses that may be taken by a typical full-time, first year college student. CCP students may select from courses that are not part of the 15 and 30 credit hour Pathways and are not required to attend Kent State University full time. They are limited to no more than 16 credit hours per semester and no more than 30 credit hours total per academic year. Students should refer to the Kent State University Roadmaps available online at: <http://solutions.kent.edu/GPS/ROADMAP/browse/ug/all> as a guide to the Kent CORE and additional required courses for a specific major or degree program of interest to them.

15 Credit Hour Pathway

Kent State University Course Name & Number	Course Prerequisite	College Credits
ENG 11011 - College Writing I	Placement	3
Kent CORE Mathematics or Critical Reasoning Course	See Catalog	3-5
Kent CORE Humanities or Fine Arts Course		3
Kent CORE Social Science Course		3
Kent CORE Basic Science Course	See Catalog	3-5
		Total Credits: 15

30 Credit Hour Pathway (includes 15 Credit Hour Pathway above)

Kent State University Course Name & Number	Course Prerequisite	College Credits
Kent CORE English course	See Catalog	3
Kent CORE Mathematics or Critical Reasoning Course	See Catalog	3-5
Kent CORE Humanities or Fine Arts Course		3
Kent CORE Social Science Course		3
Kent CORE Basic Science Course	See Catalog	3-5
		Total Credits: 15

APPENDIX B

Listing of Kent State University Campus Contacts

Ashtabula Campus

Susan J. Stocker, Ph.D.
Dean and Chief Administrative Officer (CAO)
3300 Lake Rd W
Ashtabula, OH 44004-2316
(440) 964-4211
sjstocke@kent.edu

East Liverpool Campus

Salem Campus

Columbiana County Campuses

David M. Dees, Ph.D.
Dean and Chief Administrative Officer (CAO)
2491 State Route 45 S
Salem, OH 44460-9412
East Liverpool Campus (330) 382-7411
Salem Campus (330) 337-4205
ddees@kent.edu

Geauga Campus

Twinsburg Regional Academic Center

Angela S. Spalsbury, Ph.D.
Dean and Chief Administrative Officer (CAO)
14111 Claridon-Troy Road
Burton, OH 44021
(330) 907-3362
aspalsbu@kent.edu

Kent Campus

Johanna E. Pionke, M.Ed
Director, Alternative Credit & Articulation Agreements
Center for Undergraduate Excellence (CUE), Ste 169
975 University Esplanade
Kent, OH 44243
(330) 672-3754
jpionke@kent.edu

Stark Campus

Denise A. Seachrist, Ph.D.
Dean and Chief Administrative Officer (CAO)
6000 Frank Ave NW
North Canton, OH 44720-7599
(330) 244-3211
dseachri@kent.edu

Trumbull Campus
Lance R. Grahn, Ph.D.
Dean and Chief Administrative Officer (CAO)
4314 Mahoning Ave., N.W.
Warren, OH 44483-1998
(330) 847-0571
lgrahn@kent.edu

Tuscarawas Campus
Bradley A. Bielski, Ph.D.
Dean and Chief Administrative Officer (CAO)
330 University Dr., NE
New Philadelphia, OH 44663
(330) 339-3391
bbielski@kent.edu



Stark State
COLLEGE

Office of the President

January 24, 2018

Dear Superintendent:

Stark State College is pleased to continue collaborating with your district to provide high-quality, transferable College Credit Plus (CCP) courses to your students.

Please note that our annual Memorandum of Understanding (MOU) with your district (attached) reflects HB 49 changes, including:

- CCP tuition is now at the floor of \$41.50/credit hour, mandated by HB 49.
- We are asking districts to pay for access codes required for some courses.
- To help offset the two changes above, Stark State is picking up the cost and management of all textbooks.

Recent changes to HB 49 imposed stricter student eligibility requirements for CCP, subject to waiver by the Chancellor of the Ohio Department of Higher Education (ODHE). Chancellor Carey has verified that students enrolled in *Learn to Earn* and other career and transfer pathways will qualify for waiver. The districts will not be burdened with the waiver paperwork and process; Stark State will handle that.

Through our ongoing work with the Ohio Department of Education (ODE), Stark State has developed a course and plan to help your students earn the new *OhioMeansJobs-Readiness Seal* for 2018 high school graduation.

Stark State's Coordinator of CCP/Career Tech Shelly McCombs is meeting with your schools to select classes for Fall, 2018 that best meet your students' needs. Shelly and her team can answer questions about CCP and the new *OMJ-Readiness Seal*.

Thank you for our continued partnership with CCP and other programs. We at Stark State College are committed to working with you to serve your students. If you have any questions, please call me at 330.494.6170, Ext. 4204.

Sincerely,

Para M. Jones, Ph.D.
President

Enclosure

Memorandum of Understanding 2018-19
For College Credit Plus (CCP)
Between Stark State College and
Ohio Public and Private School Districts

The purpose of this Structure between an Ohio public and private school district (District) and Stark State College (College, Institution of Higher Education, IHE) is to outline the responsibilities and funding arrangements pertaining to College Credit Plus (CCP) courses taught by college faculty. College Credit Plus for this agreement is defined as providing high school students the opportunity to be enrolled in a college-level course or series of courses taught by the college and the IHE faculty. Upon successful completion of the course, the student will receive both high school graduation credit and college credit from the cooperating IHE. Stark State College and the school District will comply with all the laws, rules and timelines associated with College Credit Plus.

The District and Stark State College agree to the following:

Student Requirements:

- 1. Student must meet HB49 Eligibility Requirements for participation in the College Credit Plus program, unless requirements are waived or modified by the Chancellor. Stark State College will pursue waivers for all students and programs.**
2. For acceptance into the program, the College will review the following application materials provided by the student:
 - Completed college application
 - High school transcripts
 - All Stark State College entrance requirements, including appropriate scores on ACCUPLACER or ACT tests
1. Completion of the "Succeeding Online Orientation" course at least one week prior to the start of the online college course, in accordance with Stark State's calendar.
2. For online courses, student must have basic computer skills, such as sending email, attaching files to email, accessing the Internet, and word processing skills.
3. The student is responsible for gaining access to a computer and Internet that meet the IHE requirements for students to complete assignments outside the normal school day.

Program Requirements:

4. All College Credit Plus courses must be non-remedial.
5. All College Credit Plus courses should be transferable with a grade of C or better.
6. The District will use the IHE text, materials, equipment, course syllabus and assessments.

7. **College Credit Plus Blended classrooms (containing both CCP students and non-CCP students) must have different learning expectations outlined on the syllabi provided by the CCP high school adjunct. Stark State College faculty will assist CCP high school adjuncts, as needed, with syllabi.**
8. **In accordance with HB 49, the district shall pay the established floor rate of \$41.50 per credit hour taken at the high school or online.**
9. **When classes are held at the high school or online, Stark State College will provide the text- book. Stark State College also will manage the textbooks for the districts with assistance from the high schools. Please designate the person in your district who will work with the Stark State's CCP Book Store.**

_____ (Name)

_____ (Email)

10. **In the past, the district will provide the books for students who take courses on Stark State College's campus.**
11. **When an access code is required for a course taken at the high school, online, or on Stark State's campus, the district will be responsible for the cost of the code.**
12. **The District and the IHE will jointly provide student support such as counseling and tutoring. Using the IHE's Learning Management System, the IHE will assign each student an academic advisor and inform the student of the academic no-fault drop course date.**
13. **Once students have completed the course(s), the IHE will submit official grades to the District in a timely manner.**
14. **IHE and District agree that they will provide any necessary information needed for required College Credit Plus data collection.**
15. **The IHE and the District will collaborate annually on College Credit Plus informational meetings for parents and students.**
16. **Teachers must meet Ohio Department of Higher Education and college guidelines for adjunct status.**
17. **The IHE will provide faculty to serve as mentors to adjunct faculty members to ensure that College-level work is maintained. College mentors will supply adjunct faculty members with all the required instructional materials and will schedule classroom observations, as required by College Credit Plus guidelines.**
18. **College Credit Plus adjunct faculty members will participate in at least three hours of Stark State faculty orientation and professional development activities, as required by College Credit Plus guidelines.**

19. The IHE will provide adjunct faculty with course evaluations to be administered to students upon completion of the college course.
20. For online courses, the District will provide qualified high school teachers who will meet with students on a regular basis and provide face-to-face student support. Online instruction will be provided by the IHE faculty member.
21. At least one week prior to the start of the online course, supporting high school teachers must complete the online training course, "Succeeding Online Orientation."
22. Online courses will follow the IHE semester calendar.

Financial Structure:

23. Neither IHE nor District will charge tuition or fees to students.
24. **The host institution of each laboratory course will provide all equipment and supplies that are normally kept in the laboratory. This includes weights, measures and glassware. The host institution will provide lab kits containing all required tools and safety equipment. There will be no reimbursement of the initial costs for providing such items between the Parties.**
25. **When Stark State is the host institution, the district will be responsible for the cost of replacing items from the lab kits that are not returned to the IHE in good condition, normal wear and tear expected. They are considered no different than a damaged or missing textbook.**
26. **The District will pay the IHE for course fees and service fees that have been established to pay a third party for a service required for the student to participate in their course or field of study. These include individual course fees to cover the cost of consumables, health screenings, health records management, background checks, uniforms and other fees.**
27. Tuition for students who withdraw from College Credit Plus courses will be in accordance with applicable rules. District will have College Credit Plus tuition deducted from their foundation funds, as applicable, based on this agreement and College Credit Plus rules and timeline.
28. The IHE will retain all State Share of Instruction (SSI) funds for students completing all CCP courses.
29. **In accordance with HB 49, the district will be charged tuition rates as follow:**
 - A. **\$118/semester credit hour for classes taken at a location operated by the IHE**
 - B. **\$41.50/semester credit hour for classes taken at a location operated by the District and taught by an IHE faculty member who is also a faculty member of the District.**

41,64 change updated
by Stark State

C. ~~\$41.50~~/semester credit hour for classes taken online taught by IHE faculty member.

D. \$82/semester credit hour for classes taken at a location operated by the District and taught by an IHE faculty member who is not also a faculty member of the District.

30. For courses taught by an IHE faculty member who is not a faculty member of the District, the College reserves the right to cancel the class if a minimum number of students is not enrolled; this will vary depending on the number of credit hours in the course and contact load hours for the faculty member.

This agreement supersedes all previous agreements.

Term of Agreement

The term of this agreement shall be for the 2018-19 academic year, including the Summer session in 2018. This agreement cannot be used by either party to limit participation of a student enrolling in courses that are not part of this agreement.

The parties listed below are in agreement with the above-stated conditions.

IHE: Stark State College

President _____ Date _____

School District _____

Superintendent _____ Date _____