THE MINUTES OF THE REGULAR SESSION OF THE
XENIA COMMUNITY SCHOOLS BOARD OF EDUCATION

March 11, 2013

Roll Call
The Xenia Community Schools Board of Education met in regular session on the eleventh day of March, 2013 at 7:30 p.m. at the Xenia Community Schools Board of Education, Xenia, Ohio. The meeting was called to order by President Steven Alex and the roll was answered as follows: Mr. Steven Alex, present; Mrs. Lee Rose, present; Dr. R. P. Dillaplain, present; Mrs. Barbara Stafford, present; and Mr. William Spahr, present.

Pledge of Allegiance
Mr. Steven Alex led the audience in the Pledge of Allegiance.

Recognition
Recognition of a Board Member
The Superintendent recognized William Spahr for 20 years of school board service

Presentations
The Community Perception Survey
Paul Fallon presented to the Board a report on The Community Perception Survey.

Strategic Plan and Race to the Top Update
Mark Manley presented updates on the Strategic Plan and Race to the Top.

68-13 Amend Agenda
Mr. Alex moved, seconded by Mrs. Stafford to amend the agenda to include item #27 to the agenda.

Vote: Alex Aye, Stafford Aye, Spahr Aye, Dillaplain Aye, Rose Aye.

The President declared the motion passed.

69-13 Approve Amended Agenda
Mr. Alex moved, seconded by Mrs. Rose to approve the amended agenda with item #9 and #10 removed.

Vote: Alex Aye, Rose Aye, Dillaplain Aye, Stafford Aye, Spahr Aye.

The President declared the motion passed.
THE MINUTES OF THE REGULAR SESSION OF THE
XENIA COMMUNITY SCHOOLS BOARD OF EDUCATION

March 11, 2013

Treasurer’s Office

70-13
Approval of January 14, 2013 Regular Meeting Minutes

Upon recommendation of the Treasurer, Mr. Spahr moved, seconded by Mrs. Rose to approve the minutes of the regular meeting and executive session held January 14, 2013, as attached.

71-13
Resolution to Amend the January 14, 2013 Minutes

Mr. Alex moved, seconded by Mrs. Stafford to amend the January 14, 2013 minutes, page A-10, Good of the Order comments, specifically a quote attributing under the remarks made by Dr. Dillaplain as follows:

“And there is one final thing I would like to mention. Dr. Piotrowski, I would like to personally congratulate you on your accomplishments. I understand that you have had several career opportunity interviews throughout the State. I have heard about the positive impressions you have made with these other Boards of Education. This makes our District proud. I am confident that during these endeavors for career advancement that you are able to continue to provide the support and leadership you have given the District since your first day. Again may I congratulate you on your recent positive endeavors?”

and to strike the comment and replace it with the comment provided by Mr. Alex prior to Dr. Dillaplain’s communication to read as follows:

“Dr. Dillaplain offered congratulations to Superintendent Piotrowski with her recent interview success and expressed the hope that she was still finding the time to fulfill her normal duties to Xenia Community Schools.”

Vote: Alex Aye, Stafford Aye, Spahr Aye, Dillaplain Nay, Rose Aye.

The President declared the motion passed.

70-13
Approval of Amended January 14, 2013 Regular Meeting Minutes

Upon recommendation of the Treasurer, Mr. Spahr moved, seconded by Mrs. Rose to approve the amended minutes of the regular meeting and executive session held January 14, 2013, as attached.

Vote: Spahr Aye, Rose Aye, Dillaplain Nay, Stafford Aye, Alex Aye.

The President declared the motion passed.

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THE MINUTES OF THE REGULAR SESSION OF THE
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72-13
Approval of
February 11, 2013
Regular Meeting
Minutes

Upon recommendation of the Treasurer, Mrs. Stafford moved, seconded by
Mr. Spahr to approve the amended minutes of the regular meeting and
executive session held February 11, 2013, as attached.

Vote: Stafford Aye, Spahr Aye, Dillaplain Nay, Rose Aye, Alex Aye.

The President declared the motion passed.

73-13
Financial
Statements

Upon recommendation of the Treasurer, Dr. Dillaplain moved, seconded by
Mr. Spahr to approve the financial statements for February 28, 2013, as
attached.

Vote: Dillaplain Aye, Spahr Aye, Stafford Aye, Rose Aye, Alex Aye.

The President declared the motion passed.

74-13
Approve
Appropriation
Amendments

Upon recommendation of the Treasurer, Mr. Alex moved, seconded by Mrs.
Rose to approve the following appropriation amendments:

<table>
<thead>
<tr>
<th>Fund</th>
<th>SCC</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>401</td>
<td>9382</td>
<td>Aux Serv FY13-St. Brigid</td>
<td>$ 13,548.82</td>
</tr>
<tr>
<td>401</td>
<td>9383</td>
<td>Aux Serv FY13-Xenia Christian Elem</td>
<td>$(4,565.69)</td>
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<tr>
<td>401</td>
<td>9384</td>
<td>Aux Serv FY13-Xenia Christian H.S.</td>
<td>$(1,682.81)</td>
</tr>
</tbody>
</table>

$ 7,300.32

Vote: Alex Aye, Rose Aye, Dillaplain Aye, Stafford Aye, Spahr Aye.

The President declared the motion passed.

School Facilities Project

Informational Item/Update

Christy Fielding, Director of Business and Technology gave an update to the board.

75-13
Approve Resolution Bid

Upon recommendation of the Superintendent, Mrs. Stafford moved, seconded by Mr. Alex to approve a Resolution to bid for signage for the five new elementary buildings and authorizing solicitation of bids for the work, as attached.

Vote: Stafford Aye, Alex Aye, Rose Aye, Dillaplain Aye, Spahr Aye.

The President declared the motion passed.
THE MINUTES OF THE REGULAR SESSION OF THE
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76-13
Approve Wireless
Contract

Upon recommendation of the Superintendent, Dr. Dillaplain moved, seconded by Mr. Spahr to approve a contract for wireless services related to e-rate funding, as attached.

Vote: Dillaplain Aye, Spahr Aye, Stafford Aye, Rose Aye, Alex Aye.

The President declared the motion passed.

77-13
Approve Quit Claim
Deed

Upon recommendation of the Superintendent, Dr. Dillaplain moved, seconded by Mr. Spahr to approve the Quit Claim Deed from Xenia Community School to the City of Xenia for the property currently known as Simon Kenton Elementary, as attached.

Vote: Dillaplain Aye, Spahr Aye, Rose Aye, Stafford Aye, Alex Aye.

The President declared the motion passed.

Administration

78-13
Administrative
Contracts

Upon recommendation of the Superintendent, Mr. Spahr moved, seconded by Mr. Alex that the following administrative contracts be awarded:

- Christy Fielding Director of Business & Technology
  Three-year contract – beginning 08-01-13

- Garry Hawes Principal / McKinley Elementary
  Three-year contract – beginning 08-01-13

- Heather Sage Dean of Students / Warner Middle School
  Three-year contract – beginning 08-01-13

- Travis Yost Principal / Arrowood Elementary
  Three-year contract – beginning 08-01-13

Vote: Spahr Aye, Alex Aye, Dillaplain Aye, Stafford Aye, Rose Aye.

The President declared the motion passed.

79-13
New and Revised
Board of Education
Policy

Upon recommendation of the Superintendent, Mrs. Stafford moved, seconded by Mr. Spahr to approve the following new and revised Board of Education Policies, as attached:

- 0160 Use of Personal Communication Devices (New)
- 1411 Whistleblower Protections (Revised)

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79-13 New and Revised Board of Education Policy (Continued)

* 1422 Non Discrimination and Equal Employment Opportunity (New)
* 1520 Employment of Administrators (Revised)
* 2260 Nondiscrimination and Access to Equal Educational Opportunity (Revised)
* 2340 Field and Other District-Sponsored Trips (Replacement)
* 2623 Student Assessment and Academic Intervention Services (Revised)
* 2623.02 Third Grade Reading Guarantee (New)
* 3122 Nondiscrimination and Equal Employment Opportunity (Revised)
* 3142 Non-Renewal of a Teacher Contract (Revised)
* 3211 Whistleblower Protection (Revised)
* 4122 Nondiscrimination and Equal Employment Opportunity (Revised)
* 4211 Whistleblower Protection (Revised)
* 5112 Entrance Requirements (Revised)
* 5136 Personal Communication Devices (Replacement)
* 5410 Promotion, Academic Acceleration, Placement, and Retention (Revised)
* 5460 Graduation Requirements (Revised)
* 6107 Authorization to Accept and Distribute Electronic Records and to Use Electronic Signatures (New)
* 7300 Disposition of Real Property/Personal Property (Revised)
* 7530.01 Cell Phone Allowance (Replacement)
* 7530.02 Staff Use of Personal Communication Devices (New)
* 7542 Access to District Technology Resources from Personal Communication Devices (New)
* 8210 School Calendar (Revised)
* 8452 Automatic External Defibrillators (AED) (Replacement)
* 8800 Religious/Patriotic Ceremonies and Observances (Revised)
* 8900 Anti-Fraud (Revised)

Vote: Stafford Aye, Spahr Aye, Dillaplain Aye, Rose Aye, Alex Aye.

The President declared the motion passed.
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80-13
Approve Memorandum of Understanding

Upon recommendation of the Superintendent, Mr. Alex moved, seconded by Mrs. Stafford to approve the Memorandum of Understanding with the Xenia Education Association relative to a specific student with a disability, pursuant to the Individuals with Disabilities Education Improvement Act, 2- U.S.C. 1400, as attached.

Vote: Alex Aye, Stafford Aye, Spahr Aye, Dillaplain Aye, Rose Aye.

The President declared the motion passed.

81-13
Accept Donations

With appreciation, and upon recommendation of the Superintendent, Dr. Dillaplain moved, seconded by Mr. Stafford to accept the following donations:

- A donation from the Adams Foundation of a new entry way into the Doug Adams Fitness Facility with the following conditions:
  a. The District has the right to approve the design prior to the start of construction.
  b. All applicable permits must be obtained by the contractor for the project.
  c. A District representative must be involved in the construction oversight.
  d. The contractor will coordinate with the District’s representative the days and times of construction.
  e. The contractor will provide submittals to the District’s representative of materials to be used for approval (i.e., metal roofing color, brick type and color, lock type and keying for door, etc.).
  f. The contractor is required to have General Liability insurance of $1 million listing the District as additionally insured.
  g. The contractor is required to have Workers’ Compensation Insurance.
  h. The contractor is required to have background checks completed prior to being onsite for construction.

- A donation of miscellaneous school supplies to Cox Elementary School from Mr. & Mrs. George Boyette of Xenia, in the amount of $50.00.

Vote: Dillaplain Aye, Stafford Aye, Spahr Aye, Rose Aye, Alex Aye.

The President declared the motion passed.
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82-13
School Support
Group to be
Covered by the
District’s Liability
Insurance

Upon recommendation of the Superintendent, Mr. Alex moved, seconded by Mrs. Stafford that the following school support group to be part of the liability coverage that is provided to the school district by the Ohio Casaulty Insurance Company:

The After Prom Committee

Vote: Alex Aye, Stafford Aye, Dillaplain Aye, Spahr Aye, Rose Aye.

The President declared the motion passed.

83-13
Resolution for H.B. 59

Upon recommendation of the Superintendent, Mr. Spahr moved, seconded by Mr. Alex to approve the following Resolution opposing the provisions in H.B. 59, as attached.

Vote: Spahr Aye, Alex Aye, Dillaplain Aye, Stafford Aye, Rose Aye.

The President declared the motion passed.

Superintendent
Reports to the
Board

- Survey comments and results
- Value added ranking/performance index
- County Superintendent letters to State Representatives concerning underfunded school finance
- Unsung Hero Award to Sandy Pramer on March 26th

Personnel

84-13
Certificated
Personnel –
Employment,
Retirement, Leave
of Absence,
Resignation, Non-
Renewal of
Supplemental
Contracts and
Unpaid Leave

Upon recommendation of the Superintendent, Mrs. Stafford moved, seconded by Mr. Alex to approve the following certificated personnel for employment after evaluation of credentials, interviews and references, retirement, leave of absence, resignation, non-renewal of supplemental contracts and unpaid leave:

I. Employment 2012-2013 – Contingent upon favorable criminal background checks through BCI and FBI as required under H.B. 190

A. Substitute Teachers 2012-2013
   Carmen Dyer
   Meenakshi Neelakantan

B. Home Instruction 2012-2013
   Meenakshi Neelakantan

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84-13
Certificated Personnel – Employment, Retirement, Leave of Absence, Resignation, Non-Renewal of Supplemental Contracts and Unpaid Leave (Continued)

C. **Supplemental Contracts 2012-2013**

**Xenia High School**

- Annette Alex – Music/Vocal Assistant (seasonal)
- Kent Anderson – Assistant Baseball Coach
- Thomas Blackburn – Theater Director (spring)
- Corey Burnette – Varsity Boys’ Track Coach
- Barry Claus – Varsity Baseball Coach
- Jamie Hand – Varsity Boys’ Tennis Coach
- Brian Panter – Assistant Track Coach
- Cedric Tolbert, Jr. – Assistant Track Coach
- Cedric Tolbert, Sr. – Varsity Girls’ Track Coach

D. **Volunteers 2012-2013**

**Warner Middle School**

- Deidre Crockett - Softball
- Joseph Turner – 7th & 8th grade Coach

**Xenia High School**

- James McDaniel – Softball
- Jack Shaw, Jr. – Softball

E. **After School Tutors**

**Arrowood Elementary**

(2 hours per week after school; to be paid on time sheets; Title 1 funded)

- Rebecca Sexten
- Sandy Simmons

**Cox Elementary**

(1-2 hours per day, 3-5 days per week; to be paid on time sheets; SIG funded)

- Malia-Kai LaVelle
- LaShann Latimer
THE MINUTES OF THE REGULAR SESSION OF THE
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84-13
Certificated Personnel – Employment, Retirement, Leave of Absence, Resignation, Non-Renewal of Supplemental Contracts and Unpaid Leave
(Continued)

Shawnee Elementary
(1-2 hours per day, 3-5 days per week, to be paid on time sheets, SIG funded)
Jillian Egle

Xenia High School
(1.5-6 hours per week, days to be determined, to be paid on time sheets, Title 1 funded)
Kay Gerspacher
Bill Richey
Jodi Yaney
Benjamin Moore
Dean Stewart

F. Resident Educators 2012-2013
Jodi Dysinger mentoring Jason Hofmann
Hollie Keadle mentoring Jeremy Kettering
Beth Manor mentoring Benjamin Moore
Pat Marrinan mentoring Eric Neuenschwander
Emily Ryan mentoring Sean Schooley
Brandy Smith mentoring Kaitlyn Arnett
Brandy Smith mentoring Jillian Egle

II. Service Retirement
Janet Foster
50% Technology/50% Data Specialist
Cox Elementary
Effective 07/01/13

Bennie Peacock
Math Teacher
Xenia High School
Effective 07/01/13

Warner Dean Stewart
Science Teacher
Xenia High School
Effective 07/01/13

Kathryn Stockwell
Literacy Teacher – Title 1
Cox Elementary
Effective 07/01/13

III. Child Care Leave of Absence
Jacqueline Stone
Third grade teacher
Arrowswood Elementary
Effective 04/12/13 through remainder of 2012-2013 school year
THE MINUTES OF THE REGULAR SESSION OF THE XENIA COMMUNITY SCHOOLS BOARD OF EDUCATION

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IV. Resignations

Shirley Cummins   Assistant Softball Coach
Xenia High School Effective 02/26/13

Mark Serenius    Reserve Golf Coach
Xenia High School Effective end of 2012-2013

V. Non-Renewal of Supplemental Contracts

Shirley Cummins Girls’ Varsity Volleyball Coach
Xenia High School Effective end of 2012-2013 contract year

Kyoto “Nikki” Perry Assistant Girls’ Volleyball Coach
Xenia High School Effective end of 2012-2013 contract year

VI. Unpaid Leave

Nicole Hurley – First grade teacher/Cox, 1 ½ days (½ day - 02/20/13, 1 day –02/27/13)

Danyale Koch – Kindergarten teacher/Arrowood, 1 day (03/11/13)

Vote: Stafford Aye, Alex Aye, Rose Aye, Dillaplain Aye, Spahr Aye.

The President declared the motion passed.

Upon recommendation of the Superintendent, Mr. Spahr moved, seconded by Mr. Alex to approve the following classified personnel for employment, change in assignment and unpaid leave:

I. Employment 2012-2013 – Contingent upon favorable criminal background checks through BCI and FBI as required under H.B. 190

A. Assistant (Preschool)

Betty Jo Driscoll A.M. Preschool Assistant
Central Preschool 3 hours daily
(Tuesday-Fridays)
Effective 02/19/13

84-13

Certificated Personnel – Employment, Retirement, Leave of Absence, Resignation, Non-Renewal of Supplemental Contracts and Unpaid Leave (Continued)
II. Change in Assignment
(daily hours, hourly rate, and/or building change)

   Susan Cupp – from 3 hours daily Assistant (P.M. Preschool 12:30 p.m. – 3:30 p.m.) Central Preschool to 3.75 hours daily Assistant (P.M. Clinic Assistant 10:45 a.m. – 2:30 p.m.)/Xenia High School, effective 03/04/13

   Angela Faris – from 6.75 hours daily Assistant (Special Education)/Warner Middle School to 7 hours daily Assistant (Special Education)/Warner Middle School, (due to waiting on buses with students, effective 2012-2013 school year

   Robin Russell – from 6.5 hours daily Assistant (Special Education)/McKinley Elementary School to 7 hours daily Assistant (Special Education)/McKinley Elementary School, effective 2012-2013 school year (due to eating lunch with students)

   Lora Scholl – from 6.5 hours daily Assistant (Special Education)/McKinley Elementary School to 6.5 hours daily Assistant (Special Education)/McKinley (change of one-on-one student), effective 03/04/13

   Rhonda Thomas – from 6.75 hours daily Assistant (Special Education)/Warner Middle School to 7 hours daily Assistant (Special Education)/Warner Middle School, (due to waiting on buses with students), effective 2012-2013 school year

   Tamara VanDine – from 3.75 hours daily Assistant (P.M. Clinic 10:45 a.m. – 2:30 p.m.)/Xenia High School to 3.75 hours daily Assistant (Special Education)/Xenia High School, effective 03/01/13

III. Unpaid Leave

   Dorothy Osterholm – 2.5 hours daily Cook/Xenia High School 3.5 days (.5 01/25/13, full days 01/30/13, 01/31/13 & 02/01/13)

   Vote: Spahr Aye, Alex Aye, Dillaplain Aye, Stafford Aye, Rose Aye.

   The President declared the motion passed.
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XENIA COMMUNITY SCHOOLS BOARD OF EDUCATION

March 11, 2013

86-13 Revised Job Descriptions

Upon recommendation of the Superintendent, Mrs. Stafford moved, seconded by Mr. Spahr to approve the following revised job description, as attached:

9.05 Coordinator of Pupil Personnel

Vote: Stafford Aye, Spahr Aye, Dillaplain Aye, Rose Aye, Alex Aye.

The President declared the motion passed.

87-13 Revised Job Descriptions

Upon recommendation of the Superintendent, Mrs. Stafford moved, seconded by Mrs. Rose to approve the following revised job description, as attached:

10.04 Preschool Facilitator

Vote: Stafford Aye, Rose Aye, Dillaplain Aye, Spahr Aye, Alex Aye.

The President declared the motion passed.

Public Concerns

Citizens Address the Board/Other School Issues

Arch Grieve of 1768 June Drive, Xenia, Ohio, addressed the board concerning last month’s agenda item #11; and Melissa Caserta of 860 Florence Street, Xenia, Ohio, addressed the board concerning citizens wanting to learn about school finances so they can better understand and help pass a levy.

88-13 Resolution for Public Censure

Mr. Alex moved, seconded by Mrs. Rose to have the Xenia Community Schools Board of Education publicly censure Board Member Robert P. Dillaplain, as attached.

Robert P. Dillaplain responded with the following:

"RESPONSE OF ROBERT P. DILLAPLAIN, M.D. TO THE BOARD’S ILLEGAL CENSURE RESOLUTION

For the past twenty year, I have faithfully served on the Xenia Community Schools Board of Education. I have always kept the interest of our students “number one” in all of the actions I have taken as a Board member. My first and greatest concern has always been the educational welfare of all students attending Xenia Schools.

At times, I have disagreed with other Board members, and I have disagreed with the actions and decisions of the current Superintendent as well as the past three superintendents. But, all of those disagreements have been
in good faith and with the best interests of our students and District in mind. Perhaps I have been too harsh or too out-spoken in my criticisms of the Superintendent and certain members of the administration. But, the accusations contained in the proposed Resolution are completely unjustified, unfair, illegal, and wrong. I have NEVER done any of the things of which I have been accused.

It is a shame that precious time, resources, and tax payer money are being wasted on this Resolution. However, I have no alternative but to address each and every accusation at this time.

This Resolution tramples on three basic tenets of our governmental system and exposes the District and its individual Board members to very real and devastating legal risks. First, Due Process is completely eliminated by this resolution. Although there is no specific granting of due process to Board members, certainly Federal and State legislatures envisioned that Board members just as any other citizen are entitled to Due Process. Secondly, this Resolution is presuming to define the limits of the First Amendment. Finally, this Resolution arises from an executive session which was grossly illegal on at least three accounts.

The Resolution before us tonight cites part of Board policy 0123. I do not understand why this out of context portion is included. The Resolution never alleges that I have actually violated this policy. Rather, by putting part of the policy in the Resolution, it implies that I have violated it. That is absolutely wrongful, and whoever drafted this Resolution should be ashamed.

I HAVE ALWAYS CONDUCTED MYSELF IN AN ETHICAL MANNER, UPHOLDING THE TRADITIONAL PRINCIPLES OF HONEST, TRUST, FAIRNESS, AND INTEGRITY.

In all of my years on this Board of Education, and in all of my years of medical practice no one has EVER questioned my honesty, trustworthiness, fairness or integrity. The mere fact that I might have had the temerity to question the Superintendent's actions, decisions, and treatment of others DOES NOT mean that I have violated principles of honesty, trustworthiness, fairness or integrity.

The Resolution states: “[D]emeaning, insulting, abusive, veiled threats, discriminatory, and inappropriate”

I challenge the Board, the Superintendent or anyone to substantiate when I have been demeaning, insulting, abusive, engaged in veiled threats or discriminated against anyone in my capacity as a Board member or in any other capacity. Such serious accusations must be supported by evidence, however, there is none. When have I demeaned anyone? When have I
88-13 Resolution for Public Censure (Continued)

insulted anyone? When have I abused anyone?! When have I ever made "veiled threats" against anyone?! And most important when and how have I ever discriminated against anyone?! There are no facts to substantiate such serious charges.

I am not an attorney. But, I have heard of the concept of due process. And, I do know that the concept of due process which enshrined in our Constitution means two very basic things: (1) That a person must be apprised of the facts which support the charges against him: and (2) that the accused person must be given an opportunity to confront his accusers and defend himself.

By proposing this Resolution and drafting it in advance of this meeting, this Board of Education – collectively and individually – is depriving me of my due process rights. I have NEVER been apprised of the "documented and complete facts" which underlie these accusations. Again: When did I do any of these things? How did I allegedly do these things? Who is accusing me of doing these things? You have accused me of "abusing" others; what did I allegedly do? Due process is made up of these questions: Who? What? When? Where? And How? By not addressing these questions, this Resolution is a clear violation of my due process rights and it is illegal and unlawful. I am shocked that members of this Board of Education would allow themselves to be misled or bullied into taking such an unlawful and unprincipled action.

The Resolution continues: “[B]erate and chastise female administrative employees and a female member of the Board”

The allegation that, because some of my criticisms have been directed to employees or a Board member who happen to be women, I am “anti-woman” is so far-fetched as to be totally ridiculous. Everyone in this room knows without a shadow of doubt that I have devoted my entire professional life to serving, nurturing, caring for, and saving the lives of women, and the accusation that I am some kind of “sexist pig” is particularly off-base, and quite frankly, mean-spirited.

As a member of this Board of Education, I have a First Amendment right and a right under the Ohio Revised Code to speak my mind and to “call it like I see it”. Over the years, as a Board member, I have criticized far more men than I have women. The mere fact that the current Superintendent is a woman has nothing to do with my criticisms of her. Am I supposed to give her a “pass” and “look the other way” just because she is a female? Of course not; if I did that I would not be living up to my oath as a Board member.
88-13 Resolution for Public Censure (Continued)

This proposed Resolution consists of nothing more than a bunch of unsupported conclusions. It is not worthy of the Board of Education that I have served for almost twenty years.

The Resolution continues: “[P]reviously advised . . . inappropriate statements”

What is an inappropriate statement? Who is to say whether a statement is “inappropriate?” If I say that the Superintendent should stop bullying employees, is that inappropriate? If I question the incredible increase in legal fees incurred by this Board of Education over the past two years, is that inappropriate?

The phrase “inappropriate statements” without context or factual support is meaningless and it surely does not call for a public censure.

Within the Resolution: “[N]ot consistent with the ethical conduct expected of a member . . .”

Board Policy No. 0123 sets forth the Code of Ethics/Code of Conduct for members of the Board of Education. In the last WHEREAS clause of the proposed Resolution, I am again accused of being unethical. THAT IS AN ABSOLUTE LIE.

I have ALWAYS maintained and lived up to the principles set forth in those Codes. I challenge the individual Board members to point to any violations by me of any specific part of the Code of Ethics or the Code of Conduct.

The Resolution continues by stating “[F]ailing to uphold the standards of ethical, civil and responsible conduct”

Again, my due process rights are being denied. When, where, and how have I “failed to uphold standards of ethical, civil and responsible conduct?” What did I do? None of these questions is answered by this Board of Education. Under the Code of Ethics/Code of Conduct, I am expected to voice my personal opinions about matters that come before the Board of Education. I am expected to vote based on my individual convictions and judgment while not surrendering to any particular individual. I also have the right and the duty to set high expectations for the work of the Board and for the work of the Board’s employees.

It is a matter of fact that the Board of Education Violated Ohio’s Open Meetings Act on February 11, 2013
THE MINUTES OF THE REGULAR SESSION OF THE
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March 11, 2013

88-13
Resolution for
Public Censure
(Continued)

The Attorney General has observed: “The Open Meetings Act requires public bodies in Ohio to conduct ALL official business in open meetings that the public may attend and observe. Any action taken by a public body while that body is in violation of the Open Meetings Act is invalid.”

The law provides, in pertinent part, the following: “[N]o public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official’s official duties or for the elected official’s removal from office.”

Following on this opinion, during the executive session in question there were three actions taken by Board members consensus. These actions were taken without the attendance of the public. There is documented evidence supporting the fact that each of these actions did occur in executive session. Any one action would be sufficient to invalidate the entire executive session and expose the District and individual Board members to legal repercussions.

The Ohio Supreme Court has held “Boards of education have only such powers as are conferred by statute.” A board of education’s authority or jurisdiction is derived solely from statute and is limited strictly to such powers as are clearly and expressly granted to them. Since boards of education have only such authority as is conferred by law, when they take action outside of and against the plain provisions of the law, such action is absolutely void.

To the best of my knowledge there is no statute, regulation or other law which permits this Board of Education to censure me. Moreover, there is no board policy which allows the Board to censure one of its members. I challenge any member of this Board of Education to provide me with legal authority to consider this Resolution. Therefore, consideration or adoption of the proposed Resolution would be against the law.

The Resolution under consideration is wrongful, unfair, and grossly illegal. The fact that some of the Board members do not like me or think that I have been too out-spoken hardly justifies the unprecedented step of issuing a public censure. I challenge the members of this Board of Education to point to one single instance of my acting unethically. There are none.

The word “censure” means to find fault with or condemn as wrong. I have done nothing for which I should be condemned. At all times, I have exercised my lawful duties and prerogatives as an elected Board member as well as my First Amendment rights as an American Citizen. When I took my oath of office, I was not required to abandon the right to speak my mind. Indeed, I would be derelict in my duties as a Board member if I did so.
THE MINUTES OF THE REGULAR SESSION OF THE
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88-13 Resolution for Public Censure (Continued)

Before you vote on this Resolution, I ask each and every one of you to evaluate your actions carefully. If Paul Dillaplain is condemned because he is critical of the Superintendent or members of this Board, what message are we sending to future Board members? More importantly, what message are we sending to our students? “Don’t rock the board.” “Don’t speak your conscience” “When you see something that looks wrong to you, ignore it.” “Look the other way.” “Don’t you dare criticize members of the opposite sex or else you’ll be called sexist or worse.”

None of those messages should be sent to our students, our staff, or to our community. This Resolution is illegal, unwarranted, and uncalled for. Voting in favor of this Resolution will open you to the very real prospect of individual liability because you are acting illegally.

Do the right thing and stop this nonsense.

Now Mr. McKee, if you please, I expect these remarks to be incorporated, verbatim, in the written minutes especially since it is well known that our taping system has at times malfunctioned and not recorded important portions of our meetings.

Mr. Alex called for any comments from the board and then made the following remarks:

"I lost track of how many times it was specifically stated that if we proceeded with this we would be individually financially libel, essentially which could be construed, unfortunately, as another form of bullying. This resolution was drafted by board counsel and reflects the interpretation of our board counsel. It should also be worth mentioning that if we proceed with what the board counsel proposed that we have acted in good faith based upon what our counsel is advising us. If any one of us deviates, then absolutely, we deviate from what was recommended or presented to us, then yes, we could be individually libel.

Additionally, as painful as this resolution is, to not take action on it could expose the district to even more legal ramifications, by not distancing ourselves from remarks, actions, behaviors demonstrated, for example, by Dr. Dillaplain."

Vote: Alex Aye, Rose Aye, Dillaplain Nay, Stafford Aye, Spahr Aye.

The President declared the motion passed.

89-13 Recess to Executive Session

Mr. Alex moved, seconded by Mrs. Stafford to have the Xenia Community Schools Board of Education recess to Executive Session at 9:41 p.m. for the purpose of evaluation of employment of personnel and matters required to be kept confidential by federal law or regulations or state statutes (attorney/client
THE MINUTES OF THE REGULAR SESSION OF THE XENIA COMMUNITY SCHOOLS BOARD OF EDUCATION

March 11, 2013

privilege communication).

Vote: Alex Aye, Stafford Aye, Dillaplain Aye, Spahr Aye, Rose Aye.

The President declared the motion passed.

Reconvened

The Xenia Community Schools Board of Education returned to regular session at 10:58 p.m.

Good of the Order

- Mrs. Rose reported on the community Engagement Plan and commended David Ramey.
- Dr. Dillaplain reported on the Warner Middle School students that competed in the Wilberforce-Xenia Optimist Club essay and oratorical contest; he commented on the Black History Month presentation at Xenia High School and expressed his delight with the Xenia High School musical performance.
- Dr. Piotrowski thanked Mr. Alex and Mrs. Rose for helping out at the Youth Expo and thanked Stephanie Johnston for setting it up.
- Mrs. Stafford, as the Board representative to the Xenia Community Schools Foundation, invited everyone to attend the Hall of Honor on March 27th, 2013; and commented that she enjoyed the Xenia High School musical.
- Mr. Spahr invited everyone to the opening of the new Equine Science, Vet Science Center at the Greene County Career Center on March 27th, 2013 and gave an explanation of the studies there.
- Mr. Alex commented on attending on Xenia High School Musical and their fantastic performances; reported on the Youth Expo and thanked all of the volunteers; and commented on his experience working with the multi-handicapped students.

90-13

Adjourn

Mr. Alex moved, seconded by Mr. Spahr that the regular meeting be adjourned.

Vote: Alex Aye, Spahr Aye, Stafford Aye, Dillaplain Aye, Rose Aye.

The President declared the meeting adjourned.

Meeting adjourned at 11:15 p.m.

Attest: Signed:

_________________  _______________________
Treasurer          President
THE MINUTES OF THE EXECUTIVE SESSION OF THE
XENIA COMMUNITY SCHOOLS BOARD OF EDUCATION

March 11, 2012

The Xenia Community Schools Board of Education met in executive session on March 11, 2013, at 9:41 p.m. at the Xenia Board of Education, 578 E. Market Street, Xenia, Ohio.

The following people were present:

Mr. Steven Alex, President
Mrs. Lee Rose, Vice President
Dr. R. P. Dillaplain, Member
Mr. William Spahr, Member
Mrs. Barbara Stafford, Member
Dr. Deborah Piotrowski, Superintendent
Mr. Brad McKee, Treasurer

The meeting was for the purpose of evaluating the Superintendent and matters required to be kept confidential by federal law or regulations or state statutes (attorney/client privilege communication).

No action was taken while in executive session.

The Board returned to regular session at 10:58 p.m.

Attest:                     Signed:

________________________________________  ________________________
Treasurer                    President
The Board of Education of the Xenia Community City School District, Counties of Greene and Warren, Ohio, met in regular session at 7:30 o'clock p.m. on the 11th day of March 2013, at the Xenia Community Schools Board of Education, 578 E. Market Street, Xenia, Ohio, 45385, with the following members present:

Mr. Steven Alex    Mrs. Barbara Stafford
Mrs. Lee Rose      Mr. William Spahr
Dr. R. P. Dillaplain

Mrs. Stafford moved the adoption of the following resolution:

XENIA COMMUNITY CITY SCHOOL DISTRICT
RESOLUTION NO. 75-13

APPROVING THE BELOW LISTED BID PACKAGE
FOR A MONUMENTAL SIGN AT ARROWOOD, MCKINLEY, TECUMSEH, COX AND
SHAWNEE ELEMENTARY SCHOOLS AND
AUTHORIZING SOLICITATION OF BIDS FOR THE WORK

WHEREAS, the Board’s Architect, Fanning Howey Architects, prepared the design drawings and specifications for the monumental signs, and the Architect worked with the Construction Manager to prepare the bid package for the above schools; and

WHEREAS, the Board wishes to approve the above bid package for a monumental sign at Arrowood, McKinley, Tecumseh, Cox and Shawnee Elementary Schools and to authorize the solicitation of bids for the work, subject to approval of the OSFC;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Xenia Community Schools as follows:

1. The bid package for a Monumental Sign at Arrowood, McKinley, Tecumseh, Cox and Shawnee Elementary Schools is approved, the estimate therefor not to exceed $60,000 but all subject to approval of the OSFC.
2. The Treasurer is authorized to work with the Construction Manager to prepare and place the required advertisements to solicit bids for the above bid package work, with the first advertisement anticipated to be placed on or around March 12, 2013 and bids to be opened on or around March 28, 2013, unless these dates and times are extended or changed by the Superintendent, as the Board’s authorized representative, or by addendum or operation of law.

Mr. Alex seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

Stafford, Alex, Rose, Dillaplain

AYES: and Spahr

NAYS: ____________________________

The foregoing is a copy of the action taken by the Board at its meeting held on March 11, 2013

Dated: March 11, 2013

BOARD OF EDUCATION OF THE
XENIA COMMUNITY SCHOOLS

Brad McKee, Treasurer

A-20
NBEC/NWOCA is pleased to provide this contract for Internet Access to support additional devices not covered by current Internet Access contract.

Northern Buckeye Education Council SPIN: 143007175

Xenia City School District

Billed Entity Number 129966 Form 470 Application: 653540001090860

Allowable Contract Date: 02/01/2013

Contract Period July 1, 2013 through June 30, 2017

First year charges, based on a Four (4) year contract, are indicated below:

<table>
<thead>
<tr>
<th></th>
<th>Monthly (12 months)</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Access Service</td>
<td>$10,011.89</td>
<td>$120,142.62</td>
</tr>
<tr>
<td>Erate Ineligible Amount</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Eligible recurring charges</td>
<td>$10,011.89</td>
<td>$120,142.62</td>
</tr>
<tr>
<td>Installation/Migration</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Erate ineligible Amount</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Eligible non-recurring charges</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Year One Pre-Discount charges</td>
<td>$120,142.62</td>
<td></td>
</tr>
<tr>
<td>Ineligible amount</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Funding requested on Form 471</td>
<td>-</td>
<td>$120,142.62</td>
</tr>
</tbody>
</table>

|                          |                     |                 |
| Agreement Year Two estimated total cost | $120,142.62 |
| Agreement Year Three estimated total cost | $107,200.00 |
| Agreement Year Four estimated total cost | $69,700.00 |
The wireless network will be configured to allow a private and public network. The private network will be secured using at least WPS security and is intended for use by district owned hosts. The public network will be for district guests and allow basic filtered internet access according to the district’s policies. Any configuration changes must be requested by authorized district personnel.

This agreement is not contingent upon approval of E-Rate funding. The DISTRICT agrees to adhere to the NBEC/NWOCA Acceptable Use Policy and obtain approval from NBEC/NWOCA for any changes to district network hardware. The DISTRICT agrees to limit the number of persons authorized to contact NBEC/NWOCA or its subcontractors for support of the services provided under this agreement to no more than three individuals under normal circumstances.

NBEC will bill annually for these services. If an approved Form 486 is received prior to invoicing date NBEC will provide discounted invoices to the DISTRICT as indicated by your DISTRICT. Payment shall be made by the DISTRICT in full; amounts remaining unpaid after the payment is due will be assessed a late-payment charge.

The Parties obligations hereunder are subject to annual appropriation of their respective governing boards. If District fails to appropriate the charges and payments due hereunder during any Renewal Period, DISTRICT shall inform NBEC/NWOCA in writing by June 1st preceding the Renewal Period.

Title to the Service Equipment shall irrevocably and under all circumstances remain with NBEC/NWOCA and its designee, and the DISTRICT will protect NBEC/NWOCA’s rights, title and interest therein against all persons. The DISTRICT’s interest in the Services and Service Equipment is limited to possession and use thereof on the premises.

Neither party shall be liable to the other for any loss or damage which may be suffered by the other party, or for any failure to perform its obligations under the Agreement to the extent that such damage or failure is due to any cause beyond the first party’s reasonable control including without limitation any act of God, inclement weather, failure or shortage of power supplies, flood, drought, lightning or fire, strike, lock-out, trade dispute or labor disturbance, the act or omission of Government, highway authorities, public telecommunications operators or other competent authority, war, military operations, or riot, difficulty, delay or failure in manufacture, production or supply by third parties of the Service Equipment or any part thereof.

The following provisions define NBEC/NWOCA’s entire liability with respect to claims arising in any way out of the provision of or failure to provide the service set out in this Agreement; with respect to any breach of its contractual obligations arising under the Agreement; and any representations, statements, or tortuous act or omission including negligence or gross negligence arising under or in connection with this Agreement (including any liability for the acts or omissions of its employees, agents, and subcontractors; subsequently referred to as the “Event of Default”). NBEC/NWOCA shall not be liable, in respect of or arising out of an Event of Default or the performance, non-performance, or breach of its obligations under this Agreement, for any indirect, incidental, special or consequential damages, including loss of profits, goodwill, revenue, data, or use, incurred by DISTRICT or by any third party whether in an action in contract or tort, even if such damages were foreseeable or NBEC/NWOCA had been advised of the possibility of such damages. NBEC/NWOCA, from time to time, will be requested to
provide consultation related to service described within this Agreement. NBEC/NWOCA
will use reasonable efforts in this regard. DISTRICT acknowledges and agrees that the
limitation of liability shall apply to such consultation. Without derogating from the other
provisions of this section and this Agreement, NBEC/NWOCA’s liability for damages for
breach of this Agreement shall in no event exceed the amounts received by
NBEC/NWOCA under this Agreement.

DISTRICT agrees that it and its employees and students will not use any services under
this Agreement in connection with any commercial, religious, or illegal purpose or
activity. DISTRICT further agrees that its use and that of its employees and students will
be in accordance with NBEC/NWOCA’s conditions, rules, recommended Acceptable
Usage Policy, and regulations as specified by manuals, User Guides, memoranda, or
other means either supplied or made available to DISTRICT. DISTRICT will use its best
efforts to inform its employees and students of these conditions, rules and regulations,
and DISTRICT will take actions, in cooperation with NBEC/NWOCA staff, to enforce
compliance with those conditions, rules and regulations.

For contract acceptance, please sign and date as indicated below.

_________________________________________  Date: __________________________

NBEC

_________________________________________

Acceptance:  Xenia City School District

_________________________________________  Date: __________________________

School / District Treasurer
QUIT-CLAIM DEED

The Xenia Board of Education, for $1.00 and other valuable consideration paid, grants and quit claims all rights, title and interest of grantor, to the City of Xenia, 101 N. Detroit St., Xenia, Ohio 45385, the following described real property:

Parcel 1:
Being part of Military Survey No. 2241 and being a part of the southwest quarter of the City of Xenia.

Being more fully described as follows: Beginning at a point in the center of West Second Street and northwest corner to Cherry Grove Cemetery; thence S3° E. 925.37 feet to a stone at the southwest corner of said Cherry Grove Cemetery, and passing a post at 20 feet, said line being approximately 5 feet west of the Hedge Fence along said Cemetery; thence S. 74° 57' W. 306.57 feet along S.P. Mallow to a post, and former corner to Jessie A. Huff; thence N. 3° 05' W. 802.06 feet along said former Huff to a post at the southeast corner of Tract No. 2 of Orville and Edna Luttrell; thence N. 83° 43’ E. 241.57 feet to an iron pin; thence N. 3° W., 170 feet to a point in West Second Street, and passing an iron on the south side of said Street at 150 feet; thence N. 83° 39’ E., 60 feet along the center of said West Second Street to the place of beginning, containing five and sixty hundredths (5.60) acres of land, be it the same more or less.

Subject to all easements, conditions, restrictions and limitations of record and all legal highways.
Prior deed reference: Volume 262, page 364
Parcel M40000100190000600

Parcel 2:
Situated in the State of Ohio, County of Greene, Military Survey No. 2241 and being a part of the southwest quarter of the City of Xenia.

Being more fully described as follows: Beginning at an iron pin the west line of a 1.26 acre tract (1st tract) in the name of Jessie A. Huff, said iron pin bearing S 3° 07 E., 150 feet from a stone in the south line of West Second Street; thence N 83° 16’ E., 375.65 feet to a post at the southeast corner of Tract No. 2, in the name of Orville & Edna Luttrell; thence S. 3° 05’ E. 802.06 feet along a former tract in the name of said Luttrell to a post in the north line of S.P. Mallow; thence S. 74° 57’ W., 382.8 feet along said Mallow to a stone; thence N. 3° 07’ W., 857.53 feet to the place of beginning containing seven and fourteen hundredths (7.14) acres.

Subject to all easements, conditions, restrictions and limitations of record and all legal highways.
Prior deed reference: Volume 262, page 510
Parcel ID M40000100190000500
Also known as 1087 W. Second St., Xenia

Signed this ______ day of ______________ 2013.  

Signature of Grantor:

Xenia Board of Education

___________________________________

Steven Alex, President
Xenia Community Schools

___________________________________

Bradley McKee, Treasurer

The State of Ohio
County of Greene:

The foregoing instrument was acknowledged before me this _________ day of
_______________ 2013 by Steven Alex, President, Xenia Board of Education.

____________________________________
Notary Public

The State of Ohio
County of Greene:

The foregoing instrument was acknowledged before me this _________ day of
_______________ 2013 by Bradley McKee, Treasurer, Xenia Community Schools.

____________________________________
Notary Public

This instrument prepared by Ronald C. Lewis, Attorney at Law, 101 North Detroit Street, Xenia, Ohio 45385

02062013
MEETINGS

0161  Parliamentary Authority

The parliamentary authority governing the Board of Education shall be the most recent edition of Robert's Rules of Order, Newly Revised, in all cases in which it is not inconsistent with statute, administrative code, or these bylaws or the rules of order of this Board.

0162  Quorum

Three (3) members present in person at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum. R.C. 3313.18

Revised 2/13/06

0163  Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding. Duties shall include, but not be limited to: 1) maintaining flow of agenda and 2) maintaining content of discussion which is appropriate and consistent with agenda items.

Revised 1/11/10

0164  Notice of Meetings

A. A schedule of the time and place of (all) (each) regular meeting(s) shall be published annually in the official newspaper(s) and posted at the District office.

The notice shall also contain the following statement: "Upon request to the Superintendent, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity when assistance is needed, advanced requests should assure accommodations."
B. Notice of the time, place, and purpose of each special meeting shall be given to the news media twenty-four (24) hours in advance of the meeting, except that when an emergency requires the immediate official action of the Board, the member(s) calling the meeting shall immediately notify the media requesting such notice of the time, place, and purpose of the meeting. R.C. 121.22

C. Notice of meetings at which the specific type of public business is to be discussed shall be sent to all persons requesting such notice, provided that such persons supply the Board with stamped, addressed envelopes for the purpose.

D. The Treasurer shall notify all Board members of each Board meeting no later than two (2) days in advance of the meeting. Such notice shall include the time, place, and purpose of the meeting.

R.C. 3313.16

0165.1

Regular Meetings

Regular meetings of the Board shall be public and held at least once every two (2) months. R.C. 121.22, 3313.15

A. It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting.

B. The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the District with such recommendations as s/he shall make.

Each agenda shall contain the following statement:

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There may be time for public participation during the meeting as indicated in the agenda."
C. The agenda for each regular meeting shall be mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be mailed no later than two (2) days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.

D. The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered and items added at any meeting by a majority vote of the members present.

E. Consent Agenda

The Board shall use a consent agenda to keep routine matters within a reasonable time frame.

The following routine business items may be included in a single resolution for consideration by the Board:

1. minutes of prior meetings
2. bills for payment
3. hiring of personnel
4. resolutions that require annual adoption, such as bank signatories, Ohio High School Athletic Association membership, etc.
5. resignations and leaves

A member of the Board may request any item be removed from the consent resolution. No vote of the Board will be required to remove an item from the consent agenda. A single member’s request shall cause it to be relocated as an action item eligible for discussion.

Revised 1/11/10
0165.2  **Special Meetings**

Special meetings of the Board shall be public. R.C. 121.22

A. Special meetings shall be called by the President or the Treasurer or by two (2) members of the Board by serving a written notice of the time, place, and purpose of such meeting upon each Board member at least two (2) days in advance of the meeting. R.C. 3313.26

B. The agenda as presented shall be followed unless altered by the presiding officer or a majority of those present and voting.

0165.3  **Recess**

The Board may adjourn or recess at any time. The adjourned meeting, when reconvened, shall take up its agenda at the point where the motion to adjourn or recess was acted upon.

0166  **Executive Session**

The Board and its committees and subcommittees reserve the right to meet privately in executive session solely to discuss one (1) or more of the following issues exempted from public sessions:

A. consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, official, or student

B. investigation of charges or complaints against a public employee, official, licensee, or student unless such employee, official, licensee or student requests a public meeting; except that consideration of the discipline of a Board member for conduct related to the performance of his/her duties or his/her removal from office shall not be held in executive session

C. consideration of the purchase of property or sale of property at competitive bidding, if premature disclosure or information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest
D. discussion, with the Board’s legal counsel, of disputes involving the Board that are the subject of pending or imminent court action

E. preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of employment

F. matters required to be confidential by Federal law or rules or State statutes

G. specialized details of security arrangements where disclosure might reveal information that could be used for the purpose of committing or avoiding prosecution for a violation of law

No official action may be taken in executive session. R.C. 121.22

Collective bargaining meetings between employers and employee organizations are private and not subject to R.C. 121.22. R.C. 4117.21

An executive session will be held only at a regular or special meeting. After the meeting is convened, any member may make a motion for an executive session, stating therewith the purpose of the session by citing one (1) or more of the reasons set forth above. If the session is to discuss a personnel matter listed in paragraph A above, the particular subject for which the session has been called must be identified in the motion. The motion does not need to name the person. Upon receiving a second to the motion and a majority roll-call vote of those present and voting, the chairperson shall declare the Board in executive session.

In keeping with the confidential nature of executive sessions, no member of the Board shall disclose the content of discussions that take place during such sessions.

Revised 2/13/06
Voting

All motions shall require for adoption a majority vote of those present and voting, except as provided by statute, these bylaws, or parliamentary authority. (See listing of exceptions below.) Upon the demand of any member of the Board, the vote shall be recorded by roll call.

Pursuant to R.C. 121.22, a motion to go into executive session requires a majority vote of a quorum and must be adopted by roll call vote.

In situations in which a specific number of affirmative votes are required and abstentions have been recorded, the motion shall fail if the specified number of affirmative votes have not been cast. In the event a Board member votes an abstention, s/he shall state a reason for the abstention. Such reasons may include among other reasons conflict of interest, legal prohibitions, or in the case of approval of minutes not being present for that meeting. In situations in which a tie vote occurs and abstentions have been cast, the motion shall fail for lack of a majority.

All actions requiring a vote can be conducted by voice vote or show of hands, unless a roll-call vote is requested or required. A Board member must be physically present at the meeting to vote. Each vote and abstention shall be recorded. Proxy voting is prohibited. R.C. 3313.18

Statutory Exceptions:

<table>
<thead>
<tr>
<th>Item</th>
<th>Number Needed</th>
<th>R.C. Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator; employment when Superintendent nominates</td>
<td>Majority of Full Board</td>
<td>3313.18</td>
</tr>
<tr>
<td>Administrator; reemployment when Superintendent refuses to appoint</td>
<td>3/4 of Full Board</td>
<td>3319.02</td>
</tr>
<tr>
<td>Board Member; declaration that reasons for a member's absence for ninety (90) days are insufficient to continue membership</td>
<td>2/3 of remaining Board members</td>
<td>3313.11</td>
</tr>
<tr>
<td>Item</td>
<td>Number Needed</td>
<td>R.C. Reference</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Board Member; filling a vacant Board seat</td>
<td>Majority of remaining Board Members</td>
<td>3313.11</td>
</tr>
<tr>
<td>Bonds; declaring necessity to issue</td>
<td>Majority of Full Board</td>
<td>133.01(U)</td>
</tr>
<tr>
<td>Competitive Bid; waive due to item being available only from a single source</td>
<td>2/3 of Full Board</td>
<td>3313.46(B)(2)</td>
</tr>
<tr>
<td>Competitive Bid; waive due to project involving an energy conservation measure</td>
<td>2/3 of Full Board</td>
<td>3313.46(B)(3)</td>
</tr>
<tr>
<td>Employee; employment of any employee</td>
<td>Majority of Full Board</td>
<td>3313.18</td>
</tr>
<tr>
<td>Expulsion of Student; affirm, reverse, vacate or modify (or reinstate student)</td>
<td>Majority of Full Board</td>
<td>3313.66(E)</td>
</tr>
<tr>
<td>Fact-Finding; Rejection of findings and recommendation of fact-finder under statutory impasse procedure</td>
<td>3/5 of Full Board</td>
<td>4117.14(c)(6)</td>
</tr>
<tr>
<td>Officer; election or appointment of</td>
<td>Majority of Full Board</td>
<td>3313.18</td>
</tr>
<tr>
<td>Payment of debt or claim</td>
<td>Majority of Full Board</td>
<td>3313.18</td>
</tr>
<tr>
<td>Purchase of real or personal property</td>
<td>Majority of Full Board</td>
<td>3313.18</td>
</tr>
<tr>
<td>Sale of real or personal property</td>
<td>Majority of Full Board</td>
<td>3313.18</td>
</tr>
<tr>
<td>Item</td>
<td>Number Needed</td>
<td>R.C. Reference</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------------------</td>
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</tr>
<tr>
<td>Superintendent Pro Tempore; appointment when Superintendent is incapacitated in such a manner that s/he is unable to perform duties</td>
<td>Majority of Full Board</td>
<td>3319.011</td>
</tr>
<tr>
<td>Superintendent Pro Tempore; determination that incapacity of Superintendent is removed</td>
<td>Majority of Full Board</td>
<td>3319.011</td>
</tr>
<tr>
<td>Superintendent Pro Tempore; removal for cause</td>
<td>2/3 of Full Board</td>
<td>3319.011</td>
</tr>
<tr>
<td>Suspension of Student; affirm, reverse, vacate or modify (or reinstate a student)</td>
<td>Majority of Full Board</td>
<td>3313.66(E)</td>
</tr>
<tr>
<td>Tax; Levying tax in excess of 10-mill limitation (not an emergency)</td>
<td>2/3 of Full Board</td>
<td>5705.21</td>
</tr>
<tr>
<td>Teachers, Continuing Contract; rejection of Superintendent’s recommendation for reemployment of teacher eligible for continuing contract</td>
<td>3/4 of Full Board</td>
<td>3319.11(B)(1)</td>
</tr>
<tr>
<td>Teacher, Extended Limited Contract; Rejection of Superintendent’s recommendation for Extended Limited Contact when Board rejected continuing contract</td>
<td>3/4 of Full Board</td>
<td>3319.11(C)(3)</td>
</tr>
<tr>
<td>Teacher; Employment when Superintendent appoints</td>
<td>Majority of Full Board</td>
<td>3313.18</td>
</tr>
<tr>
<td>Item</td>
<td>Number Needed</td>
<td>R.C. Reference</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Teacher; Reemployment when Superintendent refuses to appoint</td>
<td>3/4 of Full Board</td>
<td>3319.07</td>
</tr>
<tr>
<td>Textbook; Adoption of</td>
<td>Majority of Full Board</td>
<td>3313.18 and 3329.08</td>
</tr>
<tr>
<td>Transfer of Funds; (authorized by 5705.15); Resolution declaring necessity of</td>
<td>Majority of Full Board</td>
<td>5705.16</td>
</tr>
<tr>
<td>Transfer of Funds (as specified in 5705.14)</td>
<td>2/3 of Full Board</td>
<td>5705.14</td>
</tr>
<tr>
<td>Treasurer Pro Tempore; appointment when Treasurer is incapacitated in such a manner that s/he is unable to perform duties</td>
<td>Majority of Full Board</td>
<td>3313.23</td>
</tr>
<tr>
<td>Treasurer Pro Tempore; determination that incapacity of Treasurer is removed</td>
<td>Majority of Full Board</td>
<td>3313.23</td>
</tr>
<tr>
<td>Treasurer Pro Tempore; removal for cause</td>
<td>2/3 of Full Board</td>
<td>3313.23</td>
</tr>
</tbody>
</table>

2/3 = 4 MEMBERS OF A FIVE – PERSON BOARD  
2/3 = 5 MEMBERS OF A SEVEN – PERSON BOARD  
3/4 = 4 MEMBERS OF A FIVE – PERSON BOARD  
3/4 = 6 MEMBERS OF A SEVEN – PERSON BOARD  
3/5 = 3 MEMBERS OF A FIVE – PERSON BOARD  
3/5 = 5 MEMBERS OF A SEVEN – PERSON BOARD

Revised 5/10/10  
Revised 6/13/11

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Use of Electronic Mail

Since E-mail is a form of communication that could conflict with the Sunshine Law, it will be used only for the purposes of communicating:

A. messages between Board members or between a Board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board;

B. possible agenda items between the Superintendent and the Board President;

C. times, dates, and places of regular or special Board meetings;

D. a Board meeting agenda or public record information concerning items on the agenda;

E. requests for public record information from a member of the administration, school staff, or community pertaining to District operations;

F. responses to questions posed by members of the public, administrators, or school staff.

Under no circumstances shall Board members use E-mail to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

There should be no expectation of privacy for any messages sent by E-mail. Messages that have been deleted may still be accessible on the hard drive, if the space has not been occupied by other messages. Messages, deleted or otherwise, may be subject to disclosure under the Public Records Act, unless an exemption would apply.
0167.2 Use of Personal Communication Devices

When performing their duties as a Board member, regardless of whether they are using personally-owned or Board-owned personal communication devices (PCDs), Board members use of PCDs shall be in accordance with the following policies ( ) and administrative guideline:

Policy 7530.02 - Staff Use of Personal Communication Devices

Policy 7542 - Access to District Technology Resources from Personally-Owned Personal Communication Devices

Policy 7530.01 - Cell Phone Allowance

Policy 7540.04 - Staff Network and Internet Acceptable Use and Safety

For purposes of this Bylaw, PCDs shall be defined as set forth in the above-identified policies.

0168 Minutes

The Treasurer shall keep reasonably comprehensive minutes of all its meetings showing the time and place, the members present, the subjects considered, a summary of the deliberations sufficient enough for the public to understand the basis for the Board's actions, the actions taken, the vote of each member on roll-call votes, and any other information required to be shown in the minutes by law, which shall be available to the public. (R.C.121.22, 149.43, 3313.26) Minutes of executive sessions shall reflect the general subject matter of discussions. R.C. 121.22

The Treasurer shall provide each Board member with a copy of the minutes of the last meeting no later than two (2) days before the next regular meeting.

The minutes of Board meetings shall be considered at the next succeeding meeting where they shall be corrected, if applicable, and approved. The approved minutes shall be signed by the Treasurer and the President.

The approved minutes shall be filed in the Treasurer's office in a
0169.1

Public Participation at Board Meetings

The Board of Education recognizes the value to school governance of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

The Board is also committed to conducting its meetings in a productive and efficient manner that assures that the regular agenda of the Board is completed in a reasonable period of time, honors the voluntary nature of the Board's time and allows for a fair and adequate opportunity for input to be considered. Consequently, public participation at Board meetings will be governed by the following principles:
Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than seven (7) days prior to the meeting and include:

A. name and address of the participant;

B. group affiliation, if and when appropriate;

C. topic to be addressed.

Such requests shall be subject to the approval of the Superintendent and the Board President.

In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public participation at every regular meeting of the Board and at those public meetings of the Board during which action may be taken and publish rules to govern such participation in Board meetings. The Board may provide a period for public participation and special emergency meetings and workshops.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

A. Public participation shall be permitted as indicated on the order of business.

B. Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting.

C. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.

D. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.
E. Each statement made by a participant shall be limited to five (5) minutes duration, unless extended by the presiding officer.

F. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.

G. All statements shall be directed to the presiding officer; no person may address or question Board members individually.

H. Tape or video recordings are permitted. The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:

1. No obstructions are created between the Board and the audience.

2. No interviews are conducted in the meeting room while the Board is in session.

3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session and not disrupt the meeting.

4. A designated location will be reserved for the media at the meeting. Discussion regarding items will be handled by the Superintendent following the meeting.

I. The presiding officer may:

1. Prohibit public comments that are frivolous, repetitive, and/or harassing;

2. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, off-topic, antagonistic, obscene, or irrelevant;
3. request any individual to leave the meeting when that person does not observe reasonable decorum;

4. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;

4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;

5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.

J. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, unless extended by a vote of the Board.

R.C. 3313.20

Revised 5/10/10

0169.2

Open Meetings/Sunshine Law

The Sunshine Law applies to the Board, and to any committee or subcommittee created by the Board or required by law or rule.

A “meeting” to which the Sunshine Law applies is any prearranged discussion of the public business of the Board, committee or subcommittee by a majority of its members, including, but not limited to, regular and special meetings, work sessions, retreats, planning meetings, and study groups. A series of prearranged meetings attended by a minority of the Board to discuss the public business, without giving proper notice, is a violation of the Sunshine Law. A majority of members may gather at social or other events, but may not discuss public business.

Adopted 2/13/06

Ratification - 9/26/05

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WHISTLEBLOWER PROTECTION

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative guidelines. The Board encourages staff to report possible violations of these Board expectations to their immediate supervisors.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee may report to the Superintendent. If the reported conduct relates to the Superintendent, the report may be filed directly with the Board President.

After such a report is made, the immediate supervisor will ask that employee's report be put in writing. Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported. Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor.

In the case of reporting suspected fraud or fraudulent activity, an employee may file a report using the Auditor of State's system for reporting of fraud. This reporting mechanism may be used either in addition to or instead of filing a written report with the employee's supervisor or other District authority.

The Superintendent shall develop administrative guidelines necessary for implementation of this policy, including the development of forms upon which such reports may be made.

R.C. 4113.52

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Nondiscrimination and Equal Employment Opportunity

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts.

R.C. 4112.01, 4112.02
A.C. 3301-35-03(A)
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C., 2000e, et seq., Civil Rights Act of 1964
42 U.S.C., 12112, Americans with Disabilities Act of 1990, as amended
20 U.S.C. 1681 et seq., Title IX
29 C.F.R. Part 1635

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EMLOYMENT OF ADMINISTRATORS

The Board of Education recognizes that it is vital to the successful operation of the District that administrative positions created by the Board be filled with highly qualified and competent personnel. The Board may contract with the governing board of the educational service center from which it otherwise receives services to conduct searches and recruitment of candidates for assistant superintendent, principal, assistant principal, and other administrator positions.

The Board shall approve the employment, determine the compensation, and establish the term of said employment for each administrator employed by the Board. Individuals may be employed as administrators pursuant to a limited contract for a term not to exceed three (3) years, unless the individual has been employed by the Board as an administrator in the District for three (3) or more years, in which case his/her term of the contract shall be for not more than five (5) years and not less than two (2) years. However, the Board of Education may, on a one-time basis, and upon the recommendation of the Superintendent, issue a one (1) year contract to such person.

The Board shall only employ those candidates nominated by the Superintendent, unless otherwise authorized by law.

Hours of Employment

The Superintendent shall establish the hours of employment for administrative personnel. These hours shall be the time required to complete the work for which the personnel were employed. This group of personnel is expected to be available to the staff and/or parents for conferences, meetings, etc., at the discretion of the Superintendent.

Any person employed as an assistant superintendent, principal, assistant principal, or other administrator shall possess a valid certificate/license issued pursuant to Ohio law and shall file a copy of his/her certificate/license with the District.

To the extent permitted by law, the Board may request the State Board of Education to issue a one (1) year temporary educator license to a candidate recommended by the Superintendent for an administrative position, provided the candidate is of good moral character and has earned at least a baccalaureate degree in a field related to finance or administration from an accredited institution of higher learning or has at least five (5) years of recent work experience in education, management, or administration.
RELATIVES OF BOARD MEMBERS

Relative of Board members may be employed by the Board, provided the member of the Board does not participate in any way in the discussion or vote on the employment when such a conflict of interest is involved.

An individual who is related to a staff member may be employed as an administrator by the Board provided the administrator is not placed in a position in which s/he will evaluate the staff member to whom s/he is related.

The service of administrative staff members prior to employment by the Board is authorized when their service is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

Any applicant under final consideration of employment with the Board must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the District (see Policy 8120).

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

The Superintendent may recommend and the Board may approve the reemployment of an administrative staff member at any regular or special meeting held during the period beginning on the first day of January of the calendar year immediately preceding the year of expiration of the employment contract and ending on the last day of March—first day of June in the year the employment contract expires.

The Board may, by a three-fourths (3/4’s) majority vote of its full membership, reemploy an assistant superintendent, principal, assistant principal, or other administrator whom the Superintendent refuses to nominate. If need be, and to the extent permitted by law, the Board may request the State Board of Education to issue a one (1) year temporary educator license to an administrator whom the Superintendent has refused to nominate for reemployment in an administrative position, provided the candidate is of good moral character and has earned at least a baccalaureate degree in a field related to finance or administration from an accredited institution of higher learning or has at least five (5) years of recent work experience in education, management, or administration.

Before taking action to renew or non-renew the contract of any administrator, the Board shall notify each such administrator prior to the first day of June last-day-of-March—of the date his/her contract expires and inform the administrator that s/he may request a meeting with the Board to discuss its reasons for considering renewal or non-renewal of his/her contract. Upon the request of the administrator, the Board shall meet with him/her in executive session. The administrator shall be permitted to have a representative of his/her choice present at that meeting.

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If the Board fails to provide the evaluations as required by Board Policy 4530 or if the Board fails to provide, following the request of the administrator, a meeting for the purpose of discussing the Board's reasons for considering renewal or non-renewal of the administrator's contract, then the administrator shall be automatically reemployed at the same salary plus any increments that may be authorized by the Board, and the term of reemployment shall be one (1) year, unless the individual has been employed as an administrator by the District for three (3) years or more in which case the reemployment shall be for a term of two (2) years.

Furthermore, an administrator shall be deemed reemployed upon expiration of his/her contract term unless the administrator notifies the Board to the contrary on or before the first fifteenth day of June, or unless the Board either reemploys the administrator for a succeeding term or gives written notice of its intent not to reemploy the administrator on or before the first day of June last day of March in the year in which said contract expires. In such instances, the reemployment shall be at the same salary plus any increments that may be authorized by the Board, and the term of reemployment shall be one (1) year, unless the individual has been employed as an administrator by the District for three (3) years or more in which case the reemployment shall be for a term of two (2) years.

Any administrator's intentional misstatement of fact material to qualifications for employment or reemployment, or to the determination of salary, shall be considered by this Board to constitute grounds for dismissal.

All administrators shall become familiar with the policies of the Board and other such guidelines, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the District. Any administrator employed by the Board who shall be guilty of any willful violation of the policies of the Board shall be guilty of gross insubordination and shall be subject to dismissal or such lesser penalty as the Board may prescribe.

Except by mutual agreement of the parties thereto, no administrator shall be transferred during the term of his/her contract to a position of lesser responsibility. Furthermore, no contract may be terminated or suspended except in accordance with State law.

R.C. 2909.34, 3319.01, 3319.02, 3319.07, 3319.16, 3319.17, 3319.171, 3319.225
R.C. 3319.27, 3319.36

Ratification - 9/26/05
Revised 1/8/07

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NONDISCRIMINATION AND
ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") nor tolerate harassment in its educational programs or activities, for any reason, including on the basis of race, color, national origin, sex, disability, military status, ancestry, age, or genetic information. Additionally, it will not discriminate in its employment policies and practices.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Equal educational opportunities shall be available to all students, without regard to their membership in the Protected Classes, race, color, national origin, sex, disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.
In order to achieve the aforesaid goal, the Board directs the Superintendent shall to:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes race, color, gender, disability, religion, national origin, ancestry, or culture; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes race, color, gender, religious, national origin, cultural, or other bias in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to verify that all students have equal access thereto and are not segregated on the basis of the Protected Classes race, color, creed, gender, disability, or national origin in any duty, work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations;

2. verify that facilities are made available, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;
D. **District Support**

verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. **Student Evaluation**

verify that tests, procedures, and guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes race, color, creed, gender, or national origin.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), the Americans with Disabilities Act, and the Age Discrimination Act of 1975 in Federal Assisted Programs Act is provided to students, their parents, staff members, and the general public.
The Superintendent shall annually attempt to identify children with disabilities, ages 3-22, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).

The Superintendent shall prepare administrative guidelines as needed in furtherance of the proper implementation of this policy.

A.C. 3301-35-02(A)
R.C. 3301.0711, 3302.01, 3302.03, 3313.61, 3313.611, 3313.612, 3317.03
Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendment Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended
42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
29 C.F.R. Part 1635
34 C.F.R. Part 110 (7/27/93)
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979
Title III of the No Child Left Behind Act of 2001

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FIELD AND OTHER DISTRICT-SPONSORED TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;

arouse new interests among students;

help students relate school experiences to the reality of the world outside of school;

bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;

afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is an integral part of a course of study and is under the direct supervision and control of a professional staff member or any advisor as designated by the Superintendent.

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program and is under the direct supervision and control of a professional staff member or any advisor as designated by the Superintendent.
School personnel shall not accept any form of compensation from vendors that might influence their recommendation on the eventual selection of a location for, or a vendor that will provide transportation to, a field or other district-sponsored trip. Furthermore, school personnel shall not accept any compensation from a vendor after a decision has been made regarding the location for, or a vendor that will provide transportation to, a field or other District-sponsored trip. In addition, school personnel who recommended the location for, or a vendor that will provide transportation to, a field or other district-sponsored trip shall not enter into a contractual arrangement whereby an individual staff member receives compensation in any form from the vendor that operates the venue for, or provides the transportation to, a field or other District-sponsored trip for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a school staff member receives such compensation, albeit unsolicited, from a vendor, the staff member shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the Treasurer at his/her earliest opportunity.

The Superintendent shall:

Approve all proposed field trips.

The Board shall approve all proposed field trips that are planned to keep students out of the District overnight or longer or out of the State, except that prior Board approval is not required for overnight trips related to athletic contests and other extracurricular competitions that arise at a time when no Board meetings are scheduled prior to the date of the trip.
The Superintendent may approve overnight trips related to athletic contests and other extracurricular competitions that arise at a time when no Board meetings are scheduled prior to the date of the trip.

Students will not be charged for the cost of transportation to and from educational field trips on school days. Students may be assessed the cost for transportation to and from educational field trips on non-school days.

Students may be charged fees, including, but not limited to, admission fees, for District-sponsored trips.

but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.
The superintendent shall prepare administrative guidelines for the operation of both field and other district-sponsored trips, including athletic trips.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled.

or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.
In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

School vehicles are not to be used if the entire distance traveled round trip from the point of exit and entry of the State is more than 1000 miles.

R.C. 3327.15
A.C. 3301-83-12, 3301-83-16(A)(B)(E)
Auditor of State Bulletin 2000-006

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STUDENT ASSESSMENT AND
ACADEMIC INTERVENTION SERVICES

The Board of Education shall assess student achievement and needs in all program areas in compliance with State law and the rules adopted by the State Board of Education. The purpose of such assessments will be to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of this District.

The Board shall administer the State-mandated tests (e.g., diagnostic assessments and achievement tests) to students at the times designated by the State Board of Education. The Board may, for medical reasons or other good cause, excuse a student from taking a State-mandated test on the date scheduled, but any such test shall be administered to such excused student not later than nine (9) days following the scheduled date. The Board shall annually report, not later than June 30th, the number of students who have not taken one or more of the State-mandated tests to the State Board of Education.

The District shall require that all appropriate staff have knowledge of the prescribed standards of ethical assessment practice and shall monitor the assessment practices for compliance with these standards. These duties shall include:

A. communicating standards of ethical assessment practice;

B. communicating security procedures for assessment;

C. establishing procedures for reviewing assessment materials and procedures and assessment preparation materials and procedures;

D. establishing channels of communication that allow teachers, other educators, students, parents, and other members of the community to voice concerns about assessment practices;

E. establishing written procedures for investigating complaints, allegations, and/or concerns about assessment practices, protecting the rights of an individual, the integrity of an assessment, and the results of an assessment.

The Board shall provide academic intervention services in pertinent subject areas to students who score below the proficient level in reading, writing, mathematics, social studies, or science achievement test, or who do not demonstrate academic performance at their grade level based on the results of a diagnostic assessment.

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At least annually, staff members will assess the academic achievement and learning needs of each student. Procedures for such assessments may include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, and physical examinations.

The Superintendent shall develop a program of testing that includes:

A. administration of State-mandated tests (e.g., diagnostic assessment and achievement tests), at no cost to students, in accordance with the provisions of A.C. 3301-13-02;

B. performance-based tests at appropriate grade levels to measure achievement of performance objectives in composition, mathematics, science, social studies, and reading;

C. aptitude tests;

D. District or teacher-made achievement or performance tests;

E. vocational inventories;

F. tests of mental ability;

G. portfolios.

"Achievement test" means "a test, aligned with the Ohio academic content standards and model curriculum, designed to measure a student's level of knowledge or skill in a specific subject area that is expected at the end of a designated grade and/or is required as part of the Ohio graduation requirement."

"Alternate assessment" means "the use of an assessment instrument, other than the Ohio achievement tests or diagnostic assessments, that meets the requirements of all applicable Federal and State laws and A.C. 3301-13-03."

"Diagnostic assessment" means "an assessment aligned with Ohio academic content standards and model curriculum, designed to measure student comprehension of academic content and mastery of related skills for a relevant subject area at each grade level, kindergarten through three, as defined in R.C. 3301.079."
"Ohio graduation tests" means "the achievement tests, aligned with academic content standards and model curriculum, designed to measure a student’s level of academic achievement expected at the end of the tenth grade in writing, reading, mathematics, social studies, and science."

"Performance standards" means "a score adopted by the State Board of Education indicative of a particular level of academic achievement at a designated grade for each achievement test or alternate assessment."

"Statewide tests" means "any assessment that is provided by the Ohio Department of Education (ODE) for use in all participating schools in the State."

The Superintendent shall develop:

A. procedures for the regular collection of student performance data;

B. a plan for the design of classroom-based intervention services to meet the instructional needs of individual students as determined by the results of diagnostic assessments; and

C. procedures for using student performance data to evaluate the effectiveness of intervention services and, if necessary, to modify such services.

For any student who failed to demonstrate at least a score at the proficient level on an achievement test during the preceding school year, the Board shall provide appropriate intervention services commensurate with the student’s test performance in each such test area, including intensive prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608, or R.C. 3313.6012.

The Board shall require that:

A. data regarding individual test scores be entered on the student’s cumulative record, where it will be subject to the Board’s student records policy;

B. the aggregate results of each school-wide, program-wide, and District-wide test be made part of the public record.

In accordance with State law, the Superintendent shall develop guidelines for the annual assessment of the reading skills of each student at the end of first and second grade, and identify those students who are reading below their grade level. Each student’s classroom teacher shall be involved in the assessment and identification of those students who are reading below grade level.
The Board shall notify the parent or guardian of each student whose reading skills are below grade level and provide intervention services to each student reading below grade level. Such intervention services shall include instruction in intensive, systematic phonetics pursuant to rules adopted by the State Board of Education.

For any student who attains a score in the limited level of skill range on the third-grade reading achievement test, the Board shall do one of the following:

A. promote the student to fourth grade if the student's principal and reading teacher agree that other evaluations of the student's skill in reading demonstrate that the student is academically prepared to be promoted to the fourth grade;

B. promote the student to fourth grade, but provide the student with "intensive" intervention services in fourth grade; or

C. retain the student in the third grade.

For any student who does not attain by the end of the third grade at least a score in the range of proficient in the reading test prescribed under R.C. 3301.0710(A)(2)(e), the Board shall offer intensive remediation services, during the summer following third grade.

Summer remediation services shall meet the following conditions:

A. the remediation methods are based on reliable educational research

B. testing will be conducted before and after students participate in the program to facilitate monitoring results of the remediation services

C. the parents of participating student will be involved in programming decisions

D. the services will be conducted in a school building or community center and not on an at-home basis
The Board shall keep records for each student including the following:

A. a unique State student identification code or a student data verification code as required in accordance with R.C. 3301.0714(D)(2)

B. a list or designation of which tests are required and which tests are not required

C. a list or designation of which tests, required or not required, are taken and which are not taken at each test administration period

D. score for each test taken, required or not

E. whether each student attained the requisite performance standard designated for each required test

F. whether or not intervention must be provided, and

G. for each test required for graduation, the date passed must be recorded on the student's transcript

No information shall be on the student's transcript for a test not passed.

When a student who has taken State-mandated tests in one (1) school leaves that school to enroll in another school, the school previously attended shall provide, immediately upon request by a school official from the enrolling school, all applicable records set forth above.

For each student required to be offered intervention services, the Board shall involve the student's parent or guardian and classroom teacher in developing the intervention strategy, and shall offer to the parent or guardian the opportunity to be involved in the intervention services.

During the school year following the year in which the tests prescribed by R.C. 3301.0710(A)(1) are administered to any student, the Board shall provide appropriate intervention services, commensurate with the student's test performance, including any intensive prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608, or R.C. 3313.6012, in any skill in which the student failed to demonstrate at least a score of proficient level on an achievement test.
Except as authorized by State law, the Board shall not use any student’s failure to attain a specified score on any State-mandated test as a factor in any decision to deny the student promotion to a higher grade level.

All identified students with disabilities in the School District shall be considered for participation in the State-mandated testing. The extent of the student’s participation shall be determined by the IEP Team. Accordingly, the student’s IEP shall require that s/he take:

A. the required assessments in the same manner as other students;

B. the required assessments with accommodations appropriate for his/her disability; or

C. an alternate assessment that has been approved by the State Department of Education.

To the extent possible, and in accordance with law, a student with disabilities shall not be excused from taking a required assessment unless no reasonable accommodation can be made to enable the student to take the assessment.

Program evaluations will be reviewed and updated every five (5) years. A schedule for such will be developed and implemented by the Superintendent.

This policy shall be reviewed and updated annually.

See Policy 2623.02 – Third Grade Reading Guarantee

R.C. 3301.079, 0710, .0711, .0714, .0715, 3313.608, 3313.608(D), 3313.6012
A.C. 3301-13, 3301-35

Ratification - 9/26/05
Revised 1/14/08
Revised 2/9/09
THIRD GRADE READING GUARANTEE

All students entering the third grade must demonstrate a certain level of competency in reading before advancing to the fourth grade.

In accordance with State law, the Superintendent shall develop a program for the annual assessment of the reading skills of each student at the end of first and second grade, and identify those students who are reading below their grade level. Each student's classroom teacher shall be involved in the assessment and identification of those students who are reading below grade level.

Definitions

"On track" means any student who is reading at grade level based on previous end of year standards expectations by September 30th.

"Not on track" means any student who is not reading at grade level based on previous end of year standards expectations by September 30th.

Assessment of Reading Skills Program

A. An English language arts (ELA) diagnostic assessment, as approved by the Ohio Department of Education (ODE), shall be given by September 30th of each year for students in kindergarten through Grade 3.

B. Diagnostic assessment results shall be translated to ODE's definitions of "on track" and "not on track". The District shall make the final determination regarding whether a student is "on track" or "not on track".

C. If the diagnostic assessment shows that a student is "not on track" to be reading at grade level by the end of the year, the parent will be notified, in writing, of the following:

1. that the school has identified a reading deficiency with the child

2. a description of current services provided to the student
3. a description of proposed supplemental instruction services

4. that the Ohio Achievement Assessment for third-grade reading is not the only measure of reading competency, and

5. that unless the student attains the appropriate level of reading competency by the end of Grade 3, the student will be retained

D. For each student identified to be “not on track”, the District shall:

1. begin reading intervention immediately using research-based reading strategies targeted to the student’s identified reading deficiencies;

2. develop a reading improvement and monitoring plan within sixty (60) days of learning of the reading deficiency;

Reading Improvement and Monitoring Plan

The reading improvement and monitoring plan developed for students identified as “not on track” shall include:

A. identification of the student’s specific reading deficiency;

B. a description of proposed supplemental instruction services that will target the student’s identified reading deficiencies;

C. opportunities for the student’s parent/guardian to be involved in the instructional services;

D. a process to monitor the implementation of the student’s instructional services;

E. a reading curriculum during regular school hours that assists students to read at grade level, provides reliable assessments, and provides ongoing analysis of each student’s reading progress; and
F. a statement that unless the student attains the appropriate level of reading competency by the end of Grade 3, the student will be retained.

Such intervention services shall include instruction in intensive, systematic phonetics pursuant to rules adopted by the State Board of Education.

**Reporting Requirements**

All assessment results and determinations shall be compiled and maintained by the District. The District shall comply with all reporting requirements of Ohio’s Third Grade Reading Guarantee.

**Promotion/Retention**

For any student who attains a score in the range designated by statute on the third-grade reading achievement test, the District shall do one of the following:

A. promote the student to fourth grade if the student’s principal and reading teacher agree that other evaluations of the student’s skill in reading demonstrate that the student is academically prepared to be promoted to the fourth grade;

B. promote the student to fourth grade, but provide the student with “intensive” intervention services in fourth grade; or

C. retain the student in the third grade.

For any student who does not attain by the end of the third grade at least a score in the range designated by statute in the reading test prescribed under R.C. 3301.0710(A)(2)(c), the District shall offer intensive remediation services during the summer following third grade.
Beginning with students who enter the third grade in the 2013-2014 school year, no student shall be promoted to the fourth grade who attains a score in the range designated by R.C. 3310.0710(A)(3) on the assessment prescribed to measure skill in English language arts (ELA) expected at the end of third grade unless one of the following applies:

A. the student is limited English proficient student who has been enrolled in United States schools for less than two (2) full school years and has had less than two (2) years of instruction in an English as a second language program; or

B. the student is a child with a disability entitled to special education and related services under R. C. Chapter 3323 and the student’s individualized education program (IEP) exempts the student from retention under this division; or

C. the student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education (ODE); or

D. all of the following apply:

1. The student is a child with a disability entitled to special education and related services under R.C. Chapter 3323.

2. The student has taken the third grade English language arts achievement assessment, as prescribed.

3. The student’s IEP under Section 504 of the Rehabilitation Act of 1973, as amended, shows that the student has received intensive remediation in reading for two school years, but still demonstrates a deficiency in reading.

4. The student previously was retained in any of grades kindergarten to three.

or
E. the student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three. Any such student shall continue to receive intensive reading instruction in grade four. The instruction shall include an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies that have been successful in improving reading among low-performing readers.

A student retained under the provisions of the Third Grade Reading Guarantee and this policy shall be considered for mid-year promotion if that student demonstrates that s/he is reading at or above grade level, in accordance with the provisions of Policy 5410 – Promotion, Academic Acceleration, Placement, and Retention. Such action shall be considered in consultation with the parent/guardian and the Student Intervention Team and with the concurrence of the building administrator.

Intensive Remediation Services

Remediation services for students on reading improvement and monitoring plans in shall be research-based reading strategies that have been shown to be successful in improving reading among low-performing readers.

If a student has already been retained by the Third Grade Reading Guarantee, intervention services must include at least ninety (90) minutes of reading daily.

The District shall provide the option for students to receive reading intervention services from one or more providers other than the District. Both the District and ODE have the authority to screen and approve such providers.

Interventions for students who have been retained may include:

A. small group instruction;
B. reduced student-teacher ratios;
C. more frequent progress monitoring;
D. tutoring or mentoring;
E. transition classes containing third and fourth grade students;
F. summer reading camp; or

G. extended school day, week, or year.

Intensive remediation services shall be targeted to the student's identified reading deficiency.

This policy shall be reviewed and updated periodically as necessary.

R.C. 3301.079, 0710, .0711, .0714, .0715, 3313.608, 3313.608(D), 3313.6012
A.C. 3301-13, 3301-35

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The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, age, genetic information (collectively, "Protected Classes"), or any other legally protected characteristic, in its programs and activities, including employment opportunities.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public. Any sections of the District’s collectively
NON-RENEWAL OF A TEACHER CONTRACT

It is the responsibility of the Board of Education to provide a competent and able professional staff to perform the educational services of the District.

The Board, upon the recommendation of the Superintendent, may exercise its option, under law, not to renew the contract of a teacher under a limited or extended limited contract. The term "teacher" refers to any person employed by the Board who is covered by the negotiated agreement between the Board and the Xenia Education Association.

A teacher, employed under a limited contract and not eligible for consideration for employment under a continuing contract, shall be considered to be reemployed under a limited contract unless the Board, acting on the Superintendent's recommendation, follows the evaluation procedures in compliance with the negotiated agreement and gives the teacher written notice of its intention not to reemploy on or before April 30th: **June 1st.** It shall be presumed that the teacher has accepted such reemployment unless s/he notifies the Board in writing to the contrary on or before June 1st **15th.**

A teacher, employed under a limited contract and eligible for consideration for employment under a continuing contract or an extended limited contract, unless the teacher is non-renewed according to the terms of this policy or as otherwise expressly provided in the collective bargaining agreement.

Teachers, eligible for continuing service status in this District, shall be those properly-licensed teachers, who within the last five (5) years, have taught for at least three (3) years in the District, and, **shall be granted only to** the following:

1. **Any teacher holding a professional, permanent, or life teacher's certificate;**
2. Any teacher who meets the following conditions:

(a) The teacher was initially issued a teacher’s certificate or educator license prior to January 1, 2011.

(b) The teacher holds a professional educator license issued under section 3319.22 or 3319.222 or former section 3319.22 of the Revised Code or a senior professional educator license or lead professional educator license issued under section 3319.22 of the Revised Code.

(c) The teacher has completed the applicable one of the following:

(i) If the teacher did not hold a master’s degree at the time of initially receiving a teacher’s certificate under former law or an educator license, thirty semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license, as specified in rules which the State Board of Education shall adopt;

(ii) If the teacher held a master’s degree at the time of initially receiving a teacher’s certificate under former law or an educator license, six semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license, as specified in rules which the state board shall adopt.
3. Any teacher who meets the following conditions:

(a) The teacher never held a teacher's certificate and was initially issued an educator license on or after January 1, 2011.

(b) The teacher holds a professional educator license, senior professional educator license, or lead professional educator license issued under section 3319.22 of the Revised Code.

(c) The teacher has held an educator license for at least seven (7) years.

(d) The teacher has completed the applicable one of the following:

(i) If the teacher did not hold a master's degree at the time of initially receiving an educator license, thirty (30) semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of that license, as specified in rules which the State Board shall adopt;

(ii) If the teacher held a master's degree at the time of initially receiving an educator license, six (6) semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of that license, as specified in rules which the State Board shall adopt.

Nothing herein shall be construed to void or otherwise affect a continuing contract entered into prior to October 16, 2009.

A. A Professional, Permanent or Life teacher's certificate issued upon application submitted to the State Board of Education prior to September 1, 1998 or renewed or upgraded subsequent to September 1, 1998 in accordance with R.C. 3319.22; or
B. A Professional Educator's License issued after October 29, 1996 and proof of either of the following:

1. If a master's degree was not held at the time of initially receiving a teaching certificate or an educator's license, thirty (30) semester hours of course work in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license; or

2. If a master's degree was held at the time of initially receiving a teaching certificate or an educator's license, six (6) semester hours of graduate course work in the area of licensure or in an area related to the teaching field since the initial issuance of the teaching certificate or license.

In addition, those professional staff members who, having attained continuing contract status elsewhere, have served two (2) years in the District, are eligible for continuing contract with the District. However, the Board, upon the recommendation of the Superintendent, may at the time of employment or at any time within such two (2) year period, declare any of the latter teachers eligible.

Upon the recommendation of the Superintendent that a teacher eligible for continuing service status be reemployed, a continuing contract shall be entered into between the Board and the teacher, unless the Board by three-fourths (3/4's) vote of its full membership rejects the recommendation of the Superintendent. If the Board rejects by a three-fourths (3/4's) vote of its full membership the recommendation of the Superintendent that a teacher eligible for continuing service status be reemployed, the Board may declare its intention not to reemploy the teacher. Prior to taking this action, however, the Superintendent shall have the right to recommend an extended limited contract. The Superintendent may recommend reemployment of the teacher, if continuing service status has not previously been attained elsewhere, under an extended limited contract for a term not to exceed two (2) years, provided that written notice of the Superintendent's intention to make such recommendation has been given to the teacher with reasons directed at the professional improvement of the teacher on or before April 30th, June 1st.
If the Superintendent makes no recommendation of an extended limited contract, or if the Board by a three-fourths (3/4's) vote of its full membership rejects said recommendation for an extended limited contract, the Board may non-renew the teacher if it has followed the evaluation procedures in compliance with the negotiated agreement and gives the teacher written notice on or before April 30th or June 1st of its intention not to reemploy the teacher.

If the teacher is granted an extended limited contract, upon any subsequent reemployment of the teacher, only a continuing contract may be entered into with the teacher. A teacher employed under an extended limited contract and eligible for a continuing contract at the expiration of such extended limited contract, shall be deemed reemployed under a continuing contract unless the Board, acting on the Superintendent's recommendation that the teacher not be reemployed, gives the teacher written notice on or before April 30th or June 1st of its intention not to reemploy him/her and has followed the evaluation procedures in compliance with the negotiated agreement. The Superintendent shall require that the teacher, at the time of receipt, provide signed evidence of the time and date of receipt of the notice.

Any teacher receiving written notice of the intention of the Board not to reemploy, may, within ten (10) days of the date of which s/he received the notice, file with the Treasurer of the Board a written demand for a written statement describing the circumstances that led to the recommendation for non-renewal. The Treasurer, within ten (10) days after receipt of a teacher request, shall provide the teacher with the substantive basis for the Board's decision not to reemploy the teacher.

Any teacher receiving a written statement describing the circumstances that led to the recommendation for non-renewal may, within five (5) days of the date on which s/he received the statement, file with the Treasurer of the Board a written demand for a hearing before the Board. The Treasurer of the Board, on behalf of the Board, shall, within ten (10) days of the date on which s/he receives a written demand for a hearing, provide to the teacher a written notice setting forth the time, date, and place of the hearing. The Board shall schedule and conclude the hearing within forty (40) days of the date on which the Treasurer of the Board receives a written demand for a hearing.
Any hearing conducted shall be conducted by a majority of the members of the Board. The hearing shall be held in executive session of the Board unless the Board and the teacher agree to hold the hearing in public. The Superintendent, Assistant Superintendent, the teacher, and any person designated by either party to take a record of the hearing may be present at the hearing. The Board may be represented by counsel and the teacher may be represented by counsel or a designee. The hearing shall include the opportunity for presentation of evidence, confrontation and examination of witnesses, and the review of arguments of both the teacher and the Board. A record of the hearing may be taken by either party at the expense of the party taking the record. Within ten (10) days of the conclusion of the hearing, the Board shall issue to the teacher a written decision containing an order affirming the intention of the Board not to reemploy the teacher or an order vacating the intention not to reemploy and expunging any record of the intention, notice of the intention, and the hearing.

A teacher may appeal an order affirming the intention of the Board not to reemploy the teacher to the Court of Common Pleas.

This policy does not apply to the Superintendent, administrators, teacher supplemental contracts, or teachers employed as substitutes for less than 120 days during the school year.

If non-renewal proceedings are initiated against a professional staff member and/or if a professional staff member resigns under threat of non-renewal or during the course of an investigation which has been initiated by the Board based upon a reasonable belief that the professional staff member has engaged in conduct unbecoming the teaching profession, as defined in Policy 8141, the Superintendent will cause to be filed with the Ohio Department of Education a report, on forms provided by the Department for that purpose, in accordance with the aforementioned policy and as required by law.

R.C. 3319.08, 3319.11, 3319.111, 3319.313

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WHISTLEBLOWER PROTECTION

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative guidelines. The Board encourages staff to report possible violations of these Board expectations to their immediate supervisors.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee may report to the Superintendent. When the immediate supervisor is the source of concern, the complaint may be addressed to the Superintendent. If the reported conduct relates to the Superintendent, the report may be filed directly with the Board President.

After such a report is made, the immediate supervisor will ask that employee's report be put in writing. Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported. Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor.

In the case of reporting suspected fraud or fraudulent activity, an employee may file a report using the Auditor of State's system for reporting of fraud. This reporting mechanism may be used either in addition to or instead of filing a written report with the employee's supervisor or other District authority.

R.C. 4113.52

Adopted 6/11/07
The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, age—genetic information (collectively, "Protected Classes"), or any other legally protected characteristic, in its programs and activities, including employment opportunities.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure that the Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District’s efforts to comply with applicable Federal and State laws and regulations, including the District’s duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public. Any sections of the District’s collectively-bargained, negotiated agreements dealing with hiring and promotion need to contain a statement of nondiscrimination similar to that in the Board’s statement above. In addition, any gender-specific terms should be eliminated from such contracts.

R.C. 4112.01, 4112.02
A.C. 3301-35-03(A)
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C., 2000e, et seq., Civil Rights Act of 1964
42 U.S.C., 12112, Americans with Disabilities Act of 1990, as amended
20 U.S.C. 1681 et seq., Title IX
29 C.F.R. Part 1635

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It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee may report to the Superintendent. When the immediate supervisor is the source of concern, the complaint may be addressed to the Superintendent. If the reported conduct relates to the Superintendent, the report may be filed directly with the Board President.

After such a report is made, the immediate supervisor will ask that employee's report be put in writing. Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported. Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor.

In the case of reporting suspected fraud or fraudulent activity, an employee may file a report using the Auditor of State's system for reporting of fraud. This reporting mechanism may be used either in addition to or instead of filing a written report with the employee's supervisor or other District authority.

R.C. 4113.52

Adopted 6/11/07
ENTRANCE REQUIREMENTS

The Board of Education establishes the following entrance age requirements for students, which are consistent with statute and sound educational practice, and directs that all eligible students be treated in an equitable manner.

Kindergarten

A child is eligible for entrance into kindergarten if s/he attains the age of five (5) on or before September 30th of the year in which s/he applies for entrance. The Board may admit a younger child to kindergarten if the child satisfies the Board's early entrance criteria. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

The Board will admit to kindergarten any child who has not attained the entrance age requirement of this District, but who was properly enrolled in an approved public or chartered nonpublic school kindergarten before transferring to the District.

or private

school kindergarten before transferring to this District.
First Grade

A child is eligible for entrance into first grade if s/he attains the age of six (6) on or before September 30th of the year in which s/he applies for entrance and has completed the kindergarten program of this District or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade. The Board may admit to first grade a younger child who has successfully completed kindergarten if the child satisfies the Board's early entrance criteria. This requirement may only be waived if (1) a request is made and approved by the District's Pupil Personnel Services Committee (2) the acceleration evaluation committee decides it is appropriate for the child.

Required Documents

The Superintendent shall require that each child who registers for entrance to school provide:

A. his/her birth certificate or similar documentation authorized by law as proof of age and birthdate;

B. a certified copy of any custody order or decree together with any modification in such an order or decree.

If such documents are not provided, the child may be admitted under the Superintendent's guidelines. Appropriate law enforcement authorities shall be notified in the event that required documents are not provided in accordance with the provisions of R.C. 3313.672.

Each child entering the District's kindergarten or first grade program for the first time must be properly screened for any medical or health problems as well as those related to hearing, vision, speech and communications.

Any parent may provide the District with a written statement indicating that s/he does not wish to have his/her child screened.
Early Entrance Criteria

The District provides early admission to kindergarten and first grade for qualified students. Copies of the referral forms for evaluation for early entrance to kindergarten or first grade will be available in each school building. Any student residing in the District may be referred by an educator employed by the District, staff member, or a preschool educator who knows the child, the child's parent/guardian, or a pediatrician or psychologist who knows the child. The referral shall be made to the principal of the school for evaluation for possible early admission. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities.

Pursuant to R.C. 3321.01, all children who will be the proper age for entrance to kindergarten or first grade by the first day of January of the school year for which admission is requested shall be evaluated upon request of the child's parent or legal guardian. Children who will not be the proper age for entrance to kindergarten or first grade by the first day of January of the school year for which admission is requested shall also be evaluated for early admittance if referred by an educator within the District, a preschool educator who knows the child, or a pediatrician or psychologist who knows the child. Such children may also be evaluated at the discretion of the principal of the school to which the student may be admitted.

Before a student is evaluated for early entrance, the principal (or his/her designee) of the school to which the child may be admitted shall obtain written permission from the child's parent/guardian.

Evaluations related to referrals submitted to the school principal between August 15th and April 15th, will ordinarily be completed and a written report issued within forty-five (45) calendar days of submission of the referral to the school principal. Evaluations related to referrals submitted to the school principal between April 16th and August 14th will ordinarily be completed and a written report issued within forty-five (45) days of the start of the school year.
Children referred for early entrance will be evaluated in a prompt manner. The principal of the school to which the child may be admitted shall convene an acceleration evaluation committee to determine whether early entrance is appropriate for that child. The acceleration evaluation committee shall include the following:

A. a parent/legal guardian or a representative designated by the parent/guardian

B. a gifted education coordinator or gifted education specialist, or, if neither is available, a school psychologist or a guidance counselor with expertise in the appropriate use of academic acceleration.

C. the principal or assistant principal of the school to which the child may be admitted

D. a teacher at the grade level to which the student may be admitted

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will also consider the student's own thoughts on possible accelerated placement in its deliberations.

Children considered for early entrance shall be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

A meeting will be conducted with the parent/guardian following the evaluation to inform him/her of the committee's decision and, if appropriate, to discuss the results of the evaluation and the nature of the kindergarten or first grade program.

The parent/guardian will be provided with a written summary of the outcome of the evaluation process. This notification shall include instructions for appealing the outcome of the evaluation process.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the results of the evaluation. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within 30 (thirty) calendar days of receiving the appeal. The Superintendent or his/her designee's decision will be final.
If a child is recommended for early entrance, the acceleration evaluation committee will develop a written acceleration plan for that child. The plan will specify:

A. placement of the child in the accelerated setting;
B. strategies to support successful early entrance; and
C. an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee the implementation of the acceleration plan and to monitor the child's adjustment to the early entrance.

At any time during the transition period, a parent/guardian of the child may request in writing that the child be withdrawn from the accelerated placement. In such cases, the principal shall remove the child without repercussions.
Also, at any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the acceleration evaluation committee to consider other placement options and to issue a decision within _thirty_ (_30_) [not to exceed thirty 30]) calendar days of receiving the request. If the student will be placed in a different setting from that initially recommended, the acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The child’s records shall be modified accordingly, and the acceleration plan shall become part of the student’s permanent record to facilitate continuous progress through the curriculum.

R.C. 3313.64, 3313.641, 3313.672, 3313.673, 3321.01 et seq., 3321.05, 3323.01
R.C. 3324.10

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PERSONAL COMMUNICATION DEVICES

Students may use personal communication devices (PCDs) before and after school, during after school activities (e.g., extra-curricular activities) at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.
For purposes of this policy, “personal communication device” includes computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD “On” with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.
PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.
Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.
Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student’s parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student’s name and held in a secure location in the building’s central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

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PROMOTION, ACADEMIC ACCELERATION, PLACEMENT, AND RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It is the Board’s intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

The promotion and retention provisions of this policy shall be in compliance with the terms of Ohio’s Third Grade reading Guarantee (Policy 26.23.02).

Promotion:

A student will be promoted to the succeeding grade level when s/he has:

A. completed the course and State-mandated requirements at the presently assigned grade;

B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;

C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;

D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Academic Acceleration:

Academic acceleration may involve whole-grade acceleration or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration).
Any student residing in the District may be referred by a staff member or a parent/guardian to the principal of his/her school for evaluation for possible accelerated placement. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities. Copies of referral forms for evaluation for whole-grade or individual subject acceleration will be available at each school building.
Children. Students referred for accelerated placement will be evaluated in a prompt manner. The building principal will schedule the evaluations. Normally, changes in a student's schedule will occur only at the start of a semester.

Before a student is evaluated for accelerated placement, the principal (or his/her designee) shall obtain written permission from the student's parent/guardian.

Evaluations related to referrals that occur during the school year will ordinarily be completed within forty-five (45) calendar days. Evaluation related to referrals that occur at the end of a school year or during the summer will occur either before the end of the school year, if possible, or within forty-five (45) calendar days of the start of the next school year.

Upon referral, the student's principal (or his/her designee) shall convene an acceleration evaluation committee to determine the appropriate learning environment for the referred student. This committee shall be comprised of the following:

A. a parent/guardian, or a representative designated by that parent/guardian

B. a gifted education coordinator or gifted intervention specialist, or if neither is available, a school psychologist or guidance counselor with expertise in the appropriate use of academic acceleration may be substituted

C. a principal or assistant principal from the child's current school

D. a current teacher of the referred student

E. a teacher at the grade level or course to which the referred student may be accelerated

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student.

Students considered for whole-grade acceleration will be evaluated using an acceleration assessment process approved by the Ohio Department of Education. The acceleration evaluation committee will consider the student's own thoughts on possible accelerated placement in its deliberations.
Students considered for individual subject acceleration will be evaluated using a variety of data sources, including measures of achievement based on State academic content standards (in subjects for which the State Board of Education has approved content standards) and consideration of the student's maturity and desire for accelerated placement. The acceleration evaluation team will consider the student's own thoughts on possible accelerated placement in its deliberations.

The acceleration evaluation committee shall issue a written decision on the outcome of the evaluation process to the principal and the student's parent/guardian. This notification shall include instructions for appealing the decision.

Appeals must be made in writing to the Superintendent with fourteen (14) calendar days of the parent/guardian receiving the committee's decision. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within fourteen (14) calendar days of receiving the appeal. The Superintendent or his/her designee's decision shall be final.

If the student is recommended for whole-grade or individual subject acceleration, the acceleration evaluation committee will develop a written acceleration plan. The parent/guardian shall be provided with a copy of the plan. The plan shall specify:

A. placement of the student in an accelerated setting;

B. strategies to support a successful transition to the accelerated setting;

C. requirements and procedures for earning high school credit prior to entering high school (if applicable); and,

The acceleration evaluation committee will specify an appropriate transition period for accelerated students.

At any time during the transition period, a parent/guardian of the student may request in writing that the student be withdrawn from accelerated placement. In such cases the principal shall remove the student from the accelerated placement without repercussions.

At any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the evaluation committee to consider other accelerative options and to issue a decision within fourteen (14) calendar days of receiving the request. If the student will be placed in a different accelerated setting from that initially recommended, the student's acceleration plan shall be revised accordingly, and a new transition period shall be specified.

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At the end of the transition period, the accelerated placement shall become permanent. The student's record shall be modified accordingly, and the acceleration implementation plan shall become part of the student's permanent record to facilitate continuous through the curriculum.

Retention:

A student may be placed at the next grade level when retention would no longer benefit the student.

A student will be promoted to the succeeding grade level when s/he has:

A. completed the course and State-mandated requirements at the presently assigned grade;

B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;

C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;

D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Middle School

If a student receives one (1) F in an academic class, s/he will be transferred to the next grade level. Counselors will recommend summer school, especially in sequential courses like Math and English.

R.C. 3313.608, 3313.608(D), 3313.609, 3313.647, 3324.10
A.C. 3301-35-02(B)(5)

Adopted 10/10/2005
Revised 8/14/06
GRADUATION REQUIREMENTS

In order to acknowledge each student's successful completion of the instructional program, appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. Each student must demonstrate, unless exempted, at least a proficient level of skill on the tests required by the State Board of Education to graduate.

The requirements for graduation from high school include earning twenty-one (21) units of credit in grades nine through twelve as established in State law. However, no student shall be required to remain in school for any specific number of semesters or other terms if the student completes the required curriculum early.
Students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons as defined in the student handbook, while enrolled in grades 9 through 12, and as documented by the guidance counselor may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least sixty (60) hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements.
Credit may be earned by:

A. completing coursework;
B. testing out of or demonstrating mastery of course content; or
C. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Credit may be earned at an accredited postsecondary institution.

Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward the graduation requirements if it was both:

A. taught by a person who possesses a license/certificate issued under State law that is valid for teaching high school;
B. designated by the Board as meeting the high school curriculum requirements.

An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of his/her IEP; attains the applicable scores on the tests required by the State Board of Education to graduate; and meets any additional criteria the State Board may establish.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.
The Board also shall grant a diploma of adult education to all District residents over the age of twenty-one (21) who meet the requirements established by the State Board of Education.

The Superintendent shall establish whatever administrative guidelines are necessary to comply with State rules and regulations.

R.C. 3313.60, 3313.603, 3313.61, 3313.611, 3313.614, 3313.647, 3323.08
R.C. 3301.07, 0710, 0711
A.C. 3301-41-01, 3301-13-01 to 07
NEW POLICY - VOL. 31, NO. 1

AUTHORIZATION TO ACCEPT AND DISTRIBUTE ELECTRONIC RECORDS AND TO USE ELECTRONIC SIGNATURES

Unless a provision of law enacted after September 14, 2000, specifically prohibits the use of an electronic record for the specified purpose, the Board of Education authorizes the acceptance and distribution/transmission of electronic records and electronic signatures to and from District staff and other persons, as well as between District staff members. The Board further authorizes District staff to create, generate, send, communicate, receive, store, process, use, and rely upon electronic records and electronic signatures.

The Superintendent is authorized to develop administrative guidelines concerning the acceptance and distribution/transmission of electronic records and electronic signatures. After giving due consideration to security, the Superintendent may specify the following:

A. The manner and format in which the electronic records must be created, generated, sent, communicated, received, and stored, and the systems established for those purposes.

B. If electronic records must be signed by electronic means, the type of electronic signature that is required, the manner and format in which the electronic signature must be affixed to the electronic record, and the identity of, or criteria that must be met, by any third party used by a person filing a document to facilitate the process.

C. Control processes and procedures as appropriate to provide for adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records.

D. Any other required attributes for electronic records that are specified for nonelectronic records or reasonably necessary under the circumstances.
All District staff shall comply with all provisions of the Uniform Electronic Transaction Act when creating, generating, sending, communicating, receiving, storing, processing, using, and relying upon electronic records. Further, all District staff and other persons who use electronic signatures when completing transactions with the Board shall do so in compliance with State law.

Ohio Revise Code Chapter 1306

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REVISED POLICY - VOL. 31, NO. 1

DISPOSITION OF REAL PROPERTY/PERSONAL PROPERTY

The Board of Education believes that the efficient administration of the District may require the disposition of real property and/or personal property that is no longer necessary to meet the educational or operational needs of the School District.

All property considered for disposition (sale) may be subjected to a current, outside, professional appraisal prior to the solicitation of offers.

Disposition of Personal Property under $10,000

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

Disposition of Real Property under $10,000

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

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

A. Unless the property is being:

1. sold to an exempt entity, as defined in R.C. 3313.41(C);

2. Sold to a community school or the board of trustees of a college preparatory boarding school, as set forth in R.C. 3313.41(G); or

3. exchanged for an identified parcel of real property that the Board determines it needs for school purposes or the property is being used as part or an entire consideration for the purchase price of the identified real property, pursuant to R.C. 3313.41(F), or

4. traded as a part or an entire consideration on the purchase price for a similar item of personal property upon such terms as agreed to by the parties to the trade pursuant to R.C. 3313.41(E),

The District shall attempt to sell the property by public auction after giving at least thirty (30) days notice of the auction by:

- publication in a newspaper of general circulation; or
B. If, after the property has been offered once by public auction, no acceptable bids have been received, the District may sell the property at private sale. The following procedures shall apply:

Regardless of how the property was offered at public auction, at a private sale, the Board shall, as it considers best, sell real property as an entire tract or in parcels. Personal property shall be sold in either a single lot or several lots.

All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a public Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.

All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.

The authorized agents of the Board are to review all purchase or lease offers pertaining to sale or lease of property shall be selected by legal counsel and the Superintendent. The Board shall give final approval of all contracts.

In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.

Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.

Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.
C. If the Board decides to dispose of real property that is suitable for use as classroom space, prior to disposing of the property in the manner set forth above, the Board shall first offer the property for sale to the governing authorities of the start-up community schools and the board of trustees of any college preparatory boarding school located within the territory of the District.

1. The Board shall offer the property to the community school governing authority and college preparatory boarding school board of trustees at a price that is not higher than the appraised fair market value of the property as determined in an appraisal of the property that is not more than one (1) year old.

2. In the event that more than one (1) community school governing authority or college preparatory boarding school board of trustees accepts the offer made by the Board, the property shall be sold to the community school governing authority or board of trustees that accepted the offer first in time.

3. The Board may dispose of the property by public auction if no community school governing authority or college preparatory boarding school board of trustees accepts the Board’s offer within sixty (60) days after such offer.

[NOTE: The following option is provided as it is a requirement of statute.]

D. Disposition of Unused School Facilities

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

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

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

4. If no governing authority or board of trustees accepts the offer to lease or buy the property within sixty (60) days after the offer is made, the Board may offer the property for sale or lease to any other permissible entity.

(+) In the event that the District has not used property it owns which is suitable for classroom space for academic instruction, administration, storage, or other educational purposes for one (1) school year, the Board shall offer that property for sale to start-up community schools located in the District, unless the Board adopts a plan to use the property for an educational purpose within the next three (3) school years.

(+) The Board shall offer the property to the community school governing authority at a price that is not higher than the appraised fair market value of the property.

(+) In the event that more than one (1) community school governing authority accepts the offer made by the Board, the property shall be sold to the community school governing authority that accepted the offer first in time.
D. E. Further, the Board may dispose of property upon the majority vote of the members of the Board and a concurring vote of the legislative authority of a municipal corporation, declaring that an exchange of real property held by the District for school purposes for real estate held by the municipal corporation for municipal purposes will be mutually beneficial to both the District and the municipal corporation. The exchange may be made by conveyances that are executed by the President and Treasurer of the Board and the Mayor and Clerk of the municipal corporation, respectively.

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

**Donation of Real or Personal Property**

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

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

1. a statement expressing the Board’s intent to make unneeded, obsolete or unfit-for-use, District property available to nonprofit organizations;

2. guidelines and procedures the Board considers to be necessary to implement the donation program;

3. an indication of whether the District will conduct such program or by a representative under contract with the Board;

4. contact information for such representative, if the person is known when the resolution is adopted;
5. a requirement that any nonprofit organization desiring to obtain donated property submit a written notice to the board or its representative that includes:
   a. evidence that the organization is a nonprofit organization that is located in the State of Ohio and exempt from Federal income taxation;
   b. a description of its primary purposes;
   c. a description of the type or types of property the organization needs; and
   d. the name, address, and telephone number of a person designated by the organization to receive donated property as its agent.

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

D. The Board or its representative must maintain a list of:
   1. all eligible 501(c)(3) nonprofit organizations that submit a written notice described above; and
   2. a list of all real or personal property that qualifies for the program.
The list of qualifying property must be continually posted at the same locations at which the resolution creating the program must be posted.

1. An item of property on the list must be donated to the 501(c)(3) organization that first declares to the Board or its representative its desire to obtain the item unless the Board previously established in a separate and distinct resolution, a list of eligible 501(c)(3) organizations that are to be given priority for an item’s donation.

2. The resolution giving priority to certain nonprofit organizations must specify the reasons for giving the organizations this priority. Such priority may be given based on a direct relationship between the purposes of the organization and specific purposes of the programs provided or administered by the Board.

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

R.C. 3313.17, 3313.40, 3313.41

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CELL PHONE ALLOWANCE

Eligibility for Cell Phone Allowance

Mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), (collectively, “cell phones”) enable communication whenever a situation arises necessitating immediate contact, regardless of the person’s location at the time. The Superintendent and the administrators who meet one or more of the following criteria are required as a condition of employment to personally own a cell phone and obtain an appropriate service plan so that the cell phone is available for use for business-related communications:

A. their jobs require them to spend a considerable amount of time outside of their assigned office or work area during regular work hours and have regular access to telephone and/or Internet/data connections while outside their office or assigned work area;

B. their jobs require them to be accessible outside of scheduled or regular work hours or to be contacted and respond in the event of an emergency;

C. their jobs consistently require timely and business critical two (2) way communication for which there is no reasonable alternative technology;

D. more than fifty percent (50%) of the employee’s work is conducted outside the employee’s assigned office or work area;
E. the employee is required to be contacted on a regular basis outside regular work hours;

F. the employee is required to be on-call 24/7;

Administrators who are required to have a personally-owned cell phone as a condition of their employment shall receive a monthly cell phone allowance ("allowance"), up to an amount approved annually by the Board to reimburse them for the costs associated with maintaining and using the personally-owned cell phone for business purposes. Additionally, other staff members who believe that they meet the above-identified criteria may apply for an allowance.

**Amount of the Allowance**

The allowance shall consist of the following:

a monthly allowance of up to a specific dollar amount for cellular telephone service and a wireless Internet/data connection.;
The allowance shall not reimburse the employee's dollar-for-dollar costs for the cellular telephone service, and shall not exceed the expenses the employee actually incurs in maintaining his/her personally-owned cell phone.

The allowance shall not serve as a substitute for a portion of the staff member's regular wages, and does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades or benefits based on a percentage of salary, etc. The Board will pay only the Board-approved allowance even if actual monthly costs exceed the allowance. If the amount of the allowance needs to be changed because of documented business purposes, the employee should notify the Superintendent by submitting a new Cell Phone Allowance Request Form (Form 7530.01 F1).

No allowance will be paid when the employee is on an unpaid leave status, or is on an extended paid leave during which timely, essential business communications are not likely to be necessary.
To be eligible to receive the allowance, the employee must maintain the type of cellular telephone coverage and wireless Internet/data plan that is reasonably related to his/her job responsibilities. Each covered administrator and staff member making application for the allowance, must submit to the Superintendent a Cell Phone Allowance Request Form (Form 7530.01 F1), including a copy of his/her most recent monthly invoices for his/her cellular telephone service plan to substantiate the amount of the allowance and a document identifying his/her cell phone number (including any pin number associated with a BlackBerry device) so that the employee may be contacted as the need arises.

In order to continue to receive the allowance, administrators are required to answer all business-related calls on his/her cell phone and promptly respond to any messages.
Allowance Is Not Considered Taxable Income

Provided the employee maintains and uses his/her personally-owned cell phone for business purposes as described herein, the allowance should not be considered additional income to the employee (i.e., the allowance will be treated as a non-payroll reimbursement of a business expense – similar to mileage reimbursements – and no payroll taxes will be withheld from the employee's paycheck for the amount of the allowance and the amount of the allowance will not be reported as wages on the employee's year-end W-2 statement). Additionally, staff members who receive an allowance are not required to submit a log documenting their business-related use of the cell phone; non-exempt employees, however, must comply with the timekeeping requirements set forth above. For determination of individual taxability, employees should check with their tax advisor.

Employee's Responsibilities

The employee is responsible for choosing his/her cell phone, the voice and/or wireless data plan, and the service provider. Since the cell phone is the employee's personal property, the cell phone may be used for personal calls (see below concerning the making of personal calls during work time) and be combined or enhanced with other personal plans (i.e., the employee may also, at his/her own expense, add extra services or equipment features, as desired). The employee is responsible for paying all monthly service charges in full and on time. The Board does not accept any liability for claims, charges, or disputes between the service provider and the staff member. Because the employee is personally responsible for the cell phone, any replacement for loss or damage will be at the expense of the employee. Such replacement or repair must be completed promptly and the Superintendent must be notified if the employee will not be available by his/her cell phone for a period of time.

Employees should contact the vendor/carrier through which they purchased their cell phone and their cellular telephone service (including wireless Internet/data service, if applicable) for support.
Changing or Ending a Cellular Telephone Service Contract Early

If prior to the end of a cellular telephone and/or wireless Internet/data service contract, a personal decision by the employee results in the need to end or change the contract, the employee will bear the costs of any fees associated with the change or cancellation.

If prior to the end of a cellular telephone and/or wireless Internet/data service contract, the employee's misconduct, or misuse of the cell phone, results in the need to end or change the contract, the employee will bear the costs of any fees associated with the change or cancellation.

If prior to the end of a cellular telephone and/or wireless Internet/data service contract, the Board determines to reduce or cancel (unrelated to employee misconduct) the employee's monthly allowance, the Board will bear the cost of any fees associated with the change or cancellation. For example, if the employee is reassigned and/or his/her duties are changed, and the cell phone is no longer needed for business purposes, if the employee does not want to retain the current contract, changes or cancellation fees will be reimbursed by the Board.

When selecting the duration of his/her cellular telephone and/or wireless Internet/data service contract, the employee should take into consideration the length of his/her Board-approved employment contract and not select a duration of the service contract that exceeds the employment contract. If the employee is non-renewed or voluntarily resigns while the service contract is still in effect, the Board will not be responsible for any fees associated with the employee's decision to subsequently change or cancel the contract.

Once the allowance is given to the employee to purchase a device, the cell phone remains the employee's personal property. However, upon termination, nonrenewal or resignation, the Board will immediately discontinue the monthly allowance.
Safe and Appropriate Use of Cell Phones

Employee safety is a priority of the Board, and responsible use of cell phones, requires safe use. See Policy 7530.02 - Staff Use of Personal Communication Devices.

Employees may not use a cell phone in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information – Public and Student Record Requirements

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their cell phones. See Policy 7530.02 - Staff Use of Personal Communication Devices.

Potential Disciplinary Action/Termination of the Cell Phone Allowance

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of a cell phone in any manner contrary to local, State or Federal laws will constitute misuse, and will result in immediate termination of the allowance.
The Board reserves the right to switch an employee to the cell phone allowance program if excessive calls are made or if required documentation is not submitted in a timely manner.

I.R.S. Notice 2011-72 (effective December 31, 2009)
Ohio Revised Code 4511.204

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STAFF USE OF PERSONAL COMMUNICATION DEVICES

Use of personal communication devices ("PCDs") has become pervasive in the workplace. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.], and/or other web-enabled devices of any type. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee (regardless of whether the Board pays the employee an allowance for his/her use of the device, the Board reimburses the employee on a per use basis for their business-related use of his/her PCD, or the employee receives no remuneration for his/her use of a personally-owned PCD), the employee is responsible for using the device in a safe and appropriate manner.

Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones

Using a cell phone or other PCD while operating a vehicle is strongly discouraged. Employees should plan their work accordingly so that calls are placed, text messages/instant messages/e-mails read and/or sent, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other PCD while driving).

Employees may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their PCDs.

Cellular and wireless communications, including calls, text messages, instant messages, and e-mails sent from PCDs, may not be secure. Therefore, employees
should use discretion in relaying confidential information, particularly as it relates to students.
Additionally, cellular/wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her PCD may constitute public records if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Cellular/wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. Cellular/wireless communications that are student records should be maintained pursuant to Policy 8330 – Students Records. Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's PCD may be subject to a Litigation Hold pursuant to Policy 8315 – Information Management. Staff are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.

At the conclusion of an individual’s employment (whether through resignation, nonrenewal, or termination), the employee is responsible for verifying all public records, student records and ESI subject to a Litigation Hold that are maintained on the employee’s PCD are transferred to the District’s custody (e.g., server, alternative storage device). The District’s IT department/staff is available to assist in this process. Once all public records, student records and ESI subject to a Litigation Hold are transferred to the District’s custody, the employee is required to delete the records/ESI from his/her PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District’s custody and deleted from his/her PCD before the Board will issue any final compensation that is owed to the employee.

Similarly, if an employee intends to dispose of, or otherwise stop using, a personally-owned PCD on which s/he has maintained public records, student records and/or ESI that is subject to a Litigation Hold, the employee must transfer the records/ESI to the District’s custody before disposing of, or otherwise ceasing to use, the personally-owned PCD. The employee is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the personally-owned PCD. Failure to comply with these requirements may result in disciplinary action.
If a PCD is lost, stolen hacked or otherwise subjected to unauthorized access, the employee must immediately notify the Superintendent so a determination can be made as to whether any public records, students records and/or ESI subject to a Litigation Hold has been compromised and/or lost. The Superintendent shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.
The Board prohibits employees from maintaining the following types of records and/or information on their PCDs:

- social security numbers
- driver's license numbers
- credit and debit card information
- financial account numbers

It is suggested that employees lock and password protect their PCDs when not in use.
Privacy Issues

Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.
Personal Use of PCDs While at Work

During work hours personal communications made or received, regardless of whether on a PCD or a regular telephone or network computer, can interfere with employee productivity and distract others. Employees are expected to use discretion in using PCDs while at work for personal business. Employees are asked to limit personal communications to breaks and lunch periods, and to inform friends and family members of the Board's policy in this regard.
Potential Disciplinary Action

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of a PCD in any manner contrary to local, State or Federal laws may also result in disciplinary action up to and including termination.

Ohio Revised Code 4511.204

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ACCESS TO DISTRICT TECHNOLOGY RESOURCES FROM PERSONAL COMMUNICATION DEVICES

The Board of Education prohibits individuals from using their personal communication devices (PCDs) to access the District's technology resources (e.g., networks, servers, projectors, printers, etc.) while on-site at a District facility. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), Cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type.

Exceptions to this policy must be approved in advance, in writing, by the Superintendent.
SCHOOL CALENDAR

The Board of Education recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the District.

The Board shall determine annually the total number of days when the schools will be in session for instructional purposes. For purposes of receiving State-school aid, such days shall be no fewer than 180.

Prior to September 1st of each year, the Board shall approve the contingency plan the Superintendent prepares for the makeup of at least five (5) school days. The plan shall be in accordance with the terms of Ohio law and applicable collective bargaining agreements.

A school day may be waived if the closing is due to disease, epidemic, hazardous weather conditions, law enforcement emergencies, damage to a school building, utility failure, or inoperability of school buses or other equipment needed for school operations and the number of allowable calamity days has not been exceeded. Any school days lost in excess of the allowable number of calamity days shall be made up in accordance with the approved contingency plan and as provided in Ohio law.

The contingency plan may provide for making up some or all of the days a school is closed or evacuated by increasing the length of other school days in increments of one-half hour.

A regularly-scheduled school day that is reduced in length by no more than two (2) hours due to hazardous weather conditions may be counted as a full school day for the purpose of meeting the minimum number of school days.

A regularly-scheduled school day that is reduced in length due to a bomb threat, or any other report of an alleged or impending explosion may be made up in one-half hour (1/2) increments added to other school days.

The school calendar and the number of days of student instruction shall be consistent with the provisions of the collective bargaining agreements between the District and its employees.
Prior to August 1st of each year, the Board may submit to the Ohio Department of Education a plan to require students to access and complete classroom lessons posted on the District’s web portal or web site in order to make up a maximum of three (3) calamity days. The plan must include the written consent of the teachers’ union, and address all of the requirements set forth in R.C. 3313.88. The plan may also include distribution of “blizzard bags,” which are paper copies of the lessons posted online.

R.C. 3313.602, 3313.48, 3313.62, 3313.63, 3317.01 (B), 3313.482, 3313.88

Revised 2/9/09
Revised 5/10/10
Revised 3/12/12

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AUTOMATIC EXTERNAL DEFIBRILLATORS (AED)

The Board of Education has determined that it may enhance school safety to have an automatic external defibrillator (AED) placed in building(s) within the School District.

An AED is a medical device that interprets the cardiac rhythm of a person in cardiac arrest and, if appropriate, delivers an electrical shock to the heart intended to allow it to resume effective electrical activity.

The Board directs the Superintendent to develop guidelines that govern AEDs, including the use of the AED, placement of the AED, and training and oversight by a medical doctor or by the local EMS Medical Director. The Board also directs the Superintendent, in conjunction with the Medical Director, to review the guidelines, as appropriate.

R.C. 2305.235, 3701.85, 3313.717
REVISED POLICY - VOL. 31, NO. 1

RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. The District shall not act as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on District property by any party shall be in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 and AG 9700 - Relations with Special Interest Groups.

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any student from the free, individual, and voluntary exercise or expression of the student’s religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

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At the discretion of the Superintendent, a moment of silence may be provided each school day for prayer, reflection, or meditation upon a moral, philosophical, or patriotic theme. However, under no circumstances shall students be compelled to participate.

The flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flag shall be raised before the opening of school and taken down at its close every day.

The mottoes of the United States of America ('In God We Trust') and the State of Ohio ('With God, All Things Are Possible') shall be displayed in an appropriate manner in a classroom, auditorium, or cafeteria of a school building of the District, if copies of the mottoes or money to purchase copies of the mottoes are donated to the District. The donated or purchased copies of the mottoes shall meet the applicable design requirements as provided by statute.

Furthermore, the Board requires that an observance be scheduled each year on or about Veterans Day to convey the meaning and significance of that day to all students and staff. The amount of time each school devotes to this observance shall be at least one (1) hour or, in schools that schedule class periods of less than one (1) hour, at least one (1) standard class period. The Board shall determine the specific activities to constitute observance in each school in the District after consulting with the school's administrators.

**Districts are required to hold an educational program pertaining to the United States Constitution on September 17th of each year, Constitution Day. Whenever September 17th falls on a Saturday, Sunday, or holiday, the Constitution Day observance shall be held during the preceding or following week.**
Professional staff members are authorized to lead students in the Pledge of Allegiance at an appropriate time each school day. However, no student shall be compelled/required to participate in the recitation of the Pledge. Additionally, the Board prohibits the intimidation of any student by other students or staff for the purposes of coercing participation. The Superintendent shall develop administrative guidelines that require any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student. Wording of the Pledge of Allegiance as set forth in the United States Code shall not be altered.

R.C. 3313.601, 3313.602, 3313.76, 3313.77, 3313.801, 3314.03(A)(11)(h)
20 U.S.C. 4071 et seq.
Section 111 of Division J of Publ. L 108-447
Gregoire vs. Centennial School District, 907 F.2d 1366, (3rd Cir. 1990)
Lee vs. Weisman, 505 U.S. 577 (1992)

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ANTI-FRAUD

The Board of Education expects all its employees to be honest and ethical in their conduct and to refrain from engaging in activities which may be fraudulent, illegal, or otherwise unethical. The District will not tolerate such activities, and will investigate claims of suspected fraud or fraudulent activity and implement appropriate disciplinary measures, when necessary.

Scope

This policy applies to any fraud, or suspected fraud, involving employees, consultants, vendors, contractors, outside agencies and employees of such agencies, and any other parties having a business relationship with the District.

Policy

Fraud and fraudulent activity are strictly prohibited.

Each employee or agent of the District shall be responsible for reporting any observed or suspected fraud or fraudulent activity to his/her immediate supervisor. If the employee's immediate supervisor is not available, responsive, or is the employee whose behavior is in question, the employee may report such information to the Superintendent. If the reported conduct relates to the Superintendent, the report may then be filed directly with the Board President.

All administrators shall attempt to investigate and verify any conduct that appears to constitute fraud within the areas of their responsibility.

All reporting and investigation shall be done in accordance with the District's Whistleblower's AG 1411 (see also AG 3211 and AG 4211).
In addition to or instead of filing a written report with the supervisor or other District authority, the employee may file a report using the Auditor of State’s system for reporting fraud in accordance with Ohio law.

**Notification**

The District shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee at the time of his/her employment. Each new employee shall confirm receipt of such information within thirty (30) days of beginning employment.

**Fraud – Definitions**

"Fraud" is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon his/her injury it to his/her legal injury. For purposes of this policy, fraud includes the misuse and/or misappropriation of public money by any Board employee member or official, or any office or Department of the District.

The following are examples of prohibited acts:

A. falsification of any District record (particularly financial records) with the intent to conceal information to the District's detriment or the individual's advantage

B. forgery of a check, bank draft, wire transfer, or any other District financial document

C. unauthorized alteration of a financial document or account belonging to the District

D. misappropriation of funds, supplies, or other assets of the District

E. impropriety in handling or reporting money or financial transactions
F. disclosing confidential and proprietary information to outside parties for personal gain (either directly or indirectly)

G. asking for or accepting anything of material value from contractors, vendors, or persons providing services or materials to the District, except as provided in gift policies

H. unauthorized destruction, removal, or use of records, furniture, fixtures and/or equipment for personal gain (either directly or indirectly)

I. misuse of State or Federal funds for other than their designated purposes

This list is meant to illustrate the types of activities that are prohibited. It is not comprehensive. Other misconduct of a similar nature is prohibited.

**Confidentiality**

The District will maintain confidentiality with regard to the reports of suspected misconduct and the investigation, to the extent consistent with the conduct of an appropriate investigation and its obligations under the Public Records Act. However, absolute confidentiality for reporting witnesses and investigation results cannot be guaranteed.

Except as authorized by the Superintendent or his/her designee, the reporting witness and others interviewed are not to discuss the allegations or investigation with other District employees or officials, vendors or contractors. Such discussions may interfere with the investigation. Further, because of the nature of the alleged misconduct, unsubstantiated allegations that are not privileged could harm an innocent individual's reputation and result in potential civil liability.

**Non-Retaliation**

Those who, in good faith, report suspected fraudulent activity will not be subject to any retaliation as a result of bringing the suspected misconduct forward. They will be subject to protection of the District's Whistleblower's Policy 1411 (see also Policy 3211 and Policy 4211).
MEMORANDUM OF UNDERSTANDING

The Xenia Education Association ("XEA") and the Xenia Community City School District Board of Education ("Board") met to review a matter related to educational services for a specific student with a disability ("Student A"), pursuant to the Individuals with Disabilities Education Improvement Act, 20 U.S.C. 1400. As a result of those discussions, the parties agree as follows:

1. Notwithstanding the provisions in the collective bargaining agreement between the Board and XEA, the Board may employ up to three (3) home health care nurses on an as needed basis to assist Student A while in the school setting during the 2012 – 2013 school year. This arrangement provides a continuity of care as these same nurses provide medical service to Student A at home. The nurses will not be considered members of the XEA bargaining unit.

2. The parties’ agreement for the provision of nursing services to Student A during the 2012 – 2013 school year will not be precedent setting in terms of the future employment of related service personnel for students with disabilities.

3. The foregoing represents the entire agreement of the parties as it relates to the issues identified above.

FOR THE XENIA EDUCATION ASSOCIATION:

_____________________________
William Dawson, President

FOR THE XENIA COMMUNITY SCHOOL DISTRICT BOARD OF EDUCATION:

_____________________________
Dr. Deborah Piotrowski, Superintendent

_____________________________

Date

_____________________________

Date
WHEREAS Governor Kasich’s biennial budget (HB 59) proposes two expansions to the Educational Choice Scholarship Program that significantly expand the number of publicly-funded vouchers for students to attend private or parochial schools; and

WHEREAS one of the programs provides a private or parochial school tuition voucher in an amount up to $4250 to any entering kindergarten student of a family with a household income less than 200 percent of the federal poverty level, to be used at the parent’s choice of participating private schools; and

WHEREAS the following year, such vouchers would be expanded to include students in both kindergarten and first grade totaling $25 million over the biennium; and

WHEREAS such vouchers would be granted without regard to the academic performance or quality of the public school that the student is assigned to attend; and

WHEREAS the second voucher expansion proposed by the Governor offers EdChoice vouchers to students enrolled in schools that fail to make adequate progress on the Third Grade Reading Guarantee for two successive years; and

WHEREAS funds for this Third Grade Reading Guarantee scholarship would be deducted from the resident district in the amount of $4,250 per student for grades K-8 and $5,000 for 9-12; and

WHEREAS the operation of the proposed programs would effectively take dollars from the already financially beleaguered local public school districts, resulting in fewer resources for the education of remaining students;

NOW THEREFORE BE IT, AND IT IS HEREBY, RESOLVED, that the Xenia Community Schools Board of Education does hereby express its opposition to these provisions in HB 59; and

BE IT FURTHER RESOLVED that the Xenia Community Schools Board of Education expresses its opposition to any legislation that seeks to transfer public dollars to support private education; and

BE IT FURTHER RESOLVED that the Treasurer be directed to spread this resolution upon the minutes of the Board of Education and that copies of the resolution be forwarded to the Governor and members of the Ohio General Assembly.

__________________________________
President, Xenia Board of Education

Date: ______________

__________________________________
Superintendent, Xenia Community Schools

Date: ______________
JOB DESCRIPTION: COORDINATOR OF PUPIL PERSONNEL

Title: Coordinator of Pupil Personnel

Reports To: Supervisor of Special Education and Pupil Personnel

Employment Status: Full Time, 209 days

FLSA Status: Exempt

Qualifications:

1. State of Ohio Administrative/Supervisory Certificate/License

2. Administrative/Supervisory Experience Preferred

3. Demonstrated knowledge of Board policies, Federal and State law related to school operations (in particular student discipline and student code of conduct), pupil personnel, and health services.

4. Demonstrated knowledge in serving as a student advocate, and as a consultant to school staff and parents/guardians on a variety of issues such as attendance, discipline, counseling, residency, and crisis support for the school district. The Coordinator of Pupil Personnel must serve as an educational leader.

5. Meet the legal requirements relative to a criminal background check

6. Valid Ohio driver’s license

General Description:

Under the direction of the Superintendent of Schools and the Supervisor of Special Education and Pupil Personnel, the Coordinator of Pupil Personnel will administer Board Policy and serve as a liaison with principals, parents, administrators, teachers, staff, and other community support service personnel to provide needed services for students and their families. The Coordinator of Pupil Personnel must have the ability to communicate effectively with court officials, local law enforcement, parents and guardians verbally and in writing.

Essential Functions:

1. Communicates to the Supervisor of Special Education and Pupil Personnel the needs of the students and their families.
2. Serves as the hearing officer in appeals of student suspensions and as the student expulsion hearing officer.

3. Serves as the designated officer to monitor the district’s compliance with Section 504 of the Civil Rights Act.

4. Coordinates Thursday School and Saturday Morning School programs.

5. Working carefully with district personnel, monitors and coordinates all student enrollment (including open enrollment) procedures to ensure compliance with the Ohio Revised Code, Board of Education policy and all administrative guidelines. Works with central registration and building administrators to confirm accurate and legal student enrollments.

6. Maintains student data, enrollment, and attendance records as specified by law.

7. Enforces and facilitates understanding of the compulsory attendance laws.

8. Facilitates and enforces the employment of minor’s laws. Assists parents in understanding these requirements.


10. Recommends revisions to student handbooks and teacher handbooks. Develops protocols necessary to comply with legislative mandates.

11. Convenes and serves as the Co-Chairperson of the District Crisis Plan Committee. Conducts an annual review of all procedures and protocols.

12. Represents the School District at Court Hearings. Prepares and provides detailed testimony.

13. Works with the High School Principal to oversee the GED program, credit recovery program, and drop-out prevention efforts.

14. Directs the planning, implementation, supervision, and evaluation of the School District’s health services. Supervises the school nurses, assures that all legally mandated health services are carried out in accordance with the Ohio Revised Code.

15. Plans, implements, and evaluates the district’s Bloodborne Pathogen Exposure Control Plan in accordance with federal and state statutes.

16. Serves as a liaison to non-public schools as necessary.
17. Hears complaints (written and verbal) from parents and guardians, and works to resolve situations.

18. Prepares administrative reports for state and federal programs that are non-instructional.

19. Develops the District instructional Calendar in coordination with the Superintendent and personnel in the Office of School Improvement and Innovation.

20. Promotes positive public relations by serving the district and the community professionally and efficiently.

21. Conduct other duties as delegated by the Superintendent and the Supervisor of Special Education and Pupil Personnel. Abides by all Xenia Community School District Board of Education Policies.

ADDITIONAL WORKING CONDITIONS:

- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children.
- Occasional exposure to hazardous situations.
- Occasional interaction with hostile and/or aggressive individuals.

Revised:
**JOB DESCRIPTION – PRESCHOOL FACILITATOR**

**Title:** Preschool Facilitator

**Reports To:** Supervisor of Special Education and Pupil Personnel

**Employment Status:** Full Time (183 days with 10 extended days)

**FLSA Status:** Exempt

**Qualifications:**

1. Must have and maintain:
   a. A valid State of Ohio Principal’s Certificate/License PK-6; or
   b. A valid Administrative License and completed at least four courses in child development/early childhood education from an accredited college/university/technical college; or
   c. A valid Lead Teacher License and completed at least four courses in child development/early childhood education from an accredited college/university/technical college

2. Must complete Hepatitis B vaccination series or sign a waiver

3. Must obtain and maintain Child Abuse Awareness training within the first two years of employment

4. Must obtain a Employee Medical Statement by a licensed physician not more than 30 days prior to employment

5. Must obtain and maintain all State and Federal required certifications and training

6. Must meet the legal requirements relative to a criminal background check

**General Description:**

Preschool facilitator is responsible for facilitating learning and teaching in an integrated, inclusive preschool program.

**Essential Functions:**

1. Ensure that the health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school community health resources for children as evidenced by, but not limited to, the following:
   a. requiring immunizations and compliance with emergency medical authorization
   b. providing procedures for emergency situations, including fire drills, rapid dismissals, tornado drills, and school safety drills
   c. posting emergency procedures in preschool rooms and making them available to school personnel, children, and parents and provide training and practice in carrying out procedures
   d. posting emergency numbers by each telephone
   e. supervising grounds, play areas, and other facilities when scheduled for use by children
JOB DESCRIPTION – PRESCHOOL FACILITATOR (continued)

f. providing first-aid facilities and materials
2. Maintain cumulative records
3. Supervise each child’s admission, placement, and withdrawal according to established procedures
4. Prepare a roster of children enrolled annually
5. Ensure that clerical and custodial services are assigned for the program
6. Supervise the instructional program and daily operation of the program
7. Supervise and evaluate preschool staff members according to a planned sequence of observations and evaluation conferences, and supervise nonteaching employees
8. Serve as district representative at ETR and IEP meetings
9. Handle emergencies and injuries in a safe and professional matter
10. Perform administrative tasks including conducting staff meetings and writing newsletters
11. Ensure preschool staff member/child ratio maintained at all times
12. Develop preschool budget and maintain fiscal responsibility of preschool budget according to district guidelines
13. Perform other duties as assigned
14. Abide by all Xenia Community School District policies

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as responsible citizens.
2. Conduct other duties as delegated by the Superintendent and Supervisor of Special Education and Pupil Personnel

ADDITIONAL WORKING CONDITIONS:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

1. Duties may require bending, crouching, kneeling, reaching and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment.
3. Duties may require operating and/or riding in a vehicle.
4. Duties require traveling to meetings and work assignments.
5. Duties may require working under time constraints to meet deadlines.
6. Potential for exposure to adverse weather conditions and temperature extremes.
7. Potential to exposure to blood-borne pathogens and communicable diseases.
8. Potential for adverse contact with aggressive, disruptive, and/or unruly individuals.
9. May require visiting children’s homes with poor environmental conditions.

Revised:
RESOLUTION FOR PUBLIC CENSURE
OF BOARD MEMBER ROBERT P. DILLAPLAIN

The Board of Education of the Xenia Community City School District, Greene County, Ohio ("Board") met in regular session on the 11th day of March, 2013, with the following members present:

Mr. Steve Alex  Mrs. Lee Rose
Dr. Robert Dillaplain  Mrs. Barbara Stafford
Mr. William Spahr

The Treasurer advised the Board that the notice requirements of R.C. §121.22 and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

Mr. Alex moved the adoption of the following Resolution:

WHEREAS, the Board of Education of the Xenia Community School District recognizes that civility, common courtesy and respect are cornerstones of human interaction and the operation of any organization;

WHEREAS, this Board adopted Board Policy 0123, which states, in part:

"The Board of Education believes quality public education and good Board service should be conducted in an ethical manner with traditional principles such as honesty, trust, fairness, and integrity."

WHEREAS, the majority of the members of the Board of Education previously observed Robert P. Dillaplain engage in conduct and make statements in public about and/or toward Board employees and/or member that were in the opinion of the members of the Board demeaning, insulting, abusive, veiled threats, discriminatory and inappropriate for a member of the Board;

WHEREAS, the members of the Board have observed Robert P. Dillaplain berate and chastise female administrative employees and a female member of the Board publicly which was unwarranted and inappropriate conduct by a member of the Board of Education;

WHEREAS, the other members of the Board previously advised Robert P. Dillaplain of the Board members' concern with his inappropriate statements that do not reflect the thoughts or opinions of the Board as a whole and are not consistent with the ethical conduct expected of a member of the Xenia Community City School District Board of Education;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Xenia Community City School District, County of Greene, State of Ohio, that:

Section 1: The Board of Education of the Xenia Community City School District publicly censures Board Member Robert P. Dillaplain for conduct unbefitting a member of this Board by engaging in demeaning, threatening, abusive, discriminatory and inappropriate conduct
and for failing to uphold the standards of ethical, civil and responsible conduct as a member of the Board of Education.

Section 2: It is found and determined that all formal actions of the Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and that all deliberations of the Board and of any of its committees that resulted in such formal action were adopted in meetings open to the public, in compliance with all legal requirements including R.C. §121.22.

Mrs. Rose seconded the motion that the above Resolution be adopted.

Upon roll call on the adoption of the Resolution, the vote was as follows:

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<tr>
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<th>Aye</th>
<th>Mrs. Rose</th>
<th>Aye</th>
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<tbody>
<tr>
<td>Mr. Alex</td>
<td></td>
<td>Mrs. Rose</td>
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<td>Dr. Dillaplain</td>
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<td>Mr. Spahr</td>
<td>Aye</td>
<td>Mrs. Stafford</td>
<td>Aye</td>
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</tbody>
</table>

Motion was passed and adopted this 11th day of March, 2013.

President

ATTEST:

Treasurer