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

March 12, 2012

Roll Call

The Xenia Community Schools Board of Education met in regular session on
the twelfth day of March, 2012 at 7:30 p.m. at the Xenia Community Schools
Board of Education, Xenia, Ohio. The meeting was called to order by
President William Spahr and the roll was answered as follows: Mr. William
Spahr, present; Mr. Steven Alex, present; Dr. R. P. Dillaplain, present; Mrs.
Barbara Stafford, present; and Mrs. Lee Rose, present.

Pledge of Allegiance

Mr. William Spahr led the audience in the Pledge of Allegiance.

Presentations

Success Maker Presentation

Jill Adams introduced the Technology Coaches who presented information on
Success Maker and how students and families are using the tool.

Certificate of Achievement Presentation

Pearson Education presented a Certificate of Achievement to Cox Elementary
School.

Strategic Plan/Race to the Top Presentation

Mark Manley presented an update on the Strategic Plan and Race to the Top.

Financials Presentation

Londa Schwierking from Ohio Department of Education did a presentation on
the district financials.

Levy Presentation

Brad McKee and Dr. Deb Piotorowski gave a Power Point presentation on
possible levy options.

Public Concerns

Citizens Address the Board

Matt Thomas of 1618 Kylemore Drive, Xenia, Ohio, presented the board with
a petition asking for the board to remove the Superintendent and stated that if
the board didn’t that they would be voted out of office; Lisa Salyers of 3440
US 68 South, Xenia, Ohio, addressed the board to request a conference; and
Dale Harris of 664 Marshall Drive, Xenia, Ohio, addressed the board
concerning the direction of the schools.
THE MINUTES OF THE REGULAR SESSION OF THE
XENIA COMMUNITY SCHOOLS BOARD OF EDUCATION

March 12, 2012

Treasurer’s Office

56-12
Approval of
Minutes of Regular
Meeting

Upon recommendation of the Treasurer, Mrs. Stafford moved, seconded by Mr. Alex to approve the minutes of the regular meeting and executive session held February 13, 2012.

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

The President declared the motion passed.

57-12
Approval of
Minutes of Special
Meeting

Upon recommendation of the Treasurer, Mrs. Stafford moved, seconded by Mr. Alex to approve the minutes of the special meeting and executive session held February 16, 2012.

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

The President declared the motion passed.

58-12
Approval of
Financial
Statements

Upon recommendation of the Treasurer, Dr. Dillaplain moved, seconded by Mrs. Stafford to approve the financial statements for February 29, 2012, as attached.

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

The President declared the motion passed.

59-12
Contract with
Canter &
Associates

Upon recommendation of the Treasurer, Mrs. Stafford moved, seconded by Mr. Alex to approve the contract with Canter & Associates (Certified Public Accountants), 6400 Olde Stone Crossing, Poland, Ohio 44514 for a Medicaid School Program in the amount of $1,500.00 per year, as attached.

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

The President declared the motion passed.

60-12
Deferred
Compensation Plan
Adoption

Upon recommendation of the Treasurer, Dr. Dillaplain moved, seconded by Mrs. Stafford for the adoption of a deferred compensation plan intended to meet the requirements of Section 457 (b) of the Internal Revenue Code of 1986, as amended, and the requirements of applicable state and/or local law,
Deferred Compensation Plan Adoption
(Continued)

and the plan, as adopted by the Board, shall know as the OASBO 457 Deferred Compensation Plan.

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

The President declared the motion passed.

Deferred Compensation Plan for 457 (b)

Upon recommendation of the Treasurer, Mrs. Stafford moved, seconded by Mr. Alex to approve the following resolution:

WHEREAS, the Board has established a Deferred Compensation Plan known as the Xenia Community School District 457 Plan, which is intended to meet the requirements of Section 457(b) of the Internal Revenue Code, as amended, and the requirements of applicable state and/or local law; and

WHEREAS, the Internal Revenue Service has issued final regulations under Section 457(b) of the Code that would, in relevant part, require the Xenia Community School District to assume oversight functions in connection with the Plan, including administrative functions, to ensure compliance with Section 457(b) of the Code and the regulations there under;

WHEREAS, ING Life Insurance and Annuity Company ("ILIAC") offers administrative services through planwithease.com for 457(b) programs sponsored by public educational institutions and organizations exempted from federal taxation under Section 501(c)(3) of the IRC (the "Services"); and

WHEREAS, the Xenia Community School District wishes to engage ILIAC to provide administrative services in connection with the Plan;

BE IT RESOLVED THAT: Effective March 13, 2012, the Board of Xenia Community School District (the "Board") authorizes the Xenia Community School District to enter into an agreement with ILIAC under which ILIAC will provide administrative services through planwithease.com in connection with the Plan.

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

The President declared the motion passed.
62-12
Tax-Deferred Annuity Program for 403 (b)

Upon recommendation of the Treasurer, Mr. Alex moved, seconded by Mrs. Stafford to approve the following resolution:

WHEREAS Xenia Community School District (the “Board”) has established a tax deferred annuity program known as the Xenia Community School District Tax-Deferred Annuity Plan, (the “Program”), which is intended to meet the requirements of Section 403 (b) of the Internal Revenue Code, as amended, and the requirements of applicable state and/or local law; and

WHEREAS the Board wishes to enter into a common remitter arrangement with ING National Trust and ING Financial Advisors, LLC under which Program remittances and related investment instructions will be send to ING National Trust and ING Financial Advisors, LLC will to be divided and forwarded to the appropriate investment providers under the Program.

BE IT RESOLVED THAT: Effective March 13, 2012 the Board authorizes the execution of the common remitter agreement on behalf of the Plan as described above.

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

The President declared the motion passed.

63-12
Retirement Plan for 403 (b)

Upon recommendation of the Treasurer, Mr. Alex moved, seconded by Mrs. Stafford to approve the following resolution:

WHEREAS, Xenia Community School District has established a retirement plan (the “Plan”) under Section 403(b) of the Internal Revenue Code of 1986, as amended (the “Code”);

WHEREAS, the Internal Revenue Service has issued final regulations under Section 403(b) of the Code that would, in relevant part, require the Xenia Community School District to assume oversight functions in connection with the Plan, including administrative functions, to ensure compliance with Section 403(b) of the Code and the regulations thereunder;

WHEREAS, ING Life Insurance and Annuity Company (“ILIAC”) offers administrative services through planwithease.com for 403(b) programs sponsored by public educational institutions and organizations exempted from federal taxation under Section 501(c)(3) of the IRC (the “Services”); and
WHEREAS, the Xenia Community School District wishes to engage ILIAC to provide administrative services in connection with the Plan;

BE IT RESOLVED THAT: Effective March 13, 2012 the Board of Xenia Community School District (the "Board") authorizes the Xenia Community School District to enter into an agreement with ILIAC under which ILIAC will provide administrative services through planwithease.com in connection with the Plan.

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

The President declared the motion passed.

Upon recommendation of the Treasurer, Dr. Dillaplain moved, seconded by Mrs. Stafford to approve of the resolution to authorize participation in the Southwestern Ohio Educational Purchasing Council Natural Gas Program for a five-year period, as attached.

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

The President declared the motion passed.

Upon recommendation of the Superintendent, Dr. Dillaplain moved, seconded by Mrs. Stafford to approve the amended contract with Brown Bills Architects, Inc. for professional services for the reroof of District buildings due to hail damage for an amount not to exceed $116,230, as attached.

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

The President declared the motion passed.

Mr. Jim Froelich of the Scaparotti Construction Group gave an update on the School Facilities Project.
### Administration

#### 66-12 Administrative Contracts

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contract Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Giguere</td>
<td>School Psychologist</td>
<td>Three-year contract - beginning 8-1-12</td>
</tr>
<tr>
<td>Dr. Margaret McAtee</td>
<td>High School Assistant Principal</td>
<td>Three-year contract - beginning 8-1-12</td>
</tr>
<tr>
<td>Lisa Peterson</td>
<td>Elementary School Principal</td>
<td>Three-year contract - beginning 8-1-12</td>
</tr>
<tr>
<td>Heather Sage</td>
<td>Interim Dean of Students</td>
<td>One-year contract - beginning 8-1-12</td>
</tr>
<tr>
<td>Constance Schell</td>
<td>School Psychologist</td>
<td>Three-year contract - beginning 8-1-12</td>
</tr>
</tbody>
</table>

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

The President declared the motion passed.

#### 67-12 Memorandum of Understanding

Upon recommendation of the Superintendent, Mrs. Stafford moved, seconded by Mrs. Rose to approve the Memorandum of Understanding with the Xenia Education Support Professionals concerning the filling of vacancies, as attached.

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

The President declared the motion passed.

#### 68-12 Accept Donations

With appreciation, and upon recommendation of the superintendent, Dr. Dillaplain moved, seconded by Mrs. Rose that the Board accept the following donations:

- Miscellaneous school supplies from the Xenia Altrusa Club to Cox Elementary School. The total value of this donation is $500.00
68-12
Accept Donations
(Continued)

$250.00 from Dayton Power & Light Company to Xenia High School for their Spring Musical

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

The President declared the motion passed.

69-12
New and Revised Board of Education Policies

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

- 1422.01 Nondiscrimination Based on Genetic Information of the Employee (New)
- 1432 Sick Leave (New)
- 1460 Physical Examination (Revised)
- 1461 Unrequested Leaves of Absence/Fitness for Duty (New)
- 1623 Section 504/ADA-Prohibition Against Discrimination in Employment (New)
- 2260.01 Section 504/ADA-Prohibition Against Discrimination Based on Disability (Revised)
- 3122.02 Nondiscrimination Based on Genetic Information of the Employee (Revised)
- 3123 Section 504/ADA-Prohibition Against Disability Discrimination in Employment (New)
- 3160 Physical Examination (Revised)
- 3161 Unrequested Leaves of Absence/Fitness for Duty (Revised)
- 3432 Sick Leave (New)
- 4122.01 Nondiscrimination Based on Genetic Information of the Employee (Revised)
- 4123 Section 504/ADA-Prohibition Against Disability Discrimination in Employment (New)
- 4160 Physical Examination (Revised)
- 4161 Unrequested Leaves of Absence/Fitness for Duty (Revised)
- 4432 Sick Leave (New)
- 5513.02 School Choice Options Provided by the No Child Left Behind Act (Revised)
- 5330 Use of Medications (Revised)
- 6151 Bad Checks (Revised)
- 6152.01 Waiver of School Fees for Instructional Materials (Revised)
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March 12, 2012

69-12 New and Revised Board of Education Policies
(Continued)

- 6530 Payment of Accrued, Unused Vacation Leave (New)
- 8210 School Calendar (Revised)
- 8510 Wellness (Revised)
- 9160 Public Attendance at School Events (Revised)

70-12 Amend Revised Board of Education Policy 5330

Dr. Dillaplain moved, seconded by Mrs. Rose to amend Revised Board of Education Policy 5330 – Use of Medications to strike the word “commonly”.

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

The President declared the motion passed.

71-12 Amend Revised Board of Education Policy 6152.01

Dr. Dillaplain moved, seconded by Mr. Alex to amend Revised Board of Education Policy 6152.01 – Waiver of School Fees for Instructional Materials to add the wording “any other and good just cause” as a reason to waive fees.

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

The President declared the motion passed.

69-12 Amended New and Revised Board of Education Policies

Upon recommendation of the Superintendent, Mrs. Stafford moved, seconded by Mrs. Rose to approve the amended new and revised Board of Education Policies.

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

The President declared the motion passed.

Superintendent Reports to the Board

- Recent audits result in more funding to meet requirements
- Finalizing kindergarten open registration information
- Open enrollment
- High School tech students working with the City of Xenia
THE MINUTES OF THE REGULAR SESSION OF THE
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Personnel

72-12
Certificated Personnel – Employment, Resignation, and Retirement

Upon recommendation of the Superintendent, Mrs. Stafford moved, seconded by Mrs. Rose to approve the following certificated personnel for employment after evaluation of credentials, interviews and references, resignation, and retirement:

1. Employment 2011-2012 Contingent upon favorable criminal background checks through BCI and FBI as required under H.B. 190.

   A. Substitutes 2011-2012

      Jacqueline Odje          Nikila Robinson-Scott
      Vivian Pickering        Melissa Sanders
      Nemecio Rivera          Sharon Thomas
      Tonya S. Robinson

   B. Home Instruction 2011-2012

      Jennifer Davis          Nikila Robinson-Scott
      Jacqueline Odje          Melissa Sanders
      Nemecio Rivera           Sharon Thomas

   C. Substitute Psychologist 2011-2012
      (To be paid $35.00 per hour on time sheets; 15 to 20 hours per week)

      Sarah Cooney

   D. Supplemental Contracts 2011-2012

      Koko Brown - 8th grade Basketball Coach
      Andrew Smith - 7th grade Basketball Coach

Xenia High School

Kent Anderson - Assistant Baseball Coach
Corey Burnette - Varsity Boys’ Track Coach
Barry Claus - Varsity Baseball Coach
Shirley Cummins - Assistant Softball Coach
Rebecce Gagliano - Assistant Track Coach
Brian Panter - Assistant Track Coach
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72-12 Certificated Personnel – Employment, Resignation, and Retirement (Continued)

Cedric Tolbert, Jr. - Assistant Track Coach
Cedric Tolbert, Sr. - Varsity Girls' Track Coach

E. **Supplemental Contract 2012-2013**

**Xenia High School**

Keenan Mikal – Boys’ Soccer Coach

II. **Resignations**

Keenan Mikal
Xenia High School
Girls' Soccer Coach
Effective end of 2011-2012

Mitchell Waterman
District wide
Substitute teacher
Effective 03/01/02

III. **Service Retirement**

Judith Roby
Spring Hill Elementary
Principal
Effective 04/01/12 (Revised date)

Marsha Smith
Xenia High School
Math teacher
Effective 06/01/12

Janet South
Spring Hill Elementary
Third grade teacher
Effective 06/01/12

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

The President declared the motion passed.
Upon recommendation of the Superintendent, Mr. Alex moved, seconded by Mrs. Stafford to approve the following classified personnel for employment, increase in daily hours, service retirement, disability retirement, medical leave of absence and unpaid leave:

I. **Employment 2011-2012** – Contingent upon a favorable criminal background check through BCI and/or FBI as required under H.B. 190.

A. **Substitutes 2011-2012**

   **Assistants (Classroom)**
   - Pamela Hagan
   - Laura Lovingshimer
   - Sharon Thomas

   **Assistants (Clinic)**
   - Laura Lovingshimer
   - Sharon Thomas

   **Assistants (Library)**
   - Laura Lovingshimer
   - Sharon Thomas

   **Assistants (Office)**
   - Laura Lovingshimer
   - Sharon Thomas

   **Assistants (Preschool)**
   - Pamela Hagan
   - Laura Lovingshimer
   - Sharon Thomas

   **Assistants (Security)**
   - Laura Lovingshimer
   - Sharon Thomas

   **Assistants (Special Education)**
   - Pamela Hagan
   - Laura Lovingshimer
   - Sharon Thomas
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73-12
Classified
Personnel –
Employment,
Increase in Daily
Hours, Service
Retirement,
Disability
Retirement,
Medical Leave of
Absence and
Unpaid Leave
(Continued)

**Bus Drivers**
- Jacki Balthrope
- Christine Little
- Gloria J. Merz

**Receptionist**
- Sharon Thomas

**B. Increase in daily hours**
- Amy Irvine – Bus Driver/Transportation from 5.75 hours daily to 7.25 hours daily, effective 03/06/12
- Victoria Jones – M.H. Bus Driver/Transportation from 6.5 hours daily to 8 hours daily, effective 03/06/12 (Added 1.5 hours for tape replacement)

**II. Resignations**
- Phillip Atkins
  - Bus Driver
  - Transportation
  - Effective 02/16/12
- Boyd Jordan
  - Custodian
  - Spring Hill
  - Effective 03/16/12
- Michael Smith
  - Bus Driver
  - Transportation
  - Effective 02/17/12

**III. Service Retirement**
- Denise Paxson
  - Bus Driver
  - Transportation
  - Effective 06/01/12
- Clarice Thomas
  - Bus Assistant
  - Transportation
  - Effective 04/01/12

**IV. Disability Retirement**
- Gail Louderback
  - Bus Driver
  - Transportation
  - Effective 02/01/2012
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73-12
Classified
Personnel –
Employment,
Increase in Daily
Hours, Service
Retirement,
Disability
Retirement,
Medical Leave of
Absence and
Unpaid Leave
(Continued)

V. **Medical Leave of Absence**

Noverria Faulkner - Buildings & Grounds Support Person/
Central Office, effective 02/18/12 through 06/30/12 -
pending appeal of denial for disability retirement

Gail Louderback - Bus Driver/Transportation, effective 02/01/12
through 01/31/17 (5 years - due to disability retirement)

VI. **Unpaid Leave**

Robin Fife-Riley - Clinic Assistant/Xenia High School
(1 day dock) 03/16/12

Rebecca Kersey - Bus Driver/Transportation (1 day dock)
1/2 day 02/01/12, 1/4 day 02/16/12, & 1/4 day 02/17/12

Karen S. Miller - Special Needs Assistant/Xenia High School
(3 1/2 days dock), 1/2 day 12/01/11, 1 day 12/19/11, 1 day
01/31/12, 1/2 day 02/14/12 & 1/2 day 03/06/12

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

The President declared the motion passed.

74-12
Proposed Job
Description

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

9.96 Technology Network Coordinator

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
XENIA COMMUNITY SCHOOLS BOARD OF EDUCATION

March 12, 2012

Good of the Order

➤ Mrs. Fielding reported that she sent out a notice to the parents that PAY FOR IT, the online payment program for school fees and student lunches, is now available.

➤ Dr. Piotrowski thanked the Technology Coaches for their presentation and the good job they do every day; congratulated the Cox 3rd grade students and staff on their achievement and announced that they are having an Operation Cox Caring Collection for victims of the tornados in Indiana and West Liberty; reported that Simon Kenton will be having a Family Night from 6-7:30 p.m. on March 15th; and thanked the American Association of University Women who invited a Xenia Community Schools representative to do a presentation on the new schools.

➤ Dr. Dillaplain reported that he and Mr. Alex attended a football banquet where Mr. Alex beat out Dr. Dillaplain on the option to purchase a book he wanted; remarked that a few weeks ago he attended the advanced theater production and marveled at the presentation; and read an article from over 30 years ago about the condition and attitudes of the Xenia High School staff and students and made a comparison to that of today and found that it still holds to a high standard.

➤ Mrs. Rose congratulated the Xenia High School student, Alex McCoy, for being selected to play with the Dayton Youth Philharmonic Orchestra and the All Ohio Honors Band.

➤ Mrs. Stafford reported that BRACA will be having an Arbor Day Educational Event at the Greene County Library on April 28th where there will be educational sessions for adults and young students as well.

➤ Mr. Alex thanked all of the speakers at the meeting; congratulated Mrs. Fielding for facilitating the PAY FOR IT program; thanked Mark Manley and his team; congratulated Stephanie Johnston for her work at the Xenia Chamber of Commerce; thanked Mr. McKee for his diligent work on the financials; and Dr. Piotrowski for her vision and hard work for Xenia Community Schools.

75-12

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 10:01 p.m. for the purpose of employment, non-renewal or termination of personnel.

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

The President declared the motion passed.

Reconvened

The Xenia Community Schools Board of Education returned to regular session at 10:50 p.m.
76-12  Non-Renewal of Contract

Upon recommendation of the Superintendent, Mrs. Rose moved, seconded by Dr. Dillaplain for the non-renewal of the following contract:

Kevin Kerr  Athletic Director
Xenia High School  Effective 07/31/12

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

The President declared the motion passed.

77-12  Rescind Vote on Resolution 31-12

Mrs. Stafford moved, seconded by Mr. Alex to rescind vote on Resolution 31-12 taken on the January 9, 2012 meeting in order to hold a revote.

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

The President declared the motion failed.

78-12  Renewal of Resolution 31-12

Dr. Dillaplain moved, seconded by Mr. Alex for the renewal of Resolution 31-12 pursuant to the Superintendent’s recommendation.

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

The President declared the motion passed.

79-12  Schedule Special Meeting

Mrs. Rose moved, seconded by Mr. Alex to schedule a special meeting on Monday, March 19, 2012 at 6:30 p.m. for the purpose of discussing E-Rate 470 proposals and possible contract acceptance; and a conference with Lisa Salyers.

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

The President declared the motion passed.

80-12  Reschedule April Regular Meeting

Dr. Dillaplain moved, seconded by Mr. Alex for the renewal of Resolution 31-12 pursuant to the Superintendent’s recommendation.

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

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

March 12, 2012

81-12 Adjourn

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

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

The President declared the motion passed.
Meeting adjourned at 10:56 p.m.

Attest: Signed:

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

March 12, 2012

The Xenia Community Schools Board of Education met in executive session on March 12, 2012, at 10:01 p.m. at the Xenia Board of Education, 578 E. Market Street, Xenia, Ohio.

The following people were present:

Mr. William Spahr, President
Mr. Steven Alex, Vice President
Dr. R. P. Dillaplain, Member
Mrs. Lee Rose, Member
Mrs. Barbara Stafford, Member
Dr. Deborah Piotrowski, Superintendent
Mr. Bradley McKee, Treasurer
Mr. Fred Compton, Attorney
Mr. Kevin Kerr, Athletic Director

The meeting was for the purpose of employment, non-renewal or termination of personnel.

No action was taken while in executive session.

The Board returned to regular session at 10:50 p.m.

Attest: Signed:

______________________  ________________________
Treasurer        President
February 9, 2012

Xenia Community School District and
MSB

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for the Xenia Community School District (the District).

We will apply the agreed-upon procedures which MSB has specified, listed in the attached schedule, to the MSP cost report, of Xenia Community School District for the periods ended October 1, 2009 through September 30, 2010 and October 1, 2010 to June 30, 2011 prepared in accordance with the procedures attached and specified by MSB. This engagement is solely to assist the district in procedures applied to their MSP cost reports. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed in the attached schedule do not constitute an examination, we will not express an opinion on the MSP cost reports. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

We will submit a report listing the procedures performed and our findings. This report is intended solely for the use of the District and MSB, and should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

You are responsible for the presentation of the MSP cost reports in accordance with the applicable OAC sections; and for selecting the criteria and determining that such criteria are appropriate for your purposes.

Paul J. Canter, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We plan to begin our procedures on approximately February 15, 2012 and, unless unforeseeable problems are encountered, the engagement should be completed by March 15, 2012. At the conclusion of our engagement, we will require a representation letter from management that, among other things, will confirm management's responsibility for the presentation of the MSP cost report in accordance with the attached procedures and applicable OAC sections.

Our fees for these services will be $3,000. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time through the date of termination.
We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

Very truly yours,

[Signature]

RESPONSE:
This letter correctly sets forth the understanding of Xenia Community Schools and MSB.
By:
Title:
Date:
By:
Title:
Date:
Payroll

1. Obtain from the Medicaid School Program (MSP) agency a schedule or Uniform School Accounting System (USAS) report that identifies the total payroll and fringe benefit costs related to employees working on the MSP. Using the information collected, verify the following:

- If a separate schedule is used as a basis for accumulating payroll costs to be included on the MSP cost report, reconcile the expenditures included on the schedule to the MSP agency’s USAS payroll accounts.
- Reconcile expenditures included on the schedule or USAS report to the salary amounts reflected on Exhibit 7 “Total Salary/Benefits/Other” column.

Notwithstanding variances due to rounding, if payroll and fringe benefit expenditures included on the schedule or USAS report are less than the amounts identified on the corresponding exhibits, prepare a proposed cost adjustment to remove the variance(s) using Schedule C. In addition, document any explanation provided by management for the variance(s) and include in the agreed upon procedures report.

2. Using cost report exhibit 7 select 20 employees or 30% of the total number of employees whose salary was charged to the MSP, whichever is less. Using the employees selected, verify the following:

a. Employee payroll and fringe benefit amounts are reported in accordance with the cost report instructions (i.e., appropriate exhibit, column and line item).

   If employee payroll and fringe benefit amounts are not reported in accordance with the cost report instructions, prepare a proposed cost adjustment to reclassify the amounts to the appropriate exhibit, column or line item. Any proposed cost adjustments should be documented on Schedule C.

b. Employee payroll and fringe benefit amounts included on the exhibits are calculated accurately based on the period(s) worked and pay rate identified within the employee personnel file or salary amount identified within the employee contract.

   If employee payroll and fringe benefit amounts are not calculated accurately based on the hours or time periods worked and the hourly rate or salary amount, prepare a proposed cost adjustment to remove the variance using Schedule C. The proposed cost adjustment should result in an increase or decrease to the “Total Gross Salary” column on the appropriate exhibit.

c. Verify amounts and types of expenditures included within the payroll and fringe benefit amounts under the “Total Gross Salary” column are allowable under 2...
CFR 225 and the cost report instructions.

If costs included within payroll and fringe benefit amounts are not allowable, prepare a proposed cost adjustment using Schedule C to remove the unallowable costs from the “Total Gross Salary” column.

3. Obtain from the MSP agency (or the RMTS contractor), the three (3) quarterly Random Moment Time Study (RMTS) participant lists that were submitted to the RMTS contractor during the cost reporting period. Using the employees selected in conjunction with step 2 from above perform the following for each employee:

   a. Using the 3 quarterly RMTS lists, identify the number of quarters each employee selected participated in the RMTS.

   b. Verify the employee payroll and fringe benefit amounts included on the exhibits are accurate based on the number of quarters the employee participated in the RMTS*. Accuracy is defined as follows:

   1. If an employee is identified on all three (3) quarterly RMTS participant lists then 100% of the employee’s payroll and fringe benefit costs may be included on the exhibit within column “Total Gross Salary.”

   2. If an employee is identified on only two (2) quarterly RMTS participant lists, then only two quarters plus 2/3 of the summer quarter of the employee’s payroll and fringe benefit costs may be included on the exhibit within the column “Total Gross Salary.”

   3. If an employee is identified on only one (1) quarterly RMTS participant list, then only one-quarter plus 1/3 of the summer quarter of the employee’s payroll and fringe benefit costs is includable on the exhibit within the column “Total Gross Salary.”

   4. If an employee is not identified on any quarterly RMTS participant lists, then none or zero dollars of their payroll or fringe benefit costs is includable on the exhibit.

If an employee’s amount of payroll and fringe benefit costs included within the “Total Gross Salary” column are not accurate based on the number of quarterly RMTS they participated. Prepare a proposed cost adjustment, by using the actual number of RMTS quarters the employee participated and reduce the gross payroll and fringe benefit costs by the corresponding percentage (e.g., 50%, 25%) or to zero. Proposed adjustments should be documented using Schedule C.

4. Using the individuals selected in conjunction with step 2, verify the employees’ job activities are allocable or provide a direct benefit to the MSP through either the delivery
of services or performance of direct administrative functions. For the purpose of this procedure “allocable” has the same meaning as identified in 2 CFR 225, Appendix A sections (C) (3). Prepare a work paper that identifies the employee’s name, job title/position and perform the following:

a. Conduct oral interviews or request written documentation from the employees to identify whether the job tasks/activities they perform benefit the MSP and whether they perform other or additional activities that benefit other federal programs (e.g., Title VI-B).

b. For employees who indicated they provided MSP services during the cost reporting period, perform the following:

1. Verify at least one of the service types the employee indicated as performing is identified within OAC section 5101:3-35-05 or 5101:3-35-06 as being allowable to the MSP.

2. If the service is verified as being allowable, request documentation from the employee that provides an example of the employee delivering the service to a student with an IEP. For purposes of substantiating service delivery, documentation is defined in OAC 5101:3-35-05(G).

If the services were not identified within the OAC as allowable or documentation was not provided to evidence the delivery of a service to a student with an IEP, prepare a proposed cost adjustment. The cost adjustment should equal the employee’s gross salary and fringe amount and be documented using Schedule C.

c. For employees who indicated they performed a Medicaid administrative function allocable to the MSP during the cost reporting period, perform the following:

1. Verify at least one of the employee’s job tasks/activities is identified within Attachment D of the Guide to Time Studies for the Ohio Medicaid School under one of the following acceptable activity codes: 6,8,10,12,14,16.

2. If an employee’s job task was identified within an acceptable activity code, request documentation from the employee that provides an example of the employee performing the administrative job task or activity. For purposes of this procedure, documentation is defined as any notes, written descriptions, completed forms, ledgers, books, records, case notes, progress notes, payroll records, or similar supporting documentation completed by the employee that demonstrates the administrative activity was performed.

If a job task/activity is not identified within one of the acceptable activity codes or no documentation was provided to evidence the employee had performed the task or activity during the cost reporting period, prepare a proposed cost adjustment. The cost adjustment should be for the employees gross salary and fringe amount and be
documented using Schedule C.

5. For each employee who indicated they worked on federal program activities in addition to the MSP in step 4(a) obtain any personal activity reports (PAR) or time sheets completed by the employee for the cost reporting period. For the purposes of this procedure, PAR has the same meaning as used within 2 CFR 225, Appendix B. For these employees perform the following steps:

- Inspect the PAR or timesheet for each employee.

- Document any direct costs related to employee time spent on federal programs other than MSP. For purposes of this step, direct costs have the same meaning as defined within 2 CFR 225, Appendix A.

- If direct costs related to time spent on a federal program other than MSP are identified, verify the payroll costs related to the federal program are identified on the exhibit under column, “If yes, enter amount of payroll costs related to the other federal program(s).”

- If no costs related to the direct time spent on other federal programs are identified on the exhibit, prepare a proposed cost adjustment to identify the payroll costs that related to time spent on the other federal programs. The proposed cost adjustment should be made to add or increase the amount listed under the “If yes, enter amount of payroll costs related to the other federal program(s)” column.

- If direct time is identified or an adjustment is made to the “If yes, enter amount of payroll costs related to the other federal program(s)” column, verify the appropriate portion of fringe benefit costs are included under column “Add proportion of fringe benefit costs.”

Proposed cost adjustment amounts should be documented using Schedule C.

6. Obtain a listing of all employees whose payroll costs are included within the MSP cost report and a list of all employees whose payroll costs are included within the MSP agency’s cost allocation plan as indirect costs subject to allocation. For any employees whose salary is included within the MSP cost report and within cost allocation plan, prepare a proposed cost adjustment to remove their entire salary from the appropriate cost report exhibit using Schedule C.
THE MINUTES OF THE REGULAR SESSION OF THE
XENIA COMMUNITY SCHOOLS BOARD OF EDUCATION
March 12, 2012

Paid Claims Procedures

1. Using the list of paid claims obtained from the MSP agency select 40 individual claims or
10% of the total population, whichever is less. To the extent practical, the selection must
include different claimed services for different students. Prepare a work sheet that
includes the following information:

2. Record the following information from the records onto a work paper:
   a. Student identification number, if identified
   b. Medicaid identification number
   c. Date of birth
   d. CPT Code
   e. Service type as identified in the Ohio Medicaid School Program CPT Code
      Assignment Appendix (e.g., MH, SLP, etc.)
   f. Service Date
   g. Units billed
   h. Units paid
   i. Date paid
   j. Transaction Control Number (TCN)
   k. If applicable to the service type, identify the minutes necessary to meet a unit of
      service using the Ohio Medicaid School Program CPT Code Assignment
      Appendix.

3. Using the transactions selected in step 1, obtain from the MSP agency the students’
   attendance records, multi-factored evaluation, identification of necessary services,
documentation of service provided, and Individualized Education Program (IEP) which
includes a plan of care. Using the information obtained, perform the following for each
transaction selected:

   a. Verify the service identified on the paid claim is identified within the student’s
      plan of care as required by OAC 5101:3-35-05(F) (3). If the service identified on
      the paid claim is not identified in the plan of care, prepare a proposed cost
      adjustment for the total amount of the claim using Schedule P.

   b. Verify the plan of care was signed by a qualified practitioner as required within
      OAC 5101:3-35-05(F) (2). If the plan of care was not signed by a qualified
      practitioner, prepare a proposed cost adjustment for the total amount of the claim
      using Schedule P.

   c. Verify the service date identified on the paid claim was subsequent to the
      effective date and/or authorization date of the student’s plan of care. If the date of
      service delivery was prior to the effective/approval date, prepare a proposed cost
      adjustment for the total amount of the claim using Schedule P.

   d. Verify there is documentation the service identified on the paid claim was
      provided/delivered to the student. The provision or delivery of service is

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e. Verify there is documentation that indicates the service was provided on the same day, month, and year as identified on the paid claim. If there is no documentation to indicate the service was provided on the same date as indicated on the paid claim, prepare a proposed cost adjustment for the amount of the claim using Schedule P.

f. Verify the billing units identified on the paid claim correspond to the support detail and comply with the requirements of OAC 5101:3-35-04(J). If a unit is determined by a minimum number of minutes, calculate the number of units provided to the student by using the beginning and ending times of the service delivery. If the number of units, as calculated, is less than the units identified on the paid claim or does not comply with 5101:3-35-04(J), prepare a proposed cost adjustment for the amount of the claim using Schedule P.

g. Verify the service was provided by a licensed practitioner as required by OAC 5101:3-35-05 by obtaining a copy of the practitioner's profession license. If the practitioner did not hold a profession license at the time of service delivery date, prepare a proposed adjustment for the total amount of the claim using Schedule P.

h. Verify the service type identified is allowable under the requirements of OAC section 5101:3-35-05 or 5101:3-35-06 if the service related to Targeted Case Management or transportation. If the service provided was not allowable, prepare a proposed cost adjustment for the total amount of the claim using Schedule P.

i. Verify the documentation of service delivery includes the signature or initials of the person/practitioner delivering the services as required by OAC 5101:3-35-(O)(7). Each documentation recording sheet must contain a legend that indicates the name (typed or printed), title, signature, and initials of the person delivering the services. If the documentation does not include the signature or initials of the person delivering the service or the signature or initials do not correspond to the legend, prepare a proposed cost adjustment for the claim amount using Schedule P.

j. Verify the claim submission date was not beyond 365 days of the actual date the service was provided as required by OAC 5101:3-35-04(H). If the claim submission date is beyond 365 days after the service date, prepare a proposed cost adjustment for the claim amount using Schedule P.
k. Verify the date of service was not beyond 12 months of the assessment/re-evaluation date as required by OAC 5101:3-35-04(B)(3). If the date of service is beyond 12 months of re-assessment/re-evaluation date, prepare a proposed cost adjustment for the claim amount using Schedule P.

l. Obtain the MSP agency's attendance records and verify the student was identified as being in attendance on the day the service was provided. If the student was not in school on the service date, prepare a proposed cost adjustment for the claim amount using Schedule P.
FIXED ASSETS

1. Obtain from the MSP agency a fixed asset schedule that identifies the total MSP fixed assets. The asset schedule must include opening and ending balances, additions, deletions/retirements, useful lives, salvage value, accumulated depreciation, and current year depreciation expense. Using the information obtained, perform the following:

Reconcile total depreciation expense included on the schedule to the amount identified on cost report Exhibit 5A and 5D, under column the “Direct Medical Equipment” section and “Other Transportation Section” respectively.

Notwithstanding variances due to rounding, if depreciation expense reflected on the schedules are less than the amount identified on Exhibit 5A and 5D, prepare a proposed cost adjustment to remove the variance from the cost report using Schedule C. Document any explanation provided by management for the variance and include in the agreed upon procedures report.

2. Additions: Select 40% or 20 additions, whichever is less, from the fixed asset schedule obtained in step 1. On a work paper document the following for each addition:

- Description or type of fixed asset
- Serial number or agency identification number, if applicable,
- Acquisition date,
- Invoice amount,
- Payment disbursement date,
- Disbursement amount,
- Useful life,
- Depreciation expense for the cost report period,
- Location of the asset,
- Donated value, if applicable.

Using the items selected in conjunction with step 2, verify the following:

a. Verify the fixed asset value is accurate by tracing the amount listed on the schedule to the invoice and to the canceled check or bank statement. If the fixed asset was donated trace the value identified on the schedule to the MSP agency’s estimated value or donor’s book value.

If the amount on the invoice or cancelled check is less than that reflected on the schedule, prepare a proposed cost adjustment to remove the variance from the cost report using Schedule C.

If the MSP agency is unable to provide an invoice (or other evidence of cost) and proof of a cash disbursement (e.g., canceled check, bank statement), prepare a proposed cost adjustment to remove the amount of depreciation included on the cost report. The proposed cost adjustment should be documented using Schedule C.
b. Verify the assigned useful life of the fixed asset is at least equal to the useful life identified in the American Hospital Association’s (AHA) “Estimated Useful Lives of Depreciable Hospital Assets” guide, 2004 Edition.

If the assigned useful life of the fixed asset is less than the useful life identified in the AHA’s “Estimated Useful Lives of Depreciable Hospital Assets” guide, 2004 Edition, recalculate the depreciation amount using the useful life identified in the AHA guide. Prepare a proposed cost adjustment using Schedule C to remove the variance from the cost report.

c. Verify the MSP agency used at least a 10% value in calculating the depreciable value of the fixed asset.

If the salvage value used in calculating the depreciable value is less than 10%, recalculate the depreciation amount, using 10% as the salvage value, and prepare a proposed cost adjustment to remove the variance from the cost report using Schedule C.

d. Verify the MSP agency used the straight line method in calculating depreciation.

If the MSP agency used a method for calculating depreciation expense other than straight line, recalculate the depreciation amount and prepare a proposed cost adjustment to remove the variance from the cost report using Schedule C.

e. In the year of acquisition, verify the MSP agency used one of methods identified within CMS Publication 15-1, section 118 for determining the period in which depreciation expense is initiated (e.g., time lag or actual).

If the MSP agency used a method other than one identified within CMS Publication 15-1, section 118, recalculate the depreciation expense using the actual time methodology and prepare a proposed cost adjustment to identify the variance. Proposed cost adjustment amounts should be documented using Schedule C.

f. Verify the payment for the fixed asset was disbursed during the cost reporting period.

If payment for the fixed asset was disbursed outside the cost reporting period, prepare a proposed cost adjustment to remove the amount of depreciation included on the cost report. Proposed cost adjustment amounts should be documented using Schedule C.

g. Verify the existence of the fixed asset by tracing the item to its physical location and confirming the asset is correctly identified on the fixed asset schedule by comparing the serial number, asset identification number and description.
If the fixed asset cannot be located, prepare a cost adjustment for the amount of depreciation included in the cost report using Schedule C.

h. In conjunction with the agreed upon procedures related to disbursements, verify that neither the depreciation expense nor the entire cost of the fixed asset was included within other cost report exhibits.

If the cost of the fixed asset or the depreciation expense is included on another cost report exhibit, prepare a proposed cost adjustment to remove the amount from the corresponding exhibit(s) using Schedule C.

i. Verify the fixed asset purchased was medically necessary by having the MSP agency identify the student or students for which the asset was purchased. Obtain the student’s case file and verify the fixed asset is identified within the student’s IEP. (Note: If the fixed asset was purchased for use by multiple students, it is only necessary to select one of the student’s IEP.)

If the fixed asset is not identified within a student’s IEP as being medically necessary, prepare a proposed cost adjustment to remove the depreciation amount from the cost report using Schedule C.

3. **Deletions/Retirements (e.g., fixed assets no longer is use by the MSP agency):** Obtain from the MSP agency a listing of fixed asset retirements or deletions and select 5 or 30% of the items, whichever is less. On a work paper document the following for each deletion:

   - Description or type of fixed asset
   - Serial number,
   - Agency Identification, if applicable,
   - Deletion/Salvage date,
   - Useful life,
   - Depreciation expense for the cost report period,
   - Fixed asset’s sales proceeds, if sold

Using the items selected, verify the depreciation included in the cost report is accurate by performing the following:

a. Verify the fixed asset has been removed from the depreciation schedule.

b. Verify the fixed asset was retired from operations during the cost reporting period.

c. Confirm whether the fixed asset was salvaged or sold. If the item was sold, verify whether the proceeds from the sale were used to reduce the depreciation amount claimed on the cost report.
d. Confirm that if the fixed asset was traded-in, the value of the fixed asset was used to offset the cost of the replacement item.

e. Verify the depreciation amount included on the cost report does not exceed the difference between the acquisition costs and accumulated depreciation amount.

Notwithstanding variances due to rounding, if depreciation expense related to salvaged fixed assets is not accurately reflected on Exhibit 6B, recalculate the actual amount and prepare a proposed cost adjustment to remove the variance from the cost report using Schedule C.

4. **Other Fixed Assets:** Select 5 or 30% of the other assets identified on the fixed asset schedule, whichever is less and verify the following:

   a. The assigned useful life and dollar value used in calculating current year depreciation are consistent with prior years.

      If the assigned useful life or dollar value is different from the prior year, recalculate the depreciation amount using the prior year information and prepare a proposed cost adjustment to remove the variance from the cost report using Schedule C.

   b. Verify the MSP agency used the straight line method in calculating depreciation.

      If the MSP agency used a method for calculating depreciation expense other than straight line, recalculate the depreciation amount using a straight line depreciation methodology and prepare a proposed cost adjustment to remove the variance from the cost report. Proposed cost adjustment amount should be documented using Schedule C.

   c. In conjunction with the agreed-upon procedures related to disbursements, verify that neither the depreciation expense nor the entire cost of the fixed asset was included within other cost report exhibits.

      If the cost of the fixed asset or the depreciation expense is included on another cost report exhibit, prepare a proposed cost adjustment to remove the amount from the other exhibit(s) using Schedule C.

   d. Trace the fixed asset to its physical location to assure the asset exists.

      If the fixed asset cannot be located, prepare a cost adjustment to remove the amount of depreciation included in the cost report using Schedule C.
5. Verify the depreciation expense identified on Exhibit 6B of the cost report is allowable under the provisions of the cost report instructions and CMS Publication 15-1, Chapter 1, 2 CFR 225 or 2 CFR 230, as applicable.

If the cost is not allowable under the cited provisions, prepare a proposed cost adjustment to remove the entire cost from the cost report. The amount, item description, and basis for the proposed cost adjustment should be identified on adjustment Schedule C.
STATISTICS

Random Moment Time Study (RMTS):

1. Obtain from the MSP agency, a schedule/report that identifies employees who completed a RMTS during the cost report period. The listing must identify, the employee, the cost pool under which the employee is classified (e.g., 1, 2, or 3), and the activity being performed at the time of the RMTS. (Note: If the school district had no employees that completed a RMTS, no additional steps within the RMTS section need to be performed).

2. Using the schedule/report obtained in step 1, select 10% or 15 individual employees who completed an RMTS during the cost reporting period. Assure the selection includes a minimum of 50% of the employees identified under cost pool 1, 30% from cost pool 2, and 20% from cost pool 3. Prepare a work paper that includes the following information:

   - Name of employee,
   - Employee position or job title,
   - Date/time of all RMTS moments completed by employee
   - Employee activity as identified on the RMTS,
   - Cost Pool under which the employee is classified (e.g., 1, 2 or 3),
   - Student identification number, if applicable,
   - Effective dates of student’s IEP, if applicable,
   - Frequency of services (e.g., daily, weekly, monthly, etc.), as identified on the IEP.

3. Using the selections made in step 2, perform the following:

   a. For employees who indicated they were performing a medical service, obtain the case file of the student receiving the service and verify the following:

      - The service was identified in the student’s Individual Education Program (IEP).
      - The service was delivered during the effective dates of the IEP.
      - There is evidence in the student’s case file; the service was delivered on the same date and time as the completed RMTS.
      - Verify the service, as identified within the student’s IEP, was approved by the appropriate certified profession as required by OAC Section 5101:3-35-05(C)(2).

   If the above attributes are not met, report any variance within the agreed upon procedures report. The variance should identify the employee name, cost pool, date of RMTS, and description of the variance.

   b. For employees who indicated they were performing a Medicaid administrative activity, obtain documentation from the employee that is contemporaneous to the completion of the RMTS. Documentation is defined as any notes, written descriptions, completed forms, ledgers, books, records or any other supporting documentation. Based on the documentation provided, verify the activity
identified on the RMTS coincides with the documentation provided.

If the documentation does not correlate to the activity identified on the RMTS, report any variance within the agreed upon procedures report. The variance should identify the employee name, cost pool, date of RMTS, and description of the variance.

**IEP Student Utilization Ratios:**

1. Obtain from the MSP agency a schedule that identifies the total number of students who have an IEP.

2. Verify the mathematical accuracy of the list by summing the number of students on the list and reconciling it to the total identified on Exhibit 3 of the cost report, under the ""Total IEP Students"" category.

   If the number of students identified on the list does not agree to the cost report amount, prepare an adjustment and identify the variance on Schedule S. The variance must be identified as a plus (+) or minus (-) and equal the number necessary to assure the students identified on the agency’s list agrees to the total number of students identified on Exhibit 3 under "Total IEP Students."

3. Compare the amounts identified on the Exhibit 3 under the categories of “Total Medicaid IEP Students” and “Total Healthy Start IEP Students” to information obtained at the Ohio Department of Education (ODE) website. The information can be obtained from the following:

   http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?Page=3&TopicRelationID=1001&Content=85875 and then locating the corresponding MSP agency.

   If the number of students identified on the ODE website differs from the cost report figures, prepare an adjustment and identify the variance on the Schedule S. The variance must be identified as a plus (+) or minus (-) and equal the number necessary to assure the number of students identified on the ODE website agrees to the number of students identified on Exhibit 3 under “Total Medicaid IEP Students” and “Total Healthy Start IEP Students.”

   If the student selected did not have an IEP in effect at anytime during the school year, using Schedule S, prepare a proposed adjustment to reduce the number of students identified under the category of "Total IEP Students."
Administrative Claiming Allocation Statistics:
Compare the amounts identified on Exhibit 3 under “Total Medicaid Students” and “Total All Students” to information obtained at the Ohio Department of Education (ODE) website. The information can be obtained from the following URL: http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=1001&ContentID=29574&Content=103697 under the link „MSP MER data“ for the applicable year and then locating the corresponding MSP agency.

If the number of students identified on the ODE website differs from the cost report figures, prepare an adjustment and identify the variance on the Schedule S. The variance must be identified as a plus (+) or minus (-) and equal the number necessary to assure the number of students identified on the ODE website corresponds to the number of students identified on Exhibit 3 under the “Total Medicaid Students” and “Total All Students” categories.

Transportation statistics:

1. Obtain from the MSP agency transportation logs / listing of transportation trips which support the transportation one way student trips reported in the cost report.

2. If the number of transportation student trips do not agree to the cost report amount, prepare an adjustment and identify the variance on Schedule S. The variance must be identified as a plus (+) or minus (-) and equal the number necessary to assure the trips identified on the agency’s log agrees to the total number of trips identified on Exhibit 3 under “Total trips.”

3. Notwithstanding variances identified in step 2, obtain listing of transportation routes and student roster the provider serves. From these documents select a sample of transportation log covering a period of 2 weeks and recalculate the number of student trips. If the resulting number is less than the number of trips reported make adjustments for the differences on schedule S.
2. PROCUREMENT

1. If not specifically identified on Exhibits 5A, 5B and 5D, obtain from the MSP agency a schedule or listing that identifies all procurements of goods or services by vendor, total procurement/contract amount, and the total disbursements by vendor for the cost reporting period.

If a schedule is used, reconcile the total disbursements identified on the schedule to the total amounts identified on Exhibits 5A, 5B and 5D by cost category, under column “Expenditure Amount.”

Notwithstanding variances due to rounding, if contract expenditures reflected on the schedule or listing are less than the amounts identified on Exhibits 5A, 5B and 5D, prepare a proposed cost adjustment to remove the variance from the cost report. The proposed cost adjustment should be documented onSchedule C. In addition, document any explanation provided by management for the variance and include in the agreed-upon procedures report.

2. Inquire from the MSP coordinator whether any of the procurement agreements are based on either a contingency or flat fee arrangement.

For the purposes of this section, the following definitions apply:

Contingency arrangement is defined as a procurement or contractual agreement in which payment to the vendor is not related to the actual cost of the service or actual cost of service plus a fee. Instead, payments to the vendor are based on a percentage, or other basis to the amount billed or collected. Examples include, billing agents whose fees are based on a percentage (e.g., 10%) of the total amount of Medicaid dollars billed or collected rather than a basis such as the cost per transaction or cost by identified or stipulated service.

Flat fee arrangement is defined as a procurement or contractual agreement in which the payment to the vendor is not related to the actual cost of the service or cost of service plus a fee. Instead, payments to the vendor are paid on a gross or lump sum amount regardless of the number of items processed or clients served. Examples include medical practitioners who are paid a lump sum amount (e.g., $5,000 per month or $60,000 per annum) without regard to the actual number of patients seen.

For all contracts or procurement agreements in which payment was based on a contingency or flat fee arrangement identify the total amounts paid to the vendor during the cost reporting period and prepare a proposed cost adjustment for the entire amount. The proposed cost adjustment should be documented on Schedule C.

3. Inquire from the MSP coordinator, the MSP agency's threshold for formal procurement of goods or services (e.g., competitive bidding, sealed bids).

4. Identify the total number of procurements that exceed the lesser of $25,000 or the MSP agency's formal procurement threshold by vendor.
5. Using the procurements identified in step 4, make a selection of 5 procurements or 50% of the total number of procurements, whichever is less. The selection must include any contracts with a billing agent or procurements pertaining to the provision of medical services.

6. Obtain the contract files for each procurement selected and verify the following as they pertain to the vendor/contractor:
   
   a. The contract file includes documentation of the significant history of the procurement, including the rationale for the method of procurement (e.g., lowest bid), contractor(s) selected and those rejected, and the basis of contract price as required by 45 CFR 92.36(b)(9).

      If the lowest bid was not selected, obtain a written explanation from management as to why and include their response in the agreed-upon procedures report.

   b. The procurements provided for full and open competition as described in 45 CFR 92.36(c)(1).

      If the procurement was not awarded through full and open competition, verify whether the MSP agency designated the vendor to be a sole source contractor. If the MSP agency neither awarded the procurement through full and open competition nor was the vendor designated as a sole source contract, prepared a proposed cost adjustment for all contract payments using Schedule C.

   c. In cases where competition was limited, verify that documentation exists to support the rationale to limit competition as described 45 CFR 92.36(b)(1) and 92.36(d)(4).

      If required documentation does not exist, obtain a written explanation from management as to why and include their response in the agreed-upon procedures report.

   d. Contract files exist and an appropriate cost or price analysis was performed in connection with procurement actions, including contract modifications and that this analysis supports the procurement action as described by 45CFR 92.36(f).

      If cost or price analysis documentation does not exist, obtain a written explanation from management as to why and include their response in the agreed-upon procedures report.

   e. The contract includes a requirement that the vendor is to comply with the requirements of 45 CFR 164.504(e)(1) for safeguarding and limiting access to information concerning beneficiaries.
If the contract does not include a statement requiring the contractor to comply with 45 CFR 164.504(e) (1), obtain a written explanation from management as to why and include their response in the agreed-upon procedures report.

f. The contract includes a clause that allows the representatives of the U.S. Department of Human Services, ODJFS, ODE or their respective designee access to the subcontractor’s books, documents and records.

If the contract does not include a clause allowing access to the subcontractor’s records, obtain a written explanation from management as to why and include their response in the agreed-upon procedures report.

g. The contract file includes an acknowledgement from the contracted party that they or their principles are not suspended or debarred.

If the contract does not include a clause indicating the contractor or vendor is not suspended or debarred, obtain a written explanation from management as to why and include their response and name of the contractor in the agreed-upon procedures report.

h. There is evidence of approval by Ohio Department of Education (ODE) representatives when the procurement exceeded $100,000 and met one of the following conditions as outlined within 45 CFR 92.36(g)(2)(ii), (g)(2)(iii), (g)(2)(iv), (g)(2)(v):

   (1) Contract was awarded by noncompetitive negotiation.
   (2) Contract was awarded when only a single bid or offer was received.
   (3) Contract specified a “brand name” product.
   (4) Contract was awarded to other than the apparent low bidder.
   (5) Contract was modified and increased resulting in the total award exceeding the $100,000.

If the procurement was not approved by ODE representative(s), prepare a proposed cost adjustment to remove the total payment amount related to the procurement from the cost report. The proposed cost adjustment amount should be documented on Schedule C.

7. For procurements that relate to the provision of medical services, verify the contract includes the following:

   b. The population (e.g., by individual student or appropriate identifying number) to be covered under the contract.
c. Procedures for assessment or reassessment of the covered population, if they are to be performed by the contractor.

d. The amount, duration, frequency, type and scope of medical services to be provided to each individual within the population.

e. Cost to be charged per service and basis for charge (i.e., student, service, time per delivery of service, etc.)

If the procurement of medical services is not supported by a written contract that includes the required items from above (a. – d.) prepare a proposed cost adjustment to remove the total amount of payments from the cost report. The proposed cost adjustment should be documented on Schedule C.

8. For procurements that relate to the provision of billing services verify the contract includes the following:

   a. The specific services to be provided, including any activities related to third party liability.

   b. The cost per service and basis for the cost (e.g., transactional).

If the procurement of billing services is not supported by a written contract that includes the required items from above (a. and b.) prepare a proposed cost adjustment to remove the total amount of payments from the cost report. The proposed cost adjustment should be documented on Schedule C.

9. Verify the total payments disbursed to the vendor during the cost reporting period did not exceed the total amount authorized by the contract.

If the total amount paid to the vendor exceeds the amount established by the contract prepare a proposed cost adjustment to remove the total amount of payments. The proposed cost adjustment should be documented on Schedule C.

10. Using the schedule or listing obtained in step 9, select 3 individual disbursements paid under each contract or 20% of the total disbursements for each contract, whichever is less and prepare a work paper with the following information:

   • Vendor/contractor name
   • Description of the service(s) to be provided under the terms and conditions of the contract
   • The cost of the service(s) to be provided under the terms and conditions of the contract
   • Check/EFT amount
   • Payment disbursement date or check date
• Invoice amount

11. Using the transactions selected in step 10, verify the following:

a. The invoice amount agrees to the disbursement amount (e.g., check or EFT amount).

   If the amount of the check or EFT is in excess of the invoice amount, prepare a proposed cost adjustment to remove the variance from the cost report.

   If the MSP agency is unable to provide an invoice or billing statement or proof of a cash disbursement (e.g., canceled check, bank statement, EFT, etc.), prepare a proposed cost adjustment to remove the amount included on the cost report. The proposed cost adjustment should be documented on Schedule C.

b. The payment disbursement date is in the cost reporting period.

   If the cost was disbursed outside the cost reporting period, prepare a proposed cost adjustment to remove the expenditure amount included on the cost report. The proposed cost adjustment should be documented on Schedule C.

c. The services identified on the invoice or billing statement correspond to the terms of the contract and disbursement amount (e.g. units and types of service identified on the invoice multiplied by the contractual rate(s) equals the disbursement amount).

   If the disbursement amount does not correspond to the number and types of services or the payment amount(s) identified within the contract, prepare a proposed cost adjustment to remove the expenditure amounts included on the cost report. The proposed cost adjustment should be documented on Schedule C.

d. For payments involving the delivery of medical services determine the service identified on the invoice or billing statement is allowable under the general service types outlined within OAC 5101:3-35-05 and 5101:3-35-06 (e.g., mental health services, nursing, etc.).

   If the service is not allowable, prepare a proposed cost adjustment to remove the expenditure amount included on the cost report. The proposed cost adjustment should be documented on Schedule C.

12. Using the payments selected in conjunction with step 10, select 10 students or 10% of the total number of students from the invoices related to medical services, whichever is less. For each student selected, obtain from the MSP agency the students’ IEP which includes a plan of care. Using the information, verify the service(s) provided to the students is reflected in the student’s plan of care as required by OAC 5101:3-35-05(F)(3).
If the service included within the invoice is not identified with the student's plan of care, prepare a proposed cost adjustment to remove the expenditure amount included on the cost report. The proposed cost adjustment should be documented on Schedule C.
NON-PAYROLL DISBURSEMENTS

1. Obtain from the MSP coordinator a schedule of expenditures by the following cost categories as identified on Exhibit 5A, 5B and 5D:
   - Purchased Services
   - Direct Medical Supplies, Material and Other Costs
   - Other Transportation Costs

The schedule should identify by cost category, expenditures by vendor, invoice, disbursement date, disbursement amount, and description of item. (Note: a schedule is not necessary if the detailed information can be identified on the face of the exhibit).

If a schedule is used, verify the total amounts are accurate by footing the individual transactions by cost category and reconciling the total amounts to Exhibit 5A, 5B and 5D, column “Expenditure Amount.”

Notwithstanding variances due to rounding, if expenditures reflected on the schedule are less than the amounts identified on Exhibit 5A,5B and 5D by cost category, prepare a proposed cost adjustment to remove the variance from the cost report. The proposed cost adjustment should be documented on Schedule C.

2. From the schedule or from Exhibit 5A, 5B and 5D, select 15 expenditures or 20% of the total transactions identified, whichever is less. Assure the selection includes a minimum of 5 expenditure transactions/invoices for each of the cost categories and excludes purchase amounts in excess of agency’s threshold for formal procurement of goods or services. On a work paper document the following for each item selected, as applicable.
   - Description of the item
   - Expenditure purpose
   - Vendor name/payee
   - Check/EFT amount
   - Check date
   - Payment disbursement date, if different than check date
   - Invoice amount
   - Cost Category
   - Account Name/Account Number from USAS

3. Using items selected in step 2, verify the following:

   a. Amounts are reported in accordance with the cost report instructions (i.e., appropriate exhibit, column and line item).

      If amounts are not reported in accordance with the cost report instructions, prepare a proposed cost adjustment using Schedule C to reclassify the cost to the proper exhibit, column and line item.
b. Goods or services purchased are allowable under the requirements of 2 CFR 225 Appendices A and B.

If the goods or services purchased are unallowable under the provisions of 2 CFR 225, prepare a proposed cost adjustment using Schedule C to remove the entire cost from Exhibit 6B.

c. Check or EFT amount reflected on the cost report agrees to the invoice amount.

If the amount of the check is in excess of the invoice amount, prepare a proposed cost adjustment to remove the variance from the cost report using Schedule C.

If the MSP agency is unable to provide an invoice and proof of a cash disbursement (e.g., canceled check, bank statement), prepare a proposed cost adjustment using Schedule C to remove the total amount included on the cost report.

d. Payment disbursement date is within the cost reporting period.

If the disbursement date was outside the cost reporting period, prepare a proposed cost adjustment to remove the expenditure amount included on the cost report using Schedule C.

e. The agency obtained the lowest price for the goods or services purchased by obtaining price or rate quotes from an adequate number of vendors, but not less than 2 sources. (Note: price or rate quotes may be documented through catalog or internet price lists, verbal quotes or other sources that identify item prices at the time of the purchase).

If the cost of a good or service was not the lowest of the rate or price quotes obtained by the agency, document the explanation provided by management and include in the agreed-upon procedures report. In addition, the agreed-upon procedures report must also identify the total price difference between the amount included in the cost report and the lowest quote.

If the agency has no documentation or did not obtain price or rate quotes, include the total cost of the good or service and any explanation from management in the agreed upon procedures report.

f. The good or service purchased was medically necessary by obtaining, from the MSP coordinator, the student or students for which the item was purchased. Obtain the student’s case file and verify the item was identified within the student’s IEP. (Note: If the item was purchased for use by multiple students, it is only necessary to select one of the student’s IEP.)
If the item is not identified within a student's IEP as being medically necessary, prepare a proposed cost adjustment using Schedule C to remove the expenditure amount from the cost report and corresponding section.

g. Procurements for equipment or fixed assets were less than the agency's capitalization threshold.

If the cost of equipment is equal to or in excess of the capitalization threshold, verify whether the item has a useful life of at least 1 year using the AHA's "Estimated Useful Lives of Depreciable Hospital Assets" guide, 2004 Edition. If the item has useful life of 1 year or more calculate the depreciation amount using the useful life identified in the AHA guide, cost of the item, time of service, and by using an estimated salvage value of 10%. Prepare a proposed cost adjustment using Schedule C to remove the total cost from the "Direct Medical Supplies, Materials & Other Cost" category and prepare a cost adjustment for the amount of calculated depreciation. The proposed cost adjustment for depreciation should be identified on Schedule C and result in an increase to the "Direct Medical Equipment (in excess of Capital Threshold)" category.
SOUTHWESTERN OHIO EPC – NATURAL GAS CHOICE 1

The Board of Education (the “Board”) of the Xenia Community School District, Greene County Ohio (the “School District”) met in general session on March 19, 2012 at 7:30 p.m., at the offices of the Board, 578 East Market St., Xenia, Ohio with the following members present:

Dr. Dillaplain introduced the following resolution and moved its passage:

RESOLUTION

AUTHORIZING PARTICIPATION IN THE SOUTHWESTERN OHIO EDUCATIONAL PURCHASING COUNCIL (“EPC”) NATURAL GAS PROGRAM FOR A FIVE YEAR PERIOD UNDER THE TERMS AND CONDITIONS OF THE NATURAL GAS SALES AND SERVICE AGREEMENT WITH CONSTITUTION NEWENERGY – GAS DIVISION, LLC NEGOTIATED BY THE OHIO SCHOOL CONSORTIUM AND AUTHORIZING RATIFICATION OF THE AGREEMENT TO TERMINATE THE FULL REQUIREMENTS NATURAL GAS SALES & SERVICE AGREEMENT WITH ENERGYUSA-TPC CORP.

WHEREAS, the School District is a member of the Southwestern Ohio Educational Purchasing Council (“EPC”), a body authorized by state statute to aggregate purchasing needs of schools and related nonprofit educational entities so as to take advantage of economies of scale when purchasing essential products and services; and

WHEREAS, EPC has joined with other school councils of governments and major school districts (collectively known as the “Ohio School Consortium”) to obtain more favorable terms for natural gas service by negotiating for gas service on behalf of 150 school districts and public libraries; and

WHEREAS, the School District now purchases its natural gas service pursuant to the existing Full Requirements Natural Gas Sales & Service Agreement with EnergyUSA-TPC Corp. negotiated by the Ohio School Consortium, and that agreement is to be terminated with outstanding gas hedges to be liquidated and replaced by a new, more favorable natural gas sales and service agreement with Constellation NewEnergy – Gas Division, LLC (“Constellation NewEnergy”); and

WHEREAS, this School District by its membership in EPC may continue to participate via the natural gas sales and service program arranged by the Ohio School Consortium with Constellation NewEnergy under the terms and conditions of the new Natural Gas Sales & Service Agreement, attached hereto, if the School District ratifies both the new agreement and the Agreement to Terminate the Full Requirements Natural Gas Sales & Service Agreements with a Mutual Release of Claims, a copy of which is attached hereto; and
WHEREAS, the Board finds that it is in the School District's best interest to terminate the existing gas supply arrangement with EnergyUSA-TPC Corp. and enter into the proposed natural gas supply arrangement with Constellation NewEnergy;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE XENIA COMMUNITY SCHOOL DISTRICT, COUNTY OF GREENE, STATE OF OHIO, as follows:

Section 1. The Board of Education of this School District does hereby elect to terminate the existing Full Requirements Natural Gas Sales & Service Agreement with EnergyUSA-TPC Corp. in accordance with the terms and conditions of the Agreement to Terminate the Full Requirements Natural Gas Sales & Service Agreements with a Mutual Release of Claims.

Section 2. The Board of Education of this School District does hereby elect to continue to participate in EPC's natural gas program in accordance with the terms and conditions of the Natural Gas Sales & Service Agreement with Constellation NewEnergy – Gas Division, LLC.

Section 3. This Board of Education hereby authorizes the Superintendent or his designated alternate to execute the attached ratification on behalf of the Board of Education for this School District.

Mrs. Stafford seconded the motion and, after discussion, a roll call vote was taken and the results were:

Ayes: Dr., Dillaplain, Mrs. Stafford, Mr. Alex, Mrs. Rose, Mr. Spahr

Nays: None

The resolution passed.
THE MINUTES OF THE REGULAR SESSION OF THE
XENIA COMMUNITY SCHOOLS BOARD OF EDUCATION

Passed: March 12, 2012

BOARD OF EDUCATION
XENIA COMMUNITY SCHOOL
DISTRICT, COUNTY of
GREENE
OHIO

[Signature]
Board President

Attest: [Signature]
Treasurer
Mr. Jim Froehlich  
Scaparotti Construction Group  
36 N. Detroit Street, Suite 103  
Xenia, Ohio 45385

Re: Proposal for Architectural Services for the Roof Replacement for Xenia City Schools Revised

Dear Jim,

Brown & Bills Architects, Inc. (BBA) has provided similar services to educational, institutional, university, and private sector clients in the Miami Valley. We are pleased to submit this proposal to provide architectural services for the replacement of the roof on the four existing school buildings.

Included in this proposal are services we anticipate, based on experience, will be necessary for this project. The proposal is based on the scope of work outlined in the roof inspection report assembled by Alliance Consulting and Testing, Inc.

The following is an outline of the project requirements, project staffing, management, scheduling, on-site construction observation services, and fees.

1. Understanding of Project Requirements
   a) Roof replacement of:
      1) McKinley Elementary School
      2) Warner Middle School
      3) Benner Field House
      4) Xenia High School
      5) Central Middle School
   b) Conduct a field survey of the existing conditions.
   c) Meetings with Xenia Community School District (XCSD) and Scaparotti Construction Group (SCG) personnel to review the findings of the field inspection and identify concerns and challenges posed by the existing conditions.
   e) Prepare a Statement of Probable Construction Cost for the project.
   f) Three copies of documents for each school will be provided to XCSD and SCG for review and approval at the conclusion of both the design development and construction document phases of the project.
   g) Necessary drawings
      1) Demolition plan for architectural and roofing work
      2) Architectural plan for showing location and arrangement of all new work
      3) Sections and details to clarify the design, coordinate the work of the various trades, and illustrate constructability of the design to Bidders
4) Specifications for materials, products, installation and warranties.
h) Obtain preliminary approval letter from roofing manufacturer(s) regarding the acceptability and warrantability of the design.
i) Provide thermalgraphic imaging of the roof areas after the completion of the roof areas.

Special Needs of XCSD
a) BBA will develop documents to comply with the bidding requirements of the XCSD
b) BBA will identify work as it applies to an owner occupied facility during construction
c) BBA will turn over "as-built" drawings at the end of the project
d) BBA will provide documents for bidding and review
e) BBA will provide 3 sets of the final design documents and electronic files (PDF's) for use in soliciting bids.
f) Selected contractor will be responsible for payment of plan review and permits fees.
g) Provide assistance with negotiations with the insurance company

2. Project Staffing
   a) Principal in charge – Dave Bills
   b) Specifications - Steve Brown
   c) Associate architect – Malachi Dean
   d) As Project manager, Dave Bills will be the principal point of contact for XCSD and SCG attending all critical design and review meetings. All communication should be routed through Dave for dissemination to appropriate design team members. Working closely with Malachi Dean, Dave will conduct regular review meetings over the course of the design and distribute minutes to interested parties. Dave and Malachi will share responsibilities for observation of the construction work in progress. Field reports will be prepared and distributed to SCG for distribution. BBA will be responsible for approval of Applications for Payment from the contractor after review of a "pencil coy".

3. Management
   a) In-house meetings will be conducted at BBA under the direction of Dave Bills. The purpose of these meetings is to assure that the project schedule is maintained, that necessary staffing is provided and information due to or from sub-consultants is being provided in a timely manner. A structural engineer may need to be engaged if damaged roof deck is discovered during the field investigation or during construction. If needed these services will be invoiced as an additional service. If minor deck replacement is required the services of a structural engineer will not be needed.
   b) Quality control review will be performed by BBA staff, principally by the Project Manager Dave Bills with assistance from Steve Brown at appropriate intervals.
   c) Three client review meetings will be conducted at times required by XCSD and SCG as well as at those times requested by BBA when client input is necessary.
   d) Field visits will be conducted by BBA at weekly intervals. BBA will attend weekly progress meetings with the contractor to assure compliance with the contract documents.

4. Scheduling
   a) Based on an anticipated Notice to Proceed of March 7th the following milestones will apply:
      Submission of Design Development (4 weeks) March 30, 2012
      Submission of Construction Documents (2 weeks) April 13, 2012
      Solicit Bids (3 1/2 weeks) May 9, 2012
5. **On Site Construction Observation**
   a) We anticipate 1 site visit per week per site, with each averaging 2-3 hours in duration, conducted by BBA staff, which will include the project progress meeting, field reports, and payment application approval. We estimate, the construction duration will be 18 weeks.

6. **Fees**
   a) Our lump sum fee for the basic services described is $114,730.00. This is sub-divided as follows:

   - Schematic Design $11,300.00 10%
   - Design Development $17,500.00 15%
   - Construction Documents $36,000.00 35%
   - Bidding and Negotiation $7,130.00 5%
   - Construction Administration $42,800.00 35%

   **Subtotal Design Fees** $114,730.00 100%

   Fees for thermal imaging services will be provided on an hourly rate basis as requested.

   - **Thermal Imaging Services for 4 schools** $12,000.00
   - **Total Design and Thermal Imaging** $126,730.00

   b) **Reimbursables/Allowances**
      - Structural engineering (if needed) $500.00 (budget)
      - Printing Bid Documents (3 sets) $1,000.00
      - Delivery charges, and mileage

   **Total Reimbursables/Allowances** $1,500.00

If this proposal is acceptable please indicate so by signing on the approval line provided below and return one copy to our office. Once we have received the signed proposal we will complete a copy of our standard Professional Services Agreement for your approval.

If you have any questions please call.

Sincerely,

David B. Bills, AIA

Approved by: [Signature]

Date: March 12, 2012
MEMORANDUM of UNDERSTANDING

Between the
Xenia Education Support Professionals
and the
Xenia Community School District

The Xenia Education Support Professionals (XESP) and Xenia Community School District (Board) agree to the following Memorandum of Understanding.

Due to recent job vacancies and the desire to allow current employees an opportunity to obtain those positions, the Board and XESP agree that filling any transportation driver or assistant position currently vacant at this time as well as any position(s) that becomes vacant until May 24, 2012 will be done by posting the position for internal candidates only for two (2) work days. This posting will be made within ten (10) calendar days of a known vacancy. The assignment will be made to the senior driver making the request, in writing, within the prescribed period. A driver is still only eligible to change positions one (1) time per school year.

The Board and XESP understand that this MOU does not set a precedent for future years.

The Board and XESP agree that, to the extent necessary, the current collective bargaining agreement between the parties shall be amended in order to implement this agreement and appropriate steps shall be taken to inform SERB of this change.

FOR THE ASSOCIATION
Victoria Jones
Date: 2/16/2012

FOR THE BOARD

Date: 2/16/12
THE MINUTES OF THE REGULAR SESSION OF THE
XENIA COMMUNITY SCHOOLS BOARD OF EDUCATION

March 12, 2012

9.96

JOB DESCRIPTION
TECHNOLOGY NETWORK COORDINATOR

Title: Technology Network Coordinator
Reports To: Director of Business and Technology
Employment Status: Full Time
FLSA Status: Exempt

Minimum Qualifications:

1. Associate degree from an accredited computer science program and/or equivalent combination of training/work experience is required
2. Must have and maintain a valid driver's license
3. Must have reliable transportation
4. Expertise in Windows and MAC/OS X Server Operating Systems
5. Thorough understanding of Ethernet, TCP/IP, MAC/OS X Client, and training/experience with Cisco, Microsoft, and VMWare server environments
6. Experience in LAN/WAN connectivity and installing, troubleshooting, repairing and maintaining computer hardware and software applications
7. Experience administering a multi-building electronic mail system
8. Effective presentation skills and ability to train student and adult learners
9. Effective interpersonal skills
10. Available to respond to system emergencies
11. Must be able to lift, carry, and move work-related supplies/equipment of up to fifty (50) pounds without assistance
12. Commitment to keeping current with technological advances
13. Must obtain and maintain Bloodborne Pathogens training
14. Meet the legal requirements relative to a criminal background check

General Description:
Help ensure that district computer systems are functioning properly and available for use when needed.

Essential Functions:

1. Ability to establish and maintain a positive and professional relationship with co-workers, students, and parents; cultural sensitivity and ability to relate well and effectively in a diverse workplace and with a diverse client population
2. Communicate effectively using verbal, listening, and writing skills
3. React productively to interruptions and changing conditions
4. Maintain an acceptable attendance record and is punctual
5. Check mailbox and e-mail daily
6. Keeps the Director of Business and Technology informed on current activities and emerging issues
7. Provide on-site and remote network support; travels to district buildings as necessary
JOB DESCRIPTION – COMPUTER TECHNOLOGY SPECIALIST (continued)

8. Responsible for configuring, maintaining, installing, and troubleshooting the district’s network infrastructure, local and wide-area, wired and wireless network components as well as network defined peripherals.

9. Responsible for configuring, maintaining, installing, and troubleshooting the district’s voice-over-IP telephone system and hybrid telephone system and attached devices.

10. Responsible for configuring, maintaining, installing, and troubleshooting the district’s video surveillance infrastructure.

11. Responsible for making sure routine maintenance on network equipment, operating systems, and software is complete; installs patches and upgrades as necessary.

12. Manage the district active directory, e-mail and anti-spam systems.

13. Create/Delete user accounts, maintains network shares and home folders.

14. Maintain user and group system rights and other activities regarding systems integrity and functionality.

15. Proactively recommends systems upgrades to minimize or avoid failures or down-time.

16. Manage, research, and evaluate network hardware/software as needed. May serve as subject matter expert for technology related to specific projects assigned by the Director of Business and Technology.

17. Recommend procedures and/or services that may be beneficial to improve productivity and/or conserve financial resources.

18. Manage the district data backup system and performs restores as necessary.

19. Manage the installation, maintenance, troubleshooting, and support of District approved software.

20. Work with support vendors to open and resolve technical issues that are beyond in-district personnel skill.

21. Implement security procedures, software, and policies to keep the district network and data secure from internal and external attacks.

22. Manage the district anti-virus/anti-malware software; troubleshoots, researches and resolves virus and malware issues.

23. Manage the district’s helpdesk system.

24. May provide ad-hoc user training in response to problem resolution.

25. Provide technical support and expertise to district personnel. Serves as a resource person, able to respond to questions about technology (hardware and software).

26. Manage systems changes and problems and documents occurrences.

27. Document installed systems and configurations.

28. Function as backup for other technology personnel as needed.

29. Pursue personal goals to improve future performance and participates in a variety of activities (i.e., conferences, workshops, vendor provided staff development, etc.) to keep current with advances in technology.

30. Participate in decisions concerning hardware and software acquisitions.

31. Work with on-site technicians and other technology vendors as needed.

32. Facilitate communication regarding network issues as well as use of district technology.

33. Promote the ethical use of technology.

34. Work cooperatively to support a successful team effort.

35. Take initiative to solve problems independently.

36. Prepare and submit reports, records, and inventories as directed.
9.96
Page 3

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

March 12, 2012

JOB DESCRIPTION – COMPUTER TECHNOLOGY SPECIALIST (continued)

37. Work with the technology committee to update the district’s technology plan and other technology documents
38. Work with technology personnel to address technical issues and improve proficiency with technology resources. Helps plan and present in-service programs.
39. Uphold board policies and follows administrative procedures
40. Support community partnerships that enhance district programs
41. Respect personal privacy and maintains the confidentiality of privileged information
42. Maintains high standards
43. Report student discipline problems or other related concerns
44. Take precautions to ensure student safety. Reports suspicious circumstances immediately.
45. Participate in staff meetings and professional growth activities as directed
46. Accept responsibility for work-related decisions and conduct
47. Subscribe to the annual evaluation procedures
48. Perform other duties pertinent to operation as assigned by the Director of Business and Technology and Superintendent
49. Abide by all Xenia Community School District policies

Other Duties and Responsibilities:

1. Must complete all additional required district staff development within 60 calendar days of notification

ADDITIONAL WORKING CONDITIONS:

- Occasional operation of a motor vehicle under inclement weather conditions
- Occasional interaction with hostile and/or aggressive individuals
- Occasional need to access small work areas
- Duties may include prolonged use of a computer keyboard and monitor

Adopted: March 12, 2012