

**OFFICIAL MINUTES  
OF THE  
BOARD OF EDUCATION, DAYTON CITY SCHOOL DISTRICT**

**MEMBERS**

Yvonne Isaacs

Joseph Lacey

Ronald Lee

Nancy Nerny

Rev. Dr. Robert Walker

Sheila Taylor

Stacy Thompson

Student Senate Representative:

**OFFICERS**

Joseph Lacey  
President

Rev. Dr. Robert Walker  
Vice President

Lori Ward  
Superintendent of  
Schools

Craig A. Jones  
Treasurer / Chief  
Financial Officer

**July 16, 2013**

**Business Meeting**

**Page 205**

**These Minutes approved August 20, 2013, Dayton, Ohio**

**These Minutes published August 26, 2013, Dayton, Ohio**

**Board of Education, Dayton City School District  
Dayton Montgomery County, Ohio  
July 16, 2013 – Business Meeting**

The Board of Education of the Dayton City School District convened its regularly scheduled Business Meeting on Tuesday, July 16, 2013 at 6:03 p.m. in the Board Room, 115 S. Ludlow Street, Dayton, Montgomery County, Ohio, with President Lacey in the Chair.

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**ROLL CALL**

MEMBERS ANSWERING ROLL CALL: Isaacs, Lacey, Lee, Nerny, Taylor, Thompson, Walker – 7  
{SSR – } –

MEMBERS ABSENT: None – 0

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**PLEDGE**

Pledge of allegiance to the flag.

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**SPECIAL PRESENTATION – Family & Community Engagement**

Toni-Perry Gillispie introduced staff and addressed the board.

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**PRESIDENT LACEY RECOGNIZED - Malcolm Keith Jr**

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**WAIVE 48-HOUR RULE**

It was moved by Ms. Thompson and seconded by Ms. Nerny to waive the 48-hour rule in order to present two items.

AYES: Isaacs, Lacey, Lee, Nerny, Taylor, Thompson, Walker – 7

NAYS: None – 0

**Motion carried to waive 48-Hour Rule.**

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**SUPPLEMENT TWO**

**ITEM I**

I recommend that the following **APPOINTMENTS AND CHANGES TO THE CONTRACTS of the PROFESSIONAL STAFF MEMBERS** shown be approved in accordance with the bargaining unit agreements, Board-approved salary schedules and/or mandates of the State Division of Career, Technical and Adult Education.

**ADMINISTRATION**

**New Hire**

DAVID H. PONITZ CAREER TECHNOLOGY CENTER

Assistant Principal at the rate of \$70,380.00 annually

Eff. 7/1/2013 - 6/30/2014, 001.2421.111.3122.000000.370.00.104

McKnight, Brian

**ITEM II**

I recommend approval of the following resolution.

**Board of Education, Dayton City School District  
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**Rationale**

WHEREAS, the Dayton City School District recognizes the need to conduct a comprehensive compensation study for all building administrators, central office administrators, and non-administrator/non-bargaining unit employees.

WHEREAS, the Dayton City School District recognizes that fair and equitable compensation for employees is of high priority in streamlining the personnel processes of the District to ensure efficient operations.

WHEREAS, the Dayton City School District wishes to retain Rahmberg, Stover & Associates, recommended by the Ohio School Boards Association, to provide a comprehensive compensation study for all building administrators, central office administrators, and non-administrator/non-bargaining unit employees.

WHEREAS, the cost of this service is not to exceed \$16,000.00.

NOW THEREFORE BE IT RESOLVED, the Board hereby approves the Dayton City School District to enter into a Compensation Study Services Agreement with Rahmberg, Stover & Associates.

BE IT FURTHER RESOLVED, that the President and Treasurer of the Board are authorized to sign any and all documents relating to this Compensation Study Services Agreement.

It was moved by Mr. Lee and seconded by Dr. Walker to accept the Superintendent's Recommendations.

AYES: Isaacs, Lacey, Lee, Nerny, Taylor, Thompson, Walker – 7

NAYS: None – 0

**Motion Carried.**

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**SUPERINTENDENT'S RECOMMENDATIONS**

The following recommendations were presented by Lori L. Ward, Superintendent of Schools for consideration by the Board:

**GENERAL FUNDS**

**ITEM I**

I recommend that the **SEPARATIONS OF EMPLOYMENT** of the following persons be accepted for both regular and supplemental duties.

**ADMINISTRATION**

001.2550.141.2001.000000.500.00.000

Archimalo, Yanenneh N.

Resignation

Eff. 7/10/2013

001.2421.111.3111.000000.372.00.000

Belmont, Michael J.

Resignation

Eff. 7/9/2013

001.2421.111.3122.000000.367.00.000

Myers, Michael L.

Resignation

Eff. 7/25/2013

**CLERICAL**

001.2174.141.1910.000000.500.00.000

Benton, Virginia

Retirement

Eff. 6/1/2013

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001.2421.141.3111.000000.363.00.000 Clark, Angelica R.	Resignation	Eff. 7/26/2013
<b>PARAPROFESSIONAL</b>		
001.2810.141.6320.000000.537.00.000 Hayes, Dwain E.	Termination	Eff. 5/28/2013
<b>PSYCHOLOGIST</b>		
001.2143.111.1930.000000.500.00.000 Goodwin, Haley	Resignation	Eff. 6/19/2013
<b>RESERVE TEACHER</b>		
001.1190.112.7321.000000.504.00.000 Lewis, Patricia A.	Resignation	Eff. 6/13/2013
001.1190.112.7321.000000.504.00.000 Whiteside, Brian T.	Resignation	Eff. 6/27/2013
<b>TEACHER</b>		
001.1110.111.3020.000000.156.00.000 Bowerman, Clifford	Disability Retirement	Eff. 4/19/2013
001.1110.111.3020.000000.130.00.000 Branham, Lorraine	Retirement	Eff. 7/1/2013
001.1246.111.4503.000000.367.00.000 Burch, Rebecca L.	Resignation	Eff. 7/10/2013
001.1310.111.4360.000000.370.00.000 Figures, Lynda R.	Resignation	Eff. 6/30/2013
001.1110.111.3020.000000.154.00.000 Harper, Alexandria	Resignation	Eff. 7/1/2013
001.1280.111.4590.000000.105.00.000 Hopkins, Mark A.	Resignation	Eff. 7/31/2013
001.1130.111.3020.000000.370.00.000 Hurwitz, Eli	Resignation	Eff. 7/31/2013
001.1110.111.3020.000000.154.00.000 James, Alison	Resignation	Eff. 7/1/2013
001.1110.111.3020.000000.105.00.000 50% 001.1110.111.3020.000000.130.00.000 50% Johnson-Robbins, April	Retirement	Eff. 7/1/2013
001.1110.111.3020.000000.115.00.000 Kramer, Margaret M.	Resignation	Eff. 6/25/2013
001.1130.111.3020.000000.363.00.000 Muntzinger, Kyle	Resignation	Eff. 6/30/2013
001.1232.111.4503.000000.135.00.000 Schlatter, Kimberly	Retirement	Eff. 6/1/2013



**Board of Education, Dayton City School District  
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**Correction to Contract**

BELLE HAVEN PREK-8 SCHOOL

From Instructional Support Specialist to Principal at the rate of \$74,460.00 annually

Eff. 7/1/2013 - 6/30/2014, 001.2421.111.3111.000000.103.00.108

Hoskins, Shari E.

**New Hire**

MEADOWDALE PREK-8 SCHOOL

Principal at the rate of \$82,000.00 annually

Eff. 7/15/2013 - 6/30/2014, 001.2421.111.3111.000000.138.00.000

Vaughn, Cynthia

**TEACHER****Change of Assignment**

DUNBAR HIGH SCHOOL

Teacher at the rate of \$34,989.00 annually

Eff. 7/10/2013 - 6/30/2014, 001.1130.111.3020.000000.364.00.000

George, Amy

Teacher at the rate of \$37,009.00 annually

Eff. 7/10/2013 - 6/30/2014, 001.1130.111.3020.000000.364.00.000

Guindon, Timothy

STIVERS SCHOOL FOR THE ARTS

Teacher at the rate of \$38,258.00 annually

Eff. 7/10/2013 - 6/30/2014, 001.1130.111.3020.000000.364.00.000

Lampman, Chi

**Change of Contract**

WOGAMAN 4-8 SCHOOL

From Reserve Teacher to Teacher at the rate of \$38,156.00 annually

Eff. 7/10/2013 - 6/30/2014, 001.1110.111.3020.000000.154.00.000

Towns, Brandon M.

**New Hire**

DUNBAR HIGH SCHOOL

Math Teacher at the rate of \$39,444.00 annually

Eff. 7/10/2013 - 6/30/2014, 001.1130.111.3020.000000.364.00.000

Moen, Nicole

**Supplemental Contract**

ADMINISTRATIVE BUILDING

Wright STEPP at the rate of \$43.39 hourly NTE 84 hours,

Eff. 6/10/2013 - 6/28/2013, 001.1130.111.3402.000000.000.00.000

Fallahi, Maryam

Wright STEPP at the rate of \$23.40 hourly NTE 84 hours,

Eff. 6/10/2013 - 6/28/2013, 001.1130.111.3402.000000.000.00.000

Grieshop, Kevin

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Wright STEPP at the rate of \$42.49 hourly NTE 84 hours,  
Eff. 6/10/2013 - 6/28/2013, 001.1130.111.3402.000000.000.00.000  
Huff, Nahid

DAVID H. PONITZ CAREER TECHNOLOGY CENTER  
Digital Summer School Teacher at the rate of \$29.07 hourly NTE 217.5 hours,  
Eff. 6/4/2013 - 7/17/2013, 001.1130.113.3402.000000.370.00.000  
Graham, Anthony  
Hunt, Charissa  
Mitsoff, Deidra

**ITEM IV**

I recommend that the following **APPOINTMENTS AND CHANGES for NON-TEACHING PERSONNEL** be approved at the rates indicated and for the periods shown, in accordance with the salary schedule for the period stated.

**NON-NEGOTIATED/NON-ADMINISTRATIVE**

**Change of Assignment**

ADMINISTRATIVE BUILDING

Confidential Secretary to the Office of Assessment and Accountability (no change in pay)

Eff. 7/1/2013 - 6/30/2014, 001.2411.141.6001.000000.500.00.000

Wilson, Wanda M.

**Change of Contract**

ADMINISTRATIVE BUILDING

From \$18.67 to \$21.00 hourly

Eff. 7/16/2013, 001.2419.141.1420.000000.500.00.000

Dennis, Jennifer L.

**ITEM V**

I recommend that the Board authorize the **General Funds PURCHASE REQUESTS** as submitted by the Treasurer.

**GENERAL FUNDS**

TO: Superintendent of Schools  
FROM: Treasurer  
SUBJECT: Purchase Requests for Board Agenda

I recommend that the following purchase requests in excess of \$5,000.00 be authorized by the Board of Education.

(1) PR005988  
Vendor: Marsh USA, Inc.  
Fund: 001.2310.851.2002.000000.000.00.000 (Amt: \$168,791.00)  
(Treasury)  
Description: Premium for Casualty Insurance  
Amount: \$168,791.00

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(2) PR005994

Vendor: Marsh USA, Inc.

Fund: 001.2720.424.2002.000000.000.00.000 (Amt: \$11,314.00)

(Treasury)

Description: Premiums for Electronic Data Processing Equipment Insurance and Property Insurance for Welcome Stadium.

Amount: \$11,314.00

(3) PR005991

Vendor: Marsh USA, Inc.

Fund: 001.2720.424.2002.000000.000.00.000 (Amt: \$183,200.00)

(Treasury)

Description: Commercial Property Insurance Premium

Amount: \$183,200.00

CONTRACT/AGREEMENT APPROVED ON 12/20/2011 BOARD AGENDA

(4) PR006028

Vendor: Marsh USA, Inc.

Fund: 001.2310.850.2002.000000.000.00.000 (Amt: \$95,000.00)

(Treasury)

Description: Provide insurance management services for procuring multi-lines of coverage: general liability, auto liability, school leaders wrongful acts &amp; sexual misconduct coverage, electronic data, surety processing, property all risks, and Welcome Stadium AstroTurf &amp; scoreboard,

Amount: \$95,000.00

**NON/GENERAL FUNDS****ITEM VI**

I recommend that the **SEPARATIONS OF EMPLOYMENT** of the following persons be accepted for both regular and supplemental duties.

**NUTRITION SERVICES**

006.3120.141.6902.000000.181.00.000

Jones, Lois J.

Disability Retirement

Eff. 11/1/2011

**TEACHER**

590.2212.111.9141.000000.372.00.000

Hoover, Kathy M.

Resignation

Eff. 7/24/2013

516.3260.111.9661.000000.696.00.000

Remillard, Alicia

Resignation

Eff. 8/1/2013

**TEMPORARY**

006.3120.142.6902.000000.506.00.000

Hill, Joshua A.

Resignation

Eff. 7/5/2013

**ITEM VII**

I recommend that the following **APPOINTMENTS AND CHANGES TO THE CONTRACTS of the PROFESSIONAL STAFF MEMBERS** shown be approved in accordance with the bargaining unit agreements, Board-approved salary schedules and/or mandates of the State Division of Career, Technical and Adult Education.



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**ADMINISTRATION****Change of Contract**

## ADMINISTRATIVE BUILDING

From SIG Coach to Instructional Support Specialist at the rate of \$66,000.00 annually

Eff. 7/1/2013 - 6/30/2014, 590.2213.111.9141.000000.500.00.000

Williams, Stacey E.

**TEACHER****Supplemental Contract**

## ADMINISTRATIVE BUILDING

Tooling Up Presenter at the rate of \$28.82 hourly NTE 12 hours,

Eff. 6/10/2013 - 6/14/2013, 590.2213.113.9141.000000.500.00.000

Anderson, Ashley N.

Tooling Up Presenter at the rate of \$32.88 hourly NTE 12 hours,

Eff. 6/10/2013 - 6/14/2013, 590.2213.113.9141.000000.500.00.000

Benton, Jennifer M.

Tooling Up Presenter at the rate of \$40.82 hourly NTE 12 hours,

Eff. 6/10/2013 - 6/14/2013, 590.2213.113.9141.000000.500.00.000

Coleman, Helen M.

Tooling Up Presenter at the rate of \$43.39 hourly NTE 12 hours,

Eff. 6/10/2013 - 6/14/2013, 590.2213.113.9141.000000.500.00.000

Coleman, Shannon

Tooling Up Presenter at the rate of \$31.35 hourly NTE 12 hours,

Eff. 6/10/2013 - 6/14/2013, 590.2213.113.9141.000000.500.00.000

Davis, Heather N.

Tooling Up Presenter at the rate of \$35.04 hourly NTE 12 hours,

Eff. 6/10/2013 - 6/14/2013, 590.2213.113.9141.000000.500.00.000

Glover, Timothy L.

Tooling Up Presenter at the rate of \$32.88 hourly NTE 12 hours,

Eff. 6/10/2013 - 6/14/2013, 590.2213.113.9141.000000.500.00.000

Hickey, William T.

Tooling Up Presenter at the rate of \$41.19 hourly NTE 15 hours,

Eff. 6/10/2013 - 6/14/2013, 590.2213.113.9141.000000.500.00.000

Kardeen, Heather

Tooling Up Presenter at the rate of \$43.39 hourly NTE 12 hours,

Eff. 6/10/2013 - 6/14/2013, 590.2213.113.9141.000000.500.00.000

Ladson, Robyn

Tooling Up Presenter at the rate of \$42.48 hourly NTE 8 hours,

Eff. 6/10/2013 - 6/14/2013, 590.2213.113.9141.000000.500.00.000

Marshall, Jean

Tooling Up Presenter at the rate of \$40.82 hourly NTE 14 hours,

Eff. 6/10/2013 - 6/14/2013, 590.2213.113.9141.000000.500.00.000

Raiff, Julie M.

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Tooling Up Presenter at the rate of \$42.48 hourly NTE 10 hours,  
Eff. 6/10/2013 - 6/14/2013, 590.2213.113.9141.000000.500.00.000  
Rougier, Ann

Tooling Up Presenter at the rate of \$42.48 hourly NTE 15 hours,  
Eff. 6/10/2013 - 6/14/2013, 590.2213.113.9141.000000.500.00.000  
Snyder, Ann M.

Tooling Up Presenter at the rate of \$43.39 hourly NTE 8 hours,  
Eff. 6/10/2013 - 6/14/2013, 590.2213.113.9141.000000.500.00.000  
Wing, Karen

**BELLE HAVEN PREK-8 SCHOOL**

Summer Instructional Lab Teacher at the rate of \$2,000.00 annually  
Eff. 6/5/2013 - 6/27/2013, 572.2213.113.9761.000000.000.00.000  
Peavy, Willetta C.

**DUNBAR HIGH SCHOOL**

Summer Enrichment Program at the rate of \$32.46 hourly NTE 46 hours,  
Eff. 6/3/2013 - 6/28/2013, 537.1270.113.9333.000000.364.00.000  
Hague, Mya

Summer Enrichment Program at the rate of \$38.65 hourly NTE 12 hours,  
Eff. 6/3/2013 - 6/28/2013, 537.1270.113.9333.000000.364.00.000  
Lieber, Lenard R.

Summer Enrichment Program at the rate of \$26.32 hourly NTE 18 hours,  
Eff. 6/3/2013 - 6/28/2013, 537.1270.113.9333.000000.364.00.000  
Mauldin, Collyn A.

Summer Enrichment Program at the rate of \$26.31 hourly NTE 19 hours,  
Eff. 6/3/2013 - 6/28/2013, 537.1270.113.9333.000000.364.00.000  
Roth, Timothy

Summer Enrichment Program at the rate of \$42.49 hourly NTE 12 hours,  
Eff. 6/3/2013 - 6/28/2013, 537.1270.113.9333.000000.364.00.000  
Williams, Larra D.

**EDISON PREK-8 SCHOOL**

Summer Instructional Lab Teacher at the rate of \$2,000.00 annually  
Eff. 6/5/2013 - 6/27/2013, 572.2213.113.9761.000000.000.00.000  
Norment-Woodie, Katrinka

**LOUISE TROY PREK-3 SCHOOL**

Summer Instructional Lab Building Coordinator at the rate of \$3,000.00 annually  
Eff. 5/21/2013 - 6/27/2013, 590.2213.113.9141.000000.500.00.000  
Barrett, Marcella L.  
Williams, Lela

**ROSA PARKS PREK-8 SCHOOL**

Summer Instructional Lab Teacher at the rate of \$2,000.00 annually

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Eff. 6/5/2013 - 6/27/2013, 572.2213.113.9761.000000.000.00.000  
Haarmeyer, Martha W.  
Turner, Tracey

WOGAMAN 4-8 SCHOOL  
Summer Instructional Lab Teacher at the rate of \$2,000.00 annually  
Eff. 6/5/2013 - 6/27/2013, 572.2213.113.9761.000000.000.00.000  
Lay, James

**ITEM VIII**

I recommend that the following **APPOINTMENTS AND CHANGES for NON-TEACHING PERSONNEL** be approved at the rates indicated and for the periods shown, in accordance with the salary schedule for the period stated.

**CLERICAL**

**Supplemental Contract**

ADMINISTRATIVE BUILDING

Title I Contract Extension at the rate of \$15.13 hourly NTE 32.5 hours per week,  
Eff. 6/3/2013 - 8/9/2013, 572.2214.141.9761.000000.109.00.000  
Maddox, Queenie

**PARAPROFESSIONAL**

**Supplemental Contract**

ADMINISTRATIVE BUILDING

Title I Contract Extension at the rate of \$12.79 hourly NTE 32.5 hours per week,  
Eff. 6/3/2013 - 6/7/2013, 551.1270.141.9901.000000.000.00.000  
Chertmanova, Zeynab

Title I Contract Extension at the rate of \$15.81 hourly NTE 32.5 hours per week,  
Eff. 6/3/2013 - 8/9/2013, 572.2214.141.9761.000000.108.00.000  
Keen, Margaret A.

Title I Contract Extension at the rate of \$14.94 hourly NTE 32.5 hours per week,  
Eff. 6/3/2013 - 8/9/2013, 572.2214.141.9761.000000.109.00.000  
Coleman, Lusonia A.

Title I Contract Extension at the rate of \$15.81 hourly NTE 32.5 hours per week,  
Eff. 6/3/2013 - 8/9/2013, 572.2214.141.9761.000000.111.00.000  
Collins, Anna M.

Title I Contract Extension at the rate of \$15.36 hourly NTE 32.5 hours per week,  
Eff. 6/3/2013 - 8/9/2013, 572.2214.141.9761.000000.140.00.000  
Thompson, Dorthea D.

Title I Contract Extension at the rate of \$13.54 hourly NTE 32.5 hours per week,  
Eff. 6/3/2013 - 6/7/2013, 572.2217.141.9761.000000.143.00.000  
Baker, Daribel

Tooling Up for Transformation Professional Development at the rate of  
\$15.81 hourly NTE 50 hours,

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Eff. 6/3/2013 - 6/14/2013, 590.2213.113.9141.000000.500.00.000  
Burns, Cheryl

Tooling Up for Transformation Professional Development at the rate of  
\$15.81 hourly NTE 32 hours,  
Eff. 6/3/2013 - 6/14/2013, 590.2213.113.9141.000000.500.00.000  
Goff-Smith, Christina

Tooling Up for Transformation Professional Development at the rate of  
\$15.81 hourly NTE 40 hours,  
Eff. 6/3/2013 - 6/14/2013, 590.2213.113.9141.000000.500.00.000  
Burruss, Niecker

**WOGAMAN 4-8 SCHOOL**

Summer Instructional Lab at the rate of \$13.54 hourly NTE 65 hours,  
Eff. 6/5/2013 - 6/27/2013, 572.1930.143.9761.000000.500.00.00  
Baker, Daribel

Summer Instructional Lab Paraprofessional at the rate of \$15.81 hourly NTE 90 hours,  
Eff. 6/5/2013 - 6/27/2013, 572.1930.143.9761.000000.500.00.000  
Bissacco, Lea A.

**ITEM IX**

I recommend that the Board of Education enter into the following **CONTRACTS AND AGREEMENTS**, and further, that the officers of the Board be authorized to sign same.

Montgomery County Educational Service Center - Support services to the Office for Exceptional students for fiscal year 2014 in the amount of \$1,859,957.86. Eff. 7/1/2013-7/2/2014.

Montgomery County, United Way, The University of Dayton And The Dayton Foundation -Memorandum of Understanding #9 between the Dayton Board of Education, Montgomery County, United Way, and The University of Dayton for the continuation of the Neighborhood School Centers Program. Eff. 7/1/2012-6/30/2013.

**ITEM X**

I recommend that the Board authorize the **Non-General Funds PURCHASE REQUESTS** as submitted by the Treasurer.

**NON-GENERAL FUNDS**

TO: Superintendent of Schools  
FROM: Treasurer  
SUBJECT: Purchase Requests for Board Agenda

I recommend that the following purchase requests in excess of \$5,000.00 be authorized by the Board of Education.

(1) PR006052  
Vendor: School Improvement Network  
Fund: 590.2213.516.9142.000000.500.00.000 (Amt: \$185,367.50)  
(School Improvement)

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Description: PD360 online software system for all DPS schools to comply with ODE Principal and Teacher Evaluations (OPES and OTES).

Amount: \$185,367.50

Respectfully submitted,

Lori L. Ward  
**Superintendent**

It was moved by Mr. Lee and seconded by Dr. Walker to accept the Superintendent's Recommendations.

AYES: Isaacs, Lacey, Lee, Nerny, Taylor, Thompson, Walker – 7

NAYS: None – 0

**Motion Carried.**

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**TREASURER'S RECOMMENDATIONS**

The following recommendations were presented by Craig A. Jones, Treasurer for consideration by the Board:

***GENERAL & NON-GENERAL FUNDS***

**ITEM XI**

Pursuant to Section 3313.36 of the Ohio Revised Code, I recommend that the Board of Education of the Dayton City School District accept the following **donations** and that we convey our appreciation to the donor for their gracious and timely gifts.

**A. DAYTON PUBLIC SCHOOLS**

Golf Classic  
David Anderson  
\$500.00

PNC Bank  
\$500.00

Irvine Wood Recovery, Inc.  
\$500.00

Ohio Association of Public School Employees  
\$500.00

Various Donors  
\$432.00

John Mitchell  
\$300.00

CDO Technologies, Inc.  
\$2,500.00

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Mays Consulting & Evaluation  
\$2,500.00

Coolidge Wall  
\$2,500.00

Jake Wells  
\$150.00

Levin Porter Associates, Inc.  
\$150.00

Daphne Moehring  
\$150.00

The Committee to Elect Jeffrey Mims  
\$150.00

Willie Young  
\$150.00

James Fowler  
\$150.00

Marsha Russ  
\$150.00

Various Donations  
Standard Register  
Edison PreK-8 School  
Scholar T-Shirts for Honor Roll Students  
\$327.00

Memorial Presbyterian  
Cleveland PreK-8 School  
Emergency Fire Relief Assistance  
\$225.00

Girl's On the Run  
Edison PreK-8 School  
Scholarships to Pay One Hundred Fifty Dollar Program Fee per Student  
\$1,850.00

Target/Heart of America Library Make Over Grant  
Valerie PreK-8 School  
Reading, Literacy Initiatives & STEM Support  
\$15,000.00

Home Depot  
Early Childhood Education  
Two Hundred Fifty Wooden Paint Sticks  
\$50

JGP International

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World of Wonder PreK-8 School @ Residence Park  
Lessons  
\$900

University of Dayton Interns  
Kiser PreK-8 School  
NSC Service  
\$1,500

YMCA / Soccer Foundation  
Kiser PreK-8 School  
Soccer Equipment & Snacks  
\$1,000

Apex House Churches  
Kiser PreK-8 School  
Food & Service  
\$1,200

Children's Medical Center  
Cleveland PreK-8 School  
Bikes & Helmets  
\$1,100

Bob Lipps  
Cleveland PreK-8 School  
Cleveland Carnival  
Cupcakes  
\$45

Church on the Rock  
Cleveland PreK-8 School  
Cleveland Carnival  
Cupcakes  
\$60

University of Dayton - Athletics Department  
Cleveland PreK-8 School  
Cleveland Carnival, YMCA Healthy Kids Day, Bike Rodeo  
Twenty-One Bikes  
\$500

Walnut Hills Neighbor  
Cleveland PreK-8 School  
Emergency Relief Fire Assistance  
Kroger Gift Card  
\$25

Aullwood  
Edison PreK-8 School  
Free Field Trips for One Hundred Fifty Students,  
Provided Buses for Three Field Trips  
\$1,200

University of Dayton - Funding for Programs  
Edison PreK-8 School

**Board of Education, Dayton City School District  
Dayton Montgomery County, Ohio  
July 16, 2013 – Business Meeting**

Newspaper, Reading Buddies  
\$72

Standard Register  
Edison PreK-8 School  
Eighth Grade Recognition Color Certificates  
\$40

Kroger  
Urban Nights  
Chips  
\$100

**TRAVEL**

Treasurer)  
August 8-9, 2013  
Five-Year Forecasting Seminar  
Sunbury, OH

**APPROVAL OF MINUTES**

March 26, 2013 – Board Work Session  
April 2, 2013 – Informational Meeting  
April 16, 2013 – Business Meeting  
April 20, 2013 – Board Retreat  
May 7, 2013 – Informational Meeting  
May 21, 2013 – Business Meeting  
May 29, 2013 – Board Work Session  
June 4, 2013 – Informational Meeting

Respectfully submitted,

Craig A. Jones  
**Treasurer**

It was moved by Ms. Thompson and seconded by Ms. Nerny to accept the Treasurer's Recommendations.

AYES: Isaacs, Lacey, Lee, Nerny, Taylor, Thompson, Walker – 7

NAYS: None – 0

**Motion Carried.**

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**NEW BUSINESS**

Ms. Nerny attended the reunion for Highview School.

Ms. Isaacs thanked YWCA Board for the opportunity of participating on a panel interview with young Girls who attended the Girls Inc. Camp.



**Board of Education, Dayton City School District  
Dayton Montgomery County, Ohio  
July 16, 2013 – Business Meeting**

**BOARD RESOLUTION TO ADOPT BOARD POLICY  
(FIRST READING)**

**RATIONALE:**

In as much as the board of education is committed to the continued updating of its Policies, Rules and Regulations Manual and the committee, which was appointed, has been working toward that goal, the following is brought at this time for first reading in compliance with Board File BFC Policy Adoption.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of the Dayton City School District, Montgomery County, Ohio, hereby accepts and adopts the following policies which has been codified for inclusion in the Handbook of Policies, Rules and Regulations:

<b>File:</b>	GBL	<b>PERSONNEL RECORDS</b> <i>Revised to be aligned with current legislation</i>
<b>File:</b>	GBQ	<b>CRIMINAL RECORDS CHECK</b> <i>Revised to be aligned with current legislation</i>
<b>File:</b>	GCB-2	<b>PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS (ADMINISTRATORS)</b> <i>New policy.</i>
<b>File:</b>	JEC	<b>SCHOOL ADMISSION</b> <i>Revised to be aligned with current legislation</i>
<b>File:</b>	JECB	<b>ADMISSION OF NONRESIDENT STUDENTS</b> <i>Revised to be aligned with current legislation and change in language.</i>
<b>File:</b>	JO	<b>STUDENT RECORDS</b> <i>Revised to be aligned with current legislation.</i>
<b>File:</b>	KBA	<b>PUBLIC'S RIGHT TO KNOW</b> <i>Minor language change.</i>
<b>File:</b>	KMA	<b>RELATIONS WITH PARENT ORGANIZATIONS</b> <i>Revised to be aligned with current legislation.</i>
<b>File:</b>	KMB	<b>RELATIONS WITH BOOSTER ORGANIZATIONS</b> <i>Revised to be aligned with current legislation.</i>

These policies are being read for the first time. As such, a Motion or Second is not required. The policies will be available in the Superintendent's Office for review and comment prior to their Second Reading and Adoption by the Board of Education. Furthermore, the policies will be reviewed by the Superintendent's Office, the Board's Office, and the Legal Department of the Dayton Public Schools prior to the Second Reading.

*See attachments for detailed copies of these regulations*

**Board of Education, Dayton City School District  
Dayton Montgomery County, Ohio  
July 16, 2013 – Business Meeting**

**BOARD RESOLUTION TO ADOPT BOARD POLICY  
(FIRST READING)**

**RATIONALE:**

In as much as the board of education is committed to the continued updating of its Policies, Rules and Regulations Manual and the committee, which was appointed, has been working toward that goal, the following is brought at this time for first reading in compliance with Board File BFC Policy Adoption.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of the Dayton City School District, Montgomery County, Ohio, hereby accepts and adopts the following policies which has been codified for inclusion in the Handbook of Policies, Rules and Regulations:

**File:** KMB                      **RELATIONS WITH BOOSTER ORGANIZATIONS**  
*Revised to be aligned with current legislation.*

These policies are being read for the first time. As such, a Motion or Second is not required. The policies will be available in the Superintendent's Office for review and comment prior to their Second Reading and Adoption by the Board of Education. Furthermore, the policies will be reviewed by the Superintendent's Office, the Board's Office, and the Legal Department of the Dayton Public Schools prior to the Second Reading.

*See attachments for detailed copies of these regulations*

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**SUPERINTENDENT ANNOUNCEMENTS**

- Enrollment registration is continuing
- Back to School Information sessions Aug 5<sup>th</sup> Aug 6<sup>th</sup> Aug 7<sup>th</sup> Aug 8<sup>th</sup> at various locations
- Billboard Campaign

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**ADJOURNMENT**

There being no further business, it was moved by Ms. Thompson and seconded by Ms. Isaacs to adjourn.

AYES: Isaacs, Lacey, Lee, Nerny, Taylor, Thompson, Walker – 7

NAYS: None – 0

**Motion Carried. Meeting adjourned at 7:05 p.m.**

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**ATTEST:**

\_\_\_\_\_  
Craig A. Jones, Treasurer / Chief Financial Officer

\_\_\_\_\_  
Joseph Lacey, President

**RESOLUTION TO ADOPT BOARD POLICY  
(FIRST READING)**

**RATIONALE:**

Inasmuch as the Board of Education is committed to the continued updating of its Policies, Rules and Regulations Manual and the committee, which was appointed, has been working toward that goal, the following are brought at this time for first reading in compliance with Board File BFC Policy Adoption.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of the Dayton City School District, Montgomery County, Ohio, hereby accepts and adopts the following policies that have been codified for inclusion in the Handbook of Policies, Rules and Regulations:

FILE	TITLE	CHANGE
GBL	Personnel Records	<i>Revised to be aligned with current legislation.</i>
GBQ	Criminal Records Check	<i>Revised to be aligned with current legislation.</i>
GCB-2	Professional Staff Contracts and Compensation Plans (Administrators)	<i>New policy.</i>
JEC	School Admission	<i>Revised to be aligned with current legislation.</i>
JECB	Admission of Nonresident Students	<i>Revised to be aligned with current legislation and change in language.</i>
JO	Student Records	<i>Revised to be aligned with current legislation.</i>
KBA	Public's Right to Know	<i>Minor language change.</i>
KMA	Relations with Parent Organizations	<i>Revised to be aligned with current legislation.</i>

These policies are being read for the first time. As such, a Motion or Second is not required. The policies will be available in the Superintendent's Office for review and comment prior to their Second Reading and Adoption by the Board of Education. Furthermore, the policies will be reviewed by the Superintendent's Office, the Board's Office, and the Legal Department of the Dayton Public Schools prior to the Second Reading.

## PERSONNEL RECORDS

The Superintendent develops and implements a comprehensive and efficient system of personnel records. The Executive Director of Human Resources is hereby designated as the employee directly responsible for the personnel records system. The following guidelines govern such records.

1. Personnel files contain records and information relative to compensation, payroll deductions, evaluations and such information as may be required by State or Federal law or considered pertinent by the Superintendent. Anonymous material or material from an unidentified source is not placed in a staff member's file.
2. A personnel file for each employee is accurately maintained in the District office in accordance with administrative regulations incorporating the requirements set forth under the Ohio Privacy Act for the protection of employees. Employees will be notified whenever personal information concerning them is placed in their file.
3. State law requires that all public records be promptly prepared and made available for inspection to any member of the general public at all reasonable times during regular business hours. Upon request, the person directly responsible for personnel records is required to make copies available at cost, within a reasonable period of time.
4. The public has access to all records in the personnel file with the following exceptions:
  - A. medical records;
  - B. records pertaining to adoption, probation or parole proceedings;
  - C. trial preparation records;
  - D. confidential law enforcement investigatory records;
  - E. Social Security number and
  - F. records of which the release is prohibited by State or Federal law.

Additional exceptions are listed in Ohio Revised Code Section 149.43.

5. The District is required to keep reports of investigations of employee misconduct in the employee's personnel file, unless the State Superintendent of Public Instruction or his/her designee determines that the report does not warrant taking action against the employee. If the State Superintendent of Public Instruction or his/her designee determines no action is warranted, the investigation report must be moved from the employee's personnel file to a separate public file.

6. Each employee has the right, upon written request, to review the contents of his/her own personnel file. If a document is not disclosed to the employee because it is determined by a physician, psychiatrist or psychologist to be likely to have an adverse effect upon the employee, the document will be released to the designated medical authority. Requests are made to the Superintendent and scheduled for a time convenient for the parties involved.
7. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and becomes part of the employee's personnel file after the appeal procedure outlined in State law. The appeal procedure permits any employee who disputes the accuracy, relevance, timeliness or completeness of information maintained in his/her file to compel the District to investigate the current status of the information.
8. Personnel records should be reviewed only within the confines of the Superintendent's office or the Board's office.

[Adoption date: August 5, 2009]

[Re-adoption date: April 19, 2011]

[Anticipated re-adoption date: August 20, 2013]

LEGAL REFS.: Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.  
ORC 9.01; 9.35  
149.011; 149.41; 149.43  
1347.01 et seq.  
3317.061  
3319.311; 3319.314  
4113.23

CROSS REFS.: EHA, Data and Records Retention  
KBA, Public's Right to Know

CONTRACT REFS.: Teachers' Negotiated Agreement  
Support Staff Negotiated Agreement

***NOTE: THIS IS A REQUIRED POLICY***

## CRIMINAL RECORDS CHECK

The Board shall request from the Superintendent of the Bureau of Criminal Investigation (BCI) criminal records checks of all candidates under final consideration for employment or appointment in the District. The BCI criminal records checks include information from the Federal Bureau of Investigation (FBI) .

The Board may employ persons on the condition that the candidate submit to and pass a BCI-criminal records check in accordance with State law. Any person conditionally hired who fails to pass a BCI criminal records check is released from employment. Applicants are given a separate written statement informing them that the Board uses a criminal records check as part of the initial hiring process and at various times during the employment career. This notice must be on a separate document that only contains this notice. The applicant's written authorization to obtain the criminal records check will be obtained prior to obtaining the criminal records check.

Prior to taking an adverse action against an applicant or employee (such as declining to employ, reassigning an employee, denying a promotion, suspension, nonrenewal or termination) based in whole or in part on a criminal records check, the applicant or employee is given a written pre-adverse action disclosure statement that includes a copy of the criminal records check and the Federal Trade Commission's notice titled "A Summary of Your Rights Under the Fair Credit Reporting Act."

After taking an adverse action, the applicant or employee is given a written adverse action notice that includes the name, address and telephone number of the BCI, a statement that the BCI did not make the decision to take the adverse action and cannot give specific reasons for it, the individual's right to dispute the accuracy or completeness of any information furnished by the BCI and the individual's right to an additional free criminal records check from the BCI upon request within 60 days.

An applicant for employment may provide a certified copy of a BCI criminal records check to the District in compliance with State law. The District may accept this criminal records check in place of its own records check if the date of acceptance by the District is within one year after the date of issuance by the BCI.

State law requires subsequent criminal records checks every five years for all school employees except bus drivers. For currently employed bus drivers, a new report is required every six years.

Any and all information obtained by the Board or persons under this policy is confidential and shall not be released or disseminated. Criminal records checks are not public records for purposes of the Public Records Law. Any applicant not hired because of information received from the records check shall be assured that all records pertaining to such information are destroyed.

Volunteers

The District notifies current and prospective volunteers who have or will have unsupervised access to students on a regular basis that a criminal records check may be conducted at any time.

Contractors

Criminal records checks are required for contractors who meet the following four criteria: (1) the contractor is an employee of a private company under contract with the District to provide "essential school services"; (2) the contractor works in a position involving routine interaction with a child or regular responsibility for the care, custody or control of a child; (3) the contractor is not licensed by ODE and (4) the contractor is not a bus driver.

[Adoption date: August 5, 2009]

[Anticipated re-adoption date: August 20, 2013]

LEGAL REFS.: Fair Credit Reporting Act; 15 USC 1681 et seq.  
ORC 109.57; 109.572; 109.575; 109.576  
2953.32  
3301.074  
3314.19; 3314.41  
3319.088; 3319.089; 3319.22; 3319.222; 3319.29; 3319.291  
3319.303; 3319.311; 3319.313; 3319.315; 3319.39;  
3319.391; 3319.392  
3327.10  
OAC 3301-83-06

CROSS REFS.: EEAC, School Bus Safety Program  
GBL, Personnel Records  
GCBB, Professional Staff Supplemental Contracts  
GCD, Professional Staff Hiring  
GCPD, Suspension and Termination of Professional Staff Members  
GDBB, Support Staff Pupil Activity Contracts  
GDD, Support Staff Hiring  
GDPD, Suspension, Demotion and Termination of Support Staff Members  
IIC, Community Instructional Resources (Also KF)  
IICC, School Volunteers  
KBA, Public's Right to Know  
LEA, Student Teaching and Internships

*NOTE: School districts must initiate the five-year cycle by requesting criminal records checks by September 5, 2008. State law identifies a number of individuals to submit to criminal records checks for initial and renewal of licenses, certificates or permits; and every five years if holding an eight-year professional teaching certificate or permanent teaching certificate. These individuals are persons with professional educator licenses, teachers' certificates, educational aid permits, educational paraprofessional licenses, conditional teaching permits for those seeking alternative educator licenses, intervention specialists, treasurers, business managers and those with pupil activity program permits who do not have valid educator licenses, certificates or permits.*

*With respect to contractors, "essential school services" are those services that are provided by a private company under a contract with the District that the District's Superintendent has determined are necessary for the operation of the District and that would need to be provided by employees of the District if the services were not provided by the private company.*

*If a contractor meets the definition and is covered by State law, the District may not allow that contractor to work in the District unless the contractor's employer provides documentation of a criminal records check or the District adopts certain safety measures to safeguard students. The contractor's employer may provide proof that the person has (1) been subject to a criminal records check in the five years prior to the date for the proposed work and (2) the criminal records check indicates they have not been convicted of or pleaded guilty to any offense listed in Ohio Revised Code Section 3319.39(B)(1). Instead of a criminal records check for a contractor who meets the definitions above, the District may require an employee of the District to be present in the same room with the child or within a 30-yard radius of the child if they are outside.*



**PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS  
(Administrators)**

Fair compensation plans are necessary in order to attract and hold highly qualified administrators to provide and manage a quality educational program.

The Board may establish a salary schedule for its administrators, with the exception that the salary of the Superintendent is usually determined by the employee contract. Notice of annual salary is given to each administrator by July 1.

All administrators shall be issued written limited contracts. The contract specifies the administrative position and duties, the salary and other compensation to be paid for performance of such duties, the number of days to be worked, the number of days of vacation leave and any paid holidays in the contractual year.

The term of the administrator's contract will not exceed three years, except that an individual who has been employed as an administrator for three years or more shall be entitled to receive a contract of not fewer than two nor more than five years. The Superintendent may recommend employment of an individual who has served as an administrator in the District for three years or more under a one-year administrative contract once during such individual's administrative career in the District.

An administrator who has earned teacher tenure in the District retains such status while serving as administrator. Any administrator who previously obtained teacher tenure in another district achieves teacher tenure in the District after re-employment with two or more years' experience as an administrator in the District.

The Superintendent's recommendation is considered in all contract renewals. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed and a copy is given to the administrator .

In the year an administrator's contract does expire, two evaluations are completed: one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to - any Board action on the employee's contract -- written copy of the preliminary evaluation is given to the administrator at this time.

The final evaluation includes the Superintendent's intended recommendation for the contract -- A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. If the Board fails to take action on the expiring contract, then the administrator is renewed. If the administrator has been in the District for two years or less, he/she will receive a one-year contract. If the administrator has been in the District three years or more, he/she will receive a two-year contract.

Before - , any administrator whose contract expires at the end of the school year is notified by the Board of the date on which the contract expires and of the individual's right to request a meeting with the Board in executive session to discuss the reasons for considering renewal or nonrenewal of his/her contract. Also prior to - of the year in which the contract - expires, any administrator whom the Board intends to nonrenew receives written notification of the Board's intent not to re-employ.

The Board may request an alternative administrative license valid for employing a superintendent or any other administrator, consistent with State law.

[Anticipated adoption date: August 20, 2013]

LEGAL REFS.: ORC 3319.01; 3319.02; 3319.11 ; 3319.12; 3319.225; 3319.27  
4117.01  
OAC 3301-24-11; 3301-24-12

CROSS REFS.: GCBA, Professional Staff Salary Schedules  
GCBB, Professional Staff Supplemental Contracts  
GCBC, Professional Staff Fringe Benefits  
GCBD, Professional Staff Leaves and Absences  
GCBE, Professional Staff Vacations and Holidays

## SCHOOL ADMISSION

The District provides free education to District residents between the ages of five through 21 who do not possess a diploma. Students who do not legally qualify as residents may be required to pay tuition as established by law and Board policy.

A student is considered a resident of the District if he/she resides with a parent, a grandparent with either power of attorney or caretaker authorization affidavit or a person or government agency with legal custody whose place of residence is within the boundaries of the District. Parents, and grandparents with either power of attorney or caretaker authorization affidavit, may be required to present legal proofs of residence.

New entrants at all grade levels are required to present at the time of enrollment a birth certificate or other document as evidence of birth, a certified copy of any child custody order or decree, proof of having received or being in the process of receiving required immunizations and copies of those records pertaining to him/her which are maintained by the school most recently attended.

In addition, students released from the Department of Youth Services (DYS), just prior to requesting admission to the District, may not be admitted until the Superintendent has received all required documents provided by DHS. Forwarded documents are:

1. an updated copy of the student's transcript;
2. a report of the student's behavior in school while in DHS custody;
3. the student's current Individualized Education Program (IEP), if developed, and
4. a summary of the institutional record of the student's behavior.

DYS has 14 days to send the documents to the Superintendent.

[Adoption date: August 5, 2009]

[Anticipated re-adoption date: August 20, 2013]

LEGAL REFS.: ORC 2151.33;  
 2152.18(D)(4)  
 3109.52; through 3109.6153; 3109.65; through 3109.676;  
 3109.78; 3109.79; 3109.80  
 3313.48; 3313.64; 3313.67; 3313.671; 3313.672  
 3317.08  
 3321.01  
 OAC 3301-35-04(F)

CROSS REFS.: AFI, Evaluation of Educational Resources  
IGBA, Programs for Students with Disabilities  
JECB, Admission of Nonresident Students  
JEE, Student Attendance Accounting (Missing and Absent Children)  
JHCA, Physical Examinations of Students  
JHCB, Immunizations  
JO, Student Records

**NOTE:** *Use this category for statements covering all school admissions. Statements on exceptions to general residency requirements, tuition charges for nonresident students, admission of students from neighboring districts on a transfer basis, etc., should be filed under the appropriate subcategory of code JEC.*

*For purposes of determining a student's "residence," the term "parent" is defined by law as "... either parent, unless the parents are separated or divorced, in which case 'parent' means the parent with legal custody of the child. If neither parent has legal custody of the child, 'parent' means the person or agency with legal custody or permanent custody..." See policy JECB, Admission of Nonresident Students, for related statements.*

## ADMISSION OF NONRESIDENT STUDENTS

In order to be eligible for a free public education in the District's schools, a student must be the child of a resident of the District or reside with a grandparent with either power of attorney or caretaker authorization affidavit. If legal or permanent custody or legal guardianship of the student has been granted by a court to a resident of the District or a government agency within the District, the student is entitled to attend District schools and tuition is paid in compliance with State law.

In compliance with State law and Board policy, nonresident students are exempt from paying tuition when:

1. an adult resident of the District submits a sworn statement that he/she has begun legal custody proceedings for the student (maximum 60 days permitted);
2. the student is at least 18 but not yet 22 years of age and resides in the District, lives apart from his/her parent(s), supports himself/herself by his/her own labor and does not possess a high school diploma;
3. the student is under 18 years of age, resides in the District and is married, regardless of the residence of the parent(s);
4. the student has a medical condition, which may require emergency attention and his/her parent is employed in the District;  
(The parent(s) of such child must submit to the Board a statement from the child's physician certifying that the child's medical condition may require emergency medical attention.)
5. the student resides with a person other than his/her parent(s) and such student has a parent serving outside Ohio in the U.S. Armed Services;  
(The student's parent(s) must file an affidavit with the Superintendent stating (1) that the parent is serving outside the state in the U.S. Armed Services, (2) that the parent intends to reside in the District upon returning to the state, and (3) the name and address of the person with whom the student is living while the parent is outside the state. This tuition exemption may be granted only for a period of up to 12 months.)
6. the student resides with a parent who is planning to either have a home built or has purchased a home in the District and is waiting for the closing date of the mortgage loan;  
(The student's parent(s) must provide the Superintendent with a sworn statement revealing the location of the house and the parent(s)' intention to reside there. The parent(s) must also provide a statement from a homebuilder, real estate broker or bank officer confirming that the house construction is planned or is awaiting approval of the mortgage loan. The period for tuition-free attendance in these cases may extend up to 90 days.)



7. the student's parent is a full-time employee of the District;  
(Any such policy shall take effect on the first day of the school year and the effective date of any amendment or repeal may not be prior to the first day of the subsequent school year. The policy shall be uniformly applied to all such children and shall provide for the admission of any such student upon request of the parent(s). No student may be admitted under this policy after the first day of classes of any school year.)
8. the student resides with his/her parent(s) under the care of a shelter for victims of domestic violence;
9. the student is not a resident of the District, does not require special education and resides with his/her grandparent(s), provided that the Board and the board of education of the district in which the student's parent(s) reside enter into a written agreement showing good cause for the student to be admitted to the District;  
(The grandparent(s) are required to sign all consent forms required by the District, even if the student would remain in the legal custody of the parent(s).)
10. the student is under the age of 22 and his/her parent(s) moved from the District, but within the county, after the first full week of October, for the remainder of the school year;
11. the student is under the age of 22 and his/her parent(s) moved from the District following the commencement of classes during the student's senior year, for the remainder of the school year and for one additional semester;
12. the student is under the age of 22 and resides in a new school district because of the death of a parent;  
(The student is entitled to finish the current school year in the District upon approval of the Board.)
13. the student is under the age of 22 and the superintendent of the district in which the student is entitled to attend (the student's district of origin) enters into a contract with the Superintendent of this District (the district into which the student wishes to enroll) consenting to the attendance of the student in this District or  
(The Superintendent of this District specifies that the purpose of such attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the Superintendent.)
14. the student whose parent is a full-time employee of an educational service center may be admitted tuition free to the schools of the district where the parent's job is primarily located, pursuant to the admission policy of that district.





The Board does not waive the payment of tuition, except:

1. when agreements have been established with other boards of education to serve their students in career-technical or special education classes on a cooperative basis, as permitted by law;
2. when foreign exchange students, sponsored under an approved exchange program, reside in the District temporarily or
3. for adult residents or support staff employees of the District who meet the criteria established by the Board.

In all cases, specific Board permission to waive tuition must be obtained for each individual case.

The District may temporarily deny admittance to any student who otherwise may be admitted to the District, if the student has been expelled from the schools of another district and if the period of expulsion has not expired. The student and parent(s) will have an opportunity for a hearing before the Superintendent/designee to determine the admittance or nonadmittance of the student.

#### Tuition Students

Applications from nonresidents to attend the schools on a tuition basis may be considered if space is available. The amount of tuition is set annually by the State, based on a per-student cost determined in compliance with State law. Nonresident students must provide all records required of resident students in compliance with State law.

[Adoption date: August 5, 2009]

[Anticipated re-adoption date: August 20, 2013]

LEGAL REFS.: ORC 2152.18(D)(4)  
3109.52 through 3109.61; 3109.65 through 3109.76;  
3109.78; 3109.79; 3109.80  
3311.211  
3313.64; 3313.644; 3313.645; 3313.65; 3313.672; 3313.90  
3317.08  
3319.01  
3323.04  
3327.04; 3327.06  
OAC 3301-35-04  
3301-42-01

CROSS REFS.: JEC, School Admission  
JECAA, Admission of Homeless Students  
JECBA, Admission of Exchange Students  
JECBB, Admission of Interdistrict Transfer Students  
JO, Student Records

CONTRACT REFS.: Teachers' Negotiated Agreement  
Support Staff Negotiated Agreement

***NOTE: THIS IS A REQUIRED POLICY***

## STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with State law and federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. by prior written consent;
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act (FERPA) and
4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. \*(See administrative regulations.)

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation



The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District in writing, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitutes "legitimate educational interests."

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations.

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.

[Adoption date: August 5, 2009]

[Anticipated re-adoption date: August 20, 2013]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Family Educational Rights and Privacy Act; 20 USC Section 1232g  
Health Insurance Portability and Accountability Act; 29 USC 1181 et seq.  
ORC 149.41; 149.43  
1347.01 et seq.  
3317.031  
3319.32; 3319.321; 3319.33  
3321.12; 3321.13  
3331.13

CROSS REFS.: AFI, Evaluation of Educational Resources  
EHA, Data and Records Retention  
IL, Testing Programs  
KBA, Public's Right to Know  
KKA, Recruiters in the Schools

*NOTE: Regulations concerning the content of information retained during the student's term of schooling, after the student exits the school and in response to request for transcripts, should be developed in compliance with law and strictly adhered to.*

*The definitions of "directory information" differ in State and Federal law. This policy reflects the more restrictive definition found in State law. The District may further limit the information contained in that definition.*

***THIS IS A REQUIRED POLICY***

## PUBLIC'S RIGHT TO KNOW

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of Districtwide interest is coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters required to be discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office during the hours when the administrative offices are open.

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.

The District may ask that the identity of an individual requesting information and the reason the information is sought be in writing. The District first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The District may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released for profit-making purposes or when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" generally are exempt from disclosure.



All records responsive to the request are made available in a reasonable period of time. The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary.

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of mail requests sent to any one person may be limited to 10 a month unless the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes.

A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance.

The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule is maintained and readily available to the public in the central office.

[Adoption date: August 5, 2009]  
[Anticipated re-adoption date: August 20, 2013]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC, Section 1232g  
ORC 121.22  
149.011; 149.35; 149.381; 149.41; 149.43  
3319.321  
OAC 3301-35-03; 3301-35-04

CROSS REFS.: BDC, Executive Sessions  
BDDG, Minutes  
EHA, Data and Records Retention  
GBL, Personnel Records  
GBS, Health Insurance Portability and Accountability Act (HIPAA)  
IGBA, Programs for Students with Disabilities  
JO, Student Records  
KA, School-Community Relations Goals  
KKA, Recruiters in the Schools

**NOTE: THIS IS A REQUIRED POLICY**

## RELATIONS WITH PARENT ORGANIZATIONS

The Board supports all organizations of parents whose objectives are to promote the educational experiences of District students. However, in using the name of the District or its schools and in organizing a group whose identity derives from a school(s) of the District, parent organizations share responsibility with the Board for the welfare of participating students.

Parent organizations desiring to use the name or offices of the District to organize students must obtain the approval of the Board as a prerequisite. Continued use of the school's name, logo, mascot, etc. is contingent upon compliance with all applicable Board policies and regulations.

Principals and staff members need to work closely with the officers of all parent organizations to provide a sustained system of activities that increase and enhance the educational opportunities for students. The activities must be integrated and balanced in accordance with the total District educational program and District goals and objectives and must comply with all State and local laws and regulations.

Parent organizations meeting the charitable trust filing requirements must file with the Ohio Attorney General and submit to the Superintendent a certificate indicating that filing requirements have been met.

Parent organizations that wish to construct anything on school property must have the permission of the Board in advance of the construction project. The organization must provide the Board, in writing, proof of financial stability and that funds are available for the construction project.

Acceptance of donated equipment or materials may depend upon the compliance with, or experience related to, the Board's policy of standardizing materials and equipment.

[Adoption date: August 5, 2009]

[Anticipated re-adoption date: August 20, 2013]

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.36; 3313.47  
OAC 109:1-1-02

CROSS REFS.: AE, School District Goals and Objectives  
KG, Community Use of School Facilities (Equal Access)  
KGB, Public Conduct on District Property  
KH, Public Gifts to the District  
KI, Public Solicitations in the Schools  
KJ, Advertising in the Schools  
KMB, Relations with Booster Organizations

**NOTE:** *Under Ohio Administrative Code Section (OAC) 109:1-1-02, parent and booster organizations that for any taxable year have gross receipts of \$25,000 or more and at the end of which have gross assets of \$25,000 or more and which are organized and operated in conjunction with and for the benefit of students of primary and secondary schools and education institutions must register with the Ohio Attorney General as charitable trusts within six months of creation of the charitable trust or within six months after occurrence of an event by reason of which the charitable trust is required to register.*

*Parent and booster organizations that meet these filing requirements must register online at [www.ohioattorneygeneral.gov/charitableregistration](http://www.ohioattorneygeneral.gov/charitableregistration). These requirements are effective for fiscal years ending after September 1, 2012.*



# Addition

Robert Walker

## RESOLUTION TO ADOPT BOARD POLICY (FIRST READING)

### RATIONALE:

Inasmuch as the Board of Education is committed to the continued updating of its Policies, Rules and Regulations Manual and the committee, which was appointed, has been working toward that goal, the following are brought at this time for first reading in compliance with Board File BFC Policy Adoption.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of the Dayton City School District, Montgomery County, Ohio, hereby accepts and adopts the following policies that have been codified for inclusion in the Handbook of Policies, Rules and Regulations:

FILE	TITLE	CHANGE
KMB	Relations with Booster Organizations	<i>Revised to be aligned with current legislation</i>

These policies are being read for the first time. As such, a Motion or Second is not required. The policies will be available in the Superintendent's Office for review and comment prior to their Second Reading and Adoption by the Board of Education. Furthermore, the policies will be reviewed by the Superintendent's Office, the Board's Office, and the Legal Department of the Dayton Public Schools prior to the Second Reading.

July 16, 2013

## RELATIONS WITH BOOSTER ORGANIZATIONS

The Board recognizes that the endeavors and objectives of booster organizations can be a valuable means of stimulating interest and endorsement of the aims and achievements of the District. Care must be taken to avoid compromising or diluting the responsibility and authority of the Board.

Annually, booster organizations must submit to the Superintendent/designee their tentative goals, objectives, projects and/or activities along with their fundraising plans for the next school year and any changes made during the school year for review by the Board.

The Board retains final authority over all plans, projects and activities involving District students.

Booster organizations must abide by all District policies and rules as well as the following list.

1. Booster organizations should not use the school's tax ID number.
2. Booster organizations should not accept checks made out to the school and vice versa.
3. District officials should not have a leadership role in booster organizations.
4. Fundraising activities should not occur on school premises or during school hours unless permission has been given by the Superintendent/designee.
5. Documentation on ownership of property and fundraising activities is required.
6. The use of the District name and emblems must be authorized.
7. Booster organizations must submit their bylaws as well as quarterly reports on income, expenses and balance sheets to the Superintendent for review and approval.
8. Booster organizations meeting the charitable trust filing requirements must file with the Ohio Attorney General and submit to the Superintendent a certificate indicating that filing requirements have been met.

Booster organizations must have permission from the Board prior to any construction of facilities. The organization must provide the Board, in writing, that funds are available to complete the project.

Acceptance of donated equipment or materials may depend upon the compliance with, or experience related to, the Board's policy of standardizing materials and equipment.

[Anticipated adoption date: August 13, 2013]

LEGAL REFS.: ORC 3313.20; 3313.47  
OAC 109:1-1-02

CROSS REFS.: IGDG, Student Activities Funds Management  
IGDH, Contests for Students  
KG, Community Use of School Facilities (Equal Access)  
KGB, Public Conduct on District Property  
KH, Public Gifts to the District  
KI, Public Solicitations in the Schools  
KK, Visitors to the Schools  
KMA, Relations with Parent Organizations

*NOTE: Under Ohio Administrative Code Section (OAC) 109:1-1-02, parent and booster organizations that for any taxable year have gross receipts of \$25,000 or more and at the end of which have gross assets of \$25,000 or more and which are organized and operated in conjunction with and for the benefit of students of primary and secondary schools and education institutions must register with the Ohio Attorney General as charitable trusts within six months of creation of the charitable trust or within six months after occurrence of an event by reason of which the charitable trust is required to register.*

*Parent and booster organizations that meet these filing requirements must register online at [www.ohioattorneygeneral.gov/charitableregistration](http://www.ohioattorneygeneral.gov/charitableregistration). These requirements are effective for fiscal years ending after September 1, 2012.*

