

## Record of Proceedings Minutes of Regular Meeting

**Board of Education  
Regular Meeting**

**Monday  
September 13, 2021**

The Field Local School District Board of Education held its Regular Meeting on Monday, September 13, 2021 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**

Randy Porter-Yes, Julie Kline-Yes, Ethan Miller-Yes, Larry Stewart-Yes, Steve Calcei-Yes  
Student Representative-Owen Roberts-Yes,

Member Porter moved, seconded by Member Miller that the Field Local Board of Education approve the minutes from the August 9, 2021, regular meeting. **21-0057**  
*Roll Call: Porter-Yes, Miller-Yes, Kline-Yes, Stewart-Yes, Calcei-Yes.*  
*President declared the motion carried*

Member Porter moved, seconded by Member Stewart that the Field Local Board of Education adopt the following agenda for the September 13, 2021, regular meeting. **21-0058**  
*Roll Call: Porter-Yes, Stewart-Yes, Kline-Yes, Miller-Yes, Calcei-Yes.*  
*President declared the motion carried*

**Student Representative Report** – Despite the early struggles with Covid we have found ourselves able to get through most of the sports and activities. After a rough start to the year with a few close games they start off 0-3 with a game this Friday at Cloverleaf (football). The boys and girls XC teams have not had any league meets yet. Their next invitational is at Boardman High School. The volleyball team is 1-3 in league play and 2-6 overall. Their next game is home against Coventry. The boys soccer team is 3-0 in league play and 3-3 overall with a game at Coventry tomorrow. The girls soccer team is 5-0 in league play and 5-1 overall with the next game at CVCA tomorrow. The marching band/Royal Guardsmen has a band show on September 25<sup>th</sup>. The golf team is 4-6 in total and ranked 5<sup>th</sup> in the league. They are currently in a match against Coventry at Turkey Foot Golf Course. /Drama Club held tryouts for their fall play “The Importance of Being Earnest.”/The first pep rally went well despite missing around 90 people to quarantine and the football team. /The Falcon Fest was also a big success and reconnected the community for a night of fun, games, and activities.

**Superintendent’s Report** - Mr. Heflinger discussed the hiring of the new Assistant Director of Operations. The reason being is that the job is just too big for one person and has been for a long time. Having a Director of Operations and an Assistant Director of Operations and being able to split those duties will have an overall success on the whole department. /There have been some COVID related issues. As of the close of business today, only the high school has hit double digit cases. They were at

10 and have the highest number of quarantines at 76. The lowest is Brimfield with 4 cases and 19 quarantines. It ran through the 4<sup>th</sup> grade at Suffield.

**Legislative Liaison Report** - Mr. Stewart commented that he thinks our school does well with Mr. Heflinger and Mr. Carpenter, teachers, principals and all the others. We really seem to do a great job compared to other schools. Everything seems to be running smooth.

### **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 visitor 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)

## **SUPERINTENDENT CONSENT AGENDA**

Member Kline moved, seconded by Member Miller that the Field Local Board of Education approve the Superintendent consent agenda as presented.

**21-0059**

*Roll Call: Kline-Yes, Miller-Yes, Porter-Yes, Stewart-Yes, Calcei-Yes.*

*President declared the motion carried*

### **Superintendent Items**

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

#### **Administrator Employment**

1. Brian Munger, Assistant Director of Operations, effective September 27, 2021.

Step 0

Administrator Salary Schedule

2 year contract

**Certified Employment**

1. John Strasshofer, Social Studies Teacher at the High School, effective August 25, 2021.  
Rate of pay per Negotiated Agreement.

BA Degree                      Step 0

2. Kayleigh Gilbow, Speech/Language Pathologist at Brimfield, High School and Middle School-up to 5 extended days for the 2021-2022 school year, per diem rate per Negotiated Agreement.

3. Angelia Scott, English Teacher at the High School, effective August 25, 2021. Rate of pay per Negotiated Agreement.

MA Degree                      Step: 0

4. Serrin Michael-Wolfe, Intervention Specialist at the High School, effective August 25, 2021.  
Rate of pay per Negotiated Agreement.

B/150                              Step: 2

5. Megan Eader, Elementary Teacher at Brimfield Elementary, effective August 27, 2021.  
Rate of pay per Negotiated Agreement.

B+15                                Step 5

6. Home Instructors for the 2021-2022 school year:

|                   |                   |                   |
|-------------------|-------------------|-------------------|
| Kristin Clevenger | Melanie Crookston | Elise Gall        |
| Laura Goldman     | Barbara Marcello  | Heather Mowcomber |
| Amanda Karpinecz  |                   |                   |

7. Mentors Year 1 Resident Educator:

|             |                  |               |
|-------------|------------------|---------------|
| Susan Vitko | Connie Tenney(2) | Hope Morrison |
| Elise Gall  | Laci McIntyre    |               |
| Beth Dyer   |                  |               |

8. Mentors Year 2 Resident Educator:

|                |               |                 |
|----------------|---------------|-----------------|
| Laura Goldman  | Clark Bookman | Christina Kruse |
| Beth Dyer      | Katie Kirby   | Tami Rhoades    |
| Melissa Reagan |               |                 |

- **Athletic Ticket Takers – The Superintendent recommends that the Field Local Board of Education employ the following ticket takers for the 2021-2022 school year:**

Brenda Richmond  
Michelle Coury  
Toni Rahe  
Kim Burke

Debbie Yeich  
Nicci Lerch  
Jodi Sollers  
Beth Dyer

Bev Bable  
Valerie Beal  
Lori Grund

**Classified Employment – 2021-2022 School Year**

1. Janice Bell, Summer Extended Learning Tutor-will be paid at regular hourly rate.
2. Molly Longfellow, Summer Extended Learning Tutor-will be paid at regular hourly rate.
3. Sherrie MacDonald, 5.5 Hr. Parapro, 185 days per year at Suffield Elementary, effective August 27, 2021. Rate of pay per Negotiated Agreement.
4. Alexandria Royer, 5.5 Hr. Parapro, 185 days per year at Suffield Elementary, effective August 27, 2021. Rate of pay per Negotiated Agreement.
5. Adrian Coles, 8 Hr. Assistant Custodian, 259 days per year at Middle School, effective September 14, 2021, for the remaining 228 days of the 2021-2022 school year. Rate of pay per Negotiated Agreement.
6. Crystal Cain, 5.5 Hr. Parapro, 185 days at Suffield Elementary, effective September 7, 2021, for the remaining 178 days of the 2021-2022 school year. Rate of pay per Negotiated Agreement.
7. Cherilyn Ruppel, 5.5 Hr. Parapro, 185 days per year at Suffield Elementary, effective August 27, 2021. Rate of pay per Negotiated Agreement.
8. Kelly Hershberger, 5.5 Hr. Cook/Cashier, 186 days per year at High School, effective August 27, 2021. Rate of pay per Negotiated Agreement.
9. Shelley Riley, 5 Hr. Bus Aide, 186 days per year, effective September 14, 2021, for the remaining 174 days of the 2021-2022 school year. Rate of pay per Negotiated Agreement.
10. Dustin Kopper, 8 Hr. Asst. Mechanic, 259 days per year, effective September 14, 2021 for the remaining 228 days of the 2021-2022 school year. Rate of pay per Negotiated Agreement.

**Classified Substitute Employment – 2021-2022 School Year**

Sandra Baker-effective 8/2/21  
Shelley Riley

Clark J. Bookman  
Stacie Wirth

Rachel Yeich  
Dalton Brainard

- **Supplemental Contract(s)** – The Superintendent recommends that the Field Local Board of Education employ the following for the 2021-2022 school year.

**Certified Academic**

1. Amanda Walker, High School Special Ed Dept. Head-\$1,125.00  
0 years experience, 1 year contract
2. Clark Bookman, Middle School Special Ed Dept. Head-\$1,125.00  
2 years experience, 1 year contract
3. Angelia Scott, Freshman Class Advisor-\$1,444.00  
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 has accepted the position.\**

**Classified Athletic**

1. Courtney O'Donnell, JV/Asst. Girls Soccer Coach-\$2,439.00  
0 years experience, 1 year contract

● **Volunteers**– The Superintendent recommends that the Field Local Board of Education approve the following athletic volunteer:

1. Brian Batley, Girls Soccer.

● **Resignations**– The Superintendent recommends that the Field Local Board of Education accept the resignations of the following:

1. Cortney Smith, Parapro at Suffield Elementary, effective August 16, 2021.
2. Linda Moles, Parapro at High School, effective August 22, 2021.
3. Dalton Brainard, Bus Driver, effective August 27, 2021.
4. Amanda Walker, Middle School Special Ed Dept. Head Supplemental, effective August 13, 2021.
5. Lauren Patty, Intervention Specialist at the High School, effective at the conclusion of the 2020-2021 school year.
6. Thomas Madrin, Bus Driver, effective September 17, 2021.
7. Timothy Fox, Director of Operations, effective October 8, 2021.

● **Resignations/Transfers**– The Superintendent recommends that the Field Local Board of Education accept the resignation/transfer of the following:

1. Carolyn Evans, 5.5 Hr. Cook/Cashier at the High School will transfer to 4.5 Hr. Cook/Cashier at Brimfield effective August 27, 2021.
2. John Bell, 5.5 Hr. Asst. Custodian at Brimfield will transfer to 8 Hr. Asst. Custodian at Brimfield effective September 14, 2021, for the remaining 228 days of the 2021-2022 school year.
3. John Green, 5.5 Hr. Asst. Custodian at Suffield will transfer to 8 Hr. Asst. Custodian at Suffield effective September 14, 2021, for the remaining 228 days of the 2021-2022 school year.
4. Peyton Coy, 5.5 Hr. Asst. Custodian at the High School will transfer to 8 Hr. Asst. Custodian at the High School effective September 14, 2021, for the remaining 228 days of the 2021-2022 school year.

- **Leave of Absence** – The Superintendent recommends that the Field Board of Education approve a parental leave of absence for Brandon Morris, Teacher at the Middle School, tentatively effective October 23, 2021. Anticipated date of return will be 3 weeks from leave effective date. FMLA leave and run concurrent with sick leave.
  
- **Leave of Absence** – The Superintendent recommends that the Field Board of Education approve a medical leave of absence for Lori Brake, Teacher at the Middle School, tentatively beginning November 1, 2021. Anticipated date of return will be 3 months from leave effective date. FMLA leave will run concurrent with sick leave.
  
- **Leave of Absence** – The Superintendent recommends that the Field Board of Education approve an unpaid medical leave of absence for Erika Gainer, Parapro at the Middle School, beginning week of September 13, 2021 (tentative). Anticipated date of return will be 12 weeks.
  
- **Leave of Absence** – The Superintendent recommends that the Field Board of Education approve a parental leave of absence for Samantha Wilson, Teacher at the Suffield Elementary, tentatively effective November 22, 2021. Anticipated date of return will be after all sick leave/personal days are utilized. FMLA leave and run concurrent with sick leave.
  
- **Equipment Disposal** – The Superintendent recommends that the Field Board of Education approve the disposal/selling of the marching band trailer.
  
- **School Fees** – The Superintendent recommends that the Field Local Board of Education approve the revised school fees for the High School-2021-2022 school year. (Exhibit S-1).
  
- **Board Policy** – The Superintendent recommends that the Field Local Board of Education approve the first reading of new or revised board policies for adoption:
  - 3.02 Criminal Records Check
  - 6.15 Graduation/Diploma Requirements
  - 6.41 Transportation
  - 6.57 Children in Foster Care (NEW)
  - 7.05 Remediation-Intervention Program for Reading Skills
  - 7.06 Diagnostic Assessments
  - 7.26 College Credit Plus
  - 8.13 Procurement with Federal Grants/Funds

- **Resolution** – The Superintendent recommends that the Field Local Board of Education approve the amending of the administrative salary schedule to add Assistant Director of Operations.
  
- **Resolution** - The Superintendent recommends that the Field Local Board of Education approve the use of blizzard bags as needed during the 2021-2022 school year.
- **Operations/Vendor Contracts** – The Superintendent recommends that the Field Local Board of Education enter a vendor contract with the following:
  1. GCL Education Services, LLC-day treatment agreement for a special education student (2021-2022 school year) (**Exhibit S-2**).
  
- **OSBA Delegate Appointment** – The Superintendent recommends that the Field Local Board of Education make a non-appointment as the Ohio School Boards Association delegate for annual business meeting to be held November 8, 2021.
  
- **Informational Items**
  1. Taylor Gosseck, Art Teacher at Middle School-new effective date of parental leave of absence (August 27, 2021).
  2. The following degree change will take effect for the 1st semester of the 2021-2022 school year:

|                   |          |      |
|-------------------|----------|------|
| Jacob Turner      | B/150 to | B+15 |
| Mary Adelman      | M+15 to  | M+45 |
| Laura Goldman     | M+30 to  | M+45 |
| Matthew Furino    | M+15 to  | M+30 |
| Kristin Clevenger | B+15 to  | B+30 |
| Katherine Dasho   | M+15 to  | M+45 |
| Katy Tannert      | M+15 to  | M+30 |
  3. Correction to step/experience for Michelle White, Parapro at Brimfield.

April 12, 2021 meeting:      Step 11      Experience 11

### **TREASURER CONSENT AGENDA**

Member Stewart moved, seconded by Member Porter that the Field Local Board of Education approve the Treasurer consent agenda items as presented. 21-0060  
*Roll Call: Stewart-Yes, Porter-Yes, Miller-Yes, Kline-Yes, Calcei-Yes.*  
*President declared the motion carried*

**Treasurer Items**

- **Fiscal – The Treasurer recommends that the Field Local Board of Education approve the following:**
  1. Financial reports for the period ending July 31, 2021.
  2. Purpose and Goals Statement for the 2021-2022 school year as presented-High School, Middle School, Brimfield Elementary and Suffield Elementary (**Exhibit T-1**).
  3. Annual Appropriations Measure at the fund level for FY2022 (**Exhibit T-2**).
  4. Renewal of the district's property, fleet, and general liability insurance with Reed and Baur Insurance Agency effective 9-1-21 through 9-1-22.
  5. Create the following fund with the associated revenue and expenditure accounts:  
Class of 2025 200 9265.

There being no further business to come before the Field Local Board of Education Member Kline moved, seconded by Member Porter to adjourn the September 13, 2021, regular meeting.

21-0061

*Roll Call: Kline-Yes, Porter-Yes, Miller-Yes, Stewart-Yes, Calcei-Yes.*

*President declared the motion carried.*

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

  
\_\_\_\_\_  
Steve Calcei, President

  
\_\_\_\_\_  
Attest: Todd Carpenter, Treasurer



**Field High School**  
**Student Fees**  
**2021 - 2022**

Exhibit S-1  
 September 13, 2021

|                   |                                     |
|-------------------|-------------------------------------|
| <b><u>Art</u></b> |                                     |
| Art I             | \$25.00 Tools, paint, paper, etc.   |
| Art II            | \$35.00 Tools, paint, paper, etc.   |
| Adv. Art          | \$40.00 Tools, paint, paper, etc.   |
| Ceramic 1         | \$50.00 Ceramic tools, and supplies |
| Art Refurbishment | \$40.00 Tools, paint, paper, etc    |

|   |   |
|---|---|
| <b><u>Computer Ed. &amp; Business</u></b> |   |
| Accounting I                              | \$28.00 Mindtap Accounting Software                 |
| Design Techniques                         | \$10.00 Project supplies, print paper and ink, etc. |

|                            |  |
|----------------------------|--|
| <b><u>Science</u></b>      |  |
| Biology/Honors Biology     | \$15.00 Lab resources, coach workbook, chemicals and preserved specimens |
| Chemistry/Honors Chemistry | \$ 5.00 Lab resources and chemicals                                      |
| Conceptual Chemistry       | \$10.00 Lab supplies and chemicals                                       |
| Physics Lab                | \$10.00 (see all the above for science)                                  |
| Conceptual Physics         | \$ 5.00 Lab resources  |
| Zoology                    | \$15.00 Lab resources  |
| Forensics                  | \$10.00 Lab resources  |
| Anatomy and Physiology     | \$15.00 Lab resources  |
| Environmental Science      | \$15.00 Lab resources  |

|                                |                                  |
|--------------------------------|----------------------------------|
| <b><u>Athletics</u></b>        |                                  |
| Extra-Curricular Participation | \$100.00 Approved by BOE         |
| <b><u>Band</u></b>             | \$45.00 Cleaning and Maintenance |

|                             |                         |
|-----------------------------|-------------------------|
| <b><u>General</u></b>       |                         |
| Senior Fee                  | \$50.00 Approved by BOE |
| Parking Permit              | \$25.00 Approved by BOE |
| Parking Violation           | \$10.00 Approved by BOE |
| Student Assignment Book     | \$ 4.00 Approved by BOE |
| Replacement Assignment Book | \$ 4.00 Approved by BOE |
| Book Rebind                 | \$15.00 Approved by BOE |

# ***GCL Education Services, LLC.***

## **LEAP Program**

166 2<sup>nd</sup> Street N.W. Barberton, Ohio 44203

Exhibit S-2

September 13, 2021

**Phone:** (234) 678-5488 **Fax:** (234) 678-5489 **Website:** [www.thelcap](http://www.thelcap)

---

### **Day Treatment-Purchase Service Agreement 2021-2022 School Year**

**Student: Brandon King**

THIS AGREEMENT is entered into between the Field Local Schools (hereafter "the financially responsible District") and **GCL Education Services, LLC.** A special needs/ At risk Education Company, for the sole purpose of providing education services in accordance with placement at the "Leap Program" via The Village Network Residential Treatment Program.

WHEREAS, Ohio Revised Code 3323.08 authorizes a district or court to place a child in a private school or private residential treatment center.

WHEREAS, Student(s) from Field Local Schools will be attending GCL Education Services, LLC. "Leap Program".

#### **THE PARTIES AGREE AS FOLLOWS:**

The above District will pay GCL Education Services, LLC. a per diem rate of **\$155** per student, after services rendered, including teacher in service and calamity days.

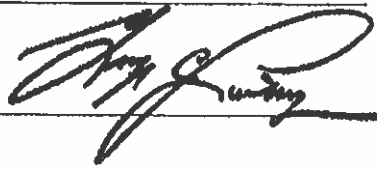
1. GCL Education Services, LLC. and the District agree to exchange all relevant records pertaining to the identified student, including but not limited to Multifactor Evaluation, re-evaluations, current and past IEP'S, report cards, progress reports, transcripts, assessments, discipline records, and any other information/ records needed for GCL Educational Services LLC. and/or the above school district to fulfill their educational obligations to the above identified student.
2. The above District will have access to the above-identified student's education records for the purpose of monitoring the students' educational progress. At minimum, GCL Education Services, LLC. will provide any changed and or/updated IEP information, student attendance, Discipline records, assessment data, interim progress monitoring and other relevant information on a quarterly basis to the above-named district contact.
3. The term of this agreement will not exceed one (1) year and will automatically expire at the end of the 2021-2022 school year (6/3/22).
4. In the event the student's educational needs are no longer the financial responsibility of the above-named school district, the parties respective obligations under this agreement for the student above will cease as of the last day the student is attending the Leap Program. The above district will be invoiced monthly.

5. GCL Education Services, LLC. acknowledges and agrees the above identified students will not be considered "enrolled" in the Leap Program for the purpose of average daily membership or federal or state funding and the above identified student will be enrolled with the above identified District.
6. GCL Education Services, LLC. And the above District will collaborate on the development of an IEP acceptable to all IEP team members and parties if applicable.
7. GCL Education Services, LLC. reserves the right to take immediate action, without district permission, in situations where a student, by act or omission, poses a risk of injury, harm or other danger to him/herself or others. Such action may include, but is not limited to immediate dismissal from GCL Education Services, LLC. Leap Program, emergency referral to psychiatric or other institutional healthcare providers, and/ or securing assistance from local law enforcement authorities. The above District will be promptly informed of such an event.
8. Additional Services, IE: Speech Therapy, Occupational Therapy, Physical Therapy and Psychological Services will be provided by an outside agency that will be billed separately.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year indicated below.

District Representative: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

GCL Education Services, LLC.  
George Linberger: Leap President

  
\_\_\_\_\_

Date: 7/16/21

**Field Local Schools  
Activity Treasurer's Report**

|                                    |                    |
|------------------------------------|--------------------|
| Activity: 009 Accounts             | Date: 2021-2022 y  |
| Building: Brimfield Elementary     | Fund No.: 009-9002 |
| Sponsor: Barbara Hawley, Principal |                    |

| <b>Receipts:</b>                   | <b>Dollar Amounts Only</b> | <b>Beginning Balance</b> | <b>\$16,110.08</b>  |
|------------------------------------|----------------------------|--------------------------|---------------------|
| Student School Fees                | Grade 1                    | \$                       | 8,190.00            |
|                                    | Grade 2                    | \$                       | 8,730.00            |
|                                    | Grade 3                    | \$                       | 7,990.00            |
|                                    | Grade 4                    | \$                       | 8,988.00            |
|                                    | Grade 5                    | \$                       | 8,881.00            |
|                                    | Grade K                    | \$                       | 8,280.00            |
| Free/ Reduced Deduction            | -33%                       | \$                       | (16,849.47)         |
| <b>Total Receipts</b>              |                            |                          | <b>\$ 34,209.53</b> |
| <b>Total Receipts plus Balance</b> |                            |                          | <b>\$50,319.61</b>  |

| <b>Expenses:</b>                    | <b>Dollar Amounts Only</b> |    |                     |
|-------------------------------------|----------------------------|----|---------------------|
| 009-1110-519-9002-000000-100-01-000 | Grade 1                    | \$ | 8,190.00            |
| 009-1110-519-9002-000000-200-02-000 | Grade 2                    | \$ | 8,730.00            |
| 009-1110-519-9002-000000-300-03-000 | Grade 3                    | \$ | 7,990.00            |
| 009-1110-519-9002-000000-400-04-000 | Grade 4                    | \$ | 8,988.00            |
| 009-1110-519-9002-000000-500-05-000 | Grade 5                    | \$ | 8,881.00            |
| 009-1110-519-9003-000000-900-14-000 | Grade K                    | \$ | 8,280.00            |
| <b>Total Expenses</b>               |                            |    | <b>\$ 51,059.00</b> |
| <b>Receipts minus Expenses</b>      |                            |    | <b>(\$739.39)</b>   |

Activity Secretary

Sponsor

Building Principal

signature  
*Barbara Hawley*

signature

Date: 06/15/2021

Superintendent

signature  
*[Signature]*

Date:

*[Signature]* 8-6-21

FIELD LOCAL SCHOOLS  
Activity Statement of Purpose

Activity Name 009 Accounts (Workbook Fees) Date 6/15/2021

Building Brimfield Elementary Fund No. 009-9002

Sponsor Barbara Hawley

Please TYPE the four (4) parts of your Activity Statement of Purpose as follows:

1. Reason for activity's existence: The 009 fund is an activity that is designed to support the educational process.
2. Activity's Aspirations: The principal will annually collect board approved school fees from eligible students to be used in the purchasing of workbooks and consumable activities, programs, assessments and supplies for the students to use and participate in throughout the school year.
3. Future Goals: The fund would like to continue to support the educational process.
4. Means through which goals and aspirations will be achieved: The school will collect board approved school fees from eligible students to purchase workbooks and consumables for the students to use throughout the school year.

Sponsor Barbara Hawley Date 6/15/2021

Superintendent [Signature] Date 8-6-21

*Field Local Schools*  
Activity Treasurer's Report

Activity: Public School Support

Date: 2021-2022 Yr.

Building: Brimfield Elementary

Fund No.: 018-9002

Sponsor: Barbara Hawley, Principal

| <b>Receipts:</b>       | <b>Dollar Amounts Only</b>         | <b>Beginning Balance</b> | <b>\$57,347.57</b>  |
|------------------------|------------------------------------|--------------------------|---------------------|
| Student Purchase Serv. | Camp (5th Grade/Field Trip)        | \$                       | 14,700.00           |
|                        | Choir Performance Admission        | \$                       | 4,500.00            |
|                        | Year Books                         | \$                       | 600.00              |
|                        | Yankee Candle Fundraiser           | \$                       | 3,000.00            |
|                        | Recorder Purchases                 | \$                       | 500.00              |
|                        | Fall Fundraiser                    | \$                       | 10,000.00           |
|                        | Spring Fundraiser                  | \$                       | 20,000.00           |
|                        | Color Run                          | \$                       | 3,000.00            |
|                        | Pictures                           | \$                       | 3,300.00            |
|                        | Pencil Machine                     | \$                       | 800.00              |
|                        | Art To Remember                    | \$                       | 600.00              |
|                        | Rollerskating                      | \$                       | 2,100.00            |
|                        | Apples 4 Students                  | \$                       | 500.00              |
|                        | T-shirts for students and staff    | \$                       | 4,000.00            |
| 1690 Other             | Donations                          | \$                       | 20,000.00           |
|                        | <b>Total Receipts</b>              | \$                       | <b>87,600.00</b>    |
|                        | <b>Total Receipts plus Balance</b> |                          | <b>\$144,947.57</b> |

| <b>Expenses:</b> | <b>Dollar Amounts Only</b>         |    |           |
|------------------|------------------------------------|----|-----------|
| 1110-410         | Prof. Services                     | \$ | 7,000.00  |
| 1110-430         | Instructional Travel               | \$ | 500.00    |
| 1110-490         | Recorders for Music Class          | \$ | 500.00    |
| 1110-490         | Rollerskating                      | \$ | 2,100.00  |
| 1110-490         | Choir Performance Admission        | \$ | 7,500.00  |
|                  | Fall Fundraiser                    | \$ | 5,000.00  |
| 1110-490         | Spring Fundraiser                  | \$ | 10,000.00 |
| 1110-490         | Student Purchased Serv. (Camp/Art) | \$ | 14,700.00 |
| 1110-510         | N. Inst. Supply                    | \$ | 8,000.00  |
| 1110-511         | Inst. Supply                       | \$ | 8,000.00  |
| 1110-511-080000  | PE Inst. Supply                    | \$ | 1,000.00  |
| 1110-511-020000  | Art Inst. Supply                   | \$ | 1,300.00  |
| 1110-640         | New Equipment                      | \$ | 1,000.00  |
| 1110-849         | Student Participation Fee          | \$ | 400.00    |
| 1110-882         | Awards/Prizes                      | \$ | 800.00    |
| 2160-640         | Class New Furniture                | \$ | 6,000.00  |
| 2213-430         | Inst. St. Train. Travel            | \$ | 1,000.00  |
| 2213-510         | Inst. St. Train. Supply            | \$ | 700.00    |
| 2421-410         | Prin. Prof. Services               | \$ | 400.00    |
| 2421-430         | Principal Travel                   | \$ | 700.00    |

|          |                                |           |                    |
|----------|--------------------------------|-----------|--------------------|
| 2421-510 | Principal Supplies             | \$        | 1,000.00           |
| 2421-559 | Items for Resale               | \$        | 2,000.00           |
| 2421-640 | Principal New Equipment        | \$        | 1,000.00           |
| 2421-849 | Principal Dues & Membership    | \$        | 500.00             |
| 2700-425 | Maintenance Contract Repair    | \$        | 500.00             |
| 2700-570 | Maintenance Supplies           | \$        | 600.00             |
|          | <b>Total Expenses</b>          | <b>\$</b> | <b>82,200.00</b>   |
|          | <b>Receipts minus Expenses</b> |           | <b>\$62,747.57</b> |



Building Principal Barbara Hawley 06/15/2021

signature

Superintendent \_\_\_\_\_

Date:

signature

Treasurer \_\_\_\_\_

Date: 8-6-21

signature

FIELD LOCAL SCHOOLS  
Activity Statement of Purpose

Activity Name Public School Support Date 6/15/2021

Building Brimfield Elementary Fund No. 018-9002

Sponsor Barbara Hawley

Please TYPE the four (4) parts of your Activity Statement of Purpose as follows:

1. Reason for activity's existence: The Public School Support fund is an activity that is designed to support the educational process and the betterment of the student body.
2. Activity's Aspirations: The principal will sponsor annually various fundraisers including, but not limited to, magazine sales, y-ties, art to remember, muffin/cookie sale, pictures, jump rope club, yearbook, art. The fund will also receive donations from various organizations such as, but not limited to: Kmart, Target, School Pop, and personal donations.
3. Future Goals: The fund would like to continue to support the educational process and the betterment of the student body with funding for items of instruction, inservice opportunities (including meals) for staff, classroom supplies, non-instructional supplies, classroom/office furniture and equipment, field trips, incentives, student rewards, school spirit shirts, programming, and other activities.
4. Means through which goals and aspirations will be achieved: Students will work actively on activities and fundraisers.

Sponsor Barbara Hawley Date 6/15/2021

Superintendent [Signature] Date 8-6-21



**Field Local Schools  
Activity Treasurer's Report**

|                                 |                    |
|---------------------------------|--------------------|
| Activity: Brimfiel Agency       | Date: 2021-2022 Yr |
| Building: Brimfield Elementary  | Fund No.:022-9002  |
| Sponsor: Barb Hawley, Principal |                    |

| <b>Receipts:</b>                   | <b>Dollar Amounts Only</b> | Beginning Balance | \$ | 6,479.40        |
|------------------------------------|----------------------------|-------------------|----|-----------------|
|                                    |                            |                   | \$ |                 |
|                                    |                            |                   | \$ |                 |
|                                    |                            |                   | \$ |                 |
|                                    |                            |                   | \$ |                 |
| 1690 Other                         | Vending                    |                   | \$ | 160.68          |
|                                    |                            |                   | \$ |                 |
|                                    |                            |                   | \$ |                 |
| <b>Total Receipts</b>              |                            |                   | \$ | <b>160.68</b>   |
| <b>Total Receipts plus Balance</b> |                            |                   | \$ | <b>6,640.08</b> |

| <b>Expenses:</b>               | <b>Dollar Amounts Only</b>      |  |    |                 |
|--------------------------------|---------------------------------|--|----|-----------------|
| 2211-510                       | Imp Inst/Supp/Tchr Mtg-Non Inst |  | \$ | 2,000.00        |
| 2211-640                       | New Equipment                   |  | \$ | 1,000.00        |
| 2211-511                       | Inst. Supplies                  |  | \$ | 2,000.00        |
|                                |                                 |  | \$ |                 |
|                                |                                 |  | \$ |                 |
|                                |                                 |  | \$ |                 |
|                                |                                 |  | \$ |                 |
|                                |                                 |  | \$ |                 |
| <b>Total Expenses</b>          |                                 |  | \$ | <b>5,000.00</b> |
| <b>Receipts minus Expenses</b> |                                 |  | \$ | <b>1,640.08</b> |

|                    |                       |                  |
|--------------------|-----------------------|------------------|
| Activity Secretary |                       | Sponsor          |
| Building Principal | signature             | signature        |
|                    | <i>Barbara Hawley</i> | Date: 06/15/2021 |
| Superintendent     | signature             | Date:            |
|                    | <i>[Signature]</i>    |                  |
|                    | signature             |                  |
|                    | <i>[Signature]</i>    |                  |

FIELD LOCAL SCHOOLS  
Activity Statement of Purpose

Activity Name AgencyFund Date 6/15/2021

Building Brimfield Elementary Fund No. 022-9002

Sponsor Barbara Hawley




Please **TYPE** the four (4) parts of your Activity Statement of Purpose as follows:

1. Reason for activity's existence: This agency fund is designed to allow staff members inservice opportunities and incentives that will enhance learning for all students. It also exists to provide resources for the inservices, meals, equipment, and supplies as needed for teacher and student growth.
2. Activity's Aspirations: The staff will have vending machines in the lounge to supplement the reasons for the fund.
3. Future Goals: To promote inservice opportunities for the staff that will enhance learning for all students.
4. Means through which goals and aspirations will be achieved: The staff will work to support the fund through the purchase of items through the vending machines.

Sponsor Barbara Hawley Date 06/15/2021

Superintendent [Signature] Date \_\_\_\_\_

[Signature] 6-15-21

| <b>Field Local Schools</b>           |  |                    |                      |
|--------------------------------------|--|--------------------|----------------------|
| <b>Activity Treasurer's Report</b>   |  |                    |                      |
| Activity: 009 Accounts               |  | Date: 2021-2022yr. |                      |
| Building: Suffield Elementary        |  | Fund No.: 009-9002 |                      |
| Sponsor: Shawn Bookman, Principal    |  |                    |                      |
| <b>Receipts:</b>                     | <b>Dollar Amounts Only</b>   | Beginning Balanc   | <b>\$0.00</b>        |
| Student School Fees                  | Grade 1  | \$                 | 5,915.00             |
|                                      | Grade 2  | \$                 | 6,305.00             |
|                                      | Grade 3  | \$                 | 4,606.00             |
|                                      | Grade 4  | \$                 | 6,741.00             |
|                                      | Grade 5  | \$                 | 6,741.00             |
|                                      | Grade K  | \$                 | 6,440.00             |
|                                      | Sub Total  | \$                 | 36,748.00            |
| Free/Reduced Deduction               |  | -35%               | \$ 12,861.80         |
| <b>Total Receipts</b>                |  | \$                 | <b>23,886.20</b>     |
| <b>Total Receipts plus Balance</b>   |  | \$                 | <b>23,886.20</b>     |
| <b>Expenses: Dollar Amounts Only</b> |  |                    |                      |
| 009-1110-519-9002-000000-100-01-000  | Grade 1  | \$                 | 5,915.00             |
| 009-1110-519-9002-000000-200-02-000  | Grade 2  | \$                 | 6,305.00             |
| 009-1110-519-9002-000000-300-03-000  | Grade 3  | \$                 | 4,606.00             |
| 009-1110-519-9002-000000-400-04-000  | Grade 4  | \$                 | 6,741.00             |
| 009-1110-519-9002-000000-500-05-000  | Grade 5  | \$                 | 6,741.00             |
| 009-1110-519-9003-000000-900-14-000  | Grade K  | \$                 | 6,440.00             |
| <b>Total Expenses</b>                |  | \$                 | <b>36,748.00</b>     |
| <b>Receipts minus Expenses</b>       |  |                    | <b>(\$12,861.80)</b> |
| District Treasurer                   |   | signature          | Date: 5-6-21         |
| Building Principal                   |  | signature          | Date: 06/11/21       |
| Superintendent                       |   | signature          | Date:                |

FIELD LOCAL SCHOOLS  
Activity Statement of Purpose

Activity Name 009 Accounts (Workbook Fees) Date 6/11/21



Building Suffield Elementary Fund No. 009-9002

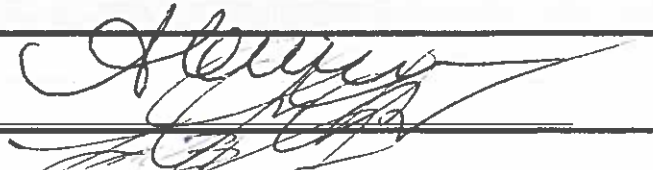


Sponsor Shawn Bookman

Please **TYPE** the four (4) parts of your Activity Statement of Purpose as follows:

1. Reason for activity's existence: The 009 fund is an activity that is designed to support the educational process.
2. Activity's Aspirations: The principal will annually collect board approved school fees from eligible students to be used in the purchasing of workbooks and consumable activities, programs, assessments and supplies for the students to use and participate in throughout the school year.
3. Future Goals: The fund would like to continue to support the educational process.
4. Means through which goals and aspirations will be achieved: The school will collect board approved school fees from eligible students to purchase workbooks and consumables for the students to use throughout the school year.

Sponsor  Date 6/11/21

Superintendent  Date 

| <b>Field Local Schools<br/>Activity Treasurer's Report</b> |  |                          |                    |
|--|--|--------------------------|--------------------|
| Activity: Public School Support                            |  | Date: 2021-2022 Yr.      |                    |
| Building: Suffield Elementary                              |  | Fund No.: 018-9002       |                    |
| Sponsor: Shawn Bookman, Principal                          |  |                          |                    |
| <b>Receipts:</b>   | <b>Dollar Amounts Only</b>   | <b>Beginning Balance</b> | <b>\$18,500.00</b> |
| Student Purchase Serv.                                     | Camp (5th Grade/Field Trip)  | \$                       | 9,000.00           |
| 1621 Sales   | Fall Fundraiser  | \$                       | 6,000.00           |
|  | Memory Books   | \$                       | 453.00             |
|  | Pictures   | \$                       | 3,500.00           |
|  | Pencil Machine   | \$                       | 81.00              |
|  | Leadership Day   |                          |                    |
|  | Art To Remember  | \$                       | 260.00             |
| 1690 Other   | Donations  | \$                       | 500.00             |
|  | <b>Total Receipts</b>  | \$                       | <b>19,794.00</b>   |
|  | <b>Total Receipts plus Balance</b>   |                          | <b>\$38,294.00</b> |
| <b>Expenses:</b>   | <b>Dollar Amounts Only</b>   |                          |                    |
| 1110-410   | Prof. Services (Assemblies, Leader in Me)  | \$                       | 8,000.00           |
| 1110-430   | Instructional Travel   | \$                       | 1,000.00           |
| 1110-490   | Student Purchased Serv. (Camp/Art)   | \$                       | 10,000.00          |
| 1110-510   | N. Inst. Supply  | \$                       | 3,600.00           |
| 1110-511   | Inst. Supply   | \$                       | 3,700.00           |
| 1110-511-080000  | PE Inst. Supply  | \$                       | 500.00             |
| 1110-511-020000  | Art Inst. Supply   | \$                       | 1,400.00           |
| 1110-640   | New Equipment  | \$                       | 1,000.00           |
| 1110-849   | Student Participation Fee  | \$                       | 200.00             |
| 1110-882   | Awards/Prizes  | \$                       | 1,000.00           |
| 2160-640   | Class New Furniture  | \$                       | 1,000.00           |
| 2213-430   | Inst. St. Train. Travel  | \$                       | 1,000.00           |
| 2213-510   | Inst. St. Train. Supply  | \$                       | 1,000.00           |
| 2421-410   | Prin. Prof. Services   | \$                       | 300.00             |
| 2421-430   | Principal Travel   | \$                       | 750.00             |
| 2421-510   | Principal Supplies   | \$                       | 750.00             |
| 2421-559   | Items for Resale   | \$                       | 1,000.00           |
| 2421-640   | Principal New Equipment  | \$                       | 500.00             |
| 2421-849   | Principal Dues & Membership  | \$                       | 500.00             |
| 2700-425   | Maintenance Contract Repair  | \$                       | 500.00             |
| 2700-570   | Maintenance Supplies   | \$                       | 500.00             |
|  | <b>Total Expenses</b>  | \$                       | <b>38,200.00</b>   |
|  | <b>Receipts minus Expenses</b>   |                          | <b>\$94.00</b>     |
| Building Principal   |  | Date: 06/11/21           |                    |
| Superintendent   |  | Date:                    |                    |
| District Treasurer   |  | Date: 6-21               |                    |

FIELD LOCAL SCHOOLS  
Activity Statement of Purpose

Activity Name Public School Support Date 6/11/21

Building Suffield Elementary Fund No. 018-9002

Sponsor Shawn Bookman

Please **TYPE** the four (4) parts of your Activity Statement of Purpose as follows:

1. Reason for activity's existence: The Public School Support fund is an activity that is designed to support the educational process and the betterment of the student body.
2. Activity's Aspirations: The principal will sponsor annually various fundraisers including, but not limited to, magazine sales, y-ties, art to remember, muffin/cookie sale, pictures, jump rope club, yearbook, art, Leader in Me, etc. The fund will also receive donations from various organizations such as, but not limited to: Kmart, Target, School Pop, and personal donations.
3. Future Goals: The fund would like to continue to support the educational process and the betterment of the student body with funding for items of instruction, inservice opportunities (including meals) for staff, classroom supplies, non-instructional supplies, classroom/office furniture and equipment, field trips, incentives, student rewards, school spirit shirts, programing, and other activities.
4. Means through which goals and aspirations will be achieved: Students will work actively on activities and fund raisers.

Sponsor  Date 6/11/21


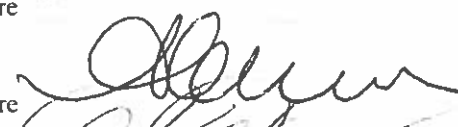

Superintendent  Date 6-11-21

**Field Local Schools  
Activity Treasurer's Report**

|                                   |                   |
|-----------------------------------|-------------------|
| Activity: Suffield Agency         | Date: 2021-22 Yr. |
| Building: Suffield Elementary     | Fund No.:022-9002 |
| Sponsor: Shawn Bookman, Principal |                   |

| <b>Receipts:</b>                   | <b>Dollar Amounts Only</b> | Beginning Balance | <b>\$</b> | <b>6,161.67</b> |
|------------------------------------|----------------------------|-------------------|-----------|-----------------|
|                                    |                            |                   | \$        |                 |
|                                    |                            |                   | \$        |                 |
|                                    |                            |                   | \$        |                 |
|                                    |                            |                   | \$        |                 |
| 1690 Other                         | Vending                    |                   | \$        | 453.00          |
|                                    |                            |                   | \$        |                 |
|                                    |                            |                   | \$        |                 |
| <b>Total Receipts</b>              |                            |                   | <b>\$</b> | <b>453.00</b>   |
| <b>Total Receipts plus Balance</b> |                            |                   | <b>\$</b> | <b>6,614.67</b> |

| <b>Expenses:</b>               | <b>Dollar Amounts Only</b>      |  | <b>\$</b> |                 |
|--------------------------------|---------------------------------|--|-----------|-----------------|
| 2211-510                       | Imp Inst/Supp/Tchr Mtg-Non Inst |  | \$        | 2,000.00        |
| 2211-640                       | New Equipment                   |  | \$        | 2,000.00        |
| 2211-511                       | Inst. Supplies                  |  | \$        | 2,500.00        |
|                                |                                 |  | \$        |                 |
|                                |                                 |  | \$        |                 |
|                                |                                 |  | \$        |                 |
|                                |                                 |  | \$        |                 |
|                                |                                 |  | \$        |                 |
| <b>Total Expenses</b>          |                                 |  | <b>\$</b> | <b>6,500.00</b> |
| <b>Receipts minus Expenses</b> |                                 |  | <b>\$</b> | <b>114.67</b>   |

|                    |  |                |
|--------------------|--|----------------|
| District Treasurer |   | Date: 9-6-21   |
|                    | signature  |                |
| Building Principal |  | Date: 06/11/21 |
|                    | signature  |                |
| Superintendent     |  | Date:          |
|                    | signature  |                |

FIELD LOCAL SCHOOLS  
Activity Statement of Purpose

Activity Name Agency Fund Date 6/11/20



Building Suffield Elementary Fund No. 022-9002

Sponsor Shawn Bookman

Please **TYPE** the four (4) parts of your Activity Statement of Purpose as follows:

1. Reason for activity's existence: This agency fund is designed to allow staff members inservice opportunities and incentives that will enhance learning for all students. It also exists to provide resources for the inservices, meals, equipment, and supplies as needed for teacher and student growth.
2. Activity's Aspirations: The staff will have vending machines in the lounge to supplement the reasons for the fund.
3. Future Goals: To promote inservice opportunities for the staff that will enhance learning for all students.
4. Means through which goals and aspirations will be achieved: The staff will work to support the fund through the purchase of items through the vending machines.

Sponsor  Date 06/11/21

Superintendent  Date 



**FIELD MIDDLE SCHOOL  
ACTIVITY PROPOSED BUDGET**

**009-9004**

6/21/2021

5135.1

**Activity: Student Fees**  
**Building: Middle School**  
**Sponsor: Susan Blake, Principal**

**Date: 2021-2022 Year**  
**Fund No: 009-9004**

| <b>Receipts:</b>                    |                                   | <b>Beginning Balance</b>           | <b>\$0.00</b>       |
|-------------------------------------|-----------------------------------|------------------------------------|---------------------|
| 009-1790-9004-000000-600            | Grade 6 Class Fees                |                                    | \$14,241.00         |
| 009-1790-9004-000000-700            | Grade 7 Class Fees                |                                    | \$13,230.00         |
| 009-1790-9004-000000-800            | Grade 8 Class Fees                |                                    | \$13,622.00         |
|                                     | estimated loss due to waived fees |                                    | -\$13,697.67        |
|                                     |                                   | <b>Total Receipts</b>              | <b>\$27,395.33</b>  |
|                                     |                                   | <b>Total Receipts Plus Balance</b> | <b>\$27,395.33</b>  |
| <b>Expenses:</b>                    |                                   |                                    |                     |
| 009-1120-519-9004-000000-600-06-000 | Grade 6 Class Materials           |                                    | \$14,241.00         |
| 009-1120-519-9004-000000-700-07-000 | Grade 7 Class Materials           |                                    | \$13,230.00         |
| 009-1120-519-9004-000000-800-08-000 | Grade 8 Class Materials           |                                    | \$13,622.00         |
|                                     |                                   | <b>Total Expenses</b>              | <b>\$41,093.00</b>  |
|                                     |                                   | <b>Receipts Minus Expenses</b>     | <b>-\$13,697.67</b> |

**Advisor**

**Date**

**Building Principal**

signature

*Susan Blake*

6-21-21  
**Date**

**Treasurer**

signature

*[Signature]*

6-21-21  
**Date**

**Superintendent**

signature

*[Signature]*

**Date**

signature

**FIELD MIDDLE SCHOOL  
ACTIVITY PROPOSED BUDGET  
018-9004**

|  |                             |
|--|-----------------------------|
| <b>6/21/2021</b>                       | <b>5135.1</b>               |
| <b>Activity: Public School Support</b> | <b>Date: 2021-2022 Year</b> |
| <b>Building: Middle School</b>         | <b>Fund No: 018-9004</b>    |
| <b>Sponsor: Susan Blake, Principal</b> |                             |

|                          |  |                    |
|--------------------------|--|--------------------|
| <b>Receipts:</b>         | <b>Beginning Balance</b>                       | <b>\$5,989.68</b>  |
| 018-1890-9004-000000-000 | Other Middle School Principal                  | \$2,000.00         |
|                          | Magazine Sale and Spiritwear                   | \$1,000.00         |
|                          | Lifetouch - Yearbook                           | \$1,300.00         |
|                          | Lifetouch - Photos                             | \$2,000.00         |
|                          | Concessions - volleyball, basketball           | \$800.00           |
|                          | Corporate Donations (Target, Giant Eagle etc.) | \$100.00           |
|                          | <b>Total Receipts</b>                          | <b>\$7,200.00</b>  |
|                          | <b>Total Receipts Plus Balance</b>             | <b>\$13,189.68</b> |

|                                     |                                |                    |
|-------------------------------------|--------------------------------|--------------------|
| <b>Expenses:</b>                    |                                |                    |
| 018-2421-461-9004-000000-004-00-000 | Printing and Binding           |                    |
| 018-1120-510-9004-000000-004-00-000 | Non Instructional Supply       | \$2,000.00         |
| 018-1120-511-9004-000000-004-00-000 | Instructional Supply           | \$3,000.00         |
| 018-2421-510-9004-000000-004-00-000 | Principal Supply               | \$4,000.00         |
| 018-2421-510-9004-000000-004-00-000 | Staff Appreciation             | \$500.00           |
| 018-2421-559-9004-000000-004-00-000 | Items to Resale                | \$200.00           |
| 018-1120-640-9004-000000-004-00-000 | Classroom New Equipment        | \$2,000.00         |
| 018-2421-640-9004-000000-004-00-000 | Principal New Equipment        |                    |
| 018-1120-740-9004-000000-004-00-000 | Classroom Replacement Equip.   |                    |
| 018-2211-840-9004-000000-004-00-000 | Staff Membership Fees          |                    |
| 018-2421-840-9004-000000-004-00-000 | Principal Membership Fees      |                    |
|                                     | <b>Total Expenses</b>          | <b>\$11,700.00</b> |
|                                     | <b>Receipts Minus Expenses</b> | <b>\$1,489.68</b>  |

|                           |                                 |                 |
|---------------------------|---------------------------------|-----------------|
| <b>Advisor</b>            |                                 | <b>Date</b>     |
| <b>Building Principal</b> | signature<br><i>Susan Blake</i> | 6/21/21<br>Date |
| <b>Treasurer</b>          | signature<br><i>[Signature]</i> | 6-21-21<br>Date |
| <b>Superintendent</b>     | signature<br><i>[Signature]</i> | Date            |
|                           | signature                       |                 |

**FIELD MIDDLE SCHOOL ACTIVITY  
PROPOSED BUDGET  
022-9004**

|  |  |                             |
|--|--|-----------------------------|
| <b>6/21/2021</b>                       |  | <b>5135.1</b>               |
| <b>Activity: Middle Agency</b>         |  | <b>Date: 2021-2022 Year</b> |
| <b>Building: Middle School</b>         |  | <b>Fund No: 022-9004</b>    |
| <b>Sponsor: Susan Blake, Principal</b> |  |                             |

|                                      |                                       |                   |
|--------------------------------------|---------------------------------------|-------------------|
| <b>Receipts: Dollar Amounts Only</b> | <b>Beginning Balance</b>              | <b>\$2,039.90</b> |
| 022-1710-9004-000000-004             | Classroom needs - calculators & locks | \$200.00          |
| 022-1851-9004-000000-000             | Vending candy                         | \$150.00          |
| 022-1851-9004-000000-000             | Vending Pepsi                         | \$300.00          |
|                                      | <b>Total Receipts</b>                 | <b>\$650.00</b>   |
|                                      | <b>Total Receipts Plus Balance</b>    | <b>\$2,689.90</b> |

|                                      |                                   |                   |
|--------------------------------------|-----------------------------------|-------------------|
| <b>Expenses: Dollar Amounts Only</b> |                                   |                   |
| 022-2211-510-9004-000000-004-00-000  | Instruct. Staff Supply            | \$500.00          |
| 022-1120-510-9004-000000-004-00-000  | Non-Instuctional Supply           | \$1,000.00        |
| 022-1120-511-9004-000000-004-00-000  | Student Items for Resale          | \$1,000.00        |
| 022-2211-740-9004-000000-004-00-000  | Imp Inst. Staff Replace Equipment | \$0.00            |
|                                      | <b>Total Expenses</b>             | <b>\$2,500.00</b> |
|                                      | <b>Receipts Minus Expenses</b>    | <b>\$189.90</b>   |

|                                 |                     |
|---------------------------------|---------------------|
| <b>Advisor</b>                  | <b>Date</b>         |
| signature<br><i>Susan Blake</i> |                     |
| <b>Building Principal</b>       | <b>Date</b> 6/21/21 |
| signature<br><i>[Signature]</i> |                     |
| <b>Treasurer</b>                | <b>Date</b> 6-21-21 |
| signature<br><i>[Signature]</i> |                     |
| <b>Superintendent</b>           | <b>Date</b>         |
| signature<br><i>[Signature]</i> |                     |

FIELD LOCAL SCHOOL DISTRICT  
ACTIVITY ACCOUNT PURPOSE & BUDGET STATEMENT  
SCHOOL YEAR 2021-22

DIRECTIONS: This form must be filed with the Treasurer's Office on or before Thursday, June 10, 2021. The receipts and expenditure estimates may be revised as plans change. If you submit a revised form, print **REVISION** on the top. You may not make school commitments for fund raisers or expenditures unless they are included on this form.

Activity Group Name H.S. Student Fees School Building High School  
Purpose of Organization to buy supplies and workbooks for that subject

PLANNED FUND RAISERS/INCOME

| Description                              | Estimated Revenue             |
|--|-------------------------------|
| a. <u>ART</u>                            | \$ <u>10,200.00</u>           |
| b. <u>TECH</u>                           | \$ <u>850.00</u>              |
| c. <u>ENGLISH</u>                        | \$ <u>3605.00</u>             |
| d. <u>Foreign Language</u>               | \$ <u>5496.00</u>             |
| e. <u>math</u>                           | \$ <u>7000.00</u>             |
| f. <u>science</u>                        | \$ <u>7200.00</u>             |
| g.                                       | \$                            |
| h.                                       | \$                            |
| i.                                       | \$                            |
| <b>Total Revenue</b>                     | \$ <u>34,351<sup>00</sup></u> |
| <b>Beginning Balance (July 1)</b>        | \$ <u>0</u>                   |
| <b>Total Revenue + Beginning Balance</b> | \$ <u>34,351.00</u>           |

PLANNED EXPENDITURES

| Description                            | Estimated Expenses            |
|--|-------------------------------|
| a. <u>ART</u>                          | \$ <u>10,200.00</u>           |
| b. <u>TECH</u>                         | \$ <u>850.00</u>              |
| c. <u>ENGLISH</u>                      | \$ <u>3605.00</u>             |
| d. <u>Foreign Language</u>             | \$ <u>5496.00</u>             |
| e. <u>math</u>                         | \$ <u>7000.00</u>             |
| f. <u>science</u>                      | \$ <u>7200.00</u>             |
| g.                                     | \$                            |
| h.                                     | \$                            |
| i.                                     | \$                            |
| j.                                     | \$                            |
| k.                                     | \$                            |
| l.                                     | \$                            |
| <b>Total Estimated Expenditures</b>    | \$ <u>34,351<sup>00</sup></u> |
| <b>Anticipated End-of-Year Balance</b> | \$ <u>0</u>                   |

Advisor \_\_\_\_\_  
Principal [Signature]  
Superintendent [Signature]  
Treasurer [Signature]

Date \_\_\_\_\_  
Date 10 JUN 2021  
Date \_\_\_\_\_  
Date 8-6-21

FIELD LOCAL SCHOOL DISTRICT  
ACTIVITY ACCOUNT PURPOSE & BUDGET STATEMENT  
SCHOOL YEAR 2021-22

**DIRECTIONS:** This form must be filed with the Treasurer's Office on or before **Thursday, June 10, 2021.** The receipts and expenditure estimates may be revised as plans change. If you submit a revised form, print **REVISION** on the top. You may not make school commitments for fund raisers or expenditures unless they are included on this form.

Activity Group Name Principal Fund School Building High School

Purpose of Organization Provide service to the high school to reward student/faculty performance and moral. Memberships and fees for organizations that will enhance the school.

**PLANNED FUND RAISERS/INCOME**

| Description                              | Estimated Revenue           |
|--|-----------------------------|
| a. <u>English Scholarship</u>            | \$ <u>250<sup>00</sup></u>  |
| b. <u>PSAT</u>                           | \$ <u>150<sup>00</sup></u>  |
| c. <u>Vending machine</u>                | \$ <u>500<sup>00</sup></u>  |
| d. <u>Sales</u>                          | \$ <u>500<sup>00</sup></u>  |
| e. <u>Lifetouch</u>                      | \$ <u>1500<sup>00</sup></u> |
| f. <u>T-shirt</u>                        | \$ <u>500<sup>00</sup></u>  |
| g. <u>Powderpuff game</u>                | \$ <u>500<sup>00</sup></u>  |
| h.                                       | \$                          |
| i.                                       | \$                          |
| <b>Total Revenue</b>                     | \$ <u>3900.00</u>           |
| <b>Beginning Balance (July 1)</b>        | \$ <u>3109.83</u>           |
| <b>Total Revenue + Beginning Balance</b> | \$ <u>7009.83</u>           |

**PLANNED EXPENDITURES**

| Description                            | Estimated Expenses          |
|--|-----------------------------|
| a. <u>English Scholarship</u>          | \$ <u>250<sup>00</sup></u>  |
| b. <u>PSAT</u>                         | \$ <u>150<sup>00</sup></u>  |
| c. <u>Womanhood Award</u>              | \$ <u>250<sup>00</sup></u>  |
| d. <u>t-shirts</u>                     | \$ <u>500<sup>00</sup></u>  |
| e.                                     | \$                          |
| f.                                     | \$                          |
| g.                                     | \$                          |
| h.                                     | \$                          |
| i.                                     | \$                          |
| j.                                     | \$                          |
| k.                                     | \$                          |
| l.                                     | \$                          |
| <b>Total Estimated Expenditures</b>    | \$ <u>1150<sup>00</sup></u> |
| <b>Anticipated End-of-Year Balance</b> | \$ <u>5859.83</u>           |

Advisor \_\_\_\_\_  
Principal [Signature]  
Superintendent \_\_\_\_\_  
Treasurer \_\_\_\_\_

Date \_\_\_\_\_  
Date 18 JUN 2021  
Date \_\_\_\_\_  
Date 8-6-21

FIELD LOCAL SCHOOL DISTRICT  
ACTIVITY ACCOUNT PURPOSE & BUDGET STATEMENT  
SCHOOL YEAR 2021-22

**DIRECTIONS:** This form must be filed with the Treasurer's Office on or before **Thursday, June 10, 2021.** The receipts and expenditure estimates may be revised as plans change. If you submit a revised form, print **REVISION** on the top. You may not make school commitments for fund raisers or expenditures unless they are included on this form.

Activity Group Name Operations School Building ADM

Purpose of Organization Staff Development - Grounds Improvement

**PLANNED FUND RAISERS/INCOME**

| Description                              | Estimated Revenue  |
|--|--------------------|
| a. <u>018-1833-9008 Parking Pass</u>     | \$ <u>4000-</u>    |
| b. _____                                 | \$ _____           |
| c. <u>018-1890-9008 Scrap Recycle</u>    | \$ <u>1500-</u>    |
| d. _____                                 | \$ _____           |
| e. _____                                 | \$ _____           |
| f. _____                                 | \$ _____           |
| g. _____                                 | \$ _____           |
| h. _____                                 | \$ _____           |
| i. _____                                 | \$ _____           |
| <b>Total Revenue</b>                     | \$ <u>5500-</u>    |
| <b>Beginning Balance (July 1)</b>        | \$ <u>26313.91</u> |
| <b>Total Revenue + Beginning Balance</b> | \$ <u>31813.91</u> |

**PLANNED EXPENDITURES**

| Description                                   | Estimated Expenses |
|---|--------------------|
| a. <u>Staff Development</u>                   | \$ <u>1500-</u>    |
| b. _____                                      | \$ _____           |
| c. _____                                      | \$ _____           |
| d. <u>(Building) Equipment Grounds</u>        | \$ <u>5000.-</u>   |
| e. _____                                      | \$ _____           |
| f. _____                                      | \$ _____           |
| g. <u>District Vehicle Replace Van (used)</u> | \$ <u>15,000-</u>  |
| h. _____                                      | \$ _____           |
| i. _____                                      | \$ _____           |
| j. _____                                      | \$ _____           |
| k. _____                                      | \$ _____           |
| l. _____                                      | \$ _____           |
| <b>Total Estimated Expenditures</b>           | \$ <u>21,500-</u>  |
| <b>Anticipated End-of-Year Balance</b>        | \$ <u>10313.91</u> |

Advisor \_\_\_\_\_  
 Principal J. Fox  
 Superintendent [Signature]  
 Treasurer [Signature]

Date \_\_\_\_\_  
 Date 6/15/21  
 Date \_\_\_\_\_  
 Date 6-6-21

FIELD LOCAL SCHOOL DISTRICT  
ACTIVITY ACCOUNT PURPOSE & BUDGET STATEMENT  
SCHOOL YEAR 2021-22

DIRECTIONS: This form must be filed with the Treasurer's Office on or before Thursday, June 10, 2021. The receipts and expenditure estimates may be revised as plans change. If you submit a revised form, print REVISION on the top. You may not make school commitments for fund raisers or expenditures unless they are included on this form.

Activity Group Name Drama Club School Building High School

Purpose of Organization Artistic expression & successful performances as a team

PLANNED FUND RAISERS/INCOME

| Description                                   | Estimated Revenue   |
|---|---------------------|
| a. <u>Fall &amp; Spring ticket sales</u>      | \$ <u>4,500</u>     |
| b. <u>advertising</u>                         | \$ <u>300</u>       |
| c. <u>concession sales, including</u>         | \$ <u>1,000</u>     |
| d. <u>sale of donated goods &amp; flowers</u> | \$ <u></u>          |
| e. <u>donations received</u>                  | \$ <u>400</u>       |
| f. <u>costume fundraiser</u>                  | \$ <u>400</u>       |
| g. _____                                      | \$ _____            |
| h. _____                                      | \$ _____            |
| i. _____                                      | \$ _____            |
| Total Revenue                                 | \$ <u>6,200</u>     |
| Beginning Balance (July 1)                    | \$ <u>5,855.64</u>  |
| Total Revenue + Beginning Balance             | \$ <u>12,055.64</u> |

PLANNED EXPENDITURES

| Description                     | Estimated Expenses |
|---------------------------------|--------------------|
| a. <u>Cash advances</u>         | \$ <u>1,500</u>    |
| b. <u>sound equipment</u>       | \$ <u>1,200</u>    |
| c. <u>royalties/scripts</u>     | \$ <u>2,500</u>    |
| d. <u>lighting needs</u>        | \$ <u>1,000</u>    |
| e. <u>costume rental</u>        | \$ <u>1,500</u>    |
| f. <u>musical accompaniment</u> | \$ <u>300</u>      |
| g. _____                        | \$ _____           |
| h. _____                        | \$ _____           |
| i. _____                        | \$ _____           |
| j. _____                        | \$ _____           |
| k. _____                        | \$ _____           |
| l. _____                        | \$ _____           |
| Total Estimated Expenditures    | \$ <u>8,200</u>    |
| Anticipated End-of-Year Balance | \$ <u>3,855.64</u> |

Advisor Amy Smith  
Principal W.R. [Signature]  
Superintendent [Signature]  
Treasurer [Signature]

Date 6-18-21  
Date 21 JUN 2021  
Date \_\_\_\_\_  
Date 6-6-21

FIELD LOCAL SCHOOL DISTRICT  
ACTIVITY ACCOUNT PURPOSE & BUDGET STATEMENT  
SCHOOL YEAR 2021-22

**DIRECTIONS:** This form must be filed with the Treasurer's Office on or before Thursday, June 10, 2021. The receipts and expenditure estimates may be revised as plans change. If you submit a revised form, print **REVISION** on the top. You may not make school commitments for fund raisers or expenditures unless they are included on this form.

Activity Group Name French Club School Building Field High School

Purpose of Organization French Club promotes the French language and Francophone culture through social and service activities, as well as fundraising for club, school and community needs

**PLANNED FUND RAISERS/INCOME**

| Description                              | Estimated Revenue |
|--|-------------------|
| a. <u>T-SHIRTS</u>                       | \$ <u>150.00</u>  |
| b. _____                                 | \$ _____          |
| c. _____                                 | \$ _____          |
| d. _____                                 | \$ _____          |
| e. _____                                 | \$ _____          |
| f. _____                                 | \$ _____          |
| g. _____                                 | \$ _____          |
| h. _____                                 | \$ _____          |
| i. _____                                 | \$ _____          |
| <b>Total Revenue</b>                     | \$ _____          |
| <b>Beginning Balance (July 1)</b>        | \$ <u>277.58</u>  |
| <b>Total Revenue + Beginning Balance</b> | \$ <u>427.58</u>  |

**PLANNED EXPENDITURES**

| Description                            | Estimated Expenses |
|--|--------------------|
| a. _____                               | \$ _____           |
| b. _____                               | \$ _____           |
| c. _____                               | \$ _____           |
| d. _____                               | \$ _____           |
| e. _____                               | \$ _____           |
| f. _____                               | \$ _____           |
| g. _____                               | \$ _____           |
| h. _____                               | \$ _____           |
| i. _____                               | \$ _____           |
| j. _____                               | \$ _____           |
| k. _____                               | \$ _____           |
| l. _____                               | \$ _____           |
| <b>Total Estimated Expenditures</b>    | \$ _____           |
| <b>Anticipated End-of-Year Balance</b> | \$ _____           |

Advisor Shayna Dibona Date 6/11/21  
Principal [Signature] Date 18 JUN 2021  
Superintendent [Signature] Date \_\_\_\_\_  
Treasurer [Signature] Date 6-10-21



FIELD LOCAL SCHOOL DISTRICT  
ACTIVITY ACCOUNT PURPOSE & BUDGET STATEMENT  
SCHOOL YEAR 2021-22

**DIRECTIONS:** This form must be filed with the Treasurer's Office on or before Thursday, June 10, 2021. The receipts and expenditure estimates may be revised as plans change. If you submit a revised form, print **REVISION** on the top. You may not make school commitments for fund raisers or expenditures unless they are included on this form.

Activity Group Name Student Council School Building High School

Purpose of Organization Participate in community activities, provide activities for the student body.

**PLANNED FUND RAISERS/INCOME**

| Description                              | Estimated Revenue   |
|--|---------------------|
| a. <u>Homecoming/Festival</u>            | \$ <u>8500.00</u>   |
| b. <u>MISC. fundraisers</u>              | \$ <u>300.00</u>    |
| c. _____                                 | \$ _____            |
| d. _____                                 | \$ _____            |
| e. _____                                 | \$ _____            |
| f. _____                                 | \$ _____            |
| g. _____                                 | \$ _____            |
| h. _____                                 | \$ _____            |
| i. _____                                 | \$ _____            |
| <b>Total Revenue</b>                     | \$ <u>8,800.00</u>  |
| <b>Beginning Balance (July 1)</b>        | \$ <u>20,608.09</u> |
| <b>Total Revenue + Beginning Balance</b> | \$ <u>29,408.09</u> |

**PLANNED EXPENDITURES**

| Description                              | Estimated Expenses |
|--|--------------------|
| a. <u>Homecoming/Festival supplies</u>   | \$ <u>7,500.00</u> |
| b. <u>Misc supplies &amp; activities</u> | \$ <u>4,000.00</u> |
| c. <u>Quiz Bowl</u>                      | \$ <u>250.00</u>   |
| d. <u>SOAR rewards</u>                   | \$ <u>1,000.00</u> |
| e. <u>History Day Contest</u>            | \$ <u>100.00</u>   |
| f. <u>Speward Luncheon</u>               | \$ <u>1,000.00</u> |
| g. _____                                 | \$ _____           |
| h. _____                                 | \$ _____           |
| i. _____                                 | \$ _____           |
| j. _____                                 | \$ _____           |
| k. _____                                 | \$ _____           |
| l. _____                                 | \$ _____           |
| <b>Total Estimated Expenditures</b>      | \$ <u>10,850</u>   |
| <b>Anticipated End-of-Year Balance</b>   | \$ <u>18,558</u>   |

Advisor Chelsea Heim

Principal MK [Signature]

Superintendent [Signature]

Treasurer [Signature]

Date 6-10-2021

Date 18 JUN 2021

Date \_\_\_\_\_

Date 5-6-21

6/10/2021

FIELD MIDDLE SCHOOL  
ACTIVITY PROPOSED BUDGET

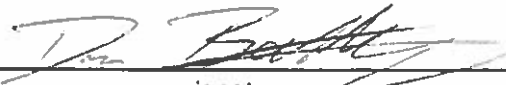


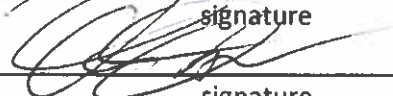
MS Student Council  
200-9217

200-9217

Activity: Student Council  
Building: Middle School  
Sponsor: Dan Battaglia

Date: 2021-2022 Year  
Fund No: 200-9217

|                                   |                                    |                   |
|-----------------------------------|------------------------------------|-------------------|
| Receipts:                         | Beginning Balance                  | \$5,521.65        |
| 200-9217                          | Spring Fundraiser                  | \$500.00          |
|                                   | Fall Fundraiser                    | \$500.00          |
|                                   | Various Other Fundraisers          | \$2,500.00        |
|                                   | <b>Total Receipts</b>              | <b>\$3,500.00</b> |
|                                   | <b>Total Receipts Plus Balance</b> | <b>\$9,021.65</b> |
| Expenses:                         |                                    |                   |
| 200-4610-891-9217-000000-004-00-0 | Technology for classrooms          | \$500.00          |
|                                   | School & community support         | \$1,000.00        |
|                                   | Academic needs                     | \$2,500.00        |
|                                   | Council supplies                   | \$500.00          |
|                                   | Classroom supplies                 | \$2,500.00        |
|                                   | Cost of fundraisers                | \$500.00          |
|                                   | PBIS rewards                       | \$500.00          |
|                                   | <b>Total Expenses</b>              | <b>\$8,000.00</b> |
|                                   | <b>Receipts Minus Expenses</b>     | <b>\$1,021.65</b> |

|                    |   |              |
|--------------------|---|--------------|
| Advisor            |  | Date 6/10/21 |
|                    | signature   |              |
| Building Principal |  | Date 6-17-21 |
|                    | signature   |              |
| Treasurer          |  | Date 6-17-21 |
|                    | signature   |              |
| Superintendent     |  | Date         |
|                    | signature   |              |

FIELD LOCAL SCHOOL DISTRICT  
ACTIVITY ACCOUNT PURPOSE & BUDGET STATEMENT  
SCHOOL YEAR 2021-22

DIRECTIONS: This form must be filed with the Treasurer's Office on or before Thursday, June 10, 2021. The receipts and expenditure estimates may be revised as plans change. If you submit a revised form, print **REVISION** on the top. You may not make school commitments for fund raisers or expenditures unless they are included on this form.

Activity Group Name National Honor Society School Building FHS

Purpose of Organization Membership in National Honor Society encourages all students to maintain high moral & scholastic standards by honoring them with membership in the NHS and providing positive role models to underclassmen.

PLANNED FUND RAISERS/INCOME

| Description                              | Estimated Revenue                              |
|--|--|
| a. <u>Donations</u>                      | \$ <u>2,500</u>                                |
| b. <u>Fundraisers</u>                    | \$ <u>2,500</u>                                |
| c. <u>Stores</u>                         | \$ <u>500</u>                                  |
| d. _____                                 | \$ _____                                       |
| e. _____                                 | \$ _____                                       |
| f. _____                                 | \$ _____                                       |
| g. _____                                 | \$ _____                                       |
| h. _____                                 | \$ _____                                       |
| i. _____                                 | \$ _____                                       |
| <b>Total Revenue</b>                     | \$ <u>5,500</u>                                |
| <b>Beginning Balance (July 1)</b>        | \$ <u>945.18</u> ← with fixed financial report |
| <b>Total Revenue + Beginning Balance</b> | \$ <u>6,445.18</u>                             |

PLANNED EXPENDITURES

| Description                                | Estimated Expenses |
|--|--------------------|
| a. <u>NHS induction paper, stamps, etc</u> | \$ <u>500.-</u>    |
| b. <u>Service Projects</u>                 | \$ <u>1,000.-</u>  |
| c. <u>Banquet</u>                          | \$ <u>700</u>      |
| d. <u>Stores</u>                           | \$ <u>500</u>      |
| e. _____                                   | \$ _____           |
| f. _____                                   | \$ _____           |
| g. _____                                   | \$ _____           |
| h. _____                                   | \$ _____           |
| i. _____                                   | \$ _____           |
| j. _____                                   | \$ _____           |
| k. _____                                   | \$ _____           |
| l. _____                                   | \$ _____           |
| <b>Total Estimated Expenditures</b>        | \$ <u>2,900</u>    |
| <b>Anticipated End-of-Year Balance</b>     | \$ <u>3,545.18</u> |

Advisor C. Tenney  
Principal [Signature]  
Superintendent [Signature]  
Treasurer [Signature]

Date 6/7/2021  
Date 18 JUN 2021  
Date \_\_\_\_\_  
Date 9-6-21

**FIELD MIDDLE SCHOOL**  
**ACTIVITY PROPOSED BUDGET**  
**200-9226**

6/10/2021

**Activity: National Junior Honor Society**

**Date: 2021-2022 Year**




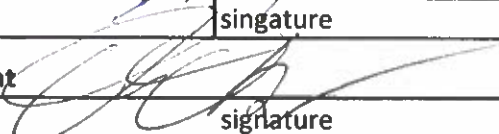
**Building: Middle School**

**Fund No: 200-9226**

**Sponsor: Laura Goldman**

**Purpose and Goals of Group:** To foster and recognize scholarship, service, leadership, character, and citizenship.

|                  |   |                   |
|------------------|---|-------------------|
| <b>Receipts:</b> | <b>Beginning Balance</b>                    | <b>\$631.05</b>   |
| <b>200-9226</b>  | Fall Fundraiser                             | \$150.00          |
|                  | Spring Fundraiser                           | \$150.00          |
|                  | Dues 30 @ \$20.00                           | \$600.00          |
|                  | Shirts 26 @ \$17.00                         | \$442.00          |
|                  | Cords                                       | \$160.00          |
|                  | <b>Total Receipts</b>                       | <b>\$1,502.00</b> |
|                  | <b>Total Receipts Plus Balance</b>          | <b>\$2,133.05</b> |
| <b>Expenses:</b> |   |                   |
|                  | Renewal Fee                                 | \$385.00          |
|                  | NJHS Supplies - ceremony, induction expense | \$300.00          |
|                  | Fundraising Expense                         | \$100.00          |
|                  | Shirts 26 @ \$17.00                         | \$442.00          |
|                  | Cords                                       | \$160.00          |
|                  | School & community support                  | \$550.00          |
|                  | <b>Total Expenses</b>                       | <b>\$1,937.00</b> |
|                  | <b>Receipts Minus Expenses</b>              | <b>\$196.05</b>   |

|                           |   |                     |
|---------------------------|---|---------------------|
| <b>Advisor</b>            |  | <b>Date</b>         |
|                           | signature   |                     |
| <b>Building Principal</b> |  | <b>Date</b> 6-24-21 |
|                           | signature   |                     |
| <b>Treasurer</b>          |  | <b>Date</b> 6-24-21 |
|                           | signature   |                     |
| <b>Superintendent</b>     |  | <b>Date</b>         |
|                           | signature   |                     |

FIELD LOCAL SCHOOL DISTRICT  
ACTIVITY ACCOUNT PURPOSE & BUDGET STATEMENT  
SCHOOL YEAR 2021-22

DIRECTIONS: This form must be filed with the Treasurer's Office on or before Thursday, June 10, 2021. The receipts and expenditure estimates may be revised as plans change. If you submit a revised form, print **REVISION** on the top. You may not make school commitments for fund raisers or expenditures unless they are included on this form.

Activity Group Name \_\_\_\_\_ School Building \_\_\_\_\_

Purpose of Organization \_\_\_\_\_

PLANNED FUND RAISERS/INCOME

| Description                              | Estimated Revenue  |
|--|--------------------|
| a. <u>Craft Show</u>                     | \$ <u>1,000.00</u> |
| b. <u>Winter Formal</u>                  | \$ <u>1,500.00</u> |
| c. <u>Spirit Wear Fundraiser</u>         | \$ <u>300.00</u>   |
| d. _____                                 | \$ _____           |
| e. _____                                 | \$ _____           |
| f. _____                                 | \$ _____           |
| g. _____                                 | \$ _____           |
| h. _____                                 | \$ _____           |
| i. _____                                 | \$ _____           |
| <b>Total Revenue</b>                     | \$ <u>2,800.00</u> |
| <b>Beginning Balance (July 1)</b>        | \$ <u>4,009.81</u> |
| <b>Total Revenue + Beginning Balance</b> | \$ <u>6,809.81</u> |

PLANNED EXPENDITURES

| Description                             | Estimated Expenses |
|---|--------------------|
| a. <u>Winter Formal</u>                 | \$ <u>2,000</u>    |
| b. <u>Veteran's Breakfast</u>           | \$ <u>300.00</u>   |
| c. <u>Crafts, Supplies, decorations</u> | \$ <u>300.00</u>   |
| d. _____                                | \$ _____           |
| e. _____                                | \$ _____           |
| f. _____                                | \$ _____           |
| g. _____                                | \$ _____           |
| h. _____                                | \$ _____           |
| i. _____                                | \$ _____           |
| j. _____                                | \$ _____           |
| k. _____                                | \$ _____           |
| l. _____                                | \$ _____           |
| <b>Total Estimated Expenditures</b>     | \$ <u>2,600</u>    |
| <b>Anticipated End-of-Year Balance</b>  | \$ <u>4,209.81</u> |

Advisor *Marie...*  
Principal *MR G...*  
Superintendent \_\_\_\_\_  
Treasurer \_\_\_\_\_

Date 6/10/21  
Date 10 JUN 2021  
Date \_\_\_\_\_  
Date 8-6-21

**FIELD LOCAL SCHOOLS**  
ACTIVITY ACCOUNT PURPOSE AND BUDGET  
FOR SCHOOL YEAR 2021/2022

**DIRECTIONS:** This form must be filed with the Treasurer's Office on or before **May 15** of each year. The receipts and expenditure estimates may be revised as plans change. If you submit a revised form, print **REVISION** on the top. You may not make school commitments for fund raisers or expenditures unless they are included here.

School: Field High School Name of Activity Senior Class

Definition and Description of Group Class of 2022

Purpose and Goals of Group Plan and organize activities for the Senior Class, plan, organize and produce the graduation ceremony for Field High School.

**PLANNED FUND RAISERS INCOME**

| Description  | Estimated Revenue  |
|--|--------------------|
| a. Graduation Fees \$50 dollars each - approx 150 students | \$ 7500.00         |
| b. Senior T-shirt - 100 shirts \$5.00 per shirt            | \$ 600.00          |
| c. Senior Video 50 @ \$10                                  | \$ 600.00          |
| d. Admissions  | \$ 1000.00         |
| e.   | \$                 |
| f.   | \$                 |
| g.   | \$                 |
| Total Revenue  | \$ 9700.00         |
| Beginning Balance (July 1)                                 | \$ 2000.00         |
| <b>Total Revenue + Beg. Balance</b>                        | <b>\$ 11700.00</b> |

**PLANNED EXPENDITURES**

| Description   | Estimated Expenses |
|---|--------------------|
| a. Senior Picnic - \$600                              | \$ 600.00          |
| b. Postage  | \$ 300.00          |
| c. Senior T-shirt                                     | \$ 100.00          |
| d. E.J. Thomas Hall                                   | \$ 5000.00         |
| e. Akron / Canton Stage Labor (E.J. Thomas prod crew) | \$ 1400.00         |
| f. Window Box Florist - flowers for graduation        | \$ 300.00          |
| g. Miracle - Awards                                   | \$ 300.00          |
| h. AA Blueprint                                       | \$ 500.00          |
| i.  | \$                 |
| j. Graduation Expenses - Diplomas, covers & misc.     | \$ 3000.00         |
| k. Field Trips/Gifts                                  | \$ 200.00          |
| Total estimated Expenditures                          | \$ 11700.00        |
| <b>Anticipated End-of-Year Balance</b>                | <b>\$ 0.00</b>     |

Advisors George Wetzel

Date 6/9/2021

Principal 

Date 18 JUN 2021

Supterintendent 

Date \_\_\_\_\_

Treasurer 

Date 8-6-21

FIELD LOCAL SCHOOL DISTRICT  
ACTIVITY ACCOUNT PURPOSE & BUDGET STATEMENT  
SCHOOL YEAR 2021-22

DIRECTIONS: This form must be filed with the Treasurer's Office on or before Thursday, June 10, 2021. The receipts and expenditure estimates may be revised as plans change. If you submit a revised form, print **REVISION** on the top. You may not make school commitments for fund raisers or expenditures unless they are included on this form.

Activity Group Name Junior Class of 2023 School Building Field High School

Purpose of Organization To raise money to fund prom. To plan + put on Prom.

PLANNED FUND RAISERS/INCOME

| Description                              | Estimated Revenue   |
|--|---------------------|
| a. <u>Pepperoni Rolls</u>                | \$ <u>1,000.00</u>  |
| b. <u>Coupon Book sales</u>              | \$ <u>1,000.00</u>  |
| c. <u>Chips</u>                          | \$ <u>800.00</u>    |
| d. <u>Cakes</u>                          | \$ <u>500.00</u>    |
| e. <u>Hot dog/Sprite dry</u>             | \$ <u>200.00</u>    |
| f. <u>Falcon Fest</u>                    | \$ <u>400.00</u>    |
| g. <u>Prom Ticket Sale</u>               | \$ <u>10,500.00</u> |
| h. <u>Prom T-shirt Sale</u>              | \$ <u>400.00</u>    |
| i. _____                                 | \$ _____            |
| <b>Total Revenue</b>                     | \$ <u>14,800.00</u> |
| <b>Beginning Balance (July 1)</b>        | \$ <u>(65.41)</u>   |
| <b>Total Revenue + Beginning Balance</b> | \$ <u>15,465.41</u> |

PLANNED EXPENDITURES

| Description                            | Estimated Expenses  |
|--|---------------------|
| a. <u>Venue/food/drink</u>             | \$ <u>9,665.41</u>  |
| b. <u>decorations</u>                  | \$ <u>1,000.00</u>  |
| c. <u>t-shirts</u>                     | \$ <u>2,500.00</u>  |
| d. <u>crowns, sashes, etc...</u>       | \$ <u>500.00</u>    |
| e. <u>gift bags + items</u>            | \$ <u>200.00</u>    |
| f. <u>Security</u>                     | \$ <u>400.00</u>    |
| g. <u>DJ</u>                           | \$ <u>1,200.00</u>  |
| h. _____                               | \$ _____            |
| i. _____                               | \$ _____            |
| j. _____                               | \$ _____            |
| k. _____                               | \$ _____            |
| l. _____                               | \$ _____            |
| <b>Total Estimated Expenditures</b>    | \$ <u>15,465.41</u> |
| <b>Anticipated End-of-Year Balance</b> | \$ <u>0.00</u>      |

Advisor [Signature]

Principal [Signature]

Superintendent [Signature]

Treasurer [Signature]

Date 6/7/21

Date 18 JUN 2021

Date \_\_\_\_\_

Date 8-6-21

FIELD LOCAL SCHOOL DISTRICT  
ACTIVITY ACCOUNT PURPOSE & BUDGET STATEMENT  
SCHOOL YEAR 2021-22

**DIRECTIONS:** This form must be filed with the Treasurer's Office on or before Thursday, June 10, 2021. The receipts and expenditure estimates may be revised as plans change. If you submit a revised form, print **REVISION** on the top. You may not make school commitments for fund raisers or expenditures unless they are included on this form.

Activity Group Name Soph. Class School Building FHS  
Purpose of Organization raise \$\$\$ for Prom

**PLANNED FUND RAISERS/INCOME**

| Description                              | Estimated Revenue |
|--|-------------------|
| a. <u>JEANS FRIDAY</u>                   | \$ <u>600.00</u>  |
| b. _____                                 | \$ _____          |
| c. _____                                 | \$ _____          |
| d. <u>Lanyards</u>                       | \$ <u>200.00</u>  |
| e. _____                                 | \$ _____          |
| f. _____                                 | \$ _____          |
| g. _____                                 | \$ _____          |
| h. _____                                 | \$ _____          |
| i. _____                                 | \$ _____          |
| <b>Total Revenue</b>                     | \$ <u>800.00</u>  |
| <b>Beginning Balance (July 1)</b>        | \$ <u>631.00</u>  |
| <b>Total Revenue + Beginning Balance</b> | \$ <u>1431.00</u> |

**PLANNED EXPENDITURES**

| Description                            | Estimated Expenses |
|--|--------------------|
| a. <u>Prom Deposit</u>                 | \$ <u>1200.00</u>  |
| b. _____                               | \$ _____           |
| c. _____                               | \$ _____           |
| d. _____                               | \$ _____           |
| e. _____                               | \$ _____           |
| f. _____                               | \$ _____           |
| g. _____                               | \$ _____           |
| h. _____                               | \$ _____           |
| i. _____                               | \$ _____           |
| j. _____                               | \$ _____           |
| k. _____                               | \$ _____           |
| l. _____                               | \$ _____           |
| <b>Total Estimated Expenditures</b>    | \$ <u>1200.00</u>  |
| <b>Anticipated End-of-Year Balance</b> | \$ <u>231.00</u>   |

Advisor [Signature]  
Principal [Signature]  
Superintendent [Signature]  
Treasurer [Signature]

Date 6-15-21  
Date 15 JUN 2021  
Date \_\_\_\_\_  
Date 5-6-21



FIELD LOCAL SCHOOL DISTRICT  
ACTIVITY ACCOUNT PURPOSE & BUDGET STATEMENT  
SCHOOL YEAR 2021-22

**DIRECTIONS:** This form must be filed with the Treasurer's Office on or before Thursday, June 10, 2021. The receipts and expenditure estimates may be revised as plans change. If you submit a revised form, print **REVISION** on the top. You may not make school commitments for fund raisers or expenditures unless they are included on this form.

Activity Group Name Freshmen Class School Building Field High School

Purpose of Organization Promote community activities and  
fundraise for freshmen class senior prom.

**PLANNED FUND RAISERS/INCOME**

| Description                              | Estimated Revenue |
|--|-------------------|
| a. <u>Randolph Fair</u>                  | \$ <u>1,000</u>   |
| b. <u>Bake/candy sales</u>               | \$ <u>500</u>     |
| c. <u>matchomatic</u>                    | \$ <u>300</u>     |
| d. _____                                 | \$ _____          |
| e. _____                                 | \$ _____          |
| f. _____                                 | \$ _____          |
| g. _____                                 | \$ _____          |
| h. _____                                 | \$ _____          |
| i. _____                                 | \$ _____          |
| <b>Total Revenue</b>                     | \$ <u>1800</u>    |
| <b>Beginning Balance (July 1)</b>        | \$ <u>0</u>       |
| <b>Total Revenue + Beginning Balance</b> | \$ <u>1800</u>    |

**PLANNED EXPENDITURES**

| Description                            | Estimated Expenses |
|--|--------------------|
| a. _____                               | \$ _____           |
| b. _____                               | \$ _____           |
| c. _____                               | \$ _____           |
| d. _____                               | \$ _____           |
| e. _____                               | \$ _____           |
| f. _____                               | \$ _____           |
| g. _____                               | \$ _____           |
| h. _____                               | \$ _____           |
| i. _____                               | \$ _____           |
| j. _____                               | \$ _____           |
| k. _____                               | \$ _____           |
| l. _____                               | \$ _____           |
| <b>Total Estimated Expenditures</b>    | \$ _____           |
| <b>Anticipated End-of-Year Balance</b> | \$ _____           |

Advisor [Signature]  
Principal [Signature]  
Superintendent \_\_\_\_\_  
Treasurer [Signature]

Date 6/9/2021  
Date 18 JUN 2021  
Date \_\_\_\_\_  
Date 8-6-21

FIELD LOCAL SCHOOL DISTRICT  
ACTIVITY ACCOUNT PURPOSE & BUDGET STATEMENT  
SCHOOL YEAR 2021-22

**DIRECTIONS:** This form must be filed with the Treasurer's Office on or before **Thursday, June 10, 2021**. The receipts and expenditure estimates may be revised as plans change. If you submit a revised form, print **REVISION** on the top. You may not make school commitments for fund raisers or expenditures unless they are included on this form.

Activity Group Name Yearbook School Building H.S.  
Purpose of Organization To produce the school's yearbook

**PLANNED FUND RAISERS/INCOME**

| Description                       | Estimated Revenue  |
|-----------------------------------|--------------------|
| a. <u>Ad Sales</u>                | \$ <u>3000.00</u>  |
| b. <u>Book Sales</u>              | \$ <u>12000.00</u> |
| c. _____                          | \$ _____           |
| d. _____                          | \$ _____           |
| e. _____                          | \$ _____           |
| f. _____                          | \$ _____           |
| g. _____                          | \$ _____           |
| h. _____                          | \$ _____           |
| i. _____                          | \$ _____           |
| Total Revenue                     | \$ <u>15000.00</u> |
| Beginning Balance (July 1)        | \$ <u>5395.17</u>  |
| Total Revenue + Beginning Balance | \$ <u>20395.17</u> |

**PLANNED EXPENDITURES**

| Description                     | Estimated Expenses |
|---------------------------------|--------------------|
| a. <u>Yearbook printing</u>     | \$ <u>14,700</u>   |
| b. <u>Shipping</u>              | \$ <u>800</u>      |
| c. <u>Supplies</u>              | \$ <u>200</u>      |
| d. _____                        | \$ _____           |
| e. _____                        | \$ _____           |
| f. _____                        | \$ _____           |
| g. _____                        | \$ _____           |
| h. _____                        | \$ _____           |
| i. _____                        | \$ _____           |
| j. _____                        | \$ _____           |
| k. _____                        | \$ _____           |
| l. _____                        | \$ _____           |
| Total Estimated Expenditures    | \$ <u>15700</u>    |
| Anticipated End-of-Year Balance | \$ <u>9695.17</u>  |

Advisor Christina Burke Date 6/7/21  
Principal Michelle [Signature] Date 18 JUN 2021  
Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
Treasurer \_\_\_\_\_ Date 8-6-21

FIELD LOCAL SCHOOL DISTRICT  
ACTIVITY ACCOUNT PURPOSE & BUDGET STATEMENT  
SCHOOL YEAR 2021-22

DIRECTIONS: This form must be filed with the Treasurer's Office on or before Thursday, June 10, 2021. The receipts and expenditure estimates may be revised as plans change. If you submit a revised form, print REVISION on the top. You may not make school commitments for fund raisers or expenditures unless they are included on this form.

Activity Group Name 7-12 Athletics School Building High School

Purpose of Organization  
7-12 OHSAA Athletics run through FHS Athletic Department

PLANNED FUND RAISERS/INCOME

| Description                       | Estimated Revenue |
|-----------------------------------|-------------------|
| a. <u>Gates/Ticket Sales</u>      | \$ <u>68,000</u>  |
| b. <u>Advertising</u>             | \$ <u>2,500</u>   |
| c.                                | \$                |
| d.                                | \$                |
| e.                                | \$                |
| f.                                | \$                |
| g.                                | \$                |
| h.                                | \$                |
| i.                                | \$                |
| Total Revenue                     | \$ <u>70,500</u>  |
| Beginning Balance (July 1)        | \$ <u>0</u>       |
| Total Revenue + Beginning Balance | \$ <u>70,500</u>  |

PLANNED EXPENDITURES

| Description                           | Estimated Expenses |
|---------------------------------------|--------------------|
| a. <u>Officials</u>                   | \$ <u>30,000</u>   |
| b. <u>Fees/Dues</u>                   | \$ <u>6,000</u>    |
| c. <u>Trip/Tournament Entry Fees</u>  | \$ <u>4,000</u>    |
| d. <u>FB Reconditioning</u>           | \$ <u>6,000</u>    |
| e. <u>HS Athletics Team equipment</u> | \$ <u>12,500</u>   |
| f. <u>Awards</u>                      | \$ <u>1,500</u>    |
| g. <u>Postage</u>                     | \$ <u>1,200</u>    |
| h. <u>Travel</u>                      | \$ <u>6,500</u>    |
| i. <u>Security</u>                    | \$ <u>2,000</u>    |
| j. <u>Misc</u>                        | \$ <u>4,500</u>    |
| k. <u>Office Supplies</u>             | \$ <u>300</u>      |
| l.                                    | \$                 |
| Total Estimated Expenditures          | \$ <u>70,500</u>   |
| Anticipated End-of-Year Balance       | \$ <u>0</u>        |

Advisor [Signature] AD Date 6/21/21  
 Principal [Signature] Date 21 JUN 2021  
 Superintendent [Signature] Date \_\_\_\_\_  
 Treasurer [Signature] Date 6-21

FIELD MIDDLE SCHOOL  
ACTIVITY PROPOSED BUDGET

6/10/2021

300-9311

Activity: MS/HS SKI CLUB





Date: 2021-2022 year

Building: Middle School

Fund No: 300-9311

Sponsor: Kevin Nichols

|                                     |   |            |
|-------------------------------------|---|------------|
| Receipts:                           | Beginning Balance                           | \$398.65   |
| 300-9311                            | Transportation Fee<br>25 students x \$50.00 | \$1,350.00 |
|                                     | <b>Total Receipts</b>                       | \$1,350.00 |
|                                     | <b>Total Receipts Plus Balance</b>          | \$1,748.65 |
| Expenses:                           |   |            |
| 300-4559-430-9311-000000-005-00-000 | Transportation costs                        | \$1,350.00 |
|                                     | <b>Total Expenses</b>                       | \$1,350.00 |
|                                     | <b>Receipts Minus Expenses</b>              | \$398.65   |

|                    |   |      |           |
|--------------------|---|------|-----------|
| Advisor            |            | Date | 6/10/2021 |
| Building Principal |  signature | Date | 6-17-21   |
| Treasurer          |  signature | Date | 6-17-21   |
| Superintendent     |  signature | Date |           |
|                    | signature   |      |           |

| Fund Class/Name                              | Fund Number/SCC | FY 22<br>ANNUAL<br>APPROPRIATIONS |
|--|-----------------|-----------------------------------|
| <b>GENERAL FUND</b>                          | <b>001</b>      | <b>\$23,514,864.00</b>            |
| <b>SPECIAL REVENUE</b>                       |                 |                                   |
| 016 EMERGENCY                                | 016             | \$0.00                            |
| 018 PUBLIC SUPPORT                           | 018             | \$80,823.00                       |
| 019 OTHER GRANT                              | 019             | \$11,234.66                       |
| 031 UNDERGROUND TANKS                        | 031             | \$0.00                            |
| 034 MAINT. FUND OSFC PROJ.                   | 034             | \$0.00                            |
| 300 ATHLETICS/DIST. ACT.                     | 300             | \$87,023.20                       |
| 401 AUXILIARY SERVICES                       | 401             | \$0.00                            |
| 432 EMIS                                     | 432             | \$0.00                            |
| 450 SCHOOL NET                               | 450             | \$0.00                            |
| 451 ONENET                                   | 451             | \$7,200.00                        |
| 461 VOC. EDUC. ENHANCE.                      | 461             | \$0.00                            |
| 467 STUDENT WELLNESS & SUCCESS               | 467             | \$0.00                            |
| 499 MISC. STATE GRANT                        | 499             | \$1.84                            |
| 507 ESSER                                    | 507             | \$1,728,655.10                    |
| 510 RURAL/SMALL TOWN RELIEF                  | 510             | \$0.00                            |
| 516 IDEA B                                   | 516             | \$544,001.53                      |
| 533 TITLE - II TECHNOLOGY                    | 533             | \$0.00                            |
| 542 NUTRITION EDUCATION                      | 542             | \$0.00                            |
| 551 LIMITED ENGLISH/IMMIGRANT                | 551             | \$130.02                          |
| 572 TITLE I - TA                             | 572             | \$350,134.12                      |
| 584 IV SDFSC                                 | 584             | \$19,209.15                       |
| 587 PRESCHOOL GRANT                          | 587             | \$14,231.00                       |
| 590 TITLE II - A TQU                         | 590             | \$81,433.66                       |
| 599 MISC. FEDERAL GRANT                      | 599             | \$3,882.16                        |
| <b>TOTAL SPECIAL REVENUE</b>                 |                 | <b>\$2,927,959.44</b>             |
| <b>DEBT SERVICE</b>                          |                 |                                   |
| 002 BOND RET. (Classroom Facilities)         | 002             | \$1,080,461.00                    |
| 002 DEBT RET. (H.B. 264)                     | 002             | \$77,000.00                       |
| 002 DEBT RET. TAX ANT. NOTES                 | 002             | \$220,800.00                      |
| <b>TOTAL DEBT SERVICE</b>                    |                 | <b>\$1,378,261.00</b>             |
| <b>CAPITAL PROJECTS</b>                      |                 |                                   |
| 003 PERM. IMPROVE.                           | 003             | \$351,308.43                      |
| 004 H.B. 264 (ENERGY CONSERV.)               | 004             | \$21.14                           |
| 450 SCHOOL NET                               | 450             | \$0.00                            |
| <b>TOTAL CAPITAL PROJECTS</b>                |                 | <b>\$351,329.57</b>               |
| <b>INTERNAL SERVICE</b>                      |                 |                                   |
| <b>TOTAL INTERNAL SERVICE</b>                | <b>024</b>      | <b>\$41,378.83</b>                |
| <b>PRIVATE PURPOSE TRUST FUND</b>            |                 |                                   |
| 007 SPECIAL TRUST                            | 007             | \$11,750.00                       |
| 008 ENDOWMENT                                | 008             | \$6,500.00                        |
| <b>TOTAL PRIVATE PURP. TRUST FUNDS</b>       |                 | <b>\$18,250.00</b>                |
| <b>ENTERPRISE</b>                            |                 |                                   |
| 006 FOOD SERVICES                            | 006             | \$787,766.44                      |
| 009 UNIFORM SCHOOL SUPPLIES                  | 009             | \$166,529.66                      |
| <b>TOTAL ENTERPRISE</b>                      |                 | <b>\$954,296.10</b>               |
| <b>FIDUCIARY</b>                             |                 |                                   |
| 022 SPECIAL TRUST                            | 022             | \$6,070.06                        |
| 200 STUDENT ACTIVITY                         | 200             | \$54,187.04                       |
| <b>TOTAL FIDUCIARY</b>                       |                 | <b>\$60,257.10</b>                |
| <b>Total Appropriations - All Fund Types</b> |                 | <b>\$29,246,596.04</b>            |



**Pepple & Waggoner, Ltd.**

ATTORNEYS AT LAW

**Daniel L. Lautar, Esq.**  
5005 Rockside Road, Suite 260  
Cleveland, Ohio 44131-6808

t: 216-520-0088 | f: 216-520-0044  
dlautar@pepple-waggoner.com

August 27, 2021

**VIA ELECTRONIC MAIL ONLY**

Mr. David O. Heflinger  
Superintendent  
Field Local School District  
2900 State Route 43, Door #5  
Mogadore, OH 44260  
david.heflinger@fieldlocalschools.org

Re: Board Policy Updates  
Our File No. 381-7-15

Dear Mr. Heflinger:

Enclosed please find Board policies which have been updated as part of our commitment to ensuring that your District maintains compliance with Ohio law. For each policy enclosed, I have provided a marked-up copy with revisions indicated in strike-out and bold font, as well as a clean copy of the policy to offer to your Board for adoption. I discuss below some of the reasons for the recommended changes.

**3.02 Criminal Records Check**

Ohio's Biennial Budget Bill (H.B. 110) included new rules on hiring practices by school districts. Among those relevant to Board policy are (1) the requirement that employment applications include a warning that false statements could subject an applicant to criminal liability; (2) the requirement that a school district consult the Ohio Department of Education's ("ODE") "educator profile" database for disciplinary and criminal records before making a hiring decision; and (3) the prohibition against a person assisting another person to obtain employment with a school if the person knows or has reason to believe that he/she has committed a sex offense.

**6.15 Graduation/Diploma Requirements**

The Budget Bill made numerous changes to Ohio's graduation requirements. Namely, the law now permits a student who obtains a state-issued license for practice in a vocation that requires an exam to use that license as a "foundational option" when using an alternative demonstration of competency and to qualify for an industry-recognized

credential diploma seal. It exempts a student with an individualized education program (“IEP”) from the requirement to demonstrate competency in math and English language arts if the IEP expressly exempts the student from that requirement subject to other conditions. It also clarifies and modifies the “foundational” options a student may use as part of an alternative demonstration of competency, and expands the number of conditions a student may satisfy to earn a Citizenship or Science diploma seal. All of these changes have been incorporated into the Board policy.

Finally, please note that the Board will need to identify the “method” that it will use to award a proportional amount of credit to a student who transfers into the District for any progress the student was making toward earning a state seal at the school district or different public or chartered nonpublic school from which the student transfers.

**6.41 Transportation**

Ohio’s Budget Bill mandates that, with limited exceptions, school districts must provide transportation to students enrolled in a community school or nonpublic school on each day in which that school is open for operation with students in attendance, regardless of whether the district’s own schools are open for operation with students in attendance on that day. Further, districts must now deliver students enrolled in preschool through twelfth grades to their respective public and nonpublic schools not sooner than 30 minutes prior to the beginning of school and will be available to pick them up not later than 30 minutes after the close of their respective schools each day. Finally, the Budget Bill establishes that districts must develop a transportation plan for community schools and chartered-nonpublic schools if the district receives notice that such schools anticipate the district will be responsible for providing transportation to eligible enrolled students. The relevant language from the Budget Bill addressing these issues has been incorporated into this Board policy.

**6.57 Children in Foster Care [NEW]**

The ODE’s Office of Federal Programs has placed an emphasis on ensuring that school districts meet their obligations with respect to children in foster care and has recently sought for school districts to have Board policies expressly addressing the subject. This new policy outlines those obligations under federal law with respect to establishing a point of contact for child welfare agencies, the provision of transportation, ensuring educational stability, best interest determinations, and a dispute resolution method.

Please note that the Board will need to identify the individual who will serve as the point of contact with child welfare agencies.

### **7.05 Remediation-Intervention Program for Reading Skills**

Pursuant to H.B. 110, the deadline for completing the reading skills assessment for students in kindergarten has been changed from November 1 to the twentieth day of instruction during the school year. This updated deadline has been incorporated into the Board policy.

### **7.06 Diagnostic Assessments**

H.B. 110 revised R.C. 3319.151 concerning assisting students to cheat on assessments. The statute expanded upon the category of conduct which is prohibited, which now includes: (1) revealing to any student any specific question that the person knows is part of an assessment; (2) obtaining prior knowledge of the contents of an assessment; (3) using prior knowledge of the contents of an assessment to assist students in preparing for the assessment; and (4) failing to comply with any rule adopted by the ODE regarding security protocols for an assessment. An employee who engages in any of the foregoing conduct will be subject to termination.

### **7.26 College Credit Plus**

The Budget Bill replaced the “College Credit Plus” Program’s academic eligibility requirements for students who are not “remediation-free” by (1) creating an alternative remediation-free eligibility option that the Chancellor of Higher Education, in consultation with the Superintendent of Public Instruction, must define; and (2) removing the eligibility condition for a student within one standard error of measurement below the remediation-free threshold if the student also has at least a 3.0 cumulative high school GPA or receives a recommendation from a school counselor, principal, or career-technical program advisor. The change in law grandfathers-in students who previously qualified prior to June 30, 2021.

### **8.13 Procurement with Federal Grants/Funds**

This Board policy has been revised to make clear that sealed bids are necessary when procurement is being made with federal grants/funds, the aggregate dollar amount of which exceeds the simplified acquisition threshold set by the Federal Acquisition Regulation, unless otherwise required under Ohio law or Board policy. The simplified acquisition threshold is currently \$250,000. Pursuant to R.C. 3313.46, competitive bidding is still required when a board of education determines to build, repair, enlarge, improve, or demolish any school building, the cost of which will exceed \$50,000, regardless of whether the work is being paid for with federal grants/funds.



Mr. David O. Heflinger  
August 27, 2021  
Page 4

If you have any comments or questions regarding these policy changes or any of the information contained in this letter, please do not hesitate to contact me.

Very truly yours,



Daniel L. Lautar

DLL/dlm  
Enclosures

### **CRIMINAL RECORDS CHECK**

The Board of Education recognizes that it is not only important to employ highly qualified and competent personnel, but also individuals who are good, moral, and law-abiding citizens themselves.

Accordingly, the Superintendent, or his/her designee(s), shall cause all applicants for employment to undergo criminal records checks conducted by the Bureau of Criminal Identification and Investigation (BCI) at the time of their initial employment and at the intervals required by law as set forth below. This includes all substitutes and persons employed on a part-time basis such as coaches or activity supervisors.

**The following notice shall be included in each employment application in boldface type: “ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.”**

The following shall apply:

- A. Each applicant shall be provided with a separate written statement when the applicant first applies notifying him/her that he/she is required to provide a set of his fingerprint impressions and that, as a precondition to employment a criminal records check is required to be conducted and satisfactorily completed.
- B. Each applicant shall be notified, when he/she first applies, of the amount of the criminal records check fee. The fee will be paid by the applicant if he/she comes under final consideration for employment with or appointment by the Board.
- C. A criminal records check shall be requested from the Ohio Bureau of Criminal Identification and Investigation (BCI) for each applicant under final consideration. The request shall include a request that the BCI obtain information from the Federal Bureau of Investigation (“FBI”) as a part of the criminal records check. The Board may accept a certified copy of any records issued by the BCI presented by an individual applying for employment or appointment with the Board in lieu of requesting such information itself. In such case, however, the Board shall only accept a certified copy of such records within one (1) year after the date of issuance by the BCI.
- D. Except as provided below, each applicant for a position with the Board is responsible for completing the criminal records check by submitting fingerprints and information via the WebCheck® system maintained by BCI, unless the applicant lives more than 75 miles from the nearest WebCheck® facility or the applicant’s fingerprints cannot be captured on a Webcheck® screen. If the applicant fails to submit the necessary information for the criminal records check, he/she shall not be employed or appointed by the Board.

An applicant who, within a two-year period prior to the date of application, was the subject of a criminal records check prior to being hired by the District for short-term employment shall not be required to undergo a criminal records check if the applicant meets the following conditions:

1. The applicant is applying to be an instructor of adult education; and
  2. The duties of the position for which the applicant is applying do not involve routine interaction with or regular responsibility for the care, custody, or control of a child or, if the duties do involve such interaction or responsibility, the Superintendent or his/her designee has arranged for a District employee to be present.
- E. Each applicant for a position with the Board may be employed or appointed conditionally, at the sole discretion of the Board, until the criminal records check is completed and the Board receives the results of the criminal records check. If the results of the criminal records check indicate that the applicant has been convicted of or pleaded guilty to any crime listed in O.R.C. §3319.39(B)(1)(a) or an existing or former law of Ohio, another state, or the United States that is substantially equivalent to any of the offenses listed in O.R.C. §3319.39(B)(1)(a), or if the applicant has applied for a position as a teacher, any crime listed in O.R.C. §3319.31 in addition to those set forth in O.R.C. §3319.39(B)(1)(a), the applicant shall be immediately released from employment with the Board.
- F. Subsequent criminal records checks of employees shall be requested from the BCI for every person hired by the Board, other than a person hired for a position that requires a license issued by the Ohio State Board of Education, according to the following schedule:
1. for a person in a position other than for the operation of a vehicle for pupil transportation by September 5, 2008, and every five years thereafter; and
  2. for a person hired to operate a vehicle used for pupil transportation, at time of initial application for certificate and every six years thereafter at time of renewal.
- If the employee presents proof that he or she has been a resident of Ohio for the five years immediately prior to the date of the subsequent criminal records check, the District shall request BCI to obtain only information from the FBI.
- G. Prior to taking an adverse action against an applicant or employee based in whole or in part on a criminal record check, the applicant or employee will be given a written pre-adverse action disclosure statement which will include a copy of the criminal record

check and the Federal Trade Commission's notice entitled "A Summary of Your Rights Under the Fair Credit Reporting Act."

- H. After taking an adverse action, the applicant or employee will be given a written adverse action notice which includes the name, address and telephone number of BCI, a statement that BCI did not make the decision to take the adverse action and cannot give specific reasons for it, the individual's right to dispute the accuracy or completeness of any information furnished by BCI and the individual's right to an additional free criminal record check from BCI upon request within 60 days.
- I. When permitted by law, the Board will take into consideration administrative rules adopted by the State Board of Education specifying the circumstances under which a person who has been convicted of a disqualifying offense may be employed; provided the person meets the rehabilitation standards set forth in the rules.
- J. The report of a criminal records check conducted by the BCI pursuant to paragraph C. of this policy is not a public record and shall not be made available to any person other than the applicant, a court, a hearing officer, or other necessary individual involved in a case dealing with the denial of employment to the applicant.
- K. For any position that does not require a license issued by the State Board of Education and is not for the operation of a vehicle for pupil transportation, a private company that provides essential school services to the District shall submit a criminal records check for any employee of the private company who will work in the District in a position that involves routine interaction with or regular responsibility for the care, custody, or control of a child, unless the Superintendent or his/her designee has arranged for a District employee to be present.
- L. New record checks for those employees who serve as bus drivers shall be required with Driver Certification.
- M. **The District shall consult the "educator profile" database maintained on the website of the Department of Education prior to making any hiring decision. After consulting the "educator profile" database, the District may further discern the employment, disciplinary, or criminal record of an applicant for employment in either or both of the following ways:**
  - 1. **Consulting the Office of Professional Conduct within the Department of Education to determine whether the individual has been the subject of either:**
    - a. **Any notice to the Department under O.R.C. §§3314.40, 3319.313, 3326.24, 3328.19, or 5126.253;**

b. **Any disciplinary actions conducted by the Department.**

2. **Consulting any prior education-related employers of the individual.**

**The District may require additional background checks other than the criminal records checks for any applicant for employment or potential volunteer. The District may conditionally employ an individual pending the receipt of information sought in accordance with this paragraph. Should that information indicate that the individual has engaged in conduct unbecoming to the teaching profession or has committed an offense that prevents, limits, or otherwise affects the applicant's employment with the District, the District may release the individual from employment.**

N. **Except as provided in O.R.C. §3319.318(C), no school representative shall knowingly engage in any activity intended to assist another individual in obtaining employment with a school district or chartered nonpublic school, or in obtaining employment with a county board of developmental disabilities in a position responsible for providing educational services to children from six through 21 years of age, other than transmitting administrative and personnel files to the prospective employer if the school representative knows or has reasonable cause to believe that the individual has committed a sex offense listed in Chapter 2907. of the Revised Code, or a substantially comparable offense, involving a student.**

LEGAL REFS: O.R.C. §§**3319.318**; 3319.39; 3319.391; 3319.392; **3319.393**; 109.57; 109.572  
Fair Credit Reporting Act; 15 U.S.C. 1681, *et seq.*

Adopted: August 10, 2015

Revised: \_\_\_\_\_



NOTICE OF CRIMINAL RECORDS CHECK

In accordance with the federal Fair Credit Reporting Act, you are hereby notified that, as an applicant for employment in the Field Local School District, you are required to provide a set of your fingerprints and that, as a precondition to employment, a criminal records check will be used as part of the initial hiring process and at various times during your employment career.

I hereby acknowledge receipt of the foregoing notice and authorize the Field Local School District to obtain the criminal records check referred to therein.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date

**GRADUATION / DIPLOMA REQUIREMENTS**  
**DIPLOMA DEFERRAL**

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at appropriate graduation ceremonies.

The Board shall award a high school diploma to every student enrolled in the District who meets the requirements of graduation established by this Board and the State Board of Education, including the passage of all state mandated achievement or graduation assessments.

Students who have completed all required course work, as set forth below, but who have not successfully completed all state mandated achievement or graduation assessment requirements, may return at subsequent regularly scheduled achievement or graduation assessment administrations to retake failed areas. Upon the successful completion of achievement or graduation assessment requirements, such student shall be eligible to be awarded a high school diploma.

Each diploma shall be signed by the President and Treasurer of the Board of Education, the Superintendent, and the principal of the High School, and shall bear the date of its issue.

Participation in the graduation ceremony is considered a student activity and, therefore, a privilege, not a right. Students participating in graduation ceremonies must meet the following requirements:

- A. Successful completion of all requirements contained in the Ohio Revised Code and set by the State Board of Education, and this Board of Education.
- B. Students graduating early must have filed the required application papers.
- C. All financial obligations to the high school or Board of Education must be paid.
- D. All disciplinary obligations must be satisfactorily completed.
- E. Participation in graduation rehearsal is required for participation in the graduation ceremonies.
- F. Students participating in the ceremony must wear the prescribed cap and gown.
- G. Students eligible to participate in the graduation ceremony will exhibit decorum that will not be disruptive or bring undue attention to themselves.

The requirements for graduation and participation in commencement shall be the completion of work and studies representing the instructional program assigned to grades 9 through 12, including all state mandated achievement or graduation assessments.

The Superintendent shall determine whether the credit that a student has earned from another school satisfies any of the educational unit requirements for graduation, as set forth below.

### **Maplewood Students**

Those students attending Maplewood Joint Vocational Career Center will follow the graduation requirements as set forth in Maplewood's policy for graduation requirements.

### **Students Who Entered Ninth Grade for the First Time Before July 1, 2010**

The requirements for participation in commencement and receiving a diploma shall include 21 units earned in grades 9-12, to be distributed as follows:

1. English language arts, four units;
2. Health, one-half unit;
3. Mathematics, four units;
4. Physical education, one-half unit;
5. Science, four units, which at all times shall include both of the following:
  - a. Biological sciences, one unit;
  - b. Physical sciences, one unit;
6. Social studies, four units, which shall include the following:
  - a. American history, one-half unit;
  - b. American government, one-half unit;
  - c. Beginning with students who enter 9th grade for the first time on or after July 1, 2017, at least one-half unit of instruction in the study of world history and civilization;
7. Elective units, four units.

Each student's electives shall include at least one unit, or two half units, chosen from among the areas of business/technology, fine arts, and/or foreign language.

### **Students Who Entered Ninth Grade for the First Time On or After July 1, 2010**

Beginning with students who enter the ninth grade for the first time on or after July 1, 2010, the requirements for participation in commencement and receiving a diploma shall include 21 units in grades 9-12 to be distributed as follows:



1. English language arts, four units;
2. Health, one-half unit, which shall include instruction in nutrition and the benefits of nutritious foods and physical activity for overall health;
3. Mathematics, four units, which shall include one unit of Algebra II or its equivalent. However, students who enter ninth grade for the first time on or after July 1, 2015, and who are pursuing a career-technical instructional tract, shall not be required to take Algebra II, and instead may complete a career-based pathway mathematics course approved by the Ohio Department of Education as an alternative;
4. Physical education, one-half unit;
5. Science, four units with inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information, which shall include the following or their equivalent:
  - a. Physical sciences, one unit;
  - b. Life sciences, one unit;
  - c. Advanced study in one or more of the following sciences, one unit:
    - i. Chemistry, physics, or other physical science;
    - ii. Advanced biology or other life science;
    - iii. Astronomy, physical geology, or other earth or space science;
6. History and government, one unit, which shall include both of the following:
  - a. American history, one-half unit;
  - b. American government, one-half unit;

Beginning with students who enter the ninth grade for the first time on or after July 1, 2012, the content shall include the study of the Declaration of Independence; the Northwest Ordinance; the U.S. Constitution and its amendments, with emphasis on the Bill of Rights; and the Ohio Constitution; including study of such documents in their original context. In addition, such content shall include the historical evidence of the role of documents such as the Federalist Papers and the Anti-Federalist papers to firmly establish the historical background leading to the establishment of the provisions of the Constitution and the Bill of Rights;

7. Social studies, three units;

The study of economics and financial literacy as expressed in the social studies content standards shall be integrated into one or more existing social studies

credits or into the content of another class. The academic content standards for financial literacy and entrepreneurship shall be integrated into one or more existing social studies credits or into the content of another class after the State Board of Education has adopted such standards (on or after June 30, 2010);

Beginning with students who enter 9th grade for the first time on or after July 1, 2017, the three units of instruction prescribed by this paragraph shall include at least one-half unit of instruction in the study of world history and civilization.

8. Elective units, four units consisting of one or any combination of foreign language, fine arts (two semesters in any of grades 7-12), business, career-technical education, family and consumer sciences, technology, agricultural education, a junior reserve officer training corps (JROTC) program approved by the U.S. Congress, or English language arts, mathematics, science, or social studies not otherwise required.

A student who enters ninth grade on or after July 1, 2010, and before July 1, 2016, may qualify for graduation even though he/she has not completed the requirements for graduation, provided that the following conditions are met:

1. During the student's third year of attending high school, as determined by the school, the student and the student's parent, guardian, or custodian sign and file with the school a written statement asserting the parent's, guardian's, or custodian's consent to the student's graduating without completing the requirements for graduation prescribed by O.R.C. §3313.603(C) and acknowledging that one consequence of not completing those requirements is ineligibility to enroll in most state universities in Ohio without further coursework. The District shall notify the Ohio Department of Education of the number of students who choose to qualify for graduation in this way and the number of students who complete the student's success plan and graduate from high school.
2. The student and the student's parent, guardian, or custodian and a representative of the student's high school jointly develop a student success plan for the student in the manner described in O.R.C. §3313.6020(C)(1). The student success plan must specify the student matriculating to a two-year degree program, acquiring a business and industry-recognized credential, or entering an apprenticeship. The high school shall provide counseling and support for the student related to the plan during the remainder of the student's high school experience.
3. The student successfully completes, at a minimum, the curriculum prescribed for participation in commencement and receiving a diploma listed in the paragraph entitled "Students Who Entered Ninth Grade Before July 1, 2010," above.

4. Beginning with students who enter ninth grade for the first time on or after July 1, 2014, a student shall be required to complete successfully, at a minimum, the curriculum prescribed for participation in commencement and receiving a diploma listed in the paragraph entitled “Students Who Entered Ninth Grade Before July 1, 2010,” above, with the following exceptions:
  - (a) Mathematics, four units, one unit of which shall be one of the following:
    - (i) Probability and statistics;
    - (ii) Computer programming;
    - (iii) Applied mathematics or quantitative reasoning;
    - (iv) Any other course approved by the ODE using standards established by the Superintendent of Public Instruction;
  - (b) Elective units, four units;
  - (c) Science, four units, which shall include inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information.

**Physical Education (alternative)**

A student who participates in interscholastic athletics, marching band, show choir, or cheerleading for at least two full seasons is not required to complete the physical education one-half unit to graduate, although the student must complete one-half unit in another course of study. A student who participates in an approved JROTC program for at least two full school years is not required to complete the physical education one-half unit to graduate, and credit received for participation shall satisfy the requirement for one-half unit in another course of study.

The District may integrate academic content in a subject area for which the state board has adopted standards under O.R.C. §3301.079 into a course in a different subject area, including a career-technical educational course, in accordance with guidance for integrated course work developed by the ODE. Upon successful completion of an integrated course, a student may receive credit for both subject areas. Units earned for subject area content delivered through integrated academic and technical instruction are eligible to meet graduation requirements.

Advanced student work completed prior to the ninth grade shall be applied toward graduation requirements if the advanced work was taught by a teacher who possessed a license valid for teaching high school and designated by the Board as meeting the high school curriculum requirements.

**Additional High School Diploma Requirements for Students Entering Ninth Grade On or After July 1, 2014**

In addition to the applicable curriculum requirements, each student entering ninth grade for the first time on or after July 1, 2014, but prior to July 1, 2019, shall satisfy at least one of the following conditions in order to qualify for a high school diploma:

1. Be remediation-free, in accordance with standards adopted under O.R.C. §3345.061, on each of the nationally standardized assessments in English, mathematics, and reading;
2. Attain a score specified under O.R.C. §3301.0712(B)(5)(c) on the end-of-course examinations prescribed under division O.R.C. §3301.0712(B);
3. Attain a score that demonstrates workforce readiness and employability on a nationally recognized job skills assessment selected by the state board of education under O.R.C. 3301.0712(G) and obtain either an industry-recognized credential, as described under O.R.C. §3302.03(B)(2)(d), or a license issued by a state agency or board for practice in a vocation that requires an examination for issuance of that license.
4. Satisfy the curriculum requirements applicable to students entering ninth grade for the first time on or after July 1, 2019.

A student may choose to qualify for a high school diploma by satisfying any of the separate requirements prescribed by divisions (1) to (3) of this section. If the District does not administer the examination prescribed by one of those divisions that the student chooses to take to satisfy the requirements of this section, the District may require that student to arrange for the applicable scores to be sent directly to the District by the company or organization that administers the examination.

**Additional High School Diploma Requirements for Students Entering Ninth Grade On or After July 1, 2019**

In addition to the applicable curriculum requirements, each student entering ninth grade for the first time on or after July 1, 2019, shall satisfy the following conditions in order to qualify for a high school diploma:

1. Attain a competency score on each of the Algebra I and English language arts II end-of-course examinations prescribed under O.R.C. §3301.0712(B)(2). Following the first administration of the exam, if a student fails to attain a competency score on one or both of the Algebra I and English language arts II end-of-course examinations that student must retake the respective examination at least once. If a student fails to attain a competency score on a retake examination, the student may demonstrate competency in the failed subject area through one of the following options:

- a. Earn course credit taken through the college credit plus program in the failed subject area;
- b. Complete two (2) of the following options, one of which must be foundational:
  - i. Foundational options to demonstrate competency, which include earning a **cumulative** score of proficient or higher on three or more state technical assessments aligned with O.R.C. §3313.903 in a single career pathway, obtaining an industry-recognized credential, **or group of credentials**, approved under O.R.C. §3313.6113 **that is at least equal to the total number of points established under that section to qualify for a high school diploma**, obtaining a license approved under R.C. 3313.6113 that is issued by a state agency or board for practice in a vocation that requires an examination for issuance of that license, completing a pre-apprenticeship aligned with options established under R.C. 3313.904 in the student's chosen career field, completing an ~~or~~ apprenticeship registered with the apprenticeship council established under R.C. 4139.02 in the student's chosen career field, or providing evidence of acceptance into an apprenticeship program after high school that is restricted to participants eighteen years of age or older;
  - ii. Supporting options to demonstrate competency, which include completing two hundred fifty (250) hours of a work-based learning experience with evidence of positive evaluations, obtaining an OhioMeansJobs-readiness seal, or attaining a workforce readiness score, as determined by the Ohio Department of Education, on the nationally recognized job skills assessment.
- c. Provide evidence that the student has enlisted in a branch of the armed services of the United States.
- d. **Be remediation-free, in accordance with standards adopted under R.C. 3345.061(F) in the failed subject area on a nationally standardized assessment prescribed under R.C. 3301.0712(B)(1). For English language arts II, a student must be remediation-free in the subjects of English and reading on the nationally standardized assessment.**

A student shall not be required to retake the Algebra I end-of-course examination or the English language arts II end-of-course examination in grades nine through twelve if the student demonstrates at least a proficient level of skill, as prescribed under O.R.C. §3301.0712(B)(5)(a), or achieves a competency score, as prescribed under O.R.C. §3301.0712(B)(10), in an administration of the examination prior to grade nine.

2. Earn at least two (2) of the state diploma seals prescribed under O.R.C. §3313.6114(A), at least one of which shall be any of the following:
  - a. The state seal of biliteracy established under O.R.C. §3313.6111;
  - b. The OhioMeansJobs-readiness seal established under O.R.C. §3313.6112;
  - c. One of the state diploma seals established under O.R.C. §3313.6114(C)(1) to (7).

**A student who transfers into the District's high school from another state or enrolls after receiving home instruction or attending a nonchartered, nontax-supported school in the previous school year shall meet the requirements set forth above in order to qualify for a high school diploma. However, any such student who transfers or enrolls after the start of the student's twelfth grade year and fails to attain a competency score on the Algebra I or English language arts II end-of-course examination shall not be required to retake the applicable examination prior to demonstrating competency in the failed subject area under the options prescribed in Section 1 above.**

**A student may be awarded a diploma without meeting the requirements prescribed above, provided the student's individualized education program specifically exempts the student from meeting such requirements and either (1) or (2) below apply to the student:**

1.
  - a. **The student took an alternate assessment in mathematics and English language arts administered to the student in accordance with R.C. 3301.0711(C)(1) and failed to attain a score established by the state board on one or both assessments.**
  - b. **The District offered remedial support to the student in each subject area in which the student did not attain the established score and the student received that support.**
  - c. **The student retook each alternate assessment in which the student did not attain the established score and the student did not attain the established score on the retake assessment.**
2.
  - a. **The student took the Algebra I and English language arts II end-of-course examinations and failed to attain the competency score under R.C. 3301.0712(B)(10) on one or both examinations.**
  - b. **The District offered remedial support to the student in each subject area in which the student did not attain the competency score and the student received that support.**

- c. **The student retook each examination in which the student did not attain the competency score and the student did not attain the competency score on the retake examination.**

### **District-Determined Diploma Seals**

1. **Community Service Seal**: A student shall meet the requirement for this seal by completing a community service project that is aligned with the attached guidelines.
2. **Fine and Performing Arts Seal**: A student shall meet the requirement for this seal by demonstrating skill in the fine or performing arts according to an evaluation that is aligned with the attached guidelines.
3. **Student Engagement Seal**: A student shall meet the requirement for this seal by participating in extracurricular activities such as athletics, clubs, or student government to a meaningful extent, as determined by the attached guidelines.

**For purposes of determining whether a student who transfers into the District has satisfied the state diploma seal requirement, the District shall recognize a state diploma seal earned by a student at another district or a different public or chartered nonpublic school, regardless of whether the District has developed guidelines for that state seal.**

**The District shall use the following method to give, to the extent feasible, a student who transfers into the District a proportional amount of credit for any progress the student was making toward earning that state seal at the school district or different public or chartered nonpublic school from which the student transfers:**

- **Review the requirements from the previous district and compare and align to Field Local Schools requirements to the best extreme possible.**

### **College and Work Ready Assessment System**

Beginning with students who enter the ninth grade for the first time on or after July 1, 2014, the system of college and work ready assessments adopted by the State Board of Education shall replace the Ohio graduation tests as a measure of student academic performance and one determinant of eligibility for a high school diploma in the manner prescribed by rule of the state board, adopted under O.R.C. §3301.0712(D).

Pursuant to O.R.C. §3301.0712, beginning with the 2014-2015 school year, if a student is enrolled in an advanced placement or international baccalaureate course or is enrolled under any other dual enrollment or advanced standing program, that student shall take the advanced placement or international baccalaureate examination or applicable examination under dual enrollment or advanced standing in lieu of the physical science, American history, or American government end-of-course examinations prescribed under O.R.C. §3301.0712(B).

No student shall take a substitute examination or examination prescribed under O.R.C. §3301.0712(B)(4)(a) in place of the end-of-course examinations in English Language Arts I, English Language Arts II, Algebra I, or Geometry prescribed under O.R.C. §3301.0712(B)(2).

Pursuant to O.R.C. §3301.0712(B)(2)(b), beginning with students who enter ninth grade for the first time on or after July 1, 2019, the college and work ready assessment system shall require five end-of-course examinations, one each in areas of English language arts II, science, Algebra I, American history, and American government. However, only the end-of-course examinations in English language arts II and Algebra I shall be required for graduation.

Any student who received high school credit prior to July 1, 2014, for a course for which an end-of-course examination is prescribed by O.R.C. §3301.0712(B)(2), shall not be required to take that end-of-course examination. Receipt of credit for that course shall satisfy the requirement to take the end-of-course examination.

### **Honors Diploma**

Honor diploma shall be granted in accordance with Ohio law.

### **Veterans Diploma**

The Board may grant a diploma for veterans of World War II, the Korean conflict, or the Vietnam conflict in accordance with Ohio law.

The Board may also grant a diploma to any woman who left high school in any state during World War II, the Korean conflict, or the Vietnam conflict to support her family or the war effort in accordance with Ohio law.

### **Alternative Conditions for Graduation**

This section shall apply to diplomas awarded after September 15, 2006, to students who are required to take the five Ohio graduation assessments. This section does not apply to any student who enters ninth grade for the first time on or after July 1, 2014.

As an alternative to the requirement that a person successfully complete all of the Ohio graduation assessments in order to be eligible for a high school diploma, a person who has successfully completed all but one of the assessments may be awarded a diploma if he or she has satisfied all of the following conditions:

1. On the assessment that the person failed to attain the designated score, he or she missed that score by ten points or less;
2. The person has a 97% school attendance rate in each of the last four years of school, excluding any excused absences;



3. The person has not been expelled from school in any of the last four school years;
4. The person has a grade point average of at least 2.5 in the subject area of the assessment that he or she failed in accordance with rules established by the State Board of Education;
5. The person has completed the high school curriculum requirements in the subject area of the assessment that he or she failed;
6. The person has taken advantage of any intervention programs provided by the District or school in the subject area of the assessment that he or she failed, and has a 97% attendance rate, excluding any excused absences, in any of those programs that are provided at times beyond the normal school day, school week, or school year or has received comparable intervention services from a source other than the District or school;
7. The person holds a letter recommending graduation from each of his or her high school teachers in the subject area of the assessment that he or she failed and from the High School principal.

This section shall apply only to students who are enrolled in the District who entered ninth grade for the first time on or after July 1, 2014, but prior to July 1, 2017. This section does not apply to any student who entered ninth grade for the first time prior to July 1, 2014, or to any student who entered ninth grade for the first time on or after July 1, 2017.

In lieu of qualifying for high school graduation under O.R.C. §3313.61, a student shall be eligible to receive a high school diploma if the student:

1. Takes all of the end-of-course examinations prescribed under O.R.C. §3301.0712(B)(2) required for the student, or takes the assessment prescribed under O.R.C. §3313.619, as applicable;
2. Retakes, at least once, any end-of-course examination in the area of English language arts or mathematics for which a student received an equivalent score of lower than “3”;
3. Completes the required units of instruction prescribed by the District or school;
4. Meets at least two of the following conditions:
  - a. For a student who entered ninth grade for the first time on or after July 1, 2014, but prior to July 1, 2016, the student has an attendance rate of at least 93% during the twelfth grade year.

- b. The student takes at least four full-year or equivalent courses during the twelfth grade year and has at least the following grade point average:
  - i. For a student who entered ninth grade for the first time on or after July 1, 2014, but prior to July 1, 2016, 2.5 on a 4.0 scale for the courses completed during the twelfth grade year;
  - ii. For a student who entered ninth grade for the first time on or after July 1, 2016, but prior to July 1, 2017, a cumulative 2.5 on a scale of 4.0 for the courses completed during the eleventh and twelfth grade years.
- c. During the twelfth grade, the student completed a capstone project. However, in the case of a student who entered ninth grade for the first time on or after July 1, 2016, but prior to July 1, 2017, the capstone project shall comply with guidance developed by the ODE describing the components of a successful capstone project and the process for evaluating each component.
- d. During the twelfth grade, the student completed 120 hours of work in a community service role or in a position of employment, including internships, work study, co-ops, and apprenticeships. However, in the case of a student who entered ninth grade for the first time on or after July 1, 2016, but prior to July 1, 2017, the student's completion of such work shall comply with guidance developed by the ODE describing requirements for District approval and verification of the work.
- e. The student earned three or more transcribed credit hours under the College Credit Plus program at any time during high school.
- f. The student passed an Advanced Placement or International Baccalaureate course, and received a score of three or higher on the corresponding Advanced Placement examination, or a score of four or higher on the corresponding International Baccalaureate examination, at any time during high school.
- g. The student earned at least a level three score on each of the "reading for information," "applied mathematics," and "locating information" components of the job skills assessment selected by the State Board of Education under O.R.C. §3301.0712(G), or a comparable score on similar components of an successor version of that assessment.
- h. The student obtained an industry-recognized credential, as described under O.R.C. §3302.03(B)(2)(d), or a group of credentials equal to at least three total points.

- i. The student satisfies the conditions required to receive an OhioMeansJobs-readiness seal.

In lieu of qualifying for high school graduation under O.R.C. §3313.61, a student shall be eligible to receive a high school diploma if the student:

1. Takes all of the end-of-course examinations prescribed under division (B)(2) of O.R.C. §3301.0712(B)(2) required for the student, or takes the assessment prescribed under O.R.C. §3313.619, as applicable;
2. Completes the required units of instruction prescribed by the District;
3. Completes a career-technical training program approved by the Department of Education that includes at least four career-technical courses;
4. Meets one of the following conditions:
  - a. Attains a cumulative score of at least proficient on career-technical education assessments, or test modules, that are required for a career-technical education program;
  - b. Obtains an industry-recognized credential, as described under O.R.C. §3302.03(B)(2)(d), or a group of credentials equal to at least 12 points;
  - c. Demonstrates successful workplace participation, as evidenced by documented completion of 250 of workplace experience and evidence of regular, written, positive evaluations from the workplace employer or supervisor and a representative of the District or school. The workplace participation shall be based on a written agreement signed by the student, a representative of the District, and an employer or supervisor.

#### **Children of Military Families Who Have Transferred from Another State**

Pursuant to O.R.C. §3301.60, for students who are children of military families and have transferred to the District from another state (the “sending state”), the District shall waive specific courses required for graduation if the student satisfactorily completed similar coursework in a public school district in the sending state or shall provide a reasonable justification for the denial of a waiver. If a waiver is not granted, the District shall provide an alternative means for the student to acquire the required coursework so the student may graduate on time.

Where assessments are required for graduation, the District shall accept the exit or end-of-course assessments required for graduation in the sending state, national norm-referenced achievement test, or alternative testing.

If a student who has transferred into the District at the beginning of or during his or her senior year is ineligible to graduate after the District has considered the above-referenced alternatives, the District shall work with the student's prior public school district in the sending state to determine if the student meets the graduation requirements of that district. If the sending state is not a member of the Interstate Compact on Educational Opportunity for Military Children, the District shall use its best efforts as set forth above to facilitate the on-time graduation of the student.

### **Diploma Deferral**

Social graduation is an opportunity for students with individualized education programs ("IEPs") to participate in high school graduation ceremonies without obtaining an official diploma. Students with IEPs who have completed all academic requirements for high school graduation, but who have not yet completed their transition-related IEP goals may be eligible for social graduation. Students may participate in social graduation only upon the recommendation of their respective IEP teams. If social graduation is recommended, the student may engage in all aspects of the graduation celebration (e.g., wearing a cap and gown; sitting with the graduating class; having his/her name printed in the program and read aloud at the ceremony; walking across the stage to receive a faux diploma). Instead of receiving an official diploma, however, the student will receive an unsigned diploma or a certificate of participation.

The determination of whether social graduation is recommended for any particular student will be done on an individual basis during the first semester of any year in which the student's chronological peer group is eligible to receive a high school diploma. The IEP team may raise the issue, or the student and/or his/her parent may raise the issue. The IEP team members should consider whether social graduation is appropriate to further the student's progress with regard to IEP goals. The team may also consider any objectives the student will be required to accomplish before s/he is eligible to participate. Finally, the team should determine additional arrangements or preparations, if any, that will need to be made to enable the student to participate in the ceremony. If the team determines that social graduation is recommended, the Superintendent or designee shall be notified. The IEP team makes the final decision with regard to social graduation, in accordance with the student's IEP goals and Federal and State laws and regulations and local Board policies. Students for whom participation in graduation ceremonies is precluded for disciplinary issues (when the discipline was not a manifestation of the student's disability) or nonpayment of school fines may not participate in social graduation.

After participating in the ceremony, the student is expected to continue working on his/her IEP transition goals and objectives. The student will also continue to receive services to address his/her transitional, vocational, and/or independent living skills as delineated in his/her IEP. An official high school diploma will be granted to the student when the IEP team determines that the transition goals have been met.

When the student turns twenty-two (22) during the school year, s/he will be permitted to complete the current semester before services cease.

**Graduation Under House Bill 197**

This section applies to students meeting both of the following criteria:

- 1) The student was enrolled in the twelfth grade in the 2019-2020 school year or was on track to graduate in the 2019-2020 school year, as determined by the District, regardless of the graduation cohort in which the student is included; and
- 2) The student had not completed the requirements for a high school diploma under O.R.C. §3313.61, 3313.612, or 3325.08 or under Section 3 of H.B. 491 of the 132nd General Assembly, as of March 17, 2020.

The District shall grant a high school diploma to any student meeting the above criteria, if the student's principal, in consultation with teachers and counselors, reviews the student's progress toward meeting the requirements for a diploma and determines that the student has successfully completed the curriculum in the student's high school or the individualized education program developed for the student by the student's high school pursuant to O.R.C. §3323.08, or qualified under O.R.C. §3313.603(D) or (F), at the time the District closed pursuant to the Director of Health's Order O.R.C. §3701.13, "In Re: Order the Closure of All K-12 Schools in the State of Ohio," issued on March 14, 2020. No high school diploma shall be granted under this section after September 30, 2020.

LEGAL REFS: O.R.C. §§3301.60; 3313.61; 3313.603; 3313.615; 3313.618; 3301.0712  
H.B. 197 (03-27-20)

Adopted: September 14, 2015  
Revised: November 21, 2016  
Revised: June 12, 2017  
Revised: November 20, 2017  
Revised: May 13, 2019  
Revised: February 10, 2020  
Revised: May 18, 2020  
Revised: \_\_\_\_\_



# Field Local Schools

## Local Graduation Seal Informational Chart



**Community Service Seal** – Complete a community service project aligned with the guidelines adopted by the student’s local board of education or school governing authority.

| Activity                                 | Requirement(s)<br>Choose at least one option listed below   | Accountability   |
|--|---|--|
| <b>Community Service</b>                 | <ul style="list-style-type: none"> <li>● 80 hours of community service attained over 4 years beginning with the Class of 2024               <ul style="list-style-type: none"> <li>○ Class of 2023 needs 60 hours</li> <li>○ Class of 2022 needs 40 hours</li> <li>○ Class of 2021 needs 20 hours</li> </ul> </li> <li>● Minimum of 10 hours per organization</li> <li>● Hours need to be completed with a public or private organization (not with a family member)</li> <li>● Hours can be obtained across activities (ie. NHS, TI, etc.) and during the school day, after school, or on the weekend</li> <li>● If student transfers in, hours are adjusted by 20 hours per year (ie. students moves in during 10th grade year, he/she needs 60 hours)</li> </ul> | <ul style="list-style-type: none"> <li>■ <a href="#">Complete Log</a>: date, time, duties, organization, supervisor sign off</li> <li>■ Turn Community Service Log into Falcon Period Advisor</li> <li>■ Deadline for completion is May 1</li> </ul> |
| <b>Community Service Passion Project</b> | <ul style="list-style-type: none"> <li>● Using the Passion Project Approval Form, propose an idea for a student-chosen project that benefits the community</li> <li>● Once approval is obtained, complete passion project</li> </ul>  | <ul style="list-style-type: none"> <li>■ Turn in <a href="#">Passion Project Approval Form</a> to guidance</li> <li>■ Upon completion, documentation of project must be turned in to guidance</li> <li>■ Deadline for completion is May 1</li> </ul> |



# Field Local Schools

## Local Graduation Seal Informational Chart



**Fine and Performing Arts Seal** – Demonstrate skill in the fine or performing arts according to an evaluation aligned with guidelines adopted by the student’s local board of education or school governing authority.

**\*During the course of the year, if the student becomes ineligible, the activity, sport, or club will not count towards a graduation seal.\***

| Activity  | Requirement(s)<br>Choose at least one option listed below  | Accountability   |
|---|--|--|
| <b>Drama</b>                                    | <ul style="list-style-type: none"><li>● Participate as part of the cast or crew for 2 productions with 80% attendance</li></ul>  | <ul style="list-style-type: none"><li>■ Advisor will take attendance at each practice and/or event</li></ul>   |
| <b>Courses</b>                                  | <ul style="list-style-type: none"><li>● 2.5 or better in at least 2 Fine Arts Courses</li><li>● 2.5 or better in at least 2 years of Concert or High School Choir</li><li>● 2.5 or better in at least 2 years of Marching Band<ul style="list-style-type: none"><li>○ A combination of courses listed above will also meet the requirement</li></ul></li></ul> | <ul style="list-style-type: none"><li>■ The teacher will turn in an attendance sheet at the end of the course (all events need to be accounted for)</li></ul>  |
| <b>Recognition of an Achievement</b>            | <ul style="list-style-type: none"><li>● Superior Rating at OMEA solo or group ensemble</li><li>● Participation in 2 Art Shows</li></ul>  | <ul style="list-style-type: none"><li>■ Upon completion, documentation of achievement must be turned in to guidance</li></ul>  |
| <b>Fine and Performing Arts Passion Project</b> | <ul style="list-style-type: none"><li>● Using the Passion Project Approval Form, propose an idea for a student-chosen project</li><li>● Once approval is obtained, complete passion project</li></ul>  | <ul style="list-style-type: none"><li>■ Turn in <a href="#">Passion Project Approval Form</a> to guidance</li><li>■ Upon completion, documentation of project must be turned in to guidance</li><li>■ Deadline for completion is May 1</li></ul> |



# Field Local Schools

## Local Graduation Seal Informational Chart



**Student Engagement Seal** – Participate in extracurricular activities such as athletics, clubs or student government to a meaningful extent, as determined by guidelines adopted by the student’s local board of education or school governing authority.

**\*During the course of the year, if the student becomes ineligible, the activity, sport, or club will not count towards a graduation seal.\***

| Activity   | Requirements<br>Choose at least one option listed below  | Accountability   |
|--|--|--|
| <b>Athletics</b><br>(Team Manager, Freshman, JV, or Varsity)<br><b>Marching Band</b>   | <ul style="list-style-type: none"> <li>● Student participates in 2 seasons of a sport or 2 years of band with 80% attendance</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Coach or teacher will take attendance at each event</li> </ul>  |
| <b>Clubs</b><br>(Spanish or French Club, Fellowship of Christian Athletes, Quiz Bowl, Teen Institute, Ski Club, Creative Writing Team, or Student Council)<br><b>Student Leadership Opportunity</b><br>(Principal or Superintendent Advisory Member) | <ul style="list-style-type: none"> <li>● Student participates in 2 different clubs or 2 years of the same club with 80% attendance</li> <li>● Student participates as a Student Advisory Member for 2 years with 80% attendance</li> </ul> | <ul style="list-style-type: none"> <li>▪ The advisor will take attendance at each event</li> <li>▪ The principal’s and superintendent’s secretary will take attendance at each meeting</li> </ul>  |
| <b>National Honor Society</b>  | <ul style="list-style-type: none"> <li>● Student is inducted into the National Honor Society</li> </ul>  | <ul style="list-style-type: none"> <li>▪ The advisor will take attendance at each event and meeting</li> </ul>   |
| <b>Big Red Mascot</b>  | <ul style="list-style-type: none"> <li>● Student needs to attend 10 events in costume</li> </ul>   | <ul style="list-style-type: none"> <li>▪ The athletic director will document the number of events attended for each mascot</li> </ul>  |
| <b>Capstone</b>  | <ul style="list-style-type: none"> <li>● Student will complete the Capstone as described on the Field website</li> </ul>   | <ul style="list-style-type: none"> <li>▪ The assistant principal will check student’s progress bi-weekly</li> <li>▪ Deadline for completion is May 1</li> </ul>  |
| <b>Student Engagement Passion Project</b><br>(Outside club, activity, or sport; for example: Girl Scouts, Boy Scouts, 4-H, recreational, etc.)   | <ul style="list-style-type: none"> <li>● Student will fill out the Passion Project Approval Form to propose an idea for a student-chosen project</li> <li>● Once approval is obtained, complete passion project</li> </ul>                 | <ul style="list-style-type: none"> <li>▪ Turn in <a href="#">Passion Project Approval Form</a> to guidance</li> <li>▪ Upon completion, documentation of project must be turned in to guidance</li> <li>▪ Deadline for completion is May 1</li> </ul> |



## TRANSPORTATION

Transportation between home area and school will be provided for each resident child attending a State-approved, nonpublic school in accordance with O.R.C. §3327.01. Transportation for students experiencing homelessness will be provided in accordance with the McKinney-Vento Act, 42 U.S.C. §11431 et seq.

### General Provisions

- A. All provisions of law, State Department of Education regulations, and local Board of Education regulations pertaining to transportation shall be in effect and shall be applied uniformly to all resident students.
- B. All determination of distances shall be made by authorized Board personnel, and such determination shall govern the application of these policies.
- C. All determinations of distance shall be by the closest dedicated route and shall be to the edge of the school lot line from the edge of the home lot line.
- D. The supervision of students while riding the bus is the direct responsibility of the driver. Transportation will be denied to students whose conduct is such as to disturb good order and discipline. Such students will be referred to the appropriate principal for such other discipline as may be deemed necessary. The safety of all the students must be the primary concern in such instances.
- E. No ineligible student may be transported at any time without specific authorization from the Superintendent or his/her designee. There is no provision in law for the transportation of ineligible students with or without payment of fees.
- F. All exceptions will be granted for a period of one year only and will be reviewed on an annual basis.
- G. Exceptions granted by the Administration will be documented in writing, including rationale for exceptions, to the Board for informational purposes only.
- H. All students must ride their regularly scheduled bus to and from school unless they have a written request from their parent or legal guardian describing an emergency or unusual situation. This note must be presented to the building principal on the morning of the request.
- I. No student can be transported outside of the attendance area for his/her school. In an emergency situation, the student can be transported to another location in the attendance

area. The student will be dropped off at the established stop closest to the location that is desired.

- J. The District shall not reduce the transportation it provides to students that it is not required to transport under O.R.C. §3327.01, but that it chooses to transport, during a school year after the first day of that school year.
- K. Unless excepted by O.R.C. §3327.01, the District shall provide transportation to students enrolled in a community school or nonpublic school on each day in which that school is open for operation with students in attendance, regardless of whether the District's own schools are open for operation with students in attendance on that day.**
- L. Students receiving transportation shall be delivered to their respective public and nonpublic schools not sooner than 30 minutes prior to the beginning of school and District transportation will be available to pick them up not later than 30 minutes after the close of their respective schools each day.**

#### School Bus Transportation Program

In accordance with the standards prescribed by the Ohio Department of Education, the Board shall present a school bus riding program to all students in Kindergarten through third grade who are offered bus transportation. Students in Kindergarten through third grade that transfer into the school system will also be provided bus safety instruction. The program shall consist of instruction in bus rider behavior, school bus safety, and the potential problems and hazards associated with school bus ridership.

#### Students Experiencing Homelessness

- A. Transportation shall be provided homeless children and youth to and from the child's school of origin, if requested by the child's parent or guardian or the liaison on behalf of an unaccompanied youth.
- B. For transportation other than to the school of origin, transportation services shall be provided homeless children and youth that are comparable to services offered to other students.
- C. The District shall work to eliminate transportation issues that act as barriers to the enrollment of homeless children.

### Bus Routes and Bus Stop Restrictions

Bus route and bus stops will be established on roads that are under federal, state, county, and township jurisdiction. School transportation vehicles will **not** be routed over undedicated roads, private roads and private gated roads or into cul-de-sac roadways unless approved by the Superintendent for purpose of efficiency, safety and to overcome logistical challenges.

### Community School and Chartered Non-Public School Transportation

- A. Each community school or chartered nonpublic school shall establish the school's start and end times for a particular school year not later than the first day of April prior to that school year, and shall provide such start and end times to the District if it expects the District will be responsible for providing transportation to eligible enrolled students that school year.**
- B. The District shall use those start and end times to develop a transportation plan, including transportation routes and schedules, for eligible students who enrolled in a community or chartered nonpublic school and shall provide such transportation plan to the community or chartered nonpublic school within 60 days after receiving the information. If a school provides the start and end times to the District after the first day of April but before the first day of July, the District shall attempt to provide a transportation plan to the school by the first day of August of that school year.**
- C. For any eligible student who enrolls in a community or chartered nonpublic school after the first day of July prior to that school year, the District shall develop a transportation plan, including transportation routes and schedules, for that student within fourteen business days of receiving a request for transportation services from the student's parent or guardian.**

LEGAL REFS: 42 U.S.C. §11431 et seq.; O.R.C. §§3327.01; **3327.016**; 3327.16

Adopted: November 21, 2016

Revised: September 11, 2017

Revised: November 18, 2019

Revised: \_\_\_\_\_

### CHILDREN IN FOSTER CARE

The term “foster care” means 24-hour substitute care away from parents or guardians and for whom a public agency has care and placement responsibility. This includes, but is not limited to: placements in foster family homes, kinship care (when a court is involved), group homes, emergency shelters, residential facilities, and pre-adoptive homes. Foster care placements may be short- or long-term.

The term “school of origin” means the school in which a child is enrolled at the time of placement in foster care or at the time of a change in foster placement.

The District shall collaborate with the Ohio Department of Education (“ODE”) and with local child welfare agencies to provide educational stability for children in foster care.

#### Point of Contact

The District’s Megan Longfellow shall serve as the point of contact for correspondence with child welfare agencies regarding children in foster care.

#### Transportation

Transportation to maintain children in foster care in their school of origin, when determined to be in their best interest, will be provided, arranged, and funded for the duration of their time in foster care. Further, the Board shall ensure:

- A. Children in foster care needing transportation to their school of origin will promptly receive transportation in a cost-effective manner and in accordance with 42 U.S.C. 675(4)(A).
- B. If there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the District will provide transportation to the school of origin if:
  1. The local child welfare agency agrees to reimburse the District for the cost of such transportation;
  2. The District agrees to pay for the cost of such transportation; or
  3. The District and the local child welfare agency agree to share the cost of such transportation.

### Educational Stability

To ensure the educational stability of children in foster care, the Board shall ensure that:

- A. Any such child enrolls or remains in such child’s school of origin, unless a determination is made that it is not in such child’s best interest to attend the school of origin, which decision shall be based on all factors relating to the child’s best interest, including consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement;
- B. When a determination is made that it is not in such child’s best interest to remain in the school of origin, the child is immediately enrolled in a new school, even if the child is unable to produce records normally required for enrollment; and
- C. The enrolling school shall immediately contact the school last attended by any such child to obtain relevant academic and other records.

### Best Interest Determinations

The District will adhere to the guidelines established by the ODE in making a “best interest” determination for a child in foster care. The District will consult with the relevant child welfare agencies in making a best interest determination. A best interest determination shall be made within five (5) school days of the child’s placement in foster care, or change in living arrangement, and shall be provided in writing.

### Dispute Resolution

Disputes regarding whether the educational placement of a child in foster care is in his/her best interest shall be resolved in accordance with the process established by the ODE. To the extent possible, as determined appropriate by the Superintendent, the child will remain in his/her school of origin during the pendency of dispute resolution processes.

LEGAL REFS: 20 U.S.C. §§6311; 6312

Adopted: \_\_\_\_\_

### **REMEDATION/INTERVENTION PROGRAM FOR READING SKILLS**

The Board of Education shall provide instruction, intervention, and/or remediation services to students reading below grade level as established by Ohio law pursuant to the Third-Grade Reading Guarantee. A reading skills assessment shall be completed by September 30 of each year for students in grades one through three, and by **the twentieth day of instruction of the school year** ~~November 1~~ for students in kindergarten. The assessment may be administered electronically using live, two-way video and audio connections whereby the teacher administering the assessment may be in a separate location from the student.

- A. Any student enrolled in kindergarten to third grade who is identified as reading below grade level shall be provided with intensive reading instruction, regular diagnostic assessments, and intervention services.
  1. The intervention services shall include:
    - a. Research-based reading strategies that have been shown to be successful in improving reading among low-performing readers; and
    - b. Instruction targeted at the student's identified reading deficiencies.
  2. Within sixty (60) days after receiving the student's results on the diagnostic assessment, the District shall develop a reading improvement and monitoring plan. The student's parent or guardian and classroom teacher shall be involved in developing the plan. The plan shall include all of the following:
    - a. Identification of the student's specific reading deficiencies;
    - b. A description of the additional instructional services and support that will be provided to the student to remediate the identified reading deficiencies;
    - c. Opportunities for the student's parent or guardian to be involved in the instructional services and support provided;
    - d. A process for monitoring the extent to which the student receives the instructional services and support;
    - e. A reading curriculum during regular school hours that does all of the following:

- i. Assists the student to read at grade level;
  - ii. Provides scientifically based and reliable assessment; and
  - iii. Provides initial and ongoing analysis of the student’s reading progress.
- f. A statement that, unless the student attains the appropriate level of reading competency by the end of third grade, the student will be retained.

The plan shall further include the student’s completed diagnostic assessment, the results of such assessment, and any other accompanying documents used during the administration of the assessment.

3. Each student entering the third grade for the first time on or after July 1, 2013 who is on a reading improvement and monitoring plan or who has been retained by the Third Grade Reading Guarantee shall be assigned a teacher who has at least one year of teaching experience and who satisfies one or more of the following criteria:
- a. The teacher holds a reading endorsement on the teacher’s license and has attained a passing score on the corresponding assessment for that endorsement, as applicable;
  - b. The teacher has completed a master’s degree program with a major in reading.
  - c. The teacher rated “most effective” for reading instruction consecutively for the most recent two years based on assessments of student growth measures developed by a vendor and that is on the list of student assessments approved by the State Board of Education (“State Board”) under division (B)(2) of section 3319.112 of the Revised Code.
  - d. The teacher was rated “above expected value added,” in reading instruction, as determined by criteria established by the Ohio Department of Education (“ODE”), for the most recent, consecutive two years.
  - e. The teacher has earned a passing score on a rigorous test of principles of scientifically research-based reading instruction, as approved by the state board.
  - f. The teacher holds an educator license for teaching grades pre-kindergarten through three or four through nine issued on or after July 1, 2017.

A student described in division 3, above, who enters third grade for the first time on or after July 1, 2013, may be assigned to a teacher with less than one (1) year of teaching experience provided he/she meets one or more of the criteria described above and the teacher is assigned a teacher mentor who meets the above described qualifications.

A student described in division 3 of this section who enters third grade for the first time on or after July 1, 2013, but prior to July 1, 2016, may be assigned to a teacher who holds an alternative credential approved by the ODE or who has successfully completed training that is based on principles of scientifically research-based reading instruction that has been approved by the ODE.

Beginning on July 1, 2014, the alternative credentials and training described in this policy shall be aligned with the reading competencies adopted by the State Board under section 3301.077 of the Revised Code.

A student who enters third grade for the first time on or after July 1, 2013, may receive reading intervention or remediation services from an individual employed as a speech-language pathologist who holds a license issued by the board of speech-language pathology and audiology under Chapter 4753. of the Revised Code and a professional pupil services license as a school speech-language pathologist issued by the State Board.

A teacher, other than a student's teacher of record, may provide any services required in furtherance of this policy, so long as that other teacher is qualified under division 3 of this policy and the teacher of record and the school principal agree to the assignment. Any such assignment shall be documented in the student's reading improvement and monitoring plan.

- B. Any student who is promoted to fourth grade despite having attained a score less than the level of achievement designated by the State Board for the English language arts assessment at the end of third grade shall be provided in fourth grade with intensive reading instruction and intervention services. The reading instruction shall include an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies for the student that have been successful in improving reading among low-performing readers.
- C. Any student who is retained in third grade for having attained a score less than the level of achievement designated by the State Board for the English language arts assessment at the end of third grade shall be provided with the following:



1. Intense remediation services until the student is able to read at grade level. The remediation services shall include intensive interventions in reading that address the student's identified reading deficiencies. The interventions shall include not less than 90 minutes of reading instruction and any of the following:
  - a. Small group instruction;
  - b. Reduced teacher-student ratios;
  - c. More frequent progress monitoring;
  - d. Tutoring or mentoring;
  - e. Transition classes containing third and fourth grade students;
  - f. Extended school day, week, or year; or
  - g. Summer reading camps;
2. A high-performing teacher, as determined by the teacher's student performance data, when available, and performance reviews; and
3. The opportunity for mid-year promotion upon demonstrating compliance with District policy.

Students may receive applicable services from one or more providers other than the District, subject to approval by the District or the ODE. If a student participates in remediation services and demonstrates reading proficiency in accordance with ODE standards prior to the start of fourth grade, the student shall be promoted to fourth grade.

- D. Any summer remediation services provided by the District shall meet the following conditions:
  1. The remediation methods shall be based on reliable educational research.
  2. Testing shall be conducted before and after students participate in the program to facilitate monitoring results of the remediation services.
  3. The parents of participating students are involved in programming decisions.
- E. Any intervention or remediation services provided to students reading below grade level shall include intensive, explicit, and systematic instruction.

- F. Each applicable diagnostic assessment shall be administered to any student who transfers into the District or to a different school within the District if each applicable diagnostic assessment was not administered by the district or school the student previously attended in the current school year, within 30 days after the date of transfer. If the District cannot determine whether the student has taken any applicable diagnostic assessment in the current school year, the District may administer the diagnostic assessment to the student.
- G. A teacher may teach reading to any student who is an English language learner and has been in the United States for three years or less, or to a student who has an IEP if that teacher holds an alternative credential approved by the ODE or has successfully completed training that is based on principles of scientifically research-based reading instruction that has been approved by the ODE. Beginning on July 1, 2014, such alternative credentials and training shall be aligned with the reading competencies adopted by the State Board under section 3301.077 of the Revised Code.

The Superintendent or designee shall report information to ODE in the prescribed manner.

This policy is to be updated annually.

LEGAL REFS.: O.R.C. §§3313.608; 3313.6012; 3301.0715

Adopted: November 21, 2016

Revised: \_\_\_\_\_

### **DIAGNOSTIC ASSESSMENTS**

The Board of Education shall, whenever legally mandated, administer each diagnostic assessment developed by the State Board of Education (the “State Board”) in order to measure student comprehension of academic content and mastery of related skills. Assessments for students in grades kindergarten through two shall measure English language arts and mathematics. Assessments for students in grade three shall measure English language arts.

The Superintendent or designee shall administer each diagnostic assessment to the following:

- A. Each student enrolled in a building that has failed to made adequate yearly progress for two or more consecutive school years;
- B. Any student who transfers into the District or to a different school within the District if each applicable diagnostic assessment was not administered by the previous school or district attended in the current school year, or if the District cannot determine that the assessment was administered, within 30 days after the date of transfer;
- C. Each kindergarten student, not earlier than four weeks prior to the first day of school and not later than October 1; and
- D. Each student enrolled in first or second grade.

The District shall administer any diagnostic assessment at least once annually to all students in the appropriate grade level. The Superintendent or designee may administer any diagnostic assessment in the fall and spring of any school year in order to measure the “value added” of the instruction received by students during that school year.

Any diagnostic assessment administered shall be utilized and scored in accordance with rules established by the State Board. After the administration of any diagnostic assessment, a student’s completed diagnostic assessment, the results of the assessment, and any other accompanying documents used during the administration of the assessment shall be provided to the parent of the student.

#### **Assessment of Reading Skills**

Beginning with the 2012-13 school year, the Superintendent or designee annually shall assess the reading skills of each student enrolled in kindergarten to third grade by September 30 and shall identify students who are reading below their grade level. The Superintendent or designee shall use the diagnostic assessment developed by the State Board for English language arts or a comparable tool approved by Ohio Department of Education (“ODE”). The students’ classroom teachers shall be involved in assessing and identifying students reading below grade level.

For each student identified as having reading skills below grade level, the student’s parent or guardian shall be provided, in writing, the following information:

1. Notification that the student has been identified as having a substantial deficiency in reading;
2. A description of the current services that are provided to the student;
3. A description of the proposed supplemental instructional services and supports that will be provided to the student that are designed to remediate the identified areas of reading deficiency;
4. Notification that if the student attains a score less than the level designated by the State Board on the English language arts assessment at the end of third grade, the student shall be retained unless the student is exempt under law. The notification shall specify that the English language arts assessment is not the sole determinant of promotion and that additional evaluations and assessments are available to the student to assist parents and the District in knowing when a student is reading at or above grade level and ready for promotion.

In addition, the District shall provide intensive reading instruction to a student identified with a reading deficiency, in accordance with O.R.C. §3313.608 and Board policy.

The District shall submit results of diagnostic assessments to the ODE in the prescribed manner.

**An employee who engages in any of the following shall be subject to termination:**

1. **Revealing to any student any specific question that the person knows is part of an assessment;**
2. **Obtaining prior knowledge of the contents of an assessment;**
3. **Using prior knowledge of the contents of an assessment to assist students in preparing for the assessment; or**
4. **Failing to comply with any rule adopted by the Department of Education regarding security protocols for an assessment.**

LEGAL REFS.: O.R.C. §§3301.079; 3301.0715; 3313.608; 3319.151

Adopted: \_\_\_\_\_  
Revised: \_\_\_\_\_

### COLLEGE CREDIT PLUS PROGRAM

~~Beginning with the 2015-2016 school year,~~ a secondary grade student who is a resident of this state may enroll at a college, on a full- or part-time basis, and complete nonsectarian, nonremedial courses for high school and college credit. This arrangement is known as the College Credit Plus Program (“Program”). Upon successful completion of college-level, nonremedial coursework applicable to at least one degree or professional certification at a partnering college, such student shall receive transcribed credit from the college, except for an advanced placement course or international baccalaureate diploma course, as described in O.R.C. §3313.6013(A)(2)and(3).

#### Eligibility Restrictions

To be eligible to participate in the Program, a student must be in the ninth, tenth, eleventh, or twelfth grade, and must satisfy the following requirements:

1. The student or the student’s parent shall inform the principal, or equivalent, of the student’s school by the first day of April of the student’s intent to participate in the Program during the following school year. Any student who fails to provide the notification by the required date may not participate in the Program during the following school year without the written consent of the principal, or equivalent. If a student seeks consent from the principal after failing to provide notification by the required date, the principal shall notify the Ohio Department of Education of the student’s intent to participate within ten days of the date on which the student seeks consent. If the principal does not provide written consent, the student may appeal the principal’s decision to the Superintendent. Not later than 30 days after the notice of the appeal, the Superintendent shall hear the appeal and shall make a decision to either grant or deny that student’s participation in the program. The decision of the Superintendent shall be final.
2. The student shall:
  - a. Apply to a public or a participating private college, or an eligible out-of-state college participating in the Program, in accordance with the college’s established procedures for admission, pursuant to O.R.C. §3365.05;
  - b. **Satisfy one of the following:**
    - (i) Be remediation free, in accordance with one of the assessments established under O.R.C. §3345.061(F); ~~However, a student who scores within one standard error of measurement below the remediation free threshold for one of these assessments shall be considered to have met this requirement if the student also either:~~

- ~~(i) Has a cumulative high school GPA of at least 3.0;~~
    - ~~(ii) Receives a recommendation from a school counselor, principal, or career tech advisor; or~~
    - (ii) Meet an alternative remediation-free eligibility option, as defined by the Chancellor of Higher Education, in consultation with the Superintendent of Public Instruction, in rules adopted under O.R.C. §3365.02; or**
    - (iii) Have participated in the program prior to June 30, 2021 and qualified to participate in the program by scoring within one standard error of measurement below the remediation-free threshold for one of the assessments established under 3345.061(F) satisfying one of the conditions specified under division (A)(1)(b)(ii)(I) or (II) of O.R.C. §3365.02 as those divisions existed prior to June 30, 2021.**
  - c. ~~(iii)~~ Meets the college's and relevant academic program's established standards for admission, enrollment, and course placement, including course-specific capacity limitations, pursuant to O.R.C. §3365.05.
3. The student shall elect at the time of enrollment to participate under either Option A or Option B of this paragraph for each course under the Program.
- a. **OPTION A:** The student may elect, at the time of enrollment, to be responsible for payment of all tuition and the cost of all textbooks, materials, and fees associated with the course. A student electing this option also shall elect, at the time of enrollment, whether to receive only college credit or high school credit and college credit for the course.
    - (i) The student may elect to receive only college credit for the course, in which case the Board shall not award high school credit to the student.
    - (ii) The student may elect to receive both high school credit and college credit for the course. If the student successfully completes the course, the Board shall award the student high school credit, unless the student took the college courses during his or her expulsion from the District.
  - b. **OPTION B:** The student may elect, at the time of enrollment, for each course to have the college reimbursed under O.R.C. §3365.07. If the student successfully completes the course, the Board shall award the student high school credit, unless the student took the college courses during his or her expulsion from the District.

4. The student and the student's parent shall sign a form, provided by the District, stating that they have received the counseling required under O.R.C. §3365.04(B) and that they understand the responsibilities they must assume in the program. Counseling information shall include:
  - a. Program eligibility;
  - b. The process for granting academic credits;
  - c. Any necessary financial arrangements for tuition, textbooks, and fees;
  - d. Criteria for any transportation aid;
  - e. Available support services;
  - f. Scheduling;
  - g. Communicating the possible consequences and benefits of participation, including all of the following:
    - (i) The consequences of failing or not completing a course under the Program, including the effect on the student's ability to complete the secondary school's graduation requirements;
    - (ii) The effect of the grade attained in a course under the Program being included in the student's grade point average;
    - (iii) The benefits to the student for successfully completing a course under the Program, including the ability to reduce the overall costs of, and the amount of time required for, a college education.
  - h. The academic and social responsibilities of students and parents under the Program;
  - i. Information about and encouragement to use the counseling services of the college in which the student intends to enroll;
  - j. The standard packet of information for the program developed by the chancellor of higher education pursuant to O.R.C. §3365.

#### Limitations on Enrollment

A student in grade nine may not enroll in courses for which the student elects to receive credit toward high school graduation for more than the equivalent of four academic school years. A

student may not enroll in courses in which the student elects to receive credit toward high school graduation for more than the equivalent of:

1. Three academic school years, if the student so enrolls for the first time in grade ten;
2. Two academic school years, if the student so enrolls for the first time in grade eleven;
3. One academic school year, if the student so enrolls for the first time in grade twelve.

These restrictions shall be reduced proportionately for any such student who enrolls in the program during the course of a school year.

#### Participation by Non-Secondary School Students

Students in grades seven and eight may participate in the Program if they meet the eligibility criteria required of secondary grade students for participation and shall be subject to the same requirements as secondary grade participants. The parent or guardian of a seventh or eighth grade student participating in the Program shall be responsible for any transportation related to participation in the Program.

#### Academic Consequences of Expulsion

The Board may deny high school credit for post-secondary courses, any portion of which were taken during the period of an expulsion imposed by the Superintendent or Board. If a college withdraws its acceptance of an expelled student who elected to have the college reimbursed for each course under O.R.C. §3365.07, the Board shall not award high school credit for the college courses in which the student was enrolled at the time the college withdrew its acceptance.

#### Awarding Grades and Calculating Class Standing

The awarding of grades and the calculation of class standing for courses taken under the Program shall be equivalent to the District's policy for courses taken under an advanced standing program or for other courses designated as honors courses by the District.

#### Applicability of Credit

High school credit awarded for courses successfully completed under the Program shall count toward the graduation requirements and subject area requirements of the District. If a course comparable to one a student completed at a college is offered by the District, the Board shall award comparable credit for the course completed at the college. If no comparable course is offered by the District, the Board shall grant an appropriate number of elective credits to the participant.



Evidence of successful completion of each course and the high school credits awarded by the school shall be included in the student's record. The record shall indicate that the credits were earned as a participant under O.R.C. Chapter 3365 and shall include the name of the college at which the credits were earned.

#### Consequences of Withdrawal and Failure to Attain Passing Grades

If a college withdraws its acceptance of an expelled student who elected Option B, any reimbursement under O.R.C. §3365.07 for the student's attendance prior to the withdrawal shall be the same as would be paid for a student who voluntarily withdrew from the college at the same time in the term. If the withdrawal results in the college's receiving no reimbursement, the college or Board may require the student to return or pay for any textbooks and materials it provided the student free of charge.

If the Superintendent determines that the student has not attained a passing final grade in a college course in which the student enrolled under the Program, the Superintendent may seek reimbursement from the student or the student's parent for the amount of state funds paid to the college on behalf of the student for that college course. In accordance with O.R.C. §3313.642(C), the Board may withhold grades and credits received by the student for high school courses taken by the student until the student or the student's parent provides reimbursement.

Unless the student was expelled, the Superintendent shall not seek reimbursement from a student or a student's parent if the student is identified as economically disadvantaged according to rules adopted by the Ohio Department of Education.

#### Underperforming Students

An "underperforming student" is a student who meets at least one of the following conditions:

1. Has a cumulative grade point average of lower than 2.0 in the college courses taken through the college credit plus program;
2. Withdraws from, or receives no credit for, two (2) or more courses in the same term.

An "ineligible student" means a student who meets the definition of an underperforming student for two (2) consecutive terms of enrollment.

#### Probation

The District is responsible for placing an underperforming student on college credit plus ("CCP") probation within the CCP program. The District shall promptly notify the student, the student's parent, and each institution of higher education in which the student is enrolled of the student's status. The District shall advise the student and the student's parent on requirements for continuing in the program.

While a student is on CCP probation, the following shall apply:

1. The student shall enroll in no more than one college course in any term.
2. The student shall not enroll in a college course in the same subject as a college course in which the student earned a grade of "D" or "F" or for which the student received no credit.

If a student had registered for more than one college course for the next term prior to being placed on CCP probation, the student shall request each applicable institution of higher education to dis-enroll the student from courses as necessary to comply with OAC 3333-1-165.13(C)(2). If the student elects to remain enrolled in one course for the next term, the student shall notify the applicable institution of the course in which the student would like to remain enrolled. The institution will confirm the course enrollment and all course dis-enrollments in the pre-term notice of admission. In the event the student fails to dis-enroll from courses, the District shall promptly notify the student and the student's parent that the student shall be responsible for paying all tuition, fees, and textbook costs for courses from which the student was required to dis-enroll and that the student shall be declared an ineligible student and dismissed from the program for the next term.

If a student takes a college course after being placed on CCP probation and the course grade raises the student's cumulative grade point average in the student's college courses to a 2.0 or higher, the student shall be removed from CCP probation and may participate in the CCP program without restrictions, unless the student again becomes subject to this rule. If the student takes a college course while on CCP probation and the course grade does not raise the student's cumulative grade point average in the student's college courses to a 2.0 or higher, the District will dismiss the student from the program.

### Dismissal

The District is responsible for dismissing an ineligible student from the college credit plus program. The District shall promptly notify the student, the student's parent, and each institution of higher education in which the student is enrolled of the student's dismissal.

A student who has been dismissed from the CCP program shall not take any college courses through the program. If the student had registered for any college courses for the next term prior to being dismissed from the program, the student shall request each applicable institution of higher education to dis-enroll the student from those courses. In the event the student fails to dis-enroll from courses as required by this paragraph, the District shall promptly notify the student and the student's parent that the student shall be responsible for paying all tuition, fees, and textbook costs for courses from which the student was required to dis-enroll and that the student's dismissal from the program shall continue for an additional term.

Failure to make academic progress, as defined in this policy will result in an extension of CCP dismissal.

After one term of CCP dismissal, a student may request that the District allow the student to participate in the CCP program. The District shall review the student's full high school and college academic record to determine the student's academic progress. The District shall continue the student's dismissal, place the student on CCP probation, or allow the student to participate in the program without restrictions in accordance with this policy. . For purposes of this paragraph, summer shall count as a term of dismissal from the program only if the student is enrolled in one or more high school courses during the summer.

### Appeals

A student who is dismissed from the CCP program, or is prohibited from taking a course in a subject may appeal the decision to the Superintendent. The Superintendent shall consider any extenuating circumstances separate from academic performance that may have affected the student's CCP status and may do any of the following:

1. Allow the student to participate in the program without restrictions;
2. Allow the student to take a course otherwise prohibited by this policy;
3. Allow the student to participate in the program on CCP probation;
4. Maintain the student's dismissal from the program.

The student must request an appeal within five (5) business days after being notified of the CCP dismissal or the CCP probation that prohibits the student from taking a course in a particular subject. The District shall promptly notify any institution of higher education in which the student is enrolled that the student has requested an appeal. The Superintendent shall issue a decision on the student's appeal within ten (10) business days after the date the appeal is made. The decision shall be final. The District shall promptly notify any institution of higher education in which the student is enrolled of the decision.

LEGAL REF.: Ohio Revised Code Chapter 3365  
OAC 3333-1-65.13

Adopted: November 21, 2016

Revised: June 12, 2017

Revised: November 20, 2017

Revised: June 11, 2018

Revised: \_\_\_\_\_

### **PROCUREMENT WITH FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for with federal funds or District matching funds shall be made in accordance with all applicable federal, state, and local statutes and/or regulations, the terms and conditions of the federal grant, and Board policy.

The Superintendent shall maintain a procurement and contract administration system in accordance with the “Procurement Standards” set forth in §§2 C.F.R. 200.317-.326 for the administration and management of federal grants and federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District’s Uniform Grant Guidance Board policy.

Board employees, officers, and agents who have purchasing authority shall abide by the standards of conduct governing conflicts of interest and governing the actions of employees, officers, and agents engaged in the selection, award, and administration of contracts set forth in Board policy and Ohio Ethics Law. Specifically, no employee, officer, or agent of the District shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the District shall neither solicit nor accept gratuities, favors, or anything beyond nominal monetary value from contractors or parties to sub-agreements. Disciplinary action may be implemented for violations of this policy.

The District shall avoid acquisition of unnecessary or duplicative items. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. To foster greater economy and efficiency, the District may enter into state and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

#### **Contract Provisions**

Procurement contracts shall, at a minimum, include the terms and conditions that are required by the applicable federal procurement regulations.

For spending related to the child nutrition program funds, contracts shall require the following clauses: termination for cause and convenience, contract work hours/safety standards, Davis Bacon Act provisions, rights to interventions made under a contract, debarment and suspension, and the Byrd Anti-Lobbying Amendment language. To the extent required by law, the District

shall require that the person awarded a contract satisfy the bonding requirements set forth in the applicable federal regulations.

The District and vendor shall comply with the Buy American Provision for all solicitations and contracts that involve the purchase of food, USDA Regulations (7 CFR Part 250 and 7 CFR Part 210). The vendor is required to utilize, to the maximum extent practicable, domestic commodities and products.

### **Administration**

One or more District employees or contractors shall be delegated responsibility for the administration of all procurement contracts and for ensuring that the party awarded the contract satisfies the terms of the procurement contract.

### **Competition**

All procurement transactions shall be conducted in a manner that encourages full and open competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business;
2. Requiring unnecessary experience and excessive bonding requirements;
3. Noncompetitive contracts to consultants that are on retainer contracts;
4. Noncompetitive pricing practices between firms or between affiliated companies;
5. Organizational conflicts of interest;
6. Specifying only a 'brand name' product instead of allowing for an "equal" product to be offered and describing the performance or other relevant requirements of the procurement;
7. Any arbitrary action in the procurement process.

The District shall not use statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except where an applicable

federal statute expressly mandates or encourages a geographic preference. When the District is contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

If the District uses a pre-qualified list of persons, firms or products to acquire goods and services, such list shall include enough qualified sources as to ensure maximum open and free competition.

### **Solicitation Language**

All solicitations must incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

### **Procurement Methods**

The District shall utilize one of the following methods of procurement:

1. Micro-Purchases

The aggregate dollar amount does not exceed the threshold established in 2 C.F.R. §200.67 or by the Office of Federal Financial Management, whichever is greater. To the extent practicable, the District will distribute such purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive bids if the Board considers the price reasonable.

2. Small Purchases

**The aggregate dollar amount does not exceed the simplified acquisition threshold set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 and in accordance with 41 U.S.C. 1908 (2 C.F.R. §200.88).** Small purchase

procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

### 3. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment requires competitive bidding under Ohio law or Board policy, and when the **aggregate dollar amount exceeds the simplified acquisition threshold set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 and in accordance with 41 U.S.C. 1908 (2 C.F.R. §200.88)**. ~~Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$50,000.~~

In order for sealed bidding to be feasible, the following conditions shall be present:

- A. A complete, adequate, and realistic specification or purchase description is available;
- B. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- C. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- A. Bids shall be solicited in accordance with the provisions of state law and Board policy. Bids shall be solicited from an adequate number of qualified suppliers, providing them sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
- B. The invitation for bids, which will include product/contract specifications and pertinent attachments, must define the items and/or services required in order for the bidder to properly respond.
- C. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

- D. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
- E. The Board reserves the right to reject any or all bids for sound documented reason(s).

#### 4. Competitive Proposals

Procurement by competitive proposal is normally conducted with more than one (1) source submitting an offer and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- A. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- B. Proposals shall be solicited from an adequate number of sources.
- C. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- D. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- E. The District may use competitive proposal procedures for qualifications based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.



5. Noncompetitive Proposals

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- A. The item is available only from a single source
- B. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
- C. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
- D. After solicitation of a number of sources, competition is determined to be inadequate

**Contract/Price Analysis**

The District shall perform a cost or price analysis in connection with every procurement action in excess of the Simplified Action Threshold established in 2 C.F.R. §200.88 or by the Office of Federal Financial Management, whichever is greater, including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation but the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

**Time and Materials Contracts**

The District uses a time and materials type contract only after a determination that no other contract is suitable if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of (1) the actual costs of materials; and (2) direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency.

Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

### **Suspension and Debarment**

The Board will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District. Consideration will be given to such matters as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts.

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. In accordance with 2 C.F.R. §180.300, for contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the federal government's System for Award Management; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor.

### **Bid Protest**

The following procedure shall be used to resolve disputes relating to procurements.

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

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

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

### **Maintenance of Procurement Records**

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but not be limited to rationale for the method of procurement, selection of

contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

**Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms**

The District will take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms, as identified by the U.S. Department of Labor, are used, when possible. Affirmative steps will include:

1. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
2. Assuring that small and minority businesses and women’s business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women’s business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women’s business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in Sections (1) through (5) above.

LEGAL REFS.: 2 C.F.R. §§200.317 - .326

M-18-18, Implementing Statutory Changes to the Micro-Purchase and the Simplified Action Thresholds for Financial Assurance, Office of Federal Financial Management, June 20, 2018

Adopted: November 21, 2016

Revised: December 10, 2018

Revised: August 9, 2021

Revised: \_\_\_\_\_