

Board of Education Meeting Minutes
June 26, 2017

The Board of Education met in regular session at 6:00 pm in the Donnell Community Room. Vice President Dysinger called the meeting to order. Present were Mr. Aldrich, Mrs. Dysinger, Mrs. Robertson, Dr. Siebenaler Wilson, Treasurer Mr. Barnhart, Assistant Superintendent Mr. Roth, and Superintendent Mr. Kurt.

CELEBRATIONS

Mr. Williams welcomed the Board to Donnell and recognized the summer work being done by the custodians and their flexibility. Dr. Siebenaler Wilson celebrated the Skills USA team. Mr. Kurt celebrated Teresa Welty from Food Service and her director, Dennis McPheron for their help with the Y's backpack program to help feed 825 children over 34 weeks of the school year.

2017-006-009 Approval of Grant

It was motioned by Mrs. Robertson, seconded by Dr. Siebenaler Wilson to approve the grant totaling \$1850 being awarded to Findlay City Schools to support the Land Lab at Chamberlin Hill Elementary School. Funding Sources: Isabelle Pratt Fund for Education, John C. and Jane C. Barbieri Fund, The Findlay Publishing Company Fund, and M. Margaret Foster Education Fund.

Roll call: Mrs. Robertson, aye; Dr. Siebenaler Wilson, aye; Mr. Aldrich, aye; Mrs. Dysinger, aye. Vice President Dysinger declared the motion carried.

PUBLIC PARTICIPATION

Tamera Gerhard, parent of a freshman and Lincoln student spoke about foreign exchange student programs.

2017-006-010 Approval of Minutes

It was motioned by Mr. Aldrich, seconded by Dr. Siebenaler Wilson to approve the Regular Meeting minutes from June 12, 2017.

Roll call: Mr. Aldrich, aye; Dr. Siebenaler Wilson, aye; Mrs. Dysinger, aye; Mrs. Robertson, aye. Vice President Dysinger declared the motion carried.

CORRESPONDENCE

Mr. Barnhart reported that the district has received the GFOA Certificate of Achievement for Excellence in Financial Reporting. He thanked his staff for being the district's eye and ears and all district employees for following proper financial policies and procedures. This is for the CAFR and this is the 26th consecutive year receiving this award.

2017-006-011 CONSENT ITEMS (A-L)

It was motioned by Mrs. Robertson, seconded by Dr. Siebenaler Wilson to approve consent items A-L.

CERTIFICATED PERSONNEL

A. Resignation

Alyssa Baz (Spanish, High School) (4 years)
Reason: Other Employment Effective: August 14, 2017

Breanne Schroeder (Math, High School) (2 years)
Reason: Other Employment Effective: August 10, 2017

B. Correction to the March 13, 2017 Minutes

From: Judith Storer (Grade 2, Jefferson) (10 years)
Reason: Retirement Effective: May 31, 2017

To: Judith Storer (Grade 2, Jefferson) (10 years)
Reason: Resignation Effective: May 31, 2017

C. Appointments

The superintendent recommends approval of the following appointments, at salaries in accordance with the adopted salary schedules; and contingent upon subsequent receipt by the Board of a report B.C.I. which is not inconsistent with the applicant's answers on the employment application:

1. Teachers

Anne Aronson (Math, High School/Findlay Learning Center)
Salary: BA, Step 2 @ \$39,900
Effective: August 15, 2017

Sarah Binkley (Grade 5, Chamberlin Hill)
Salary: BA, Step 5 @ \$44,859

Effective: August 15, 2017
Jessica Frost (ELA/Math, Glenwood)
Salary: BA, Step 0 @ \$36,597
Effective: August 15, 2017

2. Speech Language Pathologist

Nichole Beckman (Speech Language Pathologist, WV/WH/GL)
Salary: MA, Step 4 @ \$48,113
Effective: August 15, 2017

3. Intervention Specialist

Sarah Sherman (Intervention Specialist, Glenwood)
Salary: MA, Step 11 @ \$62,216
Effective: August 15, 2017

4. Washington Preschool Retreat on August 3, 2017 @ \$50/day (Acct# 001-1110-432---251)

Stephanie Wiegand

5. Washington 2017 Summer Preschool @ \$22.01/hr (Acct# 001-1231-111-0000-000000-247-00-000)

Sarah Distel not to exceed 10 hours
Trisha Klausing not to exceed 10 hours – paid via ESC
Chris Ring not to exceed 10 hours
Stephanie Wiegand not to exceed 10 hours

6. Early Intervention Transitioning Mtgs/IEP/ETR Preschool Assessments on July 10, 2017 @\$22.01/hr not to exceed 12 hours

Sarah Distel	Trisha Klausing – paid via ESC	Christine Ring
Alyssa Salisbury	Allison Swisher	Stephanie Wiegand

7. FHS Building Retreat Training on August 7, 2017 @\$50/day (District Prof Dev up to \$1,500/remainder from 302E19)

Martie Andrews	Eric Baker	Bill Barberree
David Barkey	Taylor Barton	Hayley Beach
Kelly Bennett	Denielle Bilger	Susan Blodgett
Andy Cantrell	Hannah Chamberlain	Kim Coffman
Jenny Coulter	Laura Davis	Katherine Gaskill
Rachel Haas	Jessee Hankins	Ryan Headley
Laura Julien	Elizabeth Kellermeyer	Mary Beth Kennedy-Mowrey
Catherine Keppers	Ben Kirian	Ellen Laube
Mark Laux	Catherine Longo	Emily Ludwig
Kevin Manley	Jordan Nugenesh	Timothy Opp
Jimmy Orr	Karen Ouwenga	Becky Pfaltzgraf
Michele Prater	Wendy Shively	Tyler Smith
Elizabeth Sprout	Stephanie Toland	Jason Wagner
Shannon Wannemacher		

8. K-5 New English/Language Arts Program Research Committee @\$22.01 not to exceed 18 hrs (Acct#001-1100-111-16)

Sharon Armstrong	Sue Beth Arnold	Jeanine Baker
Kim Betts	Denise Bowsher	Alexandria Cantrell
Elizabeth Delaney	Robynn Drerup	Amber Elliott
Tim Ervin	Michelle Franks	Angi Goeller
Kristin Hudok	Joy McCarthy	Taylor Polder
Christina Qualls	Lana Roth	Lani Sapp
Tamara Spaeth	Rachel Stahl	Rebecca Stahl

9. Jefferson 2017 Summer Autism Program @ \$22.01/hr between July 11-August 3, 2017 (ESY requirement)

Marissa Bandiera not to exceed 45 hours
Alexandria Jones not to exceed 33 hours
Michael Snyder not to exceed 45 hours

10. Middle School Curriculum Realignment @\$22.01/hour (Acct #001-1100-111-16)

Lindsey Boes – up to 15 hours
Angela Dittman – up to 15 hours
Vicki Smalley – up to 5 hours
Loveda Watts – up to 10 hours

11. Grade 3 Summer School Teachers @\$28.60/hr for 4.5 hrs/day for 11 days from June 20-July 14, 2017

Tom Brown	Alexandria Cantrell	Stacy Douglas
-----------	---------------------	---------------

- Cheryl Drake Andrea Suter
12. Essential Communications Curr Writing Revision @ \$22.01/hr not to exceed 10 hrs (Acct #001-1100-111-16)
- Andy Cantrell Mary Beth Kennedy-Mowrey Becky Pfaltzgraf
13. Bigelow Hill Leader in Me Summer Training @ \$50 per day on August 1, 2017 (Title I Prof Dev Salaries)
- Julie Lammers
14. Bigelow Hill BLT @ \$50/day on August 7, 2017 (Title I Prof Dev Salaries)
- Jeanine Baker Brad Boes Denise Bowsher
Laura Dyer Katie Kin Nicole Roach
15. Progress Report/Book Writing @ \$22.01/hr not to exceed 7.25 additional hrs (Acct #001-1100-111-16)
- Rebecca Wank

CLASSIFIED PERSONNEL

D. Resignation

Fredrick Deitrick (Utility Truck Driver, Food Service) (4 months)
Reason: Personal Effective: June 15, 2017

E. Reclassification

April Bianchi
From: Substitute Nurse @ \$19.23/hour
To: Lincoln Nurse @ \$22.74/hour
Effective: August 15, 2017

Ashley Greer
From: Substitute Nurse @ \$19.23/hour
To: Washington/FLC Nurse @ \$22.74/hour
Effective: August 15, 2017

F. Appointments

The superintendent recommends approval of the following appointments, at salaries in accordance with the adopted salary schedules, and contingent upon subsequent receipt by the Board of a report from B.C.I. which is not inconsistent with the applicant's answers on the employment application

1. Bigelow Hill Leader in Me Summer Training @ \$50 per day on August 1, 2017 (Title I Prof Dev Salaries)

Rochelle Manley

2. Special Education Aides

Connie Bailey (Special Ed Aide, Chamberlin Hill)
Salary: Step 1 @ \$13.44/hour
Effective: August 16, 2017

Stephen Crow (Special Ed Aide, Glenwood)
Salary: Step 1 @ \$13.44/hour
Effective: August 16, 2017

Cathy Dewey (Special Ed Aide, Jefferson)
Salary: Step 1 @ \$13.44/hour
Effective: August 16, 2017

Lauri Duvall (Special Ed Aide, High School)
Salary: Step 1 @ \$13.44/hour
Effective: August 16, 2017

Melissa Poe (Special Ed Aide, Chamberlin Hill)
Salary: Step 1 @ \$13.44/hour
Effective: August 16, 2017

Sondra Schiltz (Special Ed Aide, Glenwood)
Salary: Step 1 @ \$13.44/hour
Effective: August 16, 2017

Katherine Sheridan (Special Ed Aide, High School)
Salary: Step 1 @ \$13.44/hour

Effective: August 16, 2017

3. Jefferson 2017 Summer Autism Program - July 11-August 3, 2017 (ESY requirement)

Amber Garey not to exceed 36 hours @ \$13.88/hr
Courtney Remley not to exceed 39 hours @ \$13.44/hr

4. Elementary Track Summer Camp 2017 Stipends (Acct#300-4527-143-9484-302-840)

Brian Rosendale, Event Manager @ \$400
Mark Gleason, Assistant Event Manager @ \$100

5. Boys' Basketball Summer Camp 2017 Stipends (Acct#300-4512-143-9471-302-840)

Jim Rucki, Event Manager @ \$1,081
Ray Elbin, Assistant Director @ \$820
Luke Kohls, Assistant Director @ \$357
Aaron Roth, Assistant Director @ \$204

6. Girls' Basketball Summer Camp 2017 Stipends (Acct#300-4532-143-9470-32-840)

Chris Ireland, Event Manager @ \$1,000
Brian Rosendale, Assistant Event Manager @ \$400

7. Volunteer - 2017-2018 Assignments-Non-Certificated Personnel for 2017/2018 School Year

Danielle Armstrong – Percussion Volunteer
Roy Brim – Shockwave Electronics/Props & General Effect Volunteer
Tracie Brodman – Shockwave Uniforms/Spirit Wear Volunteer
Katie Brown – Shockwave Pit/Donnell Percussion Ensemble Volunteer
Dennis DeMuth – Pantasia Truck Volunteer
Brian Fortin – Shockwave Snare/Battery & Regional A Volunteer
Jerin Fuller – Shockwave Tenors/Donnell Percussion Ensemble Volunteer
Bob Grandbois – Shockwave Bass Drums & General Effect Volunteer
Andy Haines – FFE Volunteer Choreographer
Jason Morsfield – Shockwave Truck Volunteer

G. FY17 Amended Appropriations Resolution #2

The treasurer recommends approval of the FY17 Appropriations Amendment #2 as presented in **EXHIBIT C.**

H. Advances

The treasurer recommends the following advances from the general fund (001-7410-920):

- ~ up to \$60,000 to the Title I fund (572-5210-9017)
- ~ up to \$10,000 to the Perkins Career Tech (524-5210-9017)

These advances are necessary because the cash requests may not arrive until after June 30th so the general fund must cover any negative balance in these funds until the money arrives. Once the money arrives, it will be returned back to the general fund.

I. 2017-2018 Millstream Career Center School Fees

The treasurer recommends approval the 2017-2018 Millstream Career Center School Fees as shown in **EXHIBIT D.**

J. Food Service Bakery Bids for the 2017-2018 School Year

The treasurer recommends the bids from Aunt Millie's Bakery and Reiter Dairy be accepted for the 2017-2018 school year for the Food Service Department as shown in **EXHIBIT E.**

K. Food Service Contracts

The treasurer recommends approval of the Food Service Contracts between Findlay City Schools Food Service and the following schools for the 2017-2018 school year as shown in **EXHIBIT F:**

Head Start/Winfield	Blanchard Valley School	Saint Michael Schools
---------------------	-------------------------	-----------------------

L. Acceptance of Gifts

The Superintendent recommends the acceptance and written expression of appreciation for the gifts, listed below, which have been given to the Findlay City School District:

GIFT: \$225.00
TO: We the People
FROM: Mr. Tom Drake

GIFT: \$1000.00
TO: Summer School Fees for 26 at risk youths in grades 5-12
FROM: Findlay Rotary Foundation

GIFT: \$500.00
TO: Summer School Fees for 47 at risk youths in grade 3
FROM: Findlay Rotary Foundation

Roll call: Mrs. Robertson, aye; Dr. Siebenaler Wilson, aye; Mr. Aldrich, aye; Mrs. Dysinger, aye. Vice President Dysinger declared the motion carried.

DISCUSSION ITEMS

A. New Policies, Policy Revisions and Policy Reviews for the following policies as shown in **EXHIBIT G**:

Policy 4.23: Student Fees, Fines and Charges
Policy 5.03: Food Service Management/Free and Reduced-Price Food Service
Policy 5.04: Food Sale Standards
Policy 5.05: Student Wellness Program
Policy 8.27: English Learners
Policy 9.04: Homeless Students
Policy 9.06: Student Conduct
Policy 9.12: Student Suspension
Policy 9.16: Attendance
Policy 9.17: Loss of Driving Privileges
Policy 9.24: Suicide/Crisis Prevention
Policy 9.24a: Suicide/Crisis Intervention Procedure
Policy 10.09: Findlay City Schools Title 1 Parent/Family Involvement

ACTION ITEMS

2017-006-012 Policy 8.06: Programs for Students Who Are Gifted

It was motioned by Mr. Aldrich, seconded by Mrs. Robertson to approve Policy 8.06 as discussed at the June 12, 2017 Board of Education meeting.

Roll call: Mr. Aldrich, aye; Mrs. Robertson, aye; Mrs. Dysinger, aye; Dr. Siebenaler Wilson, aye. Vice President Dysinger declared the motion carried.

2017-006-013 2017-2018 and 2108-2019 Revised School Calendar

It was motioned by Dr. Siebenaler Wilson, seconded by Mrs. Robertson to approve the revised 2017/2018 and 2018/2019 school calendars as shown in **EXHIBIT H**.

Roll call: Dr. Siebenaler Wilson, aye; Mrs. Robertson, aye; Mr. Aldrich, aye; Mrs. Dysinger, aye. Vice President Dysinger declared the motion carried.

2017-006-014 Millstream Interior Classroom Addition

It was motioned by Mr. Aldrich, seconded by Mrs. Robertson to approve the bid from Helms & Sons as the lowest responsible bidder for the base bid at \$231,100 as outlined in **EXHIBIT I** as it relates to this summer's Millstream Classroom Addition.

Roll call: Mr. Aldrich, aye; Mrs. Robertson, aye; Mrs. Dysinger, aye; Dr. Siebenaler Wilson, aye. Vice President Dysinger declared the motion carried.

2017-006-015 Out of State Travel

It was motioned by Mrs. Robertson, seconded by Dr. Siebenaler Wilson to approve the following out of state travel:

- Findlay First Edition members and directors to travel to Nashville, TN on March 22, 2018 - March 25, 2018 to compete in Show Choir Nationals.

Roll call: Mrs. Robertson, aye; Dr. Siebenaler Wilson, aye; Mr. Aldrich, aye; Mrs. Dysinger, aye. Vice President Dysinger declared the motion carried.

2017-006-016 Adjournment

It was motioned by Mr. Aldrich, seconded by Dr. Siebenaler Wilson to adjourn the meeting at 6:42 pm.

Roll call: Mr. Aldrich, aye; Dr. Siebenaler Wilson, aye; Mrs. Dysinger, aye; Mrs. Robertson, aye. Vice President Dysinger declared the motion carried.

Treasurer

President

To be read and approved on July 17, 2017.



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

EXHIBIT A

June 6, 2017

Michael T. Barnhart
Treasurer
Findlay City School District
1100 Broad Avenue
Findlay, OH 45840

Dear Mr. Barnhart:

We are pleased to notify you that your 2016 fiscal year end comprehensive annual financial report (CAFR) qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment. Congratulations for having satisfied the high standards of the program. We hope that your example will encourage others in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements are enclosed. It is strongly encouraged the recommended improvements be implemented into the next report and the report be submitted to the program within six months of your next fiscal year end. Certificate of Achievement Program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. The written responses should provide details about how each item is addressed within this report. These responses will be provided to those Special Review Committee members participating in the review. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. An AFRA is enclosed for the preparer as designated on the application.

Continuing participants will find a Certificate and brass medallion enclosed with these results. First-time recipients will find a Certificate enclosed with these results and will receive a plaque in about 10 weeks. You may arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and we hope that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed.

A current holder of a Certificate of Achievement may include a reproduction of the Certificate in its immediately subsequent CAFR. A camera-ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year.

A Certificate of Achievement Program application is posted on GFOA's website. This application must be completed and accompany your next submission. See sections III and IV of the application for instructions. **The entity's GFOA membership number appears on the attached comments and must be listed on the application.** Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Buikema".

Todd Buikema
Acting Director, Technical Services Center



The Government Finance Officers Association
of the United States and Canada

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Michael T. Barnhart

Treasurer

Findlay City School District, Ohio



The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Date June 6, 2017



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**Findlay City School District
Ohio**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2016

Executive Director/CEO

SUBLEASE AGREEMENT

THIS SUBLEASE AGREEMENT entered into on this 15th day of June, 2017 between GREAT SCOT, INC., an Ohio corporation, whose address is 317 West Main Cross Street, Findlay, OH 45840 hereinafter called "SUB-LESSOR,"

-AND-

Findlay City School District Board of Education, an Ohio political subdivision, having their principal office at 2017 Broad Avenue, Findlay, Ohio 45840, hereinafter called "SUB-LESSEE."

WITNESSETH:

That Sub-lessor does hereby sublet unto Sub-lessee the premises described as follows:

That certain office identified as 2017 Broad Avenue, Suite 2, approximately Seven Thousand Two Hundred (7,200) square feet, and the land on which the same shall stand (hereinafter collectively called "demised premises"), which office and related improvements are constructed in the location and of the dimensions as reflected on the layout attached hereto marked "Exhibit A" and by this reference made a part hereof. Sub-lessee agrees to common area tenancy with Suite 1 with respect to Women's, Mens Restrooms, emergency exit corridors and a janitorial closet.

The demised premises is located in a shopping center development, (hereinafter called "shopping center") located in the City of Findlay, County of Hancock, State of Ohio, the legal description of the shopping center being as follows:

LEGAL DESCRIPTION / PLOT PLAN

PARCEL 1:

Situated in the City of Findlay, County of Hancock, State of Ohio, and being a part of the NW ¼ of Section 12, T 1 N, R 10 E, a tract of land bounded and described as follows:

Commencing at the intersection of the centerline of Broad Avenue, with the centerline of Rockwell Avenue; thence along the centerline of Broad Avenue, N 01°31'24" E, a distance of 1,076.47 feet; thence at right angles, S 88°28'36" E, a distance of 40.00 feet to the PRINCIPAL point of beginning of the tract of land to be herein described; thence from the above described PRINCIPAL point of beginning, N 01°31'24" E, a distance of 372.52 feet; thence S 89°59'29" E, a distance of 325.05 feet; thence S 01°31'24" W, a distance of 175.59 feet; thence

at right angles, N 88°28'36" W, a distance of 60.00 feet; ;thence at right angles, S 01°31'24" W, a distance of 205.51 feet; thence at right angles, N 88°28'36" W, a distance of 264.94 feet to the PRINCIPAL point of beginning, and containing 2.528 acres of land, more or less, subject however to all prior easements of record.

NOTE: The bearings in this legal description are based upon an assumed meridian and are used only for the purpose of describing angular measurements. I.P. Set = ½" x 30" Rebar with Peterman Associates' Cap.

PARCEL 2:

Situated in the City of Findlay, County of Hancock, State of Ohio, and being a part of the NW ¼ of Section 12, T 1 N, R 10 E, a tract of land bounded and described as follows:

Commencing at the intersection of the centerline of Broad Avenue, with the centerline of Rockwell Avenue; thence along the centerline of Broad Avenue, N 01°31'24" E, a distance of 1,054.71 feet; thence at right angles, S 88°28'36" E, a distance of 304.94 feet; thence at right angles, N 01°31'24" E, a distance of 135.35 feet to the PRINCIPAL point of beginning of the tract of land to be herein described; thence from the above described PRINCIPAL point of beginning, N 01°31'24" E, a distance of 70.00 feet; thence S 88°26'06" E, a distance of 61.01 feet; thence N 01°36'43" E, a distance of 82.05 feet; thence S 88°25'34" E, a distance of 70.91 feet; thence at right angles, S 01°34'26" W, a distance of 151.94 feet; thence N 88°28'36" W, a distance of 131.92 feet to the PRINCIPAL point of beginning, and containing 0.346 acres of land, more or less subject however to all prior easements of record.

NOTE: The bearings in this legal description are based upon an assumed meridian and are used only for the purpose of describing angular measurements. I.P. Set = ½" x 30" Rebar with Peterman Associates' Cap.

PARCEL 3:

Situated in the City of Findlay, County of Hancock, State of Ohio, and being a part of the NW ¼ of Section 12, T 1 N, R 10 E, a tract of land bounded and described as follows:

Commencing at the intersection of the centerline of Broad Avenue, with the centerline of Rockwell Avenue; thence along the centerline of Broad Avenue, N 01°31'24" E, a distance of 1,054.71 feet; thence at right angles, S 88°28'36" E, a distance of 493.92 feet; thence N 02°09'53" E, a distance of 135.37 feet to the PRINCIPAL point of beginning of the tract of land to be herein described; thence from the above described PRINCIPAL point of beginning, N 88°28'36" W, a distance of 58.58 feet; thence N 01°34'26" E, a distance of 151.94; thence N 88°25'34" W, a distance of 70.91 feet; thence N 01°36'43" E, a distance of 4.50

feet; thence S 88°23'17" E, a distance of 14.00 feet; thence N 01°36'43" E, a distance of 18.50 feet; thence N 88°23'17" W, a distance of 14.00 feet; thence N 01°36'43" E, a distance of 70.78 feet; thence S 89°59'29" E, a distance of 132, 05 feet; thence S 02°09'53" W, a distance of 249.29 feet to the PRINCIPAL point of beginning, and containing 0.490 acres of land, more or less, subject however to all prior easements of record.

NOTE: The bearings in this legal description are based upon an assumed meridian and are used only for the purpose of describing angular measurements. I.P. Set = ½" x 30" Rebar with Peterman Associates' Cap.

Great Scot, Inc. controls said shopping center through the lease with MSN Broad Ave, LLC dated December 12, 2006 ("Primary Lease") with an initial term of Twenty (20) years, ending on December 31, 2026, five (5) additional successive terms of three (3) years each, upon the same terms, conditions and provisions and wherein Great Scot, Inc. is specifically granted the right and authority to enter into sublease arrangements with consent by Landlord.

1. **TERM** TO HAVE AND TO HOLD for a Initial Term of Thirty Six (36) months commencing on July 1, 2017 ("Commencement") and ending on June 30, 2020. Sub-lessee shall have five (5) Renewal Terms which will renew automatically unless 90 days written cancellation notice is given by Sub-lessee prior to the end of the Initial Term or any Renewal Term.
2. **SECURITY DEPOSIT** Sub-lessee shall pay to the Sub-lessor a security deposit in the amount of Fifteen Thousand Dollars and 00/100 (\$15,000.00) due with rental payment at Commencement.
3. **RENTAL** The parties agree that the Sub-lessee shall pay to the Sub-lessor a base rental in the following payment schedule:

	Yr. 1-3	Yr. 4-6	Yr. 7-9	Yr. 10-12	Yr. 13-15	Yr. 16-18
	Initial Term	1st Renewal	2nd Renewal	3rd Renewal	4th Renewal	5th Renewal
Lease Term	36 Months	36 Months	36 Months	36 Months	36 Months	36 Months
Annual Payment	\$67,500	\$70,875	\$74,419	\$78,140	\$82,047	\$86,149
Monthly Payment	\$5,625	\$5,906	\$6,202	\$6,512	\$6,837	\$7,179
Renewal Rent Increase		5%	5%	5%	5%	5%

Rent shall be payable in equal monthly installments in advance, without notice or demand, deduction or set-off on or before the first day of each month of the applicable term, or paid annually in advance if so desired by Sub-lessee. If any base rent is not paid when due, and such failure continues for more than five (5) days after receipt of written notice by Sub-Lessee from Sub-Lessor of such failure to pay, then a late charge of Three Hundred Dollars (\$300.00) shall be due on the applicable base rent and interest shall accrue on the applicable base rent at the rate of fifteen percent (15%) per annum, or the

highest rate allowed by applicable law, whichever is lower, provided that Sub-Lessor shall not be required to give such written notice of non-payment, as a precondition to being entitled to such late charge and interest, more than two (2) times in any calendar year.

4. **USE OF GRASS AREA.** The grass area located to the South of the demised premises shall not be available for use by Sub-lessee unless written authorization is provided by Sub-lessor.
5. **USE OF PAVED AREAS.** The parking lot is for the common use of all customers and tenants. The employees of the shopping center shall park in designated areas found in Appendix B.
6. **FIXTURES.** Sub-lessee shall have the right at any time and from time to time during the term or any potential renewal term hereof at his sole cost and expense, to affix and install such property and equipment to, in, or on the leased premises as he shall in his sole discretion deem advisable, excluding signs which are subject to Section 8 of this Agreement. Any such fixtures affixed to or on the demised premises shall remain the property of Sub-lessor unless otherwise agreed in writing. Additionally any personal property not removed from the premises within thirty (30) days after expiration or sooner termination of the term, or any potential extended term hereof, shall be deemed to have been abandoned by Sub-lessee and shall thereupon become the absolute property of Sub-lessor without compensation to Sub-lessee. All electrical, plumbing, air conditioning and heating fixtures and improvements, including wiring and service boxes, shall remain the property of the Sub-lessor and shall be restored to as good of condition as at the commencement of the Sublease.
7. **IMPROVEMENTS.** Except for fixtures, as set forth in Section 6, Sub-lessee shall not materially alter or improve the demised premises without the prior written consent of Sub-lessor to do so.. Before approving any work by Sub-lessee to materially alter or improve the demised premises, Sub-lessor shall require that Sub-lessee submit plans and designs therefor to Sub-lessor for his approval, and in the event that the plans and designs are disapproved by Sub-lessor, such material alterations or improvements shall not be performed until any changes required by Sub-lessor are made. Prior to installation, Sub-lessee shall obtain all permits (at his own expense) and approvals required by any governmental authority.
 - A. Sub-lessor shall be responsible for the delivery of the following "shell" base improvements:
 - a. Repaint drywall in a color selected by Sub-lessee
 - b. Cap and Repair Sink Plumbing in office area
 - c. Re-carpet office area(s)
 - d. Replace former youth group ceiling tiles
 - e. Replace baseboard covers where needed
 - f. Replace floor tile in break-room
 - g. Replace drywall in back hallway

8. **SIGNS**. Sub-lessee shall have the right to erect identification and other signs, the cost and erection of same to be at Sub-lessee's sole cost. Any sign is subject to Sub-lessor's prior written approval, which shall not be unreasonably withheld, and shall be in conformity with governmental and shopping center regulations.

9. **REPAIRS AND MISCELLANEOUS OBLIGATIONS**.

Sub-lessor's Duty

- A. The Sub-lessor shall, at its own cost and expense, maintain the exterior of the building, the parking lot, the roof and structural members of the building of which the demised premises form a part. However, if any of the aforementioned repairs are made necessary by reason of Sub-lessee's use and occupancy of the demised premises in a manner inconsistent with the reasonable use and occupancy thereof, or the negligence of the Sub-lessee, its agents, servants, employees and invitees, or by reason of alterations made by the Sub-lessee, that then and in either of said events, such repairs shall be made by the Sub-lessee at its own cost and expense.
- B. Sub-lessor shall make all necessary repairs and replacements of the heating, air-conditioning and air-cooling equipment serving the Building costing \$2,500.00 or more per incident. If the heating, air conditioning, and/or air-cooling systems are required to be replaced, the cost of said replacement will be the obligation of the Sub-lessor. Should Sub-lessor and Sub-lessee disagree as to whether repair or replacement is necessary, Sub-lessor and Sub-lessee will mutually select a qualified third party, who will provide an opinion as to repair or replacement which Sub-lessor and Sub-lessee will follow.
- C. Sub-lessor shall cover the cost of snow and ice removal which will be performed at a commercially reasonable standard.

Sub-lessee's Duty

Sub-lessee shall at its sole cost and expense repair and maintain the demised premises in the following manner:

- A. Make all repairs to damage caused by Sub-Lessee, its agents, successors and assigns, employees and customers or business invitees of Sub-Lessee.
- B. Sub-lessee agrees to keep the demised premises in good order and repair, reasonable wear and tear (and damage by accident, fire, or other casualty not resulting from Sub-lessee's negligence) excepted. Sub-lessee further agrees to keep the demised premises clean and to repair or replace all broken or damaged doors, windows, plumbing fixtures and pipes, floors or other portions of the demised premises. Sub-lessee agrees to keep the front walk broom-clean and all appurtenances thereto free and clear of all debris and dirt.

- B. Provide ordinary maintenance of the heating, air-conditioning and air cooling equipment pursuant to Sub-Lessor's corporate "Preventative Maintenance Program" and make minor replacements and repairs incidental thereto (for the purposes of this subsection, repairs and/or replacements costing less than \$2,500.00 per incident shall be deemed "minor").
 - C. The Sub-lessee accepts all utilities, including the heating, ventilation and air conditioning system, electrical and plumbing, in an as-is condition.
 - D. Replace all plate glass broken or damaged from and after the delivery of possession of the demised premises to Sub-Lessee.
 - E. Perform other routine maintenance (including restroom cleaning) of the interior of the Building not required to be made by Sub-Lessor.
10. **UTILITIES.** Sub-lessee shall pay for all utilities including but not limited to sewage, trash removal, telephone, data, water, gas, electricity, fire monitoring and other services customarily required to operate an office building, used by it on the demised premises from and after delivery of premises.

11. DEFAULT. Each of the following shall be deemed a default by the Sub-lessee and a breach of this Sublease:

A.

- i. The filing of a petition by or against the Sub-lessee for adjudication as a bankrupt under the Bankruptcy Act, as now or hereafter amended or supplemented, or for reorganization within the meaning of Chapter X of said Bankruptcy Act, or for arrangement within the meaning of Chapter XI of said Bankruptcy Act, or the filing of any petition by or against the Sub-lessee under any future bankruptcy act for the same or similar relief;
- ii. The dissolution or the commencement of any action or proceeding for the dissolution or liquidation of the Sub-lessee, whether instituted by or against the Sub-lessee for the appointment of a receiver or trustee of the property of the Sub-lessee;
- iii. The taking possession of the property of the Sub-lessee by a governmental officer or agency pursuant to statutory authority for the dissolution, rehabilitation, reorganization or liquidation of the Sub-lessee;
- iv. The making by the Sub-lessee of any assignment of the benefit of creditors. If “(i)” shall be involuntary on the part of the Sub-lessee, the event in question shall not be deemed a default within meaning of this Sublease in the absence of an adjudication thereof or final order thereon, and if either “(i)”, “(ii)”, or “(iii)” above shall be involuntary on the part of the Sub-lessee, the event in question shall not be deemed a default within the meaning of this Sublease if dismissed or vacated by the Sub-lessee within Sixty (60) days thereof.

B.

- i. A failure to pay the rent herein reserved, or any part thereof for a period of Five (5) days after notice;
- ii. Failure in the performance of any other covenant or condition of this Sublease on the part of the Sub-lessee for a period of Thirty (30) days after notice.

For the purposes of subdivision “B.(ii)” hereof, no failure on the part of the Sub-lessee in the performance of work required to be performed or acts to be done or conditions to be modified shall be deemed to exist if steps shall have, in good faith, been commenced promptly by the Sub-lessee to rectify the same, and shall be prosecuted to completion with diligence and continuity.

In the event of any such default of the Sub-lessee, the Sub-lessor may serve a written notice upon the Sub-lessee that the Sub-lessor elects to terminate this Sublease upon a specified date not less than Thirty (30) days after the date of the serving of such notice, except in the case of a default under the subdivision “B.(i)” hereof for non-payment of rent, in which event such date shall be not less than five (5) days after the expiration of any five-day notice given under said subdivision “B.(i)”, and this Sublease shall then expire on the date so specified as if that date had been originally fixed as the expiration date of the term herein granted.

In the event this Sublease shall be terminated as hereinbefore provided, or by summary proceedings or otherwise, or in the event the demised premises or any part thereof shall be abandoned by the Sub-lessee, the Sub-lessor, or its agents, servants or representative, may immediately or at any time thereafter, re-enter and resume possession of said premises or such part thereof, and remove all persons and property therefrom, either by summary dispossession proceedings or by suitable action or proceeding at law. No re-entry by the Sub-lessor shall be deemed an acceptance of a surrender of this Sublease.

In the event this Sublease shall be terminated as hereinbefore provided, or by summary proceedings or otherwise, or if the demised premises or any part thereof shall be abandoned by the Sub-lessee, if the Sublease be not terminated, or if the Sublease be terminated, Sub-lessor may in its own behalf, relet the whole or any portion of said premises for any period equal to or greater or less than the remainder of the term, for any sum which it may deem reasonable, to any Sub-lessee, which it may deem suitable and satisfactory, and for any use and purpose which it may deem appropriate, and in connection with any such Sublease the Sub-lessor may make such changes in the character of the improvements on the premises and may grant concessions or free rent as the Sub-lessor may determine to be appropriate or helpful in effecting such Sublease, without affecting the liability of Sub-lessee hereunder. In the event that Sub-lessor relets the demised premises, Sub-lessee shall be release from all further obligations under this Agreement.

12. **DESTRUCTION OF PREMISES.** If the premises shall be destroyed or damaged to the extent of Fifty (50) percent or more of its value above foundation walls by fire, lightning, earthquake, windstorm or other such casualty, the Sub-lessor or Sub-lessee, at their option and prior to re-building, may, within Thirty (30) days after the casualty, cancel the Sublease.
13. **ACCESS TO PREMISES.** Sub-lessor may have free access, with 24 hour advance notice to Sub-lessee to the premises at all reasonable times for the purpose of examining the same, or to make any alterations or repairs to the premises that Sub-lessor may deem necessary for the safety or preservation of the premises or the general public.
14. **VACATION OF PREMISES.** Sub-lessee shall deliver up and surrender to Sub-lessor possession of the premises upon the expiration of the Sublease, or its termination in any way, in as good condition as the same shall be at the commencement of said term (loss by accident, fire, or other casualty not resulting from Sub-lessee's negligence and ordinary wear and tear excepted) and deliver the keys at the office of Sub-lessor or Sub-lessor's agent.
15. **INSURANCE.**

Sub-lessee agrees that, at its own costs and expense, it shall procure and continue in force, in the names of the Sub-lessor and Sub-lessee, general liability insurance against any and all claims for injuries to persons or property occurring in, upon or about the demised premises, including all damage from signs, glass, awnings, fixtures, or other appurtenances, now or hereafter upon the demised premises, during the term of this Sublease, such insurance at all times to be in an amount not less than One Million Dollars (\$1,000,000.00) for injury to any one person, and for damage to property. Such insurance shall be written in the company or companies authorized to engage in the business of general liability insurance in the State of Ohio, and there shall be delivered to the Sub-lessor customary certificates evidencing such paid-up insurance, which certificates are to be issued by the insurance companies. Such certificates shall show the Sub-lessor is an additional named insured.

16. SUBROGATION. Sub-lessor agrees that it will hold Sub-lessee harmless for any damage or loss sustained by Sub-lessee against which Sub-lessor is insured under a standard fire and extended coverage policy; provided payment of such damage or loss is paid thereunder and that such insurance policy shall contain a provision in which the right of subrogation is waived by the insurance carrier or carriers insuring the property in question. This clause shall be null and void if it in any way contravenes any of the terms and conditions of the insurance policies.

17. ASSIGNMENT AND SUBLETTING. Sub-lessee shall not have the right to assign or sublet its rights and obligations under this Agreement without prior written consent of Sub-lessor.

18. EFFECT AND CONDEMNATION. In the event that during the term of this Sublease, or any potential extension or renewal thereof, the entire demised premises, or such part thereof as to render the remaining premises unsuitable for use by Sub-lessee in its business, as determined in the sole discretion of Sub-lessee, are taken by governmental or quasi-governmental authority by exercise of the power of eminent domain, this Sublease shall terminate by reason of such claim at the time possession must be surrendered to such authority, and both parties shall be released from their obligation hereunder thereupon. Pre-paid or unearned rent shall be adjusted between the parties as of such date. In the event that only such portion of the demised premises is acquired by such authority by the exercise of such power as will leave the remaining premises, after alterations and repairs, in a condition suitable for use by Sub-lessee in its business, as determined in the sole discretion of Sub-lessee, the monthly rental payments from the date of such acquisition to the end of the original or any extended term hereof shall be reduced in proportion to the resulting loss of use of said premises by Sub-lessee. In the event of such partial acquisition and reduction in rent, Sub-lessor agrees to make promptly, at his own expense, all necessary alterations and repairs which shall be required because of such partial acquisition by eminent domain, to restore the premises to a safe and useable condition. The rights of either party, as set forth herein, shall in no way prejudice or interfere with any claim which the other party may have against the authority exercising the power of eminent domain for damages, or otherwise for the taking or destruction of, or interference

with the interest of the business of such other party hereto in the demised premises. For purposes of this section, acquisition of all or a part of the premises by governmental or quasi-governmental authority by means of voluntary negotiations and contracts shall be deemed to be acquisition by exercise of the power of eminent domain, and parking areas shall be considered as part of the demised premises.

19. **NOTICES.** Any notices required to be given by or on behalf of either party upon the other shall be in writing and shall be given by mailing such notice or consent by Certified Mail, Return Receipt Requested, addressed to the Sub-lessee at [2017 Broad Avenue, Findlay, Ohio 45840] and to the Sub-lessor at 317 West Main Cross St., Findlay, OH 45840.
20. **BINDING SUCCESSORS AND ASSIGNS.** The Sublease and all the covenants, provisions, and conditions herein contained shall inure to the benefit of and be binding upon the heirs, personal representatives, successors and assigns respectively of the parties hereto.
21. **QUIET ENJOYMENT.** Sub-lessor hereby covenants and agrees that if Sub-lessee shall perform all the covenants and agreements herein stipulated to be performed on Sub-lessee's part, Sub-lessee shall, at all times during the continuance hereof, have the peaceable and quiet enjoyment and possession of the premises without any manner of let or hindrance from Sub-lessor or any person or persons lawfully claiming the premises.
22. **LIENS.** Sub-Lessee shall have no authority to create or place any lien or encumbrance of any kind upon, or in any manner to bind, the interest of Sub-Lessor in the demised premises. Sub-Lessee shall pay promptly all sums due for any labor, services, materials, supplies or equipment furnished to or for Sub-Lessee and which may be secured by any construction, mechanics', materialmen's or other lien against the demised premises and/or Sub-Lessee's interest therein. Sub-Lessee may contest any such lien, but notwithstanding any such contest, if such lien shall be reduced to final judgment and such judgment or any process issued for the enforcement thereof is not promptly stayed, or if so stayed and such stay thereafter expires, Sub-Lessee shall forthwith pay and discharge said judgment. If Sub-Lessee fails to pay and discharge any such judgment in accordance with the preceding sentence and fails to cure such failure within ten (10) days of receipt of written notice from Sub-Lessor, then Sub-Lessor shall have the right to pay such judgment and charge the cost thereof to Sub-Lessee, which shall be immediately due and payable by Sub-Lessee to Sub-Lessor. Without limiting the foregoing, if any such lien is filed in relation to any labor or material furnished Sub-Lessee in connection with the demised premises, then within thirty (30) days of receipt by Sub-Lessee of written request by Sub-Lessor for the posting of a bond, Sub-Lessee shall post a bond in an amount equal to at least one hundred fifty percent (150%) of the amount of the applicable lien claim.

23. INDEMNITY.

Sub-Lessor shall defend and indemnify the Sub-Lessee, their agents and employees, against any liability, claim of liability and expense incurred as a result of the liability or claim (including reasonable attorney's fees) whether for injury to persons, including death, or damage to property (a) occurring on the demised Premises prior to the beginning of the term hereof, or occurring on the Sub-Leased Premises during the term if caused by any act or failure to act by Sub-Lessor, its licensees or contractors, their agents or employees; or (b) arising out of any default by Sub-Lessor under this Sub-Lease.

24. INTERPRETATION. Whenever the word "Sub-lessor" or "Sub-lessee" is used in the Sublease, it shall be considered as meaning "Sub-lessors" and "Sub-lessees" respectively, wherever the context permits or requires, and when the singular and/or neuter pronouns are used herein, the same shall be construed as including all persons and corporations designated respectively as Sub-lessor or Sub-lessee in the heading of this instrument wherever the context requires.

25. HEADINGS. The headings contained in this Agreement are inserted only as a matter of convenience and for reference and in no way define, limit or describe the scope or intent of this Sublease nor in any way affect this Sublease.

26. LAW. This document shall be interpreted in accordance with the laws of the State of Ohio. Exclusive jurisdiction and venue shall be Hancock County, Ohio.

IN WITNESS WHEREOF, the said Sub-lessor and Sub-lessee have caused this Sublease Agreement be executed the day and year first above written.

Signed, sealed and delivered in the presence of:

“Sub-lessor”

GREAT SCOT, INC.

Tippaughin
Man Report
Witnesses as to (1)

By: [Signature] (1)
Michael S. Neudler Jr.
(Printed Name)

Its: President

“Sub-lessee”

Findlay City Schools

Mike Barnhart
Nanci Brodman
Witnesses as to (2)

By: Edward P. Kurt (2)
Edward P. Kurt
(Printed Name)

Landlord MSB Broad Ave LLC consents to this Sublease Agreement;

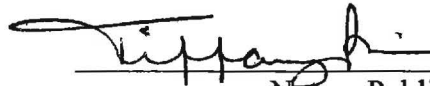
Tippaughin
Man Report
Witnesses as to (3)

By: [Signature] (3)
Michael S. Neudler Sr.
(Printed Name)

STATE OF OHIO,)
) ss: Before me a Notary Public in and for said County and
HANCOCK COUNTY,) State personally appeared Great Scot, Inc.,
 an Ohio Corporation by Michael S. Needler, Jr., its
President who acknowledged that he did sign the foregoing instrument on behalf of said
corporation, and that the same was signed for the purposes and reasons therein contained,
by his own free act and deed, and on behalf of said Corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal at
Findlay, Ohio, this 15th day of June, 2017.

(SEAL)



Notary Public

Tiffany Riker
Notary Public, State of Ohio My Commission Expires: July 4, 2017
My Commission Expires July 4, 2017

STATE OF OHIO,)
) ss: Before me a Notary Public in and for said County and
Hancock COUNTY,) State personally appeared Mr. Edward P. Kurtz, who
 acknowledged that they did sign the foregoing instrument
and that the same was signed for the purposes and reasons therein contained, by their own
free act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal at
Findlay, Ohio, this 19th day of June, 2017.

(SEAL)



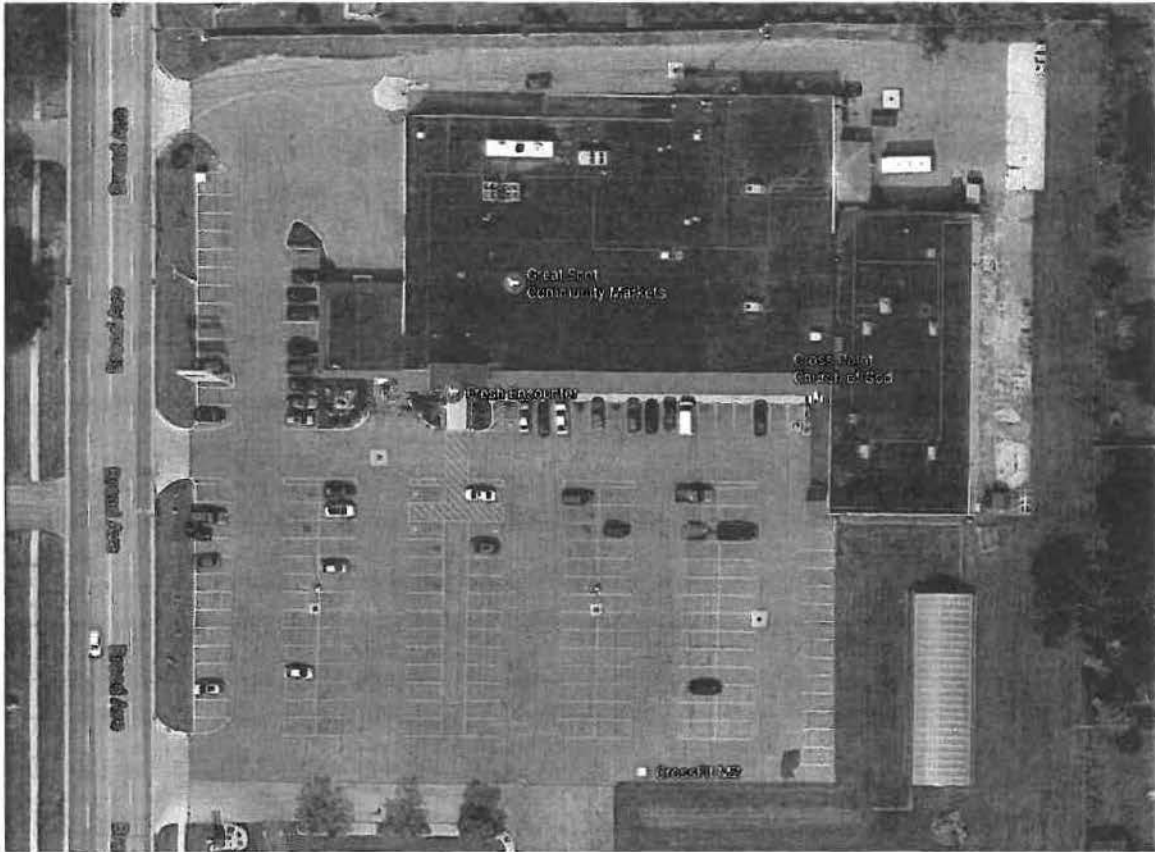
Notary Public Deborah A. Ward

My Commission Expires: December 7, 2019

Appendix A:

at the top of the page
the text is very faint
and difficult to read

Appendix B – 20 Parking Spots



FY17 AMENDED APPROPRIATIONS RESOLUTION #2 (FINAL)
 Findlay City Schools Board of Education
 Rev.Code Sec. 5705.38

The Board of Education of the Findlay City School District, Hancock County, Ohio, met in regular session on the 21st day of June 2017, at Donnell Middle School at 301 Baldwin Avenue with the following members present:

- Mr. Aldrich
- Mrs. Dysinger
- Mr. Pochard
- Mrs. Robertson
- Dr. Siebenaler Wilson

Mr(s). _____ moved the adoption of the following Resolution:

BE IT RESOLVED by the Board of Education of the Findlay City School District, Hancock County, Ohio, that to provide for the current expenses and other expenditures of said Board of Education, during the fiscal year, ending June 30th, 2017, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made and during said fiscal year, as follows,

FY2017 FINDLAY CITY SCHOOLS AMENDED APPROPRIATIONS #2
June 26, 2017

001 GENERAL	
1100 REGULAR INSTRUCTION	25,208,344.00
1200 SPECIAL INSTRUCTION	7,376,700.00
1300 VOCATIONAL INSTRUCTION	3,203,000.00
1900 OTHER INSTRUCTION	6,456,000.00
2100 SUPPORT SERVICES - PUPILS	2,708,500.00
2200 SUPP SERV- INSTRUCTIONAL STAFF	2,185,453.00
2300 SUPPORT SERV.-BD. OF EDUCATION	202,000.00
2400 SUPPORT SERV- ADMINISTRATIVE	4,299,200.00
2500 FISCAL SERVICES	1,380,050.00
2700 OPERATION & MAINT OF PLANT SER	6,027,300.00
2800 SUPPORT SERV - PUPIL TRANSPOR.	2,678,800.00
2900 SUPPORT SERVICES - CENTRAL	178,000.00
4100 ACADEMIC & SUBJECT ORIENTED	174,100.00
4500 SPORT ORIENTED ACTIVITIES	715,900.00
4600 SCHL & PUBLIC SERV CO-CURRIC.	89,400.00
5300 ARCHITECT SERVICES	20,000.00
6100 REPAYMENT OF DEBT	-
7200 TRANSFERS	50,000.00
7400 ADVANCES OUT	290,000.00
7500 REFUND OF PRIOR YEARS RECEIPTS	24,500.00
Total for 001 GENERAL	63,267,247.00
002 BOND RETIREMENT	4,110,143.00
003 PERMANENT IMPROVEMENT	2,358,521.00
004 2010 BOND PROCEEDS FOR LOCAL SHARE & LFI'S OF OSFC PROJECT	650,000.00
006 FOOD SERVICE	2,000,000.00
007 SPECIAL TRUST (Special Revenue)	400,000.00
007 SPECIAL TRUST (Private Purpose)	45,000.00
008 ENDOWMENT	30,000.00
009 UNIFORM SCHOOL SUPPLIES	350,000.00
010 OSFC APPROVED PROJECT (W/O LFI'S) \$57,532,766)	-
011 ROTARY-SPECIAL SERVICES	185,000.00
014 ROTARY-INTERNAL SERVICES	1,001,000.00
018 PUBLIC SCHOOL SUPPORT	180,000.00
019 OTHER GRANT	383,000.00
020 SPECIAL ENTERPRISE FUND	225,000.00
022 OHSAA TOURNAMENT AGENCY FUNDS	198,000.00
024 EMPLOYEE BENEFITS SELF INS.	8,435,000.00
034 MANDATED MAINTENANCE FUND FOR OSFC PROJECT	999,000.00
200 STUDENT MANAGED ACTIVITY	190,000.00
300 DISTRICT MANAGED ACTIVITY	750,000.00

401 AUXILIARY SERVICES	417,000.00
416 RPDC TEACHER DEVELOPMENT	-
432 MANAGEMENT INFORMATION SYSTEM	-
440 ENTRY YEAR PROGRAMS	-
450 SCHOOLNET EQUIPMENT	-
451 DATA COMMUNICATION FUND	30,000.00
452 SCHOOLNET PROFESS. DEVELOPMENT	1,000.00
459 OHIO READS	-
461 VOCATIONAL EDUC. ENHANCEMENTS	-
494 POVERTY AID	-
499 MISCELLANEOUS STATE GRANT FUND	99,000.00
504 EDUCATION JOBS FUND	-
506 RACE TO THE TOP FUND	-
516 IDEA PART B GRANTS	1,300,000.00
524 VOC ED: CARL D. PERKINS - 1984	219,000.00
532 EDUCATION STABILIZATION FUND	-
533 TITLE II-D TECH	1,000.00
536 TITLE I SCHL IMPROVEMENT SUBSIDY A	-
537 TITLE I SCHL IMPROVEMENT SUBSIDY G	-
551 LIMITED ENGLISH PROFICIENCY	25,000.00
572 TITLE I DISADVANTAGED CHILDREN	1,589,000.00
573 TITLE V INNOVATIVE EDUC PGM	-
584 DRUG FREE SCHOOL GRANT FUND	-
587 IDEA PRESCHOOL-HANDICAPPED	21,000.00
588 TELECOMM. ACT GRANT (E-RATE)	-
590 IMPROVING TEACHER QUALITY	230,000.00
599 MISCELLANEOUS FED. GRANT FUND	29,000.00
Grand Total All Funds	89,717,911.00

Mr(s)._____ seconded the Resolution and the roll being called upon its adoption, the vote resulted as follows:

Vote:

Mr. Aldrich
Mrs. Dysinger
Mr. Pochard
Mrs. Robertson,
Dr. Siebenaler Wilson,

CERTIFICATE (O.R.C. 5705.412)

IT IS HEREBY CERTIFIED that the Findlay City School District has sufficient funds to meet the contract, obligation, payment, or expenditure for the above, and has in effect for the remainder of the fiscal year and the succeeding fiscal year the authorization to levy taxes which, when combined with the estimated revenue from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the district to maintain all personnel, programs, and services essential to the provision of an adequate educational program on all the days set forth in its adopted school calendar for the current fiscal year and for a number of days in the succeeding fiscal year equal to the number of days instruction was held or is scheduled for the current fiscal year, except that if the above expenditure is for a contract, this certification shall cover the term of the contract or the current fiscal year plus the two immediately succeeding fiscal years, whichever period of years is greater.

DATED: _____

BY: _____
Treasurer

BY: _____
Superintendent of Schools

BY: _____
President, Board of Education

**FY 2017 Appropriation Modifications Detail
Findlay City Schools
June 26, 2017**

Source: RECLEL (RECAPP)

<u>DATE</u>	<u>DESCRIPTION OR SOURCE</u>	<u>AMOUNT</u>	<u>FUND FUNC</u>
6/12/2017	Increase Instructional Purchased Svcs	250,000.00	001-1100
6/21/2017	Increase Instructional Fringes	375,000.00	001-1100
6/12/2017	Increase Special Instruction Salaries	360,000.00	001-1200
6/23/2017	Increase Special Instruction Purchased Svcs	50,000.00	001-1200
6/12/2017	Increase Vocational Education Salaries	150,000.00	001-1300
6/12/2017	Increase Vocational Ed Purchased Svcs	65,000.00	001-1300
6/21/2017	Increase Pupil Support Svcs Fringes	40,000.00	001-2100
6/12/2017	Support Staff Purchased Svcs	94,000.00	001-2200
6/12/2017	Board of Education Purchased Services	12,000.00	001-2300
6/23/2017	Operation & Maintenance Purchased Svcs	50,000.00	001-2700
6/12/2017	Increase Employee Benefits Self Insurance Fund	835,000.00	024
6/12/2017	Increase Title I Fund	90,000.00	572

2016-2017
 Millstream Program Fees

Course Number	Millstream Programs	Student Fees	Fee Account	Dues	Dues Account	Additional Program Costs
Business Foundations 353 and Fundamentals of Business Administration 354	Office and Print Technologies I	\$0.00		\$30.00	XSKIL	
Management Principals 351 and Office Management 352	Office and Print Technologies II	\$0.00		\$30.00	XSKIL	
Hardware - 403CCP and Operating Systems 404CCP	Computer Networking and Support I	\$0.00		\$30.00	XSKIL	Optional Certification Tests
Network Essential - 405CCP and Routing and Switching - 406CCP	Computer Networking and Support II	\$0.00		\$30.00	XSKIL	Optional Certification Tests
Introduction to Programming - 510CCP and Introduction to Visual Programming - 511CCP	Programming & Software Development Technologies I	\$0.00		\$30.00	XSKIL	
Advanced Visual Programming - 512CCP and JAVA Programming - 513CCP	Programming & Software Development Technologies II	\$0.00		\$30.00	XSKIL	
Design Techniques - 452CCP and Image Design - 453CCP	Interactive Multimedia I	\$0.00		\$30.00	XSKIL	
Creative & Editing graphics - 454CCP and Video & Sound - 455CCP	Interactive Multimedia II	\$0.00		\$30.00	XSKIL	
Medical Terminology - 387 CCP and Health Science - 396	Medical Technology I	\$48.00	XMEDF	\$30.00	XSKIL	
Principals of Allied Health -- 496CCP and Patient Centered Care - 501CCP	Medical Technology II	\$35.00	XMEDF	\$30.00	XSKIL	
No college credit - 497 or College Credit - 497CCP	Nurse Assiting	\$35.00	XMEDF	\$30.00	XSKIL	
Intro to Education and Training - 261 and Early Childhood Education - 262	Early Childhood Education I	\$20.00	XECEP	\$30.00	XSKIL	
Intro to Education and Training - 333CPP and Early Childhood Education - 357CCP	Early Childhood Education II	\$0.00		\$30.00	XSKIL	
Lab - 369; Related - 367	Cosmetology I	\$150.00	XCO11F	\$30.00	XSKIL	plus uniform and shoes
Lab - 469; Related - 467	Cosmetology II	\$75.00	XCO12F	\$30.00	XSKIL	optional equipment kit upgrades - approximately \$120.00

**2016-2017
Millstream Program Fees**

Course Number	Millstream Programs	Student Fees	Fee Account	Dues	Dues Account	Additional Program Costs
OCC Culinary Arts I - 349 CCP	Culinary Arts I	\$61.00	XRESTF	\$30.00	XSKIL	Required Chef uniform
Culinary Arts II - 260 and Culinary Arts II - 259	Culinary Arts II	\$61.00	XRESTF	\$30.00	XSKIL	Required Chef uniform
Level 1: Lab - 238; Related - 217 Level II: Lab - 239; Related - 218	Hospitality & Food Services I & II	\$0.00		\$30.00	XSKIL	
Engineering Track: Engineering design - 826CCP and Engineering Principals - 827 Architecture Track: Engineering design 826CCP and Architectural Plan Reading - 828	Engineering & CAD I	\$60.00	XECDAF	\$30.00	XSKIL	
Engineering Track: Mechanisms & Drives 829CCP and Robotics - 830CCP Architecture Track: Architectural Site & Foundation Preparation - 831 and Architectural Structures - 832	Engineering & CAD II	\$40.00	XECADF	\$30.00	XSKIL	
Construction Technology 203 and Remodeling & Renovation 204	Building and Grounds I	\$15.00	XBGRF	\$30.00	XSKIL	Additional Costs: Workbook, Gloves & Uniform shirts
Facility & Building Maintenance 201 & Custodial Services 202	Building and Grounds II	\$15.00	XBGRF	\$30.00	XSKIL	Additional Costs: Workbook, Gloves & Uniform shirts
Level I: Lab - 206 and Related - 205	Auto Maintenance I	\$0.00		\$30.00	XSKIL	uniform and workboots
Level II: Lab - 335 and related - 329	Auto Maintenance II	\$0.00		\$30.00	XSKIL	uniform and workboots
Lab - 395; Related - 394	Automotive Tech I	\$0.00		\$30.00	XSKIL	work shoes, work shirts and optional instructor approved tool kit
Lab - 495; Related - 494	Automotive Tech II	\$0.00		\$30.00	XSKIL	work shoes, work shirts and optional instructor approved tool kit
Construction Technology 301 and Carpentry & Masonry Skills 302	Construction Skills I	\$15.00	XCONF	\$30.00	XSKIL	Requires Instructors approved tool kit&work cloths and boots
Structural Systems 401 and Structural Coverings & Finishings 402	Construction Skills II	\$15.00	XCONF	\$30.00	XSKIL	Requires Instructors approved tool kit&work cloths and boots
Introduction to Welding & Safety - 473 and Basic Welding Techniques - 474	Welding Technology I	\$0.00		\$30.00	XSKIL	welding equipment, work clothes and boots

**2016-2017
Millstream Program Fees**

Course Number	Millstream Programs	Student Fees	Fee Account	Dues	Dues Account	Additional Program Costs
Intermediate Welding Techniques - 475 and Advanced Welding Techniques - 476	Welding Technology II	\$0.00		\$30.00	XSKIL	welding equipment, work clothes and boots
Marketing Principals 1 - 458	Marketing I	\$0.00		\$20.00	XMKTA	
Marketing Communications II - 459CCP	Marketing II	\$0.00		\$20.00	XMKTA	
594	Skills For Life I	\$15.00	X302HE			Plus Supplies
597	Skills for Life II	\$15.00	X302HE			Plus Supplies
591 - Global Foods	Foods and Nutrition	\$15.00	X302HE			
589	Healthy Foods	\$15.00	X302HE			
592	Fashion Design and Construction I	\$10.00	X302HE			Plus Supplies
590	Fashion Design and Construction II	\$10.00	X302HE			Plus Supplies
598	Work and Family Specialized	\$15.00	X302HE			
471 and 472	Teaching Professions I and II	\$25.00	X320HE			
293-1	Advanced Manufacturing			\$30.00	XSKIL	
346MCC	College Prep English	\$25.00	XENGLF			
Millstream Career Center Parking Pass for County Students		\$10.00	PARK			
Replacement Student Handbook		\$6.00				

**2016-2017
Millstream Program Fees**

6/23/2017

**2016-2017
Millstream Program Fees**

6/23/2017

**2016-2017
Millstream Program Fees**

6/23/2017



To: Findlay City Schools Board of Education

From: Teresa Welty

Date: June 14, 2017

Re: Bakery and Dairy Bids for 2017-2018

The Bakery and Dairy bid invitations were sent out and returned for the 2017-2018 school years.

The Aunt Millie's Bakery has submitted the most favorable bid for the bread items. Reiter Dairy's bid is most favorable for the dairy items.

I would like to recommend these two companies be awarded the bids for the upcoming school year of 2017-2018.

Thank you,

Teresa Welty

Director of Food Services



TO: Mr. Kurt
FROM: Teresa Welty
DATE: June 16, 2017
RE: FOOD SERVICE CONTRACTS FOR BOARD AGENDA & CIVIL SERVICE FILE

Enclosed are copies of the signed Food Service Contracts between Findlay City Schools Food Service and the following schools for the 2017-2018 school year.

- Head Start / Winfield – 2017-2018 School Year
- Blanchard Valley School – 2017-2018 School Year
- Saint Michael Schools – 2017-2018 School Year

cc: Meagan Brown

STUDENT FEES, FINES AND CHARGES

Materials Fees

Students enrolled in District schools are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the rotary operating funds of the Board to defray the cost of the materials and supplies.

The Board directs the Superintendent/designee to prepare a schedule of fees for materials to be used in courses of instruction and a schedule of charges that may be imposed for damage to school property.

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. Any fees charged to students eligible for free lunch under the National School Lunch Act or Child Nutrition Act will be charged in compliance with State and Federal law. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction.

Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property.

The late return of borrowed books or materials from the school libraries is subject to appropriate fines.

All fines collected are sent to the Treasurer for deposit in the General Fund of the Board.

Unpaid Meal Charges

Unpaid meal charges are considered delinquent debt when payment is past due. The administration will establish procedures for the collection of unpaid meal charges. (see below)

Collection of Student Fees and Fines

The administration may establish regulations for the collection of student fees and fines.

Grades and credits are not made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full, except where required by State law. Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

Collection Process

1. The principal will advise parents of fees due at the beginning of the school year.
2. The first week of October, the principal will send a letter from the Treasurer and an invoice to parents of students with outstanding fees and fines.
3. A payment schedule may be arranged at the building level with full payment to be received by June 15.

Adopted:

NOTE: Under the Ohio Revised Code, districts may charge free lunch eligible students fees under two exceptions:

- 1. for any materials needed to enable the student to fully participate in extracurricular activities or any pupil enrichment program that is not part of a course of instruction and*
- 2. for any tools, equipment and materials necessary for workforce-readiness training with a career-technical education program that, to the extent the tools, equipment and materials are not consumed, may be retained by the student upon course completion.*

These two exceptions do not require districts to charge such fees; they simply give them the permission to charge the fees if they so choose.

FOOD SERVICES MANAGEMENT/FREE AND REDUCED-PRICE FOOD SERVICES

The Board operates a food services program in each school, which shall be under the supervision of the Food Service Director. The Superintendent, with the assistance of the Food Service Director, is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District’s compliance with the standards at one of its regular meetings annually. Food preparation is centralized for elementary, intermediate and secondary schools when appropriate.

Food services include breakfasts and lunches in all schools through participation in the National Child Nutrition Programs.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its school and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- a. Consider the nutritional value of each food or beverage;
- b. Consult with a dietitian licensed under Revised Code Chapter 4769, a dietetic technician registered by the commission on dietetic registration, or a school nutrition specialist certified or credentialed by the school nutrition association; and
- c. Consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services.

The food services staff cooperates with the principals of the schools in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria rests with the building principal.

No food or beverage may be sold on any school premises except in accordance with the standard by the Board as mandated by SB 210 (2011) Section 3313.84.

In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implement with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

The Board shall provide a Federal food service program for students during summer intervention programs that are mandated under Federal law. If the Board determines that it is unable to provide a Federal food service program during the summer, for financial reasons, the Board will communicate that decision to its residents in a manner it determines to be appropriate.

The operation and supervision of the food service program shall be the responsibility of the Food Service Director. In accordance with the Federal law, the Food Service Director shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request. [Please note: Schools participating in more than one (1) child nutrition program are only required to obtain two (2) food safety inspections per school year if the

nutrition programs offered use the same facilities for the preparation and service of meals. Also, the requirement for two (2) inspections does not apply to schools that only offer the Special Milk program.]

In accordance with the nutritional standards adopted by the Board, the placement of vending machines in any classroom where students are provided instruction, unless the classroom is also used to serve meals to students, is prohibited.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The district shall serve only nutritious food in accordance with the nutritional standards adopted by the Board.

All prices set for school breakfasts, lunches and milk are subject to Board approval, except for a la carte food prices. The Food Services Director sets a la carte prices without Board approval. School lunch funds and other food service funds are kept in a special account.

As required for participation in the National Child Nutrition Programs, the Board agrees that:

1. Breakfasts and a "Type A" lunch are made available to students;
2. Students who qualify receive free or reduced-price meals;
3. All meals must meet USDA nutritional standards and
4. The management of food services shall comply with all federal, state and local regulations.

All students are given the opportunity to eat lunch at school. Students are permitted to bring their lunches from home and to purchase milk and incidental items.

Senior citizens are welcome to eat lunch in the cafeterias of our schools when lunch service is provided, at regular adult prices.

The District provides for at least one employee, who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver, to be present while students are being served.

Students with Special Dietary Needs

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District. Students with dietary needs that qualify as disabilities under law will be provided reasonable accommodation.

Substitutions to regular school meals provided by the District will be made for students who are unable to eat such meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Such meals will be provided in the most integrated setting appropriate to the special needs of the student.

The nature of the student's qualifying dietary need, the reason such need prevents the student from eating regular school meals (including foods to be omitted from the student's diet), and the specific diet prescription along with suggestions for substitution must be specifically stated in the physician's statement. The District, in compliance with

the USDA Child Nutrition Division guidelines, will provide substitute meals to food-allergic students based upon the physician's signed statement.

The District shall develop and implement administrative regulations for the management of food-allergic students.

FOOD ALLERGIES

The purpose of this policy is to establish a safe environment for students with food allergies and to support parents regarding food allergy management. In accordance with State law, it is the policy of the Board to provide all students, through necessary accommodations where required, the opportunity to participate fully in all school programs and activities.

The Board takes food allergies seriously and understands that food allergies can be life threatening. Recognizing that the risk of accidental exposure to foods can be reduced in the school setting, the District administration is committed to maximizing risks and providing a safe educational environment for food-allergic students. Students with dietary needs that qualify as disabilities under State and Federal law are provided reasonable accommodations.

Substitutions to regular school meals provided by the District will be made for students who are unable to eat such meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Such meals will be provided in the most integrated setting appropriate to the special needs of the student.

The nature of the student's qualifying dietary need, the reason such need prevents the student from eating regular school meals (including foods to be omitted from the student's diet), and the specific diet prescription along with suggestions for substitution must be specifically stated in the physician's statement. The District, in compliance with the USDA Child Nutrition Division guidelines, will provide substitute meals to food-allergic students based upon the physician's signed statement.

The administration consults with parents, school nurses and other school employees, school volunteers, students and community members to gather information for the development and implementation of a food allergy plan. The plan includes, but is not limited to, schoolwide training programs regarding food allergy education, staff development regarding food allergy identification and management, allergy emergency drills, strategies for the identification of students with life-threatening food allergies and management skills including avoidance measures, designation of typical symptoms and dosing instructions for medication.

Adopted 05/08
Revised 9/22/2011
Adopted 10/10/2011
Reviewed 4/23/2012
Revised

NOTE: Findlay City Schools participates in state/federal school lunch and other funded food programs and will submit required paperwork to the appropriate agencies. A copy of all submitted reports will be kept in the office of the Food Service Director.

FOOD SALE STANDARDS

Through its food service program, the Board has a responsibility to encourage students to form healthful eating habits. Many students tend to eat non-nutritious or “junk” foods, which contribute to tooth decay, obesity, diabetes and heart disease. The Board enforces standards governing the types of food sold in the schools and the time and place at which each type of food is sold. These standards are based on the following guidelines.

1. The types of food sold in the schools are determined as to their potential to contribute significantly to the daily nutritional needs of students and to enhance the District’s nutrition philosophy and nutrition education curriculum.
2. The time of day and place for the sale of food to students must be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules for schools within the District. Separate standards may be established for the types of food to be sold to staff members and for special or extracurricular events. The following restrictions should be enforced:
 - A. Vending machines offering foods or beverages which do not meet the nutritional standards established by the District may not be operated during the school lunch period.
 - B. School fund-raising activities, such as bake sales, may not be held during the school lunch period.
3. Annually, the Food Service Supervisor reports to the Board the types of foods being sold as part of the school lunch program.
4. FCS Food Service staff are passionate about ensuring students have access to healthy school meals to support academic achievement. We never want to see a child go hungry or feel any shame during mealtimes.
 - A. No charge policies is published on menus and in the cafeteria newsletter with the lunch form. New USDA regulations mandate schools implement unpaid meal policies by the start of the 2017/2018 school year.
 - B. ~~All schools allow students and adults to charge.~~
 - C. Food Service sends parents a low balance notice when there is a balance for only 3 meals or less.
 - D. When a student exhausts their account balance, a courtesy meal is given to the student that consists of the entrée of the day or cheese sandwich and milk. If this continues, the principal will be notified.
 - E. A tray should never be taken from a child in the lunch room. Food Service staff knows this.
 - F. We work to diligently to enroll all eligible students in the free and reduced meal program.
 - G. We work to minimize the stigma associated with free and reduced meals and remove barriers for students. All students have a pin number and account. No free or reduced information is on the student account screen.
 - H. Federal and state funds cover some of the cost of free and reduced meals, but school meal programs must charge full price students to cover the cost of their meals and the labor and equipment to prepare meals.
 - I. Unpaid meal debt can become a critical problem. Food service is expected to remain in the black without adding any expenses to the Findlay City Schools Board of Education. The food service department pays for food, paper supplies, employee labor, benefits, equipment and repairs.

If you have a question or concern please contact Teresa Welty @ 419-425-8208

STUDENT WELLNESS PROGRAM

In response to the reauthorization of the Child Nutrition and Women, Infants and Children Act, the Board directs the Superintendent/designee to develop and maintain a student wellness program.

The student wellness program:

1. includes goals for nutrition education, physical activity and other school-based activities designed to promote student wellness;
2. includes nutrition guidelines for foods available through food service in the District during the school day in order to promote student health and reduce childhood obesity;
3. provides assurance that District guidelines for reimbursable school meals are, at a minimum, equal to the guidelines issued by the U.S. Department of Agriculture and
4. establishes a plan of implementation and evaluation, including designating one or more persons within the District with the responsibility for ensuring that the District is compliant with Federal law.

Development of the student wellness program must be a collaborative effort between parents, students, food service workers, administrators, the Board and the public.

Adopted 05/08/06
Reviewed 4/23/2012
Reviewed 6/ /2017

ENGLISH LEARNERS

The Board recognizes the need to provide equal educational opportunities for all students in the District. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the District, the District shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Students in a language minority or who are **English learners** are identified, assessed and provided appropriate services.

The Board directs the administration to develop and implement instruction programs that:

1. appropriately identify language minority students;
2. provide the appropriate instruction to **English learner** students to assist them in gaining English language proficiency, as well as content knowledge, in reading/language arts and mathematics and
3. annually assess the English proficiency of students and monitor their progress in order to determine their readiness for the mainstream classroom environment.

The District requires all **English learner** students to be tested. Alternative assessments may be required. Students must make yearly gains toward closing the achievement gap as defined by the State Board of Education performance targets.

English learner students who have been enrolled in U.S. schools for less than one full year **may be** exempt from one administration of the reading/language arts assessment administered to their grade levels. However, students who choose to take these tests are permitted to do so. (Assessments in math, science and social studies are not exempt.)

The District provides parents with notice of and information regarding the instructional program as required by law. Parent **and family** involvement is encouraged and parents are regularly apprised of their child's progress.

[Adoption date:]

HOMELESS STUDENTS

Children who meet the Federal definition of "homeless" will be provided a free and appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the District including:

- A. transportation services;
- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English language;
- C. programs in vocational and technical education;
- D. programs for gifted and talented students;
- E. school nutrition programs.

The District will enroll each homeless student or unaccompanied youth in the District in the school determined to be in the student's best interest. Homeless students are those who lack a fixed, regular, adequate nighttime residence. This means students who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camp grounds due to lack of alternative adequate accommodations; are living in an emergency or transitional shelters; are abandoned in hospitals.

In compliance with the McKinney-Vento Homeless Assistance Act, the District must make school placement determinations on the basis of the best interest of the student. The District presumes that keeping the homeless child or youth in the school of origin is in the child or youth's best interest, unless doing so is contrary to the request of the student's parents or guardian, or the unaccompanied youth. When considering the school of best interest, the District considers student centered factors related to the homeless child youth's best interest including factors related to the impact of mobility on achievement, education, health and safety of the child or youth and gives priority to the homeless child or youth's parent or guardian or the unaccompanied youth.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

The liaison carries out all duties required by law and coordinates services for homeless students with local social service agencies and programs.

A student who ceases to be homeless may continue to receive services until the end of the period of time for which the service was originally intended to be provided, which may be the end of the school year or the end of a program cycle.

Information about a homeless child or youth's living situation is part of the student education record and is not considered directory information.

The District complies with the Ohio Department of Education's Plan and State and Federal laws for the education of homeless students.

Adopted 4/14/08
Reviewed 6/18/2012
Revised

DRAFT

STUDENT CONDUCT POLICY

The following rules of conduct apply whenever a student is on school property, at any school-sponsored activity, or otherwise subject to the authority of school officials. These rules also apply off school property if the misconduct is connected to activities or incidents that have occurred on property owned or controlled by the District. These rules also apply off school property, if the misconduct is directed at a District official or employee or the property of a District official or employee (refer to Student Handbook).

Violation by a student of any one or more of these may result in disciplinary action, including Tuesday School, detention, suspension, emergency removal, and/or expulsion, or other alternatives deemed appropriate by the administration, including referral to the appropriate authority for prosecution. For certain serious offenses committed by a student age 16 or over, the District may also seek to have the student permanently excluded from school in accordance with Ohio law.

1. **Disruption of School** - A student shall not by use of violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause disruption or obstruction to the educational process, including all curricular and extra-curricular activities.
2. **Damage to School Property** - A student shall not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials.
3. **Damage to Private Property** - A student shall not cause, incite, or attempt to cause damage to private property on or off school premises at any school activity.
4. **Threatening or Bullying or Hazing** - A student shall not threaten or bully teachers, students or other persons.
5. **Assault and/or Fighting** - A student shall not cause physical injury, or behave in such a manner which could threaten to cause physical injury to school staff, other students, or other persons, while under the jurisdiction of the school. Students who urge others to fight may be disciplined as though they were a violator of the no fighting policy.
6. **Dangerous Activities, Weapons and Instruments** - A student shall not engage in any activity which threatens, endangers or tends to threaten or endanger the health or safety of students, teachers, other school personnel or visitors to school property or school-sponsored activities. A student shall not possess, handle, transmit or conceal any object, which might be considered a weapon or instrument of violence.

Examples of such instruments are included in but not limited to the following: lighters, guns, knives, smoke bombs, any dangerous ordnance or explosive, martial arts instruments, fireworks.

7. **Tobacco** - A student shall not smoke, use tobacco, or possess any substance containing tobacco in any area under the control of the school district or at any activity supervised by the school district. Tobacco look-a-like products, such as mint snuff, are included within the prohibitions of this rule.

Students serving as a "lookout" or aiding and abetting smokers will be disciplined as though they were violators of the no-smoking policy.

Violation of the tobacco policy will result in progressive forms of discipline:

- 1st offense for possession will result in a warning followed by detentions.
- Subsequent offenses for possession and offenses involving the use of tobacco will result in suspension.
- Expulsion will be recommended for students suspended three (3) times for violation of the tobacco policy.

Student handbooks published by the various buildings in the school system shall include the following statement:

Students serving as a "lookout" or aiding and abetting smokers will be disciplined as though they were violators of the no-smoking policy.

"No student shall be in possession of tobacco, including smokeless tobacco, or use tobacco within any school building, on school property, or at any activity supervised by the school district."

8. **Narcotics, Alcoholic Beverages, Caffeine Pills, and Stimulant Drugs, PRE-SCRIPTION MEDICATIONS, and Other Pills/SUBSTANCES** - A student shall not display, possess, attempt to sell, transmit, attempt to transmit, purchase, attempt to purchase, use or have used any steroid, narcotic drug, hallucinogenic drug, amphetamine, caffeine pills, barbiturate, marijuana, alcoholic beverage or beverage promoted as an alcoholic substitute, inhalant, drug paraphernalia, other pills/ substances, or any other mind-altering substance within any school building, on school property, during open lunch or while participating in or attending school or school-sponsored activities. This includes possession, sale and/or distribution of prescription drugs and over-the-counter medications.

A student shall not use, possess, distribute, attempt to distribute, sell, purchase, attempt to purchase or package any counterfeit or look-alike drug. Empty alcohol containers are also prohibited on school property. A counterfeit controlled substance is defined as:

- a. any drug that bears, or whose container or label bears a trademark, trade name, or identifying mark without authorization of the owner.
- b. any substance that is represented as a controlled substance.
- c. any substance other than a controlled substance that a reasonable person would believe to be a controlled substance.

9. **Theft** - A student shall not take, attempt to take, or possess the property or equipment of the school district or the property of another student, teacher, visitor, or employee of the school district.

10. **Frightening, Degrading, or Disgraceful Acts** - A student shall not engage in any hazing or other act which frightens, degrades, or tends to frighten, degrade, disgrace or harass a teacher, student, or other person by written or verbal, or by means of gestures.
11. **Insubordination** - A student shall not disregard or refuse to obey reasonable directions given by school personnel.
12. **School Transportation** - All students shall obey all reasonable directions given by bus drivers and comply with basic safety regulations.
13. **Dress and Appearance** - A student shall not dress in a manner that will present health or safety problems or cause disruption of class. Examples of inappropriate dress include, but are not limited to:
 - a. hats or coats during the school day (6:30 A.M. - 4:00 P.M.)
 - b. spiked bracelets or necklaces or long linked chains as decorative apparel.
 - c. book bags. Book bags are not to be taken to classrooms or worn in the hallways other than when entering or leaving the building.
14. **Truancy/Excessive Absence/Tardiness** – See Administrative Procedure and Letters - 9.06a.
15. **Sexual Harassment** - A student shall not display unwelcomed sexual advances, request sexual favors, and/or present other verbal or physical conduct of a sexual nature.
16. **Repeated Violations of Directions, Policies, Rules, Etc.** - A student shall not repeatedly fail to comply with direction, policies, rules, etc. of a teacher, student teacher, substitute teacher, teacher's aide, principal, or other authorized school personnel, during any period of time when the student is under the authority of any such school personnel.
17. **Altered or Forged Passes** - A student shall not alter, forge, or use a fraudulent pass/ excuse.
18. **Public Display of Affection** - A student shall not commit an inappropriate display of affection and bodily contact beyond hand holding while on the school premises, or while in the custody of the school, or in the course of a school-related activity.
19. **Profanity/Obscene Language/Swearing** - Profanity/obscene language will not be tolerated on school property. While your freedom of expression may be appealing to some, others may resent your lack of knowledge of the English language. No material may be printed, distributed, or circulated if it contains obscene or defamatory material and/or would tend to disrupt the educational process and interfere with the rights of others to express or receive ideas or opinions.
20. **Extortion** - A student shall not compel or attempt to compel any student, school employee or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation.

21. **Ethnic Slur and/or Intimidation** - The Findlay City School Administration recognizes that, in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, or religion, have the right to an education in an atmosphere free of all forms of slurs, disparagement and intimidation. The Administration further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools. Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might be fighting, vandalism, or threats and would be punishable under one or more section of the Code of Conduct.

22. **Bomb Threats** - A student shall not make any bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

DUE PROCESS
(Out-of-School Suspensions, Expulsions and Removals)

Due process for out-of-school suspensions, expulsions and removals will be in accordance with O.R.C. Section 3313.66. No due process guarantees are implied as to any in-school suspension (defined as a suspension where the student will serve all of the suspension in a school setting. With respect to the suspension of any student from any particular extra-curricular activities, no due process guarantees beyond what appears in O.R.C. Section 3313.664 are implied. The Superintendent may prohibit a student from participating in a particular or all extra-curricular activities independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. Similarly, the Athletic Director, relevant coach, or director, may prohibit a student from any particular or all extra-curricular activities falling within such person's responsibility independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. The period of such a suspension shall not extend beyond one calendar year from the time the suspension is imposed.

When out-of-school suspension is imposed the student may not attend school or extra-curricular activities and class work may be made-up for credit or partial credit at the discretion of the appropriate principal. Suspensions may be considered an excused or unexcused absences at the discretion of the appropriate principal. No high school credit will be given for any post-secondary course taken by a student any portion of which was taken during the period of an expulsion from school.

ZERO-TOLERANCE POLICY ON VIOLENT OR DISRUPTIVE BEHAVIOR
AND EXCESSIVE TRUANCY

The primary objective for public schools is to educate students in a safe environment. This objective is undermined by violent, disruptive, or inappropriate behavior, and excessive truancy. In compliance with O.R.C. Section 3313.534 and in order to facilitate the learning process, the Board adopts this zero tolerance policy, which expressly prohibits all violent, disruptive, or other inappropriate behavior by District students, and excessive truancy. In addition, the Board has established strategies which range from prevention to intervention to help eliminate violent, disruptive, or inappropriate behavior, and excessive truancy.

Under this policy, students must refrain from any and all violent, disruptive, or inappropriate behavior, and excessive truancy. Students must comply with all school rules and regulations, which includes the District's student conduct policy and policy on student truancy. Likewise, students must follow the directives of all teachers, administrators, and other school personnel. This policy applies to students at the same times and places that the District's student conduct policy applies to students.

Students who fail to adhere to this policy will face appropriate disciplinary action, which may range from a warning to a suspension to an expulsion to permanent exclusion, depending on the particular circumstances including the severity of the offense, the student's prior record, the threat posed to the well-being and property of others, and any other circumstance that may be aggravating or extenuating in the specific case. The Board actively will cooperate in the prosecution of students who commit acts violating any laws of the State of Ohio or any of its political subdivisions. The Board, in cooperation with the District's attendance officer, will also affirmatively pursue students who are excessively truant. Students are expected to report any suspected violation of this policy to the school principal.

The District's student conduct policy lists some, but not all, of the types of conduct for which students may face disciplinary action under this policy.

Revised 6/13/05
Adopted 10/09/06
Adopted 5/29/07
Reviewed 6/18/2012
Revised

STUDENT SUSPENSION

The Superintendent, principal or assistant principal may suspend a student from school for disciplinary reasons outlined in the student code of conduct. Suspensions will be issued in accordance with the ORC Section 3313.66 and 3313.661. No period of suspension will be for more than ten (10) school days. The guidelines listed in the administrative manual will be followed for all suspensions, including those of in-school suspension.

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his actions.
3. Attempts will be made to notify parents or guardians by telephone if a suspension is issued.
4. By the end of the next school day a letter will be sent to the parent or guardian stating the specific reasons for the suspension and including notice of their right to appeal such action.
5. If it is an out-of-school suspension, the student is not allowed on any Findlay City Schools property or at any school activity. Violation of this rule may result in charges of trespassing being filed.
6. If at the time a suspension is imposed, there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent may not apply any remaining part or all of the period of the suspension to the following school year.

A suspension may be appealed, within 15 school days of a principal's suspension decision, to the Superintendent (or his/her designee) by a student who is eighteen years of age or older or a parent (guardian). Although the student will generally serve the suspension upon notification, the principal, at his/her discretion may hold the enforcement of the suspension until after the outcome of the appeal is determined. If appeal reverses the suspension, the record will be expunged and the student will have the right to make up all work.

Within 15 school days of the Superintendent's decision to affirm a suspension, a student who is eighteen years of age or older or a parent (guardian) may appeal the Superintendent's decision to the Board (or its designee), and may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing which will be held in executive session at the request of the student, parent(s), or guardian(s). Formal action on the appeal must be made in public session.

Adopted 1/27/97
Revised 1/28/02
Revised 6/13/05
Adopted 4/14/08
Reviewed 6/18/2012
Revised

ATTENDANCE

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

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

A student cannot be out of school suspended, expelled or removed from school solely because of unexcused absences.

The Board considers the following factors (see attendance procedure 9.06a for unexcused and excessive absence information or 9.16a1 for basic attendance procedure) to be reasonable excuses for time missed at school:

- A. Personal illness (an original written physician’s statement verifying the illness may be required)
- B. Illness in the family necessitating the presence of the child
- C. Quarantine of the home
- D. Death in the family
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian (s)
- F. Observation or celebration of a bona fide religious holiday
- G. Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity
Any classroom assignment missed due to the absence shall be completed by the student.
- H. Such good cause as may be acceptable to the Superintendent

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

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

When a child of compulsory school age is absent with or without legitimate excuse from school for thirty-eight (38) or more hours in on school month, or sixty-five (65) or more hours in a school year the attendance case manager will notify the parent in writing. At the time notice is given, the school also may take any appropriate action as an intervention strategy, such as:

- 1- place the student on Attendance Watch
- 2- provide counseling
- 3- request or require the parent/guardian to attend a parental education/involvement program or mediation program

- 4- implement an absence intervention plan that will vary based on the individual needs of the student
- 5- Make community referrals to provide assistance as appropriate to the student and their families in reducing absences
- 6- Notify the registrar of motor vehicles under ORC 3321.13
- 7- Take legal action under section 2919.222, 3321.20, or 3321.38 of the ORC

The District shall report to the department of education, in a format provided by the department of education, any of the following occurrences:

- 1- When a notice is submitted to a parent/guardian of a student's absence that has reached thirty-eight hours in one school month, or sixty-five or more hours in a school year
- 2- When a child of compulsory school age has been absent without legitimate excuse from school for thirty or more consecutive hours, forty-two hours or more in one school month, or seventy-two hours or more in a school year
- 3- When a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violated the court order regarding that adjudication
- 4- When an absence intervention plan has been implemented for a student

The Board shall prohibit out of school suspending, expelling or otherwise preventing a student of compulsory school age from attending school for excessive absences as prescribed by ORC 3313.668.

By Mat 1st of each school year, the secondary principals and the elementary principals will meet as two separate bodies with the attendance case manager to updated procedures pertaining to attendance.

For the ensuing school year, these procedures will be included in each school handbook and submitted to the Board by the first meeting in June.

Adopted 1/27/97
Reviewed 6/13/05
Reviewed 6/18/12
Revised



LOSS OF DRIVING PRIVILEGES

The District may request the loss of driving privileges for a student.

A. Withdrawal Under Age 18

When the superintendent or designee of the District receives information that a student of compulsory school age has withdrawn from school, the Superintendent or designee must within two (2) weeks after the withdrawal, notify the registrar of motor vehicles and the juvenile judge of Hancock County. Such notification is not necessary if a student has withdrawn because of change of residence, or the student is enrolled in and attending, in accordance with school policy an approved program to obtain a diploma or its equivalent.

After receiving such information from the Superintendent or designee, the registrar of motor vehicles is required to suspend temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain on effect until the student reaches 18 or until the denial of driving privileges is terminated for another reason allowed under the Ohio law.

B. Students Habitually Absent

When the Superintendent or designee of the District receives information that a student of compulsory school age has been absent without legitimate excuse for more than sixty (60) consecutive hours in a single month or for at least ninety (90) hours in a school year, the following procedure will apply:

1. The Superintendent or designee will notify, in writing, the student and the student's parent, guardian, or custodian and state that information regarding the student's absences has been provided to the Superintendent or designee, and a result of that information, the student's driving privileges will be denied. Such notification will also state that the student and the student's parent, guardian or custodian may appear before the Superintendent or designee to challenge the information provided to the Superintendent.
2. The notice from the Superintendent or designee to the student must include the scheduled time, place and date of the hearing, which must be scheduled between three and 5 days after the notification is given. An extension may be granted by the Superintendent or designee upon the request of the student, parent, guardian or custodian. The Superintendent or designee must then notify the student, and the parent, guardian or custodian of the new hearing time, place, and date.
3. At the hearing before the Superintendent or designee, the student will have an opportunity to present evidence that he has not been habitually absent without legitimate excuse. Ohio law defines "legitimate excuse" for absences from school to include, but not limited to; 1) enrollment in another school or school district in Ohio or another state, 2) possession of an age

and schooling certificate under ORC 3331.01, or 3) participation in home instruction program under ORC 3321.04.

4. If habitually absent student does not appear at a hearing before the Superintendent or designee, or if the student does not convince the Superintendent or designee that the absences were legitimate, the Superintendent or designee must notify the registrar of motor vehicles and the juvenile judge of Hancock County. Such notification must be given to the registrar and the juvenile judge within two (2) weeks of receipt of the information regarding the habitual absences, or, if a hearing for the student is held, within two (2) weeks after the hearing.

The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license.

Denial of privileges will remain in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by Ohio law.

C. Suspension or Expulsion for Possession or Use of Alcohol or Drugs

Whenever a student is suspected or expelled from school in accordance with ORC 3313.66 for the possession of alcohol or drugs, the Superintendent or designee will notify the registrar of motor vehicles and the juvenile judge of Hancock County of the suspension or expulsion. Driving privileges may be restored once the Superintendent or designee notifies the registrar that the student has satisfied any conditions established by the Superintendent or designee.

Notification to the registrar of motor vehicles and the Hancock County juvenile judge must comply with ORC 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

In accordance with Ohio Law, a student whose privileges have been denied can file a petition with the juvenile court of Hancock County.

Adopted 1/27/97
Reviewed 6/13/05
Reviewed 6/18/12
Revised

SUICIDE/CRISIS INTERVENTION

The Board of Education recognizes that depression and self-destruction are problems of some children and adolescents. This will always be the case, where it may not always be of increasing severity.

A student who suffers the psychological disability of depression cannot benefit fully from the educational program of the schools, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students.

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

The Superintendent shall develop and implement procedures whereby school personnel understand how to use a suicide intervention process.

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

Adopted 10/27/14

Reviewed

SUICIDE/CRISIS INTERVENTION PROCEDURE

This procedure has been developed as a proactive guideline to assist our staff. Also, under ORC 3319.073, staff members who work as a nurse, teacher, counselor, school psychologist or licensed administrator must take Suicide Prevention Training.

The Superintendent directs pertinent school personnel to be alerted to the student who exhibits signs of unusual depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness and should be reported immediately to the building principal. (See Warning Signs and Resource page 4). The principal may, if the circumstances so warrant, appoint a school counselor or other staff member to remain with the student. If a student is already receiving services, the referral should be made to his/her current provider, if the student has no current provider, the referral should be made to FRC for crisis intervention.

The student's parent or guardian shall be notified of any referral to mental health services and of any recommendation for therapy. In the event that the student's parent or guardian objects to the recommended treatment or indicates an unwillingness to cooperate in the best interest of the student, the principal may contact an appropriate public or private agency. In the event parents/guardians are unavailable, the principal will act in loco parentis (in place of the parent) and make decisions in the best interest of the student.

SUICIDE INTERVENTION PROCESS

Any time a staff member encounters a situation in which a student appears to be contemplating suicide the following process should be followed.

Step One- Stabilize the Situation

- A. Under no circumstances is a suicidal student to be left alone.
- B. Converse with the student immediately to determine if s/he has any dangerous instrument (weapon, substance, or other material capable of inflicting a mortal wound) on or nearby his/her person.
- C. Take appropriate steps to immediately remove any dangerous instrument from the student and the student's environment. (Safety for all involved is a primary consideration)
- D. If the student will agree, accompany him/her to a prearranged, nonthreatening place away from other students and other people but where there is another adult and a telephone close by. If the principal can be notified without leaving the student, do so as quickly as possible. If the student will not agree, stay calm and remain with him/her until someone comes.

Either the principal (if available) or the staff member should proceed to Step Two without delay.

If, in the opinion of the principal, the student requires professional intervention, the student may be referred to appropriate mental health services.

- A. Stay relaxed and talk calmly to the student to assess the risk of the student harming himself/herself. Listen intently to what the student is saying and avoid giving advice. Keep questions nonjudgmental.
- B. If the student will not relinquish a dangerous instrument, use EXTREME RISK PROCEDURE. (Step Three A) Indicators of extreme risk include: possession of a weapon; brandishing a weapon; already inflicted self-harm.
- C. If the student is in imminent danger of harming himself/herself, use SEVERE RISK PROCEDURE (Step Three B). Indicators of severe risk include: recent crisis or loss; symptoms of depression and: high level of agitation; delusions or hallucinations; substance abuse; thoughts of suicide; has access to means; previous attempts; no support system; feelings of hopelessness; impulsivity; unwilling to receive help.
- D. If the student is not in imminent danger of harming himself/herself, use MODERATE RISK PROCEDURE (Step Three C). Indicators of moderate risk include: recent crisis or loss; symptoms of depression; no specific plan; no access to means; no known previous attempt; support system present; future plans/hopefulness; willing to accept help.

Step Three-Take Appropriate Action

- A. EXTREME RISK PROCEDURE
 1. Contact the police or 911.
 2. Keep the student engaged in conversation as well as reassuring him/her until the police arrive.
 3. After the police arrive, and if good rapport has been established with the student, remain present to provide continuity and support as the police attempt to get the student to relinquish the dangerous instrument. (safety for all involved is a primary consideration)
 4. Contact the student's parents/guardians and inform them of what has transpired and of the actions being taken.
- B. SEVERE RISK PROCEDURE
 1. Determine if the student's distress is the result of parental abuse, neglect, or exploitation. If so, notify Children's Services immediately, give them the facts, request them to intervene, and follow their instructions. If not, call the Family Resource Center (or Century Health or other private vendor) immediately, give them the facts, request them to intervene, and follow instructions.

The Agency may advise the school to have the family take the child to either the behavioral health agency or emergency department at Blanchard Valley Regional Health Center for a more thorough assessment to determine need for hospitalization.
 2. If neither agency will intervene before the end of the school day, call the emergency squad.
 3. Make sure the student's parents have been contacted and request that they come to the school to discuss safety concerns. (This may include the behavioral health provider with parent consent.)

C. MODERATE RISK PROCEDURE

1. Try to determine the reason(s) for the student's distress. Contact the parents, give them the facts, and ask them to come to the school right away.
2. Assist the parents in making contact with an agency or resource person who can provide appropriate intervention.

Step Four-Communicate

- A. Inform the appropriate members of the District staff of the facts and the actions being taken. Alert them that they need to observe the District's confidentiality requirements, although the occurrence was not something that developed during counseling.
- B. Keep good notes of the situation on 9.24aF1.

Step Five- Follow-up

- A. Confirm arrangements have been made for long-term clinical and/or support services. If services have not been made then report to children services.
- B. Maintain continuing contact with the student to communicate interest in his/her welfare and support of the long-term services being provided.
- C. Remain alert to the possibility of "copy-cat" suicide attempts by others students.
- D. Evaluate the entire process for improvements.

SUICIDE POSTVENTION PROCESS

If, in spite of all intervention efforts, a suicide should occur, implement the Building Crisis Intervention. Complete the suicide report form and return to building principal.

At the request of the School, and in collaboration with the Agency, a CISM (Critical Incident Stress Management Team) may be deployed to assist the school with the incident.

If additional guidance is needed contact the Crisis Hotline at 1-888-936-7116 or the American Association of Suicidality, 4201 Connecticut Ave., Washington, D.C. 20008. (202) 237-2280.

Warning Signs and Resources

Warning signs are the changes in a person's behaviors, feelings, and beliefs about oneself that indicate risk.

Indirect Verbal Cues

"You'd be better off without me"
"I'm so tired of it all"
"What's the point in living?"
"I won't need this anymore"
"Who cares if I'm dead anyway?"

Direct Verbal Cues

"I wish I were dead"
"I'm going to end it all"
"I believe in suicide"
"If 'such and such' doesn't happen, I'll kill myself"
"I'm afraid of doing something stupid"

Early Warning Signs

Difficulties in school
Feeling sad, angry
Eating/sleeping disturbance
Restlessness, agitation, anxiety
Feeling like a failure, self-criticism
Pessimism
Difficulty concentrating
Preoccupation with death
Personality change
Substance use/ abuse
Family member died by suicide

Late Warning Signs

Actual talk of suicide, death
Dropping out of usual activities
Isolating from family and peers
Refusing help, feeling "beyond help"
Making a last will and testament
Giving away favorite possessions
Offering verbal clues about the wish to die

**At no time should the youth that presents with a safety concern be sent home without parent contact or evaluation deemed necessary by the school counselor/principal. The at-risk student should not be left unattended until released to the appropriate person.

**Children Services is not the appropriate contact for this type of safety concern as this is not an abuse/neglect issue

Resources:

Family Resource Center.....Jenny Sterling, Chief Clinical Officer 419-422-8616

Day time office number 419-422-8616

After Hours 7 pm M-Th, 5pm Fri-8am Monday 419-420-5842

Century Health.....Nancy Stephani, Director of Emergency Services 419-425-5050

Crisis Hotline (24/7).....1-800-936-7116

Critical Incident/Stress Management.....Rick Skilliter, CISM Coordinator 419-235-9546

Children's Protective Services.....Angela Huff, Intake Supervisor 419-429-8004

Angie Rader, Director 419-429-8079

Adopted 1/2004

Revised 10/27/2014

Revised

Findlay City Schools Title 1 Parent/Family Involvement Policy

GENERAL EXPECTATIONS

Findlay City Schools put into operation programs, activities and procedures for the involvement of parents/families in all of its schools with Title I, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents/families of participating children.

- Consistent with Section 1118, Findlay City Schools will work with its schools to ensure that the required school-level parental/family involvement policies meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school-parent/family compact consistent with Section 1118(d) of the ESEA.
- Findlay City Schools will incorporate this district-wide parental/family involvement policy into its LEA plan developed under Section 1112 of the ESEA.
- In carrying out the Title I, Part A parental/family involvement requirements, to the extent, Findlay City Schools and its schools will provide full opportunities for the participation of parents/families with limited English language, parents/families with disabilities, and parents/families of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request and, to the extent practicable, in a language parents/families understand.
- If the LEA plan for Title 1, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents/families of participating children, the school district will submit any parent/family comments with the plan when the school district submits the plan to the Ohio Department of Education.
- Findlay City Schools will be governed by the following statutory definition of parental/family involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental/family involvement means the participation of parents/family in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring:

 - *That parents/families play an integral role in assisting their child 's learning;*
 - *That parents/families are encouraged to be actively involved in their child 's education at school;*
 - *That parents/families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child*

DESCRIPTION OF FINDLAY CITY SCHOOLS' PARENTAL/FAMILY INVOLVEMENT POLICY COMPONENTS

Findlay City Schools will take the following actions to involve parents/families in the joint development of its district wide parental/family involvement plan under Section 1112 of the ESEA:

- Include parent/family representation on the District Leadership Team
- Include the Findlay City Schools Parent Mentor as needed in the planning process

Findlay City Schools will take the following actions to involve parents/families in the process of school review and improvement under Section 1116 of the ESEA:

- Include parent (s)/families in the strategic planning process
- Include parent/family representation on the District Leadership Team

Findlay City Schools will provide the following necessary coordination, technical assistance and other support to assist Title 1 schools in planning and implementing effective parental/family involvement activities to improve student academic achievement and school performance:

- Title One teachers will meet regularly with Title One Coordinator in order to provide support for designing parental/family involvement activities
- A shared file will be housed on the district server in order to share materials, best practices, and activities to foster parental/family involvement

Findlay City Schools will take the following actions to conduct, with the involvement of parents/families, an annual evaluation of the content and effectiveness of this parental/family involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents/family in parental/family involvement activities with particular attention to parents/families who are economically disadvantaged, are disabled, have limited English language, have limited literacy, or are of any racial or ethnic minority background. Findlay City Schools will use the findings of the evaluation about its parental/family involvement policy and activities to design strategies for more effective parental/family involvement, and to revise (if necessary and with the involvement of parents/families) its parental/family involvement policies.

- Findlay City Schools will hold an annual meeting to invite parents/families to contribute to the Title 1 programming
- Each school in Findlay City Schools will conduct a parent/family survey in order to foster parent/family involvement and to seek ways to improve parent/family involvement.
- Title 1 teachers will participate in parent/family-teacher conferences in order to develop relationships with parents/families in order to increase parent/family involvement.
- Fostering and encouraging parents/families to participate in the education of their child, as well as providing information on how to do just that.
- Coordinating and integrating, as appropriate, parent/family involvement programs/activities.

- Ensuring, as much as possible, information sent home is in the language and form parents/families can understand.
- Using community resources in parent/family involvement.
- Removing barriers to parent/family attendance at parent/family activities (child care, disability accessibility, transportation, home visits, etc.).
- Offering school volunteer opportunities

Findlay City Schools will build the schools' and parents' capacity for strong parental/family involvement, in order to ensure effective involvement of parents/families and to support a partnership among the school involved, parents/families, and the community to improve student academic achievement, through the following activities:

- Findlay City Schools will, with the assistance of its Title I, Part A schools, provide assistance to parents/families of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described.
- The state's academic content standards
 - teachers and administrators will review the state standards with parents/families at Open House, conferences, and through communication throughout the school year via classroom/school communications
- The state's student academic achievement standards
 - teachers and administrators will provide information and explanation of the academic achievement standards through conferences, online resources, and communications throughout the school year
- The state and local academic assessments including alternate assessments
 - teachers and administrators will provide information and explanation of the academic achievement standards through conferences, online resources, and communications throughout the school year
 - the Findlay City Schools Parent Mentor will be included as needed
- How to monitor their child's progress
 - teachers and administrators will provide support and explanation for monitoring student progress through parent/family meetings, sample monitoring methods, regular communications, and providing results from classroom performance
 - Assisting parents/families in their understanding Core Content State Standards and student performance standards and the state and local assessments so that parents/families can monitor and support their student's learning.

Findlay City Schools will, with the assistance of its schools, provide materials and training to help parents/families work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental/family involvement by:

- Conducting parent/family involvement/literacy nights
- Provide parent/family friendly materials to aide in helping children with the expected skills

- Meeting with parents/families in order to help them understand methods to help in their child's academic success
- Provide newsletter and other communications to provide continuous interactive training opportunities

Findlay City Schools, with the assistance of its schools and parents/families, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with and work with parents/families as equal partners in the value and utility of contributions of parents/families, and in how to implement and coordinate parent/family programs and build ties between parents/families and schools by:

- Participating in professional development opportunities to learn how to improve parent/family involvement by sharing best practices
- Create a district wide folder on the Findlay City Schools server to share information to improve the implementation of parent/family programs

Findlay City Schools will take the following actions to ensure that information related to the school and parent/family programs, meetings and other activities, is sent to the parents/families of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents/families can understand:

- Title 1 teachers will review materials with parents/families at parent/family-teacher conferences
- Schools will hold a parent/family night where they will be present to explain the materials and support parents/family as needed
- General Title 1 information will be uniform through all schools and presented in user friendly language and format

DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

Findlay City Schools will strive to involve parents/families in the development of training for teachers, principals and other educators to improve the effectiveness of that training to:

- Provide necessary literacy training for parents/families
- Pay reasonable and necessary expenses associated with parental/family involvement activities, including transportation and child care costs, to enable parents/families to participate in school-related meetings and training sessions
- Provide resources to train parents/families to enhance their involvement in their child's education
- Maintain open communication and training opportunities through regular newsletters and/or additional materials

In order to maximize parental/family involvement and participation in their children's education Findlay City Schools will:

- Offer to conduct home visits
- Vary the times of meetings to meet the needs of working schedules
- Conduct phone conferences
- Provide a resource packet if a face to face meeting is not possible
- Provide parent/family nights to foster a welcoming and safe atmosphere

ADOPTION

Findlay City Schools as developed this District Wide Parental/Family Involvement Policy to foster parent/family involvement in Title 1 schools. It is the goal of this policy to include, inform, and foster quality relationship with parents/families who have children involved in Title 1 programming.

Adopted

FINDLAY CITY SCHOOL
 Findlay, Ohio
2017/2018 School Calendar

Convocation/Building & Dept. Meetings	Tuesday, August 15, 2017
First Day for Students	Wednesday, August 16, 2017
Teacher In-Service – NO SCHOOL for students	Friday, September 1, 2017
Labor Day – NO SCHOOL	Monday, September 4, 2017
Teacher-in-Service – NO SCHOOL for students	Friday, September 29, 2017
Parent/Teacher Conferences – NO SCHOOL	Mon. & Tues., Nov. 20 & 21, 2017
Fall Break	Wed., Thurs. & Fri., Nov. 22, 23 & 24, 2017
Winter Break	Wednesday, December 20, 2017 – Tuesday, January 2, 2018
Students First Day Back to School	Wednesday, January 3, 2018
Martin Luther King Day – NO SCHOOL	Monday, January 15, 2018
In-Service Day – NO SCHOOL for students	Monday, February 19, 2018
Spring Break – NO SCHOOL	Monday, March 26 - Friday, March 30, 2018
Last Day for Students (178 Days)	Thursday, May 24, 2018
Clerical Day for Teachers	Friday, May 25, 2018
Findlay High School Commencement	Saturday, May 26, 2018

(All Millstream students will follow the Findlay City Schools Calendar)

9-Week Grading Periods

First 9-Week Grading Period	08/16/17 – 10/20/17	45 days
Second 9-Week Grading Period	10/23/17 – 01/05/18	40 days
Third 9-Week Grading Period	01/08/18 – 03/16/18	48 days
Fourth 9-Week Grading Period	03/19/18 – 05/24/18	<u>44 days</u>

TOTAL DAYS IN SESSION for students = 177 days

- New Teacher Orientation: ~~8/11 and 8/14~~ **8/10 and 8/11**
- Convocation 8/15

Two-Hour Delay Dates for Teacher In-Service:

Friday, October 6, 2017	Thursday, December 7, 2017	Monday, January 08, 2018
Friday, February 9, 2018	Friday, March 9, 2018	Friday, April 6, 2018
Friday, May 4, 2018		

****Parent Teacher Conferences may be scheduled on different dates at specific buildings and count as 2 school days.****

Approved: 1/11/16
 Revised 6/26/17

FINDLAY CITY SCHOOL
Findlay, Ohio
2018/2019 School Calendar

Convocation/Building & Dept. Meetings	Tuesday, August 14, 2018
First Day for Students	Wednesday, August 15, 2018
Teacher In-Service – NO SCHOOL for students	Friday, August 31, 2018
Labor Day – NO SCHOOL	Monday, September 3, 2018
Teacher-in-Service – NO SCHOOL for students	Friday, September 28, 2018
Parent/Teacher Conferences – NO SCHOOL	Mon. & Tues., Nov. 19 & 20, 2018
Fall Break	Wed., Thurs. & Fri., Nov. 21, 22 & 23, 2018
Winter Break	Thursday, December 20, 2018 – Wednesday, January 2, 2019
Students First Day Back to School	Thursday, January 3, 2019
Martin Luther King Day – NO SCHOOL	Monday, January 21, 2019
In-Service Day – NO SCHOOL for students	Monday, February 18, 2019
Spring Break – NO SCHOOL	Monday, April 15 - Friday, April 19, 2019
Last Day for Students (178 Days)	Thursday, May 23, 2019
Clerical Day for Teachers	Friday, May 24, 2019
Findlay High School Commencement	Saturday, May 25, 2019

(All Millstream students will follow the Findlay City Schools Calendar)

9-Week Grading Periods

First 9-Week Grading Period	08/15/18 – 10/19/18	45 days
Second 9-Week Grading Period	10/22/18 – 01/04/19	40 days
Third 9-Week Grading Period	01/07/19 – 03/15/19	48 days
Fourth 9-Week Grading Period	03/18/19 – 05/23/19	<u>44 days</u>

TOTAL DAYS IN SESSION = 177 days

- New Teacher Orientation: 8/10 and 8/13
- Convocation 8/14

Two-Hour Delay Dates for Teacher In-Service:

Friday, October 5, 2018	Thursday, December 6, 2018	Monday, January 7, 2019
Friday, February 8, 2019	Friday, March 8, 2019	Friday, April 5, 2019
Friday, May 3, 2019		

****Parent Teacher Conferences may be scheduled on different dates at specific buildings and count as 2 school days.****

Adopted: 1/11/16
Revised 6/26/17

June 23, 2017

Millstream Career Center
New Classroom Construction Project
Bid Evaluation

Peterman Associates Project No. 170101

In reviewing the bid submitted by Helms Construction, we contacted several of their prior project references that were listed in their bid submittal, and have determined that Helms Construction completed the projects in a timely manner and on budget, with acceptable pricing for any additions or change orders that came up during the various projects offering their expertise to resolve the situations at hand.

It was noted during the review that a fire suppression subcontractor and a framing and drywall subcontractor were not listed. Helms Construction was contacted regarding these items. They stated that fire suppression was included in their bid and their subcontractor is Shambaugh and Son. They also stated while they had framing and drywall quotes from subcontractors they might be self-performing this work.

A question was raised as to whether or not Helms Construction included data cabling in their bid. This question was asked of Helms Construction and they stated that they have included data cabling in their price.

With this being noted, it is our opinion that Helms Construction is a qualified contractor and recommend award to Helms Construction.

Todd M. Jenkins, P.E.
Director of Operations

PETERMAN ASSOCIATES INC.
ARCHITECTS-ENGINEERS-INSPECTORS-SURVEYORS
3480 North Main Street
Findlay, Ohio 45840
Phone (419) 422-6672
Fax (419) 422-9466
www.petermanaes.com