

**GREEN LOCAL BOARD OF EDUCATION
MONDAY, APRIL 17, 2023
REGULAR MEETING AGENDA
WILBUR BERKEY FIELDHOUSE - 6:30 PM**

Our Vision: Green Local Schools aspires to be the model district for rural Ohio that is firmly rooted in family values while providing the innovation needed for tomorrow's leaders.

I. OPENING

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call/Attendance
- D. Approval of Agenda
- E. Approval of Minutes
 - 1. March 21, 2023 Regular Session
- F. Public Participation
 - 1. Pastor James Lance - Smithville United Methodist Church
 - 2. Others that have signed up to participate
- G. Introductions & Recognitions
 - 1. Eric Nickles- WCAL Girls Basketball Coach of the Year & Division 3 District Girls Basketball Coach of the Year
 - 2. Corey Kaufman- WCAL Boys Basketball Coach of The Year
 - 3. Rick Dilyard- Smithville Ruritan Club President
- H. Career Center Report

II. REPORT OF THE SUPERINTENDENT

- A. Athletic Update (Focus Area 2) - Geoffrey Zimmerly
- B. Facilities Update (Focus Area 5)
- C. 2023 Graduation Date - May 28, 2023 at 2:00 p.m
- D. Open Enrollment 2023-2024 school year

III. FINANCIAL AGENDA

- A. Financial Reports - March 2023
 - Review and approve monthly financial statements for March 2023, consolidated balance sheet, bank reconciliation, fund listing, cash position report, approval of invoices for payment and March check register with expenditures totaling \$262,265.68.
- B. Approve Adjustment to FY23 Appropriations

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- C. Approve transfer from the General Fund (001-0000) to Schoolwide Pool (598-9021) in the amount of \$130,777.10.
- D. Approve the purchase of a second bus using the current bid pricing The following bid chart shows the lowest and best bid as submitted by Cardinal Bus as follows:

Company	Cardinal Bus	Myers
Brand	Blue Bird	Thomas
Base Bid	\$114,879	\$121,255
Gas Model	\$112,156	N/A
Estimated delivery time	12-14 months	15-16 months

- E. Approve the following Then & Now Certificate in accordance with Section 5705.41 (D) (1), ORC, the treasurer certifies that sufficient funds were available or in the process of collection (1) at the time that the orders or contracts listed below were made and (2) at the time the treasurer completed the certifications. The treasurer, therefore, recommends that the Board of Education authorize the payment of the following orders or contracts:

<u>P.O. #</u>	<u>Vendor</u>	<u>Amount</u>	<u>Fund/SCC</u>	<u>Purpose</u>
G2300992	Sedgwick Claims Management Services	\$3,055.00	1231000000000000	439

IV. RESOLUTION TO APPROVE PERSONNEL CONSENT AGENDA UPON RECOMMENDATION OF THE SUPERINTENDENT

- A. Employment and Changes for the 2022-2023 school year
 - 1. Approve to hire the following temporary substitute teachers not holding a post-secondary degree per ODE guidelines for the 2022-2023 school year.
 - a) Lepear Smith
 - b) Leah Winchell effective 3/28/2023
 - 2. District Volunteers
 - a) Sarah Smith
 - b) Jamie Sadowski
 - c) Taryn Norris
 - d) Elizabeth Besancon
 - e) Britnee Weeman

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B. Employment and Changes for the 2023-2024 school year

1. The following classified personnel will be employed as per specified conditions:

Name:	Contract:	Position:
Heather Drumm	2 year limited (1st)	Secretary
Shae Evans	2 year limited (1st)	Secretary
Jesse Hackett	2 year limited (2nd)	Custodian
James Hudson	2 year limited (2nd)	Custodian
Jennifer Kindy	2 year limited (2nd)	Food Service
Courtney Knight	2 year limited (1st)	Secretary
Jamie Leach	2 year limited (2nd)	Secretary
Violet Lehman	2 year limited (3rd)	Treasurer's Assistant
Skylar Mullins	2 year limited (1st)	Custodian
Clay Raber	2 year limited (1st)	Custodian
Teri Myers	2 year limited (2nd)	Secretary
Stephanie Snyder	2 year limited (3rd)	Bus Driver
Melanie Wellert	2 year limited (1st)	Bus Driver
Julie Welty	2 year limited (2nd)	Medical Assistant

2. Classified Employment

- a) Dave Zimmer- Facilities Manager, continuing contract, step 10
- b) Connor Madding- Head Custodian, 1 year contract, step 4
- c) Jamie Leach- Secretary, 2 year limited (2nd), step 7

3. Administrative Contracts

- a) Amanda Framstad- Curriculum Director, amend contract to include \$5,000 stipend for grant coordination

4. Supplemental Employment

- a) Ski Club Advisor \$500 stipend

5. Reminder - All supplemental contracts are non-renewed under Revised Code for the 2023-2024 school year. Posting of vacant positions will be according to Revised Code.

V. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

A. Business for Action

- 1. Approve FFA Convention overnight trip request (Exhibit A)

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2. Approve High School Boys Basketball overnight trip request (Exhibit B)
3. Approve Classified Handbook (Exhibit C)
4. Second Reading Board Policy (Exhibit D)
8451 - Disease Carrying and/or Transmitting Insects
5. Approve EJ Therapy Service Contract (Exhibit E)
6. Approve middle school golf as a club sport for the 2023-2024 school year with the condition that the district does not incur any cost and students participating will not be transported by a school employee unless the employee is a family member.

B. Business for Discussion

1. The Board of Education regular meeting has been scheduled for Monday, May 22, 2023 at 6:30 pm.

VI. EXECUTIVE SESSION

- A. For the purpose of discussing contract negotiations and to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee.

VII. ADJOURNMENT

**GREEN LOCAL BOARD OF EDUCATION
TUESDAY, MARCH 21, 2023
REGULAR MEETING MINUTES
WILBUR BERKEY FIELDHOUSE - 6:30 PM**

Our Vision: Green Local Schools aspires to be the model district for rural Ohio that is firmly rooted in family values while providing the innovation needed for tomorrow's leaders.

I. OPENING

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call/Attendance

The Green Local Board of Education met in regular session on Tuesday March 21, 2023 at 6:30 pm, in the Wilbur Berkey Fieldhouse with the following members present:

Mr. Randy Brillhart, Mr. Mike Davis, Mr. Brent Steiner, Mr. Brandon Von Almen and Mr. Brad Yochheim. Others present were: Superintendent, Mr. Dean Frank and Mrs. Erin VanMeter.

Others in Attendance: Jodi Staggs, Katy Smith, Susan Burnett, Andrew Weaver

D. Approval of Agenda

#23-024 A motion by Mr. Von Almen was seconded by Mr. Steiner to approve the agenda.

A roll call vote on the motion was as follows: Davis, yes; Steiner, yes; Yochheim, yes; Brillhart, yes; Von Almen, yes. Motion carried.

E. Approval of Minutes

- 1. February 1st, 2023 Work Session
- 2. February 27th, 2023 Regular Session

#23-025 A motion by Mr. Davis was seconded by Mr. Von Almen to approve February 1st, 2023 Work Session Meeting Minutes, and February 27th, 2023 Regular Session Meeting Minutes.

A roll call vote on the motion was as follows: Davis, yes; Steiner, yes; Von Almen, yes; Yochheim, yes; Brillhart, yes. Motion carried.

F. Public Participation

- 1. Pastor Todd Martin- Smithville Mennonite Church
- 2. Others that have signed up to participate

G. Legislative Liaison Report

**GREEN LOCAL BOARD OF EDUCATION
TUESDAY, MARCH 21, 2023
REGULAR MEETING MINUTES
WILBUR BERKEY FIELDHOUSE - 6:30 PM**

1. HB 1 - Mr. Davis gave a short update on House Bill 1 and how it could potentially affect school funding.

II. REPORT OF THE SUPERINTENDENT

- A. Guidance Counseling Update - Susan Burnett, Jodi Staggs and Katy Smith
- B. Curriculum Update - Amanda Framstad
- C. Facilities Update - Mr. Frank gave an update on the bus garage. The roof will need replaced this summer as well as an exhaust fan that is currently not working.. Mr. Brillhart shared some tentative ideas for future improvements to the garage.

III. FINANCIAL AGENDA

#23-026 A motion by Mr. Steiner was seconded by Mr. Davis to accept the following financial agenda item A - F:

- A. Financial Reports - February 2023
Review and approve monthly financial statements for February 2023, consolidated balance sheet, bank reconciliation, fund listing, cash position report, approval of invoices for payment and February check register with expenditures totaling \$234,642.35.
- B. Donations - February 2023

<u>From</u>	<u>Amount</u>	<u>To/For</u>
Brandon & Rebecca Von Almen	\$360.00	GES Lighthouse Fundraiser
- C. Approve the following transportation in lieu of for FY23
 1. Montessori School of Wooster
 - a) Casey & Maura Zace - 2 students
 - b) Shaun Miller & Joan Zimmerman-Miller - 2 students
- D. Approve transfer from General Fund (001) to School wide Pool (598) in the amount of \$146,632.92.
- E. Approve transfer from 300 900A (Parent Teacher Connection) to 018 920C (Middle School Principal's Fund) in the amount of \$2,248.39.
- F. Approve the purchase of one bus. The following bid chart shows the lowest and best bid as submitted by Cardinal Bus as follows:

Company	Cardinal Bus	Myers
Brand	Blue Bird	Thomas
Base Bid	\$114,879	\$121,255

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Gas Model	\$112,156	N/A
Estimated delivery time	12-14 months	15-16 months

A roll call vote on the motion was as follows: Steiner, yes; Davis, yes; Yochheim, yes; Von Almen, yes; Brillhart, yes. Motion carried.

#23-027 A motion by Mr. Brillhart was seconded by Mr. Steiner to table the following financial agenda item G:

G. Approve the purchase of a second bus using the current bid pricing.

A roll call vote on the motion was as follows: Steiner, yes; Davis, yes; Yochheim, yes; Von Almen, yes; Brillhart, yes. Motion carried.

H. Update from Ohio Safety Congress and BASA Women’s Leadership Conference

IV. RESOLUTION TO APPROVE PERSONNEL CONSENT AGENDA UPON RECOMMENDATION OF THE SUPERINTENDENT

#23-028 A motion by Mr. Steiner was seconded by Mr. Davis to accept the following personnel items A & B as recommended by the superintendent:

A. Employment and Changes for the 2022-2023 school year

1. Substitute Employment

- a) Melanie Tomic - Custodian, Secretary, Cafeteria worker, Paraprofessional Aide; effective 2/24/23
- b) Allison Daugherty- Paraprofessional Aide; effective 3/1/23
- c) Caitlin Olsen- Cafeteria worker; effective 3/13/23
- d) Jenny Vipperman- Cafeteria worker; effective 2/27/23

2. Approve to hire the following temporary substitute teachers not holding a post-secondary degree per ODE guidelines for the 2022-2023 school year.

- a. Ian Anderson effective 3/6/23

3. Pit Musicians

- a) Jason Raffle - \$250

4. Boys Basketball Tournament Workers- \$40 per game

- a) Joanne Trogdon
- b) Shelly Kauffman
- c) Joyce Blough
- d) Fritz Kauffman
- e) Michele Koch

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- f) Erik Dravenstott
- g) Don Dravenstott
- h) Terry Hershberger

- 5. Burkey Classic Workers
 - a) Tara Marty - \$40
 - b) Corey Kaufman - \$40
 - c) Eric Nickles - \$40
 - d) Michele Koch - \$40
 - e) Heather Wickens - \$40

- 6. District Volunteers
 - a) Jesseca Watts-Phillips
 - b) Heidi Wolf

B. Employment and Changes for the 2023-2024 school year

- 1. Certified Employment
 - a) Allison Sprunger- Leave of Absence; effective 8/16/2023

A roll call vote on the motion was as follows: Steiner, yes; Davis, yes; Yochheim, yes; Von Almen, yes; Brillhart, yes. Motion carried.

V. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

A. Business for Action

#23-029 A motion by Mr. Davis was seconded by Mr. Von Almen to approve the following business for action items A.1:

- 1. JUUL Settlement Resolution (Exhibit A)

A roll call vote on the motion was as follows: Steiner, yes; Davis, yes; Yochheim, yes; Von Almen, yes; Brillhart, yes. Motion carried.

#23-030 A motion by Mr. Steiner was seconded by Mr. Brillhart to approve the following business for action items A.2:

- 2. Approve Social Studies curriculum purchase from Savvas (Exhibit B)

A roll call vote on the motion was as follows: Steiner, yes; Davis, yes; Yochheim, yes; Von Almen, yes; Brillhart, yes. Motion carried.

#23-031 A motion by Mr. Davis was seconded by Mr. Von Almen to approve the following business for action items A.3:

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3. Second Reading of the 2023-2024 SHS Course Selection Booklet (Exhibit C)

A roll call vote on the motion was as follows: Steiner, yes; Davis, yes; Yochheim, yes; Von Almen, yes; Brillhart, yes. Motion carried.

B. Business for Discussion

1. First Reading Board Policies (Exhibit D)
8451 - Disease Carrying and/or Transmitting Insects
2. The Board of Education regular meeting has been scheduled for Monday, April 17, 2023 at 6:30 pm.

VI. EXECUTIVE SESSION

#23-032 A motion by Mr. Von Almen was seconded by Mr. Davis to enter into executive session at 8:44 p.m.

- A. For the purpose of discussing contract negotiations and to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee.

A roll call vote on the motion was as follows: Steiner, yes; Davis, yes; Yochheim, yes; Von Almen, yes; Brillhart, yes. Motion carried.

VII. ADJOURNMENT

#23-033 A motion by Mr. Steiner was seconded by Mr. Von Almen to adjourn at 10:28 p.m.

A roll call vote on the motion was as follows: Steiner, yes; Davis, yes; Yochheim, yes; Von Almen, yes; Brillhart, yes. Motion carried.

President

Treasurer

PERMANENT APPROPRIATIONS - FY2023

Amendment #3

City, Exempted Village, Joint Vocational or Local Board of Education

Rev. Code, Sec. 5705.38

The Board of Education of the Green Local School District,
Wayne County, Ohio, met in Regular session on the 17th day of
April, 2023, at the office of Distance Learning Lab
 with the following members present:

Mr. Brent Steiner

Mr. Brad Yochheim

Mr. Mike Davis

Mr. Randy Brillhart

Mr. Brandon Von Almen

_____ moved the adoption of the following Resolution:

BE IT RESOLVED by the Board of Education of the Green Local

School District, Wayne County, Ohio, that to provide for the current expenses and other expenditures of said board of Education, during the fiscal year, ending June 30th, 2021, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made and during said fiscal year, as follows, viz:

ANNUAL APPROPRIATION RECAP SHEET ALL FUNDS TYPES

Governmental Fund Types		
Fund Class/Name	Fund Number/SCC	Permanent Appropriation
General Fund Class		
General Fund	001	\$ 14,845,813.69
Total General Fund		\$ 14,845,813.69
Special Revenue Class		
Principal Activity Account	018	\$ 144,997.50
AEP Stem Grant	019	\$ 5,000.00
District Managed Student Activity	300	\$ 258,080.36
Network Subsidy Grant	451	\$ 5,400.00
Voc Educ Enhancement (Agricultural Grant)	461	\$ 3,045.68
Student Wellness and Success Funds	467	\$ 245,935.06
Other Misc State Grants	499	\$ 6,500.00
ESSER	507	\$ 1,151,491.55
ARP IDEA B	516	\$ 40,669.77
Expanding Opportunities Grant	572	\$ 3,000.00
Schoolwide Pool	598	\$ 1,801,255.03
Small Rural School Achievement	599	\$ 3,000.00
Total Special Revenue Class		\$ 3,668,374.95

Debt Service Fund Class			
Bond Retirement Fund	002	\$	600,000.00
Total Debt Service Fund		\$	600,000.00
Capital Project Fund Class			
Permanent improvement	003	\$	178,064.00
Classroom Facility Maint.	034	\$	190,083.26
Total Capital Project Fund Class		\$	368,147.26
Proprietary Fund Types			
Enterprise Fund Class			
Lunchroom	006	\$	450,000.00
Greenhouse Fund	011	\$	9,000.00
Total Enterprise Fund Class		\$	459,000.00
Internal Service Fund Class			
Special Rotary Fund	014	\$	33.29
Total Internal Service Fund Class		\$	33.29
Fiduciary Fund Type			
Trust Fund Class			
District Agency	022	\$	3,500.00
Special Trusts	007	\$	4,000.00
Total Trust Fund Class		\$	7,500.00
Agency fund			
District Agency	200	\$	152,007.42
Total Agency Fund		\$	152,007.42
Total Appropriations-All Fund Types		\$	20,100,876.61

_____ seconded the Resolution and
the roll being called upon its adoption, the vote resulted as follows:

_____	yes
_____	yes
_____	yes
_____	yes
_____	yes

CERTIFICATE

Section 5705.39, R.C. -- "No appropriation Measure shall become effective until there is filed with the appropriating authority by the county auditor a certificate that the total appropriations from each fund, taken together with all other outstanding appropriations, do not exceed such official estimate or amended official estimate. When the appropriation does not exceed such official estimate, the county auditor shall give such certificate forthwith upon receiving from the appropriating authority a certified copy of the appropriation measure."

The State of Ohio Wayne County, ss.

I, Erin VanMeter, Treasurer of the Board of Education of the Green Local in said County, and in whose custody the files, Journals and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing Annual Appropriation Resolution is taken and copied from the original Resolution now on file with said board, that the foregoing Resolution has been compared by me with the said original and the same is a true and correct copy thereof.

Witness my signature, this 17th day of April

Treasurer of the Board of Education of the
Green Local School District
Wayne County

ANNUAL APPROPRIATION
RESOLUTION
BOARD OF EDUCATION

Green Local
School District

Wayne County, Ohio

Passed April 17th, 2023
For the Fiscal Year Ending

June 30, 2023

Filed _____ 2023

County Auditor

Deputy

GREEN LOCAL SCHOOLS
 PERMANENT APPROPRIATIONS, MODIFICATIONS, AND FINAL APPROPRIATIONS FOR FY23

Fund	Fund #	6/30/2022 Carryover Appr FY22	9/26/2022 Permanent Appropriations	12/30/2022 First Amendment	2/27/2023 Second Amendment	4/17/2023 Third Amendment	6/26/2023 Final Amendment	6/26/2023 Final Appropriations
General	001	\$ 345,813.69	\$12,000,000.00	\$0.00	\$0.00	\$2,500,000.00	\$0.00	\$ 14,845,813.69
Food Service	006	\$ -	\$450,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 450,000.00
GreenHouse Fund	011	\$ -	\$0.00	\$9,000.00				
Principal Activity Account	018	\$ 4,997.50	\$140,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 144,997.50
AEP STEM Grant	019	\$ -	\$5,000.00					
Athletic Fund	300	\$ 3,080.36	\$195,000.00	\$0.00	\$60,000.00	\$0.00	\$0.00	\$ 258,080.36
Network Subsidy Grant	451		\$5,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 5,400.00
Voc Educ Enhancement (Ag Grant)	461		\$3,045.68	\$0.00	\$0.00	\$0.00	\$0.00	\$ 3,045.68
Student Wellness and Success	467	\$ 29,472.00	\$192,715.28	\$0.00	\$0.00	\$23,747.78	\$0.00	\$ 245,935.06
Other State Grants	499		\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 6,500.00
COVID RELIEF (ESSER)	507	\$ 31,491.55	\$1,120,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 1,151,491.55
ARP IDEA-B	516	\$ 10,085.00	\$30,000.00	\$0.00	\$0.00	\$584.77	\$0.00	\$ 40,669.77
EXPANDING OPP GRANT	572		\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 3,000.00
Schoolwide Pool	598	\$ 1,255.03	\$1,800,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 1,801,255.03
Other Federal Grants	599		\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 3,000.00
Bond Retirement	002		\$600,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 600,000.00
Permanent Improvement	003	\$ 23,064.00	\$155,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 178,064.00
Building Maintenance Fund	034	\$ 30,083.26	\$160,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 190,083.26
Rotary Fund	014		\$33.29	\$0.00	\$0.00	\$0.00	\$0.00	\$ 33.29
Trust Funds	007		\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 4,000.00
Tournament Funds	022		\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 3,500.00
Student Activity	200	\$ 3,007.42	\$149,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 152,007.42
		\$ 482,349.81	\$17,025,194.25	\$9,000.00	\$60,000.00	\$2,524,332.55	\$0.00	\$20,100,876.61



**GREEN LOCAL SCHOOL DISTRICT
MONTHLY FINANCIAL UPDATE
MARCH 2023**



General Fund Budget to Actual Report							
	FY 2023	FY 2023	Variance	Variance %	Period* %	FY 2022	CY vs. PY
	Forecast	Actual to Date				Actual to Date	Increase/(Decrease) %
Beginning Cash Balance	\$6,416,691	\$6,416,691				\$4,612,603	
Revenues:							
Real Estate Taxes	\$4,386,998	\$ 4,257,357	(\$129,641)	97.04%	75%	\$4,316,166	-1.36%
Personal Property Taxes	\$470,621	\$ 503,162	\$32,541	106.91%	75%	\$463,666	0.00%
Income Taxes	\$885,722	\$ 721,685	(\$164,037)	81.48%	75%	\$646,301	11.66%
Unrestricted Grants-in-Aid	\$5,990,222	\$ 4,488,423	(\$1,501,799)	74.93%	75%	\$4,625,641	-2.97%
Restricted Grants-in-Aid	\$331,795	\$ 246,973	(\$84,822)	74.44%	75%	\$322,003	-23.30%
Property Tax Allocation	\$614,747	\$ 310,962	(\$303,785)	50.58%	75%	\$309,745	0.00%
All Other	\$414,107	\$ 696,395	\$282,288	168.17%	75%	\$388,366	79.31%
Total Revenue	\$13,094,212	\$11,224,957	(\$1,869,255)	85.72%	75%	\$11,071,888	1.38%
Expenditures:							
Salaries and wages	\$5,688,855	\$4,320,556	(\$1,368,299)	75.95%	75%	\$3,925,202	10.07%
Employee Fringe Benefits	\$2,136,120	\$1,732,516	(\$403,604)	81.11%	75%	\$1,567,276	10.54%
Purchased Services	\$1,665,317	\$1,109,238	(\$556,079)	66.61%	75%	\$1,182,733	-6.21%
Supplies and Materials	\$513,060	\$308,053	(\$205,007)	60.04%	75%	\$298,296	3.27%
Capital Outlay	\$209,841	\$ 126,094	(\$83,747)	60.09%	75%	\$178,326	0.00%
Other	\$96,112	\$99,510	\$3,398	103.53%	75%	\$105,111	-5.33%
Total Expenditures	\$10,309,305	\$7,695,967	(\$2,613,338)	74.65%	75%	\$7,256,944	6.05%
Other Financing Sources/(Uses)							
Operating Transfers In							
Operating Transfers Out	\$ (1,598,663)	\$ (3,981,948)				\$ (1,011,291.00)	
Total Financing Sources/(Uses)	\$ (1,598,663)	\$ (3,981,948)				\$ (1,011,291.00)	
Revenue over (under) Expenditures	\$1,186,244	(\$452,958)				\$2,803,652	
Ending Cash Balance	\$7,592,867	\$5,963,933				\$7,416,255	
Encumbrances		\$991,103				\$821,744	
Available Unencumbered Balance		\$4,972,830				\$6,594,511	

Financial Summary - Funds	
Cash Flow Summary:	
Total Revenue Current Month All Funds	\$2,152,268
Total Expenditures Current Month All Funds	\$1,401,844
Total Month End Cash Balance	\$750,424
Appropriation Summary:	
Permanent Appropriations Current Year All Funds	\$17,516,544
Prior Fiscal Year Carryover Encumbrances	\$434,513
Total Available All Funds	\$17,082,031
Fiscal Year To Date Expenses All Funds	\$15,641,999
Fiscal Year To Date % expended All Funds	91.57%

**GREEN LOCAL SCHOOLS
MARCH 2023 CHECK REGISTER**

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	NAME	DESCRIPTION	TRANSACTION AMOUNT
105146	03/02/23	7193	AMAZON.COM	COSTUMES AND PROPS	\$ 194.91
105146	03/02/23	7193	AMAZON.COM	BASEKTBALL NETS THR	\$ 41.97
105147	03/02/23	261	AMERICAN ELECTRIC P	599 N SUMMIT ST - N	\$ 214.60
105147	03/02/23	261	AMERICAN ELECTRIC P	490 S SUMMIT ST - B	\$ 323.73
105147	03/02/23	261	AMERICAN ELECTRIC P	FIELD HOUSE ELECTRI	\$ 1,313.62
105147	03/02/23	261	AMERICAN ELECTRIC P	SCHOOL FLASHERS	\$ 26.58
105148	03/02/23	10000931	APPLETREE FUNDRAISI	SHIRTS	\$ 475.00
105149	03/02/23	10000617	BACKGROUND INVESTIG	BIB- FY23 VOLUNTEER	\$ 65.80
105149	03/02/23	10000617	BACKGROUND INVESTIG	BIB SUBSCRIPTION	\$ 14.00
105150	03/02/23	12215	FARNHAM EQUIPMENT C	SEE ATTACHED QUOTE	\$ 28,500.00
105151	03/02/23	26460	KIMBALL MIDWEST	FY23 BUS MAINTENANC	\$ 217.92
105152	03/02/23	18105	NEFF COMPANY	ATHLETIC SUPPLIES S	\$ 192.95
105153	03/02/23	20258	POINT SPRING & DRIV	FY23 BUS MAINTENANC	\$ 415.95
105154	03/02/23	127	SANTMYER ENERGY INC	FY23 SUPER BLANKET	\$ 7,660.31
105155	03/02/23	22787	SMITHVILLE HISTORIC	RENT \$360/MONTH - P	\$ 1,125.00
105156	03/02/23	22537	SQUIRE PATTON & BOG	LEGAL SERVICE	\$ 1,260.00
105157	03/02/23	22789	STAPLES ADVANTAGE	OPEN PO FOR STAPLES	\$ 7.43
105157	03/02/23	22789	STAPLES ADVANTAGE	OPEN PO TO STAPLES	\$ 7.44
105157	03/02/23	22789	STAPLES ADVANTAGE	SUPER BLANKET PO FO	\$ 40.41
105157	03/02/23	22789	STAPLES ADVANTAGE	FFA SUPPLIES- OFFIC	\$ 39.12
105158	03/02/23	10000525	YMCA OF WAYNE COUNT	22-23 SCHOOL YEAR-	\$ 1,868.61
105160	03/06/23	10000934	ABECEDARIAN ABC LLC	ENGLISH UPPERCASE L	\$ 63.00
105160	03/06/23	10000934	ABECEDARIAN ABC LLC	ENGLISH LOWERCASE L	\$ 63.00
105160	03/06/23	10000934	ABECEDARIAN ABC LLC	ENGLISH UPPERCASE M	\$ 27.45
105160	03/06/23	10000934	ABECEDARIAN ABC LLC	ENGLISH LOWERCASE M	\$ 27.45
105160	03/06/23	10000934	ABECEDARIAN ABC LLC	ENGLISH LOWERCASE A	\$ 22.95
105160	03/06/23	10000934	ABECEDARIAN ABC LLC	SHIPPING 10%	\$ 20.39
105161	03/06/23	7047	ALSTAGE LIGHTING &	AUDIO TECHNICA HEAD	\$ 1,408.00
105161	03/06/23	7047	ALSTAGE LIGHTING &	ESTIMATED SHIPPING/	\$ 25.00
105162	03/06/23	10000804	BRICKYARD CERAMICS	CERAMICS SUPPLIES -	\$ 16.65
105162	03/06/23	10000804	BRICKYARD CERAMICS	CERAMICS SUPPLIES -	\$ 582.11
105163	03/06/23	9601	BRIGHTSPEED	FY22 SHS TELEPHONE	\$ 503.04
105163	03/06/23	9601	BRIGHTSPEED	FY22 GMS TELEPHONE	\$ 267.44
105163	03/06/23	9601	BRIGHTSPEED	FY22 GES TELEPHONE	\$ 158.42
105163	03/06/23	9601	BRIGHTSPEED	FY22 FH TELEPHONE S	\$ 221.11
105163	03/06/23	9601	BRIGHTSPEED	FY22 BUS GARAGE TEL	\$ 59.00
105164	03/06/23	9647	C R BLOOMS LLC	FLOWERS FOR VARIOUS	\$ 40.00
105165	03/06/23	10000308	CLOVERLEAF HIGH SCH	WINTER SPORTS ENTRY	\$ 40.00
105166	03/06/23	10000936	COMPUTER SPORTS MED	NEW BUINSNESS ACCOUN	\$ 300.00
105167	03/06/23	209	MARTIN PUBLIC SEATI	DISTRICT CHAIRS, AD	\$ 3,780.53
105168	03/06/23	7228	ALL AMERICAN COMPAN	FOOTBALL SUPER BLAN	\$ 1,539.32
105169	03/06/23	9632	RUSH TRUCK CENTER,	FY23 BUS MAINTENANC	\$ 410.32
105170	03/06/23	10000913	SOUTHWAY FENCE CO.	MATERIAL & LABOR TO	\$ 7,950.00
105171	03/06/23	357	STANTON'S SHEET MUS	BLANKET PURCHASE OR	\$ 93.12
105172	03/06/23	25043	WOOSTER COMMUNITY H	FY 23 ATHLETIC TRAI	\$ 2,780.00
105173	03/09/23	7193	AMAZON.COM	BLANKET PO FOR SUPP	\$ 174.93
105173	03/09/23	7193	AMAZON.COM	COSTUMES AND PROPS	\$ 49.99
105173	03/09/23	7193	AMAZON.COM	ALESON ATHLETIC SOF	\$ 340.80
105174	03/09/23	5300	BERKEY TROPHIES/BET	SPORT TROPHY SUPER	\$ 95.00
105175	03/09/23	9412	CARDINAL BUS SALES	FY23 BUS MAINTENANC	\$ 2,757.82
105176	03/09/23	4183	LOWE'S	FY23 CUSTODIAL SUPP	\$ 249.17
105176	03/09/23	4183	LOWE'S	FY23 MAINTENANCE SU	\$ 282.20
105176	03/09/23	4183	LOWE'S	METAL AND WOOD SUPP	\$ 91.37
105176	03/09/23	4183	LOWE'S	SUPER BLANKET FOR W	\$ 351.23
105176	03/09/23	4183	LOWE'S	4' X 8' POPLAR SAND	\$ 34.13
105176	03/09/23	4183	LOWE'S	1/4" PLYWOOD 4' X 8	\$ 24.70
105176	03/09/23	4183	LOWE'S	CONTACT CEMENT 32 F	\$ 18.43
105176	03/09/23	4183	LOWE'S	COSTUMES AND PROPS	\$ 547.84
105177	03/09/23	560	M.CONLEY COMPANY	SUPPLIES/CLEANING	\$ 1,313.98
105178	03/09/23	14155	MEDPRO GROUP	FY23 BUS DRIVERS PH	\$ 118.75
105179	03/09/23	10000572	MENARDS	SUPPLIES - BASKETS,	\$ 693.57
105179	03/09/23	10000572	MENARDS	METAL AND WOOD SUPP	\$ 100.59
105179	03/09/23	10000572	MENARDS	CLASSROOM SUPPLIES-	\$ 43.51
105179	03/09/23	10000572	MENARDS	CLASSROOM SUPPLIES-	\$ 169.86
105180	03/09/23	10000724	MONITRONICS INTERNA	FY23 DIST. FIRE ALA	\$ 341.79
105181	03/09/23	10000024	U.S. POSTAL SERVICE	BULK MAILING PERMIT	\$ 290.00
105182	03/09/23	6556	WHITE'S MAIBACH FOR	FY23 OTHER VEHICLE	\$ 655.15
105183	03/10/23	10000940	AMANDA GASSER	MCKENZIE FFA REFUND	\$ 200.00
105184	03/10/23	10000941	MARISSA ZUERCHER	HUNTER FFA REFUND	\$ 100.00
105185	03/15/23	7193	AMAZON.COM	BLANKET PO FOR SUPP	\$ 61.93
105185	03/15/23	7193	AMAZON.COM	MEGATEK MULTI REGIO	\$ 79.90
105185	03/15/23	7193	AMAZON.COM	SUPER BLANKET PO FO	\$ 6.89
105185	03/15/23	7193	AMAZON.COM	SUPER BLANKET PO FO	\$ 28.82
105186	03/15/23	10000013	BARNES & NOBLE BOOK	K-12 CLASSROOM BOOK	\$ 2,203.36
105187	03/15/23	425	BUEHLER'S INC.	GROCERIES FOR FOODS	\$ 61.03
105188	03/15/23	9680	CHAMPAIGN COUNTY FF	CAREER DEVELOPMENT	\$ 40.00

**GREEN LOCAL SCHOOLS
MARCH 2023 CHECK REGISTER**

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	NAME	DESCRIPTION	TRANSACTION AMOUNT
105189	03/15/23	10000578	DISTRICT 8 FFA	CAREER DEVELOPMENT	\$ 100.00
105190	03/15/23	581	DOMINION EAST OHIO	490 S SUMMIT - BUS	\$ 63.64
105190	03/15/23	581	DOMINION EAST OHIO	484 E MAIN - VO-AG	\$ 572.32
105190	03/15/23	581	DOMINION EAST OHIO	599 N SUMMER - NEW	\$ 1,164.99
105191	03/15/23	11023	EJ THERAPY	FY23 OCCUPATIONAL T	\$ 5,018.75
105192	03/15/23	598	FRIENDLY WHOLESAL	CONCESSION STAND IT	\$ (294.63)
105192	03/15/23	598	FRIENDLY WHOLESAL	CONCESSION STAND IT	\$ 294.63
105193	03/15/23	14540	ILLUSIONS SCREENPRI	FFA ITEM PERSONALIZ	\$ 78.00
105194	03/15/23	10000261	JOSTENS	SUPER BLANKET PURCH	\$ 432.59
105195	03/15/23	15775	KIMBLE RECYCLING&DI	FY23 SUPER BLANKET	\$ 854.37
105195	03/15/23	15775	KIMBLE RECYCLING&DI	FY23 SUPER BLANKET	\$ 10.00
105196	03/15/23	17412	MARYSVILLE FFA ALUM	CAREER DEVELOPMENT	\$ 10.00
105197	03/15/23	10000810	MASSILLON CONSTRUCT	CONSTRUCTION BERKEY	\$ 61,535.09
105198	03/15/23	10000874	MOBILE GLASSBLOWING	ADDITIONAL CRATING	\$ 1,579.50
105198	03/15/23	10000874	MOBILE GLASSBLOWING	GLASSBLOWING FURNAC	\$ 1,973.78
105198	03/15/23	10000874	MOBILE GLASSBLOWING	GLASSBLOWING FURNAC	\$ 859.22
105198	03/15/23	10000874	MOBILE GLASSBLOWING	ESTIMATED SHIPPING/	\$ 905.72
105198	03/15/23	10000874	MOBILE GLASSBLOWING	ESTIMATED SHIPPING/	\$ 394.28
105199	03/15/23	18105	NEFF COMPANY	ATHLETIC SUPPLIES S	\$ 40.95
105200	03/15/23	18657	QUADIENT FINANCE US	POSTAGE	\$ 200.00
105201	03/15/23	10000587	PEARL VALLEY CHEESE	FUNDRAISER- FRUIT	\$ 585.30
105202	03/15/23	10000570	PETTY CASH ON BEHAL	UPS SHIPMENT - LIGH	\$ 40.06
105202	03/15/23	10000570	PETTY CASH ON BEHAL	APPRECIATION BREAKF	\$ 36.40
105202	03/15/23	10000570	PETTY CASH ON BEHAL	8X10 PHOTO	\$ 2.84
105203	03/15/23	829	QUILL CORPORATION	SENTRY SAFE	\$ 284.38
105203	03/15/23	829	QUILL CORPORATION	SUPER BLANKET OFFIC	\$ 104.53
105203	03/15/23	829	QUILL CORPORATION	SUPER BLANKET OFFIC	\$ 282.41
105204	03/15/23	10000719	SCHOOL SPECIALTY LL	WEIGHT ROOM BOARDS	\$ 1,746.50
105204	03/15/23	10000719	SCHOOL SPECIALTY LL	WEIGHT ROOM BOARDS	\$ 303.54
105205	03/15/23	22789	STAPLES ADVANTAGE	SUPER BLANKET PO FO	\$ 53.24
105205	03/15/23	22789	STAPLES ADVANTAGE	SUPER BLANKET PO FO	\$ 83.94
105205	03/15/23	22789	STAPLES ADVANTAGE	SUPER BLANKET PO FO	\$ 100.16
105206	03/15/23	4738	VILLAGE OF SMITHVIL	BUS GARAGE / WATER	\$ 73.10
105220	03/21/23	7193	AMAZON.COM	SIDASU FORKLIFT SAF	\$ 216.59
105220	03/21/23	7193	AMAZON.COM	PALMER SAFETY FALL	\$ 51.90
105220	03/21/23	7193	AMAZON.COM	BLANKET PO FOR SUPP	\$ 156.89
105220	03/21/23	7193	AMAZON.COM	SUPER BLANKET PO FO	\$ 22.60
105220	03/21/23	7193	AMAZON.COM	TWO POCKET PORTFOLI	\$ 18.99
105220	03/21/23	7193	AMAZON.COM	TWO POCKET PORTFOLI	\$ 37.98
105221	03/21/23	26268	AMERICAN FIDELITY A	2022 ESTIMATED 50%	\$ 224.00
105222	03/21/23	7359	ASHLAND FFA ALUMNI	CAREER DEVELOPMENT	\$ 60.00
105223	03/21/23	10000877	COMMERCIAL KITCHENS	FY23 CAFETERAI REPA	\$ 175.00
105224	03/21/23	26174	DIRECT ENERGY BUSIN	480 E MAIN - VO-AG	\$ 759.60
105224	03/21/23	26174	DIRECT ENERGY BUSIN	490 S SUMMIT - BUS	\$ 62.42
105224	03/21/23	26174	DIRECT ENERGY BUSIN	599 N SUMMIT - NEW	\$ 1,259.49
105225	03/21/23	598	FRIENDLY WHOLESAL	CONCESSION STAND IT	\$ 288.68
105226	03/21/23	10000012	MVD SPORTS	MEN'S BASEBALL COAC	\$ 249.75
105226	03/21/23	10000012	MVD SPORTS	HOMEFIELD JACKET WI	\$ 251.75
105226	03/21/23	10000012	MVD SPORTS	SOCKS	\$ 212.00
105227	03/21/23	6535	NATIONAL FFA ORGANI	FFA MALL SUPPLIES-	\$ 86.40
105227	03/21/23	6535	NATIONAL FFA ORGANI	FFA EVENT COSTS	\$ 480.20
105228	03/21/23	278	PELLEGRINO MUSIC CE	DRUMS AND COVERS- S	\$ 1,535.00
105228	03/21/23	278	PELLEGRINO MUSIC CE	OPEN PO FOR BAND SU	\$ 334.35
105229	03/21/23	829	QUILL CORPORATION	SUPER BLANKET OFFIC	\$ 30.58
105230	03/21/23	21155	REALLY GOOD STUFFIN	STORE MORE DEEP POC	\$ 269.97
105231	03/21/23	546	SAYRE HOSPITALITY G	STAFF LUNCHEON	\$ 100.00
105232	03/21/23	10000935	SOCIAL THINKING PUB	WE THINKERS 2 VOLUM	\$ 1,374.95
105232	03/21/23	10000935	SOCIAL THINKING PUB	SHIPPING AND HANDLI	\$ 74.18
105233	03/21/23	10000938	STRONGSVILLE SOCCER	REGISTRATION FOR ST	\$ 500.00
105234	03/21/23	10000691	TROYER SIGNS INC	GRAPHICS FOR CAREER	\$ 845.00
105235	03/21/23	7430	WAYNE CO ATHLETIC L	BASKETBALL FEES	\$ 5,234.00
105236	03/24/23	9690	ADVANCE AUTO PARTS	SUPER BLANKET PO23	\$ 251.87
105237	03/24/23	261	AMERICAN ELECTRIC P	599 N SUMMIT ST - N	\$ 10,139.66
105237	03/24/23	261	AMERICAN ELECTRIC P	FIELD HOUSE ELECTRI	\$ 34.46
105237	03/24/23	261	AMERICAN ELECTRIC P	SCHOOL FLASHERS	\$ 109.75
105238	03/24/23	26139	BOVILLE INDUSTRIAL	GES PLAYGROUND FENC	\$ 1,300.00
105239	03/24/23	598	FRIENDLY WHOLESAL	CONCESSION STAND IT	\$ 5.95
105240	03/24/23	10000790	HC SPORTS & APPAREL	BASEBALLS	\$ 445.00
105240	03/24/23	10000790	HC SPORTS & APPAREL	HATS	\$ 735.00
105241	03/24/23	17303	MAST-LEPLEY AG HARD	FY23 MAINTENANCE SU	\$ 191.68
105242	03/24/23	10000947	SHG COUNTRY EXPERIE	FLC BANQUET AT THE	\$ 2,430.00
105243	03/24/23	10000394	TREASURER OF STATE	FY23 MARC'S RADIO S	\$ 30.00
105244	03/24/23	10000082	WHISLER PLUMBING AN	FY23- HVAC ANNUAL M	\$ 7,975.00
105245	03/28/23	5300	BERKEY TROPHIES/BET	SPORT TROPHY SUPER	\$ 335.00
105246	03/28/23	10000877	COMMERCIAL KITCHENS	FY23 CAFETERAI REPA	\$ 265.00
105247	03/28/23	10000422	DAMON INDUSTRIES IN	SUPPLIES/CLEANING	\$ 5,878.80

**GREEN LOCAL SCHOOLS
MARCH 2023 CHECK REGISTER**

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	NAME	DESCRIPTION	TRANSACTION AMOUNT
105248	03/28/23	10000796	DAVID TIBBITTS	JASON RAFFLE- \$250,	\$ 250.00
105249	03/28/23	11083	EDGE DOCUMENT SOLUT	ITEM 04-ZX45-801G P	\$ 119.64
105249	03/28/23	11083	EDGE DOCUMENT SOLUT	ESTIMATED SHIPPING/	\$ 39.74
105250	03/28/23	26425	EDMENTUM INC	SEE ATTACHED QUOTE	\$ 690.80
105251	03/28/23	10000681	EMILY MARSHALL	JASON RAFFLE- \$250,	\$ 250.00
105252	03/28/23	11094	EXPERT T'S	BERKEY CLASSIC SHIR	\$ 429.50
105252	03/28/23	11094	EXPERT T'S	SHIRTS	\$ 1,194.00
105253	03/28/23	10000682	LYNDSY LAWLIS	JASON RAFFLE- \$250,	\$ 250.00
105254	03/28/23	17333	MARKERBOARD PEOPLE	30 DRY ERASE MARKER	\$ 0.27
105254	03/28/23	17333	MARKERBOARD PEOPLE	30 DRY ERASE MARKER	\$ 0.27
105254	03/28/23	17333	MARKERBOARD PEOPLE	30 DRY ERASE MARKER	\$ 0.26
105254	03/28/23	17333	MARKERBOARD PEOPLE	30 DRY ERASE MARKER	\$ 0.26
105254	03/28/23	17333	MARKERBOARD PEOPLE	30 DRY ERASE MARKER	\$ 0.26
105254	03/28/23	17333	MARKERBOARD PEOPLE	30 DRY ERASE MARKER	\$ 0.26
105254	03/28/23	17333	MARKERBOARD PEOPLE	30 DRY ERASE MARKER	\$ 0.26
105254	03/28/23	17333	MARKERBOARD PEOPLE	30 DRY ERASE MARKER	\$ 0.26
105254	03/28/23	17333	MARKERBOARD PEOPLE	30 DRY ERASE MARKER	\$ 0.26
105254	03/28/23	17333	MARKERBOARD PEOPLE	30 DRY ERASE MARKER	\$ 0.26
105254	03/28/23	17333	MARKERBOARD PEOPLE	ESTIMATED SHIPPING/	\$ 8.95
105255	03/28/23	17380	MT BUSINESS TECHNOL	FY 23 SUPER BLANKET	\$ 73.68
105256	03/28/23	10000012	MVD SPORTS	T-SHIRTS	\$ 350.00
105256	03/28/23	10000012	MVD SPORTS	ADDITIONAL SOFTBALL	\$ 199.25
105257	03/28/23	10000809	OAPT	OAPT CONFERENCE REG	\$ 400.00
105258	03/28/23	262	OHIO SCHOOL BOARDS	STATE LEGISLATIVE C	\$ 155.00
105259	03/28/23	22789	STAPLES ADVANTAGE	FY23 OFFICE SUPPLIE	\$ 42.51
105259	03/28/23	22789	STAPLES ADVANTAGE	FY23 OFFICE SUPPLIE	\$ 124.51
105259	03/28/23	22789	STAPLES ADVANTAGE	SUPER BLANKET OFFIC	\$ 471.57
105259	03/28/23	22789	STAPLES ADVANTAGE	OPEN PO TO STAPLES	\$ 65.65
105259	03/28/23	22789	STAPLES ADVANTAGE	OPEN PO FOR STAPLES	\$ 65.66
105259	03/28/23	22789	STAPLES ADVANTAGE	OFFICE CHAIRS FOR B	\$ 1,399.93
105260	03/28/23	10000486	STRS OHIO	REGISTRATION STRS T	\$ 25.00
105261	03/28/23	5391	BOUQUET SHOP II	CARNATIONS FOR SOPH	\$ 200.00
105262	03/28/23	10000948	TIMOTHY LYNN LAWLIS	JASON RAFFLE- \$250,	\$ 250.00
105263	03/28/23	10000628	TRIWAY ATHLETIC BOO	SPRING SPORT ENTRY	\$ 100.00
V998787	03/07/23	10000152	LYSA H BOOTHE	FY23 OVERNIGHT TRIP	\$ 60.18
V998788	03/07/23	6541	MIDLAND COUNCIL OF	EMIS CROSSCHECK LIC	\$ 1,750.00
V998789	03/07/23	414	TRI-COUNTY EDUCATIO	MIDDLE SCHOOL ART S	\$ 45.00
V998789	03/07/23	414	TRI-COUNTY EDUCATIO	HONORS BAND LUNCH	\$ 30.92
V998789	03/07/23	414	TRI-COUNTY EDUCATIO	FY23 ATHLETIC VOLUN	\$ 65.00
V998789	03/07/23	414	TRI-COUNTY EDUCATIO	SPEECH - MICHELLE B	\$ 6,566.24
V998790	03/17/23	900006	ARBITER PAY	SPRING OFFICIALS	\$ 5,000.00
V998791	03/17/23	10000735	CAFETERIA	SOUP FOR PARENT TEA	\$ 50.00
V998801	03/20/23	10000238	THE NUTRITION GROUP	FEBRUARY 2023	\$ 26,716.86
V998802	03/22/23	10000945	BETH S GERHART	FARM MACHINERY SHOW	\$ 200.00
V998803	03/22/23	414	TRI-COUNTY EDUCATIO	LEGAL FEES - PETERS	\$ 360.00
V998803	03/22/23	414	TRI-COUNTY EDUCATIO	SCANNING SERVICES-	\$ 1,510.00
V998804	03/24/23	24078	U.S.BANK EQUIPMENT	SHS COPIER RENTAL	\$ 850.19
V998804	03/24/23	24078	U.S.BANK EQUIPMENT	GMS COPIER RENTAL	\$ 850.19
V998804	03/24/23	24078	U.S.BANK EQUIPMENT	GES #1 COPIER RENTA	\$ 850.19
V998804	03/24/23	24078	U.S.BANK EQUIPMENT	GES #2 COPIER RENTA	\$ 850.20
V998804	03/24/23	24078	U.S.BANK EQUIPMENT	BOE COPIER	\$ 345.29
V998806	03/30/23	245202	VISA	NORTHEAST REGION CH	\$ 100.00
V998806	03/30/23	245202	VISA	BASA ANNUAL WOMEN I	\$ 219.29
V998806	03/30/23	245202	VISA	SUPER BLANKET PURCH	\$ 13.65
V998806	03/30/23	245202	VISA	SUPPLIES - BASKETS,	\$ 53.93
V998806	03/30/23	245202	VISA	HOTEL AND PARKING F	\$ 262.50
V998806	03/30/23	245202	VISA	ALDI GROCERIES FOR	\$ 182.64
V998806	03/30/23	245202	VISA	SOIL AND SUPPLIES G	\$ 699.68
V998806	03/30/23	245202	VISA	GREENHOUSE SUPPLIES	\$ 1,632.94
V998806	03/30/23	245202	VISA	JIMMY JOHNS SUBS FO	\$ 133.50
V998806	03/30/23	245202	VISA	VARIOUS ITEMS FOR M	\$ 65.55
V998806	03/30/23	245202	VISA	OPEN PO TO MICHAELS	\$ 95.11
V998806	03/30/23	245202	VISA	OPEN PURCHASE ORDER	\$ 34.19
V998806	03/30/23	245202	VISA	PANERA - STAFF LUNC	\$ 519.17
V998806	03/30/23	245202	VISA	WALMART SUPER BLAKE	\$ 776.10
V998806	03/30/23	245202	VISA	OPEN PO TO VISA TO	\$ 40.40
V998806	03/30/23	245202	VISA	HARBOR FREIGHT- TAB	\$ 436.19
V998806	03/30/23	245202	VISA	MUSICAL PROJECTIONS	\$ 799.00
V998806	03/30/23	245202	VISA	MUSICAL PROJECTIONS	\$ 499.00
V998806	03/30/23	245202	VISA	MUSICAL PROJECTIONS	\$ 158.00
V998806	03/30/23	245202	VISA	REPLACEMENT OF PO G	\$ 506.25
V998806	03/30/23	245202	VISA	MONTHLY FFA MEETING	\$ 275.48
V998806	03/30/23	245202	VISA	FFA EVENT COSTS	\$ 512.44
V998806	03/30/23	245202	VISA	HOTEL FOR DISTRICTS	\$ 422.90
V998807	03/31/23	10000217	FARMERS BANK	MONTHLY FEE	\$ 110.59
					\$ 262,265.68

Fund Number	Fund Name
001	General Fund
002	Bond Retirement Fund
003	Permanent Improvement
006	Food Service
007	Trust Funds
011	Greenhouse Fund
014	Rotary Fund
018	Principal Activity Account
019	Other Grants (AEP Stem)
022	Tournament Funds
034	Building Maintenance Fund
200	Student Managed Activities
300	District Managed Student Activities
451	Network Subsidy Grant
461	Voc Educ Enhancement (Agricultural Grant)
467	Student Wellness & Success Funds
499	Other State Grants
507	ESSER (Elem & Secondary School Emergency Relief)
516	IDEA B (ARP)
572	Expanding Opportunities Grant
598	Schoolwide Pool

SUNGARD K-12 EDUCATION
 DATE: 04/03/2023
 TIME: 10:35:30

SELECTION CRITERIA: ALL
 ACCOUNTING PERIOD: 9/23

GREEN LOCAL SCHOOL DISTRICT
 PRINT CONSOLIDATED BALANCE SHEET

PAGE NUMBER: 1
 STATMN71

ACCOUNT	TITLE	DEBITS	CREDITS
A10000	CASH	12,876,443.74	242,693.63
	TOTAL CASH	12,876,443.74	242,693.63
	TOTAL ASSETS	12,876,443.74	242,693.63
	TOTAL RES FOR ENC	.00	1,298,507.24
	TOTAL EXP CONTROL	15,641,999.25	.00
	TOTAL EXP BUD CONTROL	.00	17,685,669.06
	TOTAL ENC CONTROL	1,298,507.24	.00
	TOTAL REV CONTROL	.00	18,334,630.43
	TOTAL REV BUD CONTROL	21,108,427.57	.00
	TOTAL BUDGET FB	670,691.84	4,093,450.35
	TOTAL FUND BALANCE	.00	9,941,118.93
	TOTAL EQUITIES	38,719,625.90	51,353,376.01
	TOTAL REPORT	51,596,069.64	51,596,069.64

ACCOUNTING PERIOD : 9/23

FUND	SCC	DESCRIPTION	MTD RECEIPTS	FYTD RECEIPTS	MTD EXPENDITURES	FYTD EXPENDITURES	CURRENT FUND BALANCE	CURRENT ENCUMBRANCE	UNENCUMBERED FUND BALANCE
001		6,416,690.68	1,646,761.74	11,225,157.24	1,017,411.55	11,677,915.30	5,963,932.62	991,103.09	4,972,829.53
002		1,184,354.12	167,619.71	914,176.50	6,767.62	344,519.79	1,754,010.83	0.00	1,754,010.83
003		575,555.29	57,266.69	250,089.32	42,474.23	151,751.68	673,892.93	6,915.00	666,977.93
006		525,405.38	49,132.87	311,570.24	37,063.58	311,074.63	525,900.99	28,552.54	497,348.45
007		54,921.59	1,000.00	1,000.00	2,735.00	2,735.00	53,186.59	0.00	53,186.59
011		0.00	0.00	6,975.98	1,632.94	2,590.93	4,385.05	2,021.57	2,363.48
014		33.29	0.00	0.00	0.00	0.00	33.29	0.00	33.29
018		62,054.41	8,436.79	68,254.59	3,300.01	47,549.36	82,759.64	10,761.25	71,998.39
019		0.00	0.00	5,000.00	0.00	4,205.01	794.99	739.74	55.25
022		2,432.68	0.00	0.00	0.00	0.00	2,432.68	0.00	2,432.68
034		554,718.30	0.00	3,000,000.00	9,616.79	59,017.86	3,495,700.44	51,581.86	3,444,118.58
200		91,081.68	14,391.30	97,471.73	14,729.15	98,561.94	89,991.47	23,220.14	66,771.33
300		157,101.24	11,264.74	187,276.89	21,194.60	200,323.89	144,054.24	46,136.18	97,918.06
451		0.00	2,700.00	5,400.00	0.00	0.00	5,400.00	0.00	5,400.00

EFINANCEPLUS
 DATE: 04/03/2023
 TIME: 10:21:58
 SELECTION CRITERIA : ALL
 ACCOUNTING PERIOD : 9/23

GREEN LOCAL SCHOOL DISTRICT
 OH Cash Position Report

FUND SCC	DESCRIPTION BEGIN BALANCE	MTD RECEIPTS	FYTD RECEIPTS	MTD EXPENDITURES	FYTD EXPENDITURES	CURRENT FUND BALANCE	CURRENT ENCUMBRANCE	UNENCUMBERED FUND BALANCE
461	0.00	0.00	3,045.68	0.00	3,045.68	0.00	0.00	0.00
467	251,659.28	0.00	0.00	10,016.01	171,691.30	79,967.98	56,220.20	23,747.78
507	2,697.35	4,220.08	986,636.51	65,383.52	1,054,717.38	-65,383.52	65,148.77	-130,532.29
516	0.00	3,122.94	23,241.58	0.00	25,893.30	-2,651.72	14,246.82	-16,898.54
572	0.00	0.00	0.00	690.80	1,690.80	-1,690.80	214.00	-1,904.80
598	62,413.64	186,350.71	1,246,706.17	166,200.10	1,482,087.40	-172,967.59	1,646.08	-174,613.67
599	0.00	0.00	2,628.00	2,628.00	2,628.00	0.00	0.00	0.00
GRAND TOTALS:		2,152,267.57	18,334,630.43	1,401,843.90	15,641,999.25	12,633,750.11	1,298,507.24	11,335,242.87

eFinance Plus Balancing
March 2023

Account Balances	
Farmer's Bank	\$ 649,889.41
Farmer's Bank - Sweep	\$ 6,528,045.50
Star Ohio	\$ 1,394,211.14
Star Ohio-Building Fund	\$ 799,162.36
Total	\$9,371,308.41

Investments	\$0.00
Treas. & Bonds	\$0.00
COD-5/3 Securities	\$3,348,433.15
Other Securities	

Total	\$3,348,433.15
--------------	-----------------------

Cash in Transit - EZ Pay	\$1,508.00
Payroll Quarterly Deduction	\$0.00
NSF Checks - to be collected	\$10.00
Interest not yet recorded	\$0.00
Deposit in Transit	-\$1,062.33
Petty Cash	\$100.00
Change Funds	\$2,250.00
Total	\$2,805.67

Total	\$0.00
--------------	---------------

Outstanding Checks	-\$88,797.12
--------------------	--------------

Bank Balances	\$12,633,750.11
---------------	-----------------

eFinance Plus

Fund Balance	\$12,633,750.11	CASH POSITION REPORT
--------------	-----------------	----------------------

Not Balanced amount	\$0.00
---------------------	--------

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip FFA State Convention
Proposed Departure Date 5-3-2023 Return Date 5-5-2023
Proposer Stephen Heppe Position Ag Teacher
Date by which response is needed Asap Proposal Date 4-12-2023

A. Purpose

1. What is the major place to be visited or event to be attended?

Ohio FFA Convention

2. How is the trip related to the educational program of the District?

Annual convention of FFA members where they learn about advances in agriculture, leadership opportunities, and meet members from across Ohio.

3. In what ways will the students benefit?

At convention they will meet fellow FFA Members, have opportunities to explore different careers, and will learn from different learning sessions throughout the convention.

4. In what ways will the District benefit?

Leadership skills that will broaden views of students.

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

Discussion with the students about their experiences.

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?
Any High School Ag Education Student
2. How many students in total?
Around 30
3. How many students are currently experiencing academic problems?
2 at this time - unless grades are raised they will not be able to participate
4. Which staff member will be in charge?
Stephen Heppe
5. What previous experience has the staff member had in conducting overnight or extended field trips?
Many Overnight Summer Camps and 7-10 overnight school trips
6. What other staff members will be going?
none at this time - We are staying at a hotel with other Wayne County Schools
7. How many chaperones, in addition to staff members, will be going?
1
8. What are their names and affiliations with the students?
Leah Winchell- Spring 2023 student teacher in Ag
9. How many school days will be missed?
2 Full School days
10. How will teachers be advised in advance that the students will be out of school?
All teachers will have the opportunity to sign off for each student. They will receive emails.

C. School Work

1. How will missed work be made up?

Students will work with their teachers and turn it in ahead of the trip

2. What special assistance will be provided students with academic problems?

If needed I can provide additional tutoring.

D. Itinerary

1. What is the destination?

Columbus, Ohio and surrounding area

2. What will be the mode of transportation? What liability insurance does the carrier have?

GLS - School Bus

3. Where will the group be housed and fed?

Drury Inn - 6170 Parkcenter Cir, Dublin, OH 43017
Fed in Various locations

4. What enroute or supplementary activities are planned?

Community Service, area activities, trip to OSU Campus

5. What arrangements have been made for dealing with emergency situations?

Following all school board and FFA Policies.

6. What arrangements have been made for administering necessary medications to students while on this trip?

Schools medical training and worked with the school's nurse for proper training of any medical needs.

7. If tour guides are involved, what liability insurance do they carry?

N/A

E. Finances

1. What is the estimated total cost and cost per student?

\$140

2. What is the source of funds?

FFA Activity Fund

3. How will the funds be collected and safeguarded?

FFA Activity Fund - School Policies

4. How will any shortfall be made up or excess funds used?

The FFA Alumni and the FFA account

5. What provision has been made for students who are financially unable to pay any necessary costs?

The FFA Alumni will help fund any shortfalls

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?


Parents will receive a copy of the program of activities, my contact info, and Facebook will be updated with photos and current activities throughout the trip

2. List telephone numbers at destination and where group will be housed.

Heppe - 330-249-1234
 Drury Hotel: 614-798-8802

3. What information will be provided to the media and the community?

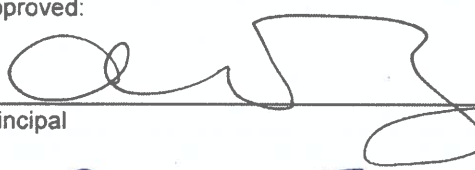
An article will be sent out to the local papers and published on Facebook and Instagram



 Signature of the Requestor

4-12-2023
 Date

Approved:



 Principal

4/12/2023
 Date



 Superintendent

4-12-23
 Date

 Board of Education

 Date

11/2/18

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip Boys Basketball Team Camp
Proposed Departure Date 06/18/23 Return Date 06/20/23
Proposer Corey Kaufman Position Varsity Basketball Coach
Date by which response is needed asap Proposal Date 4/6/2023

A. Purpose

1. What is the major place to be visited or event to be attended?
Eastern Ohio Boys Basketball Camp

2. How is the trip related to the educational program of the District?
Develops our boys basketball teams by having them play against quality competition in scenarios that promote team and toughness.

3. In what ways will the students benefit?
Students will be given opportunity to be with their teammates away from school which helps them grow as a team.

4. In what ways will the District benefit?
District benefits from the qualities in which the students develop in trips like this. Our students come away a better team and more responsible individuals and we think this benefits them as students and citizens.

5. How will the trip be evaluated to determine the extent to which these benefits were realized?
Coaches will meet after each sessions to determine team play. The camp comes at the end of the Summer which allows to evaluate where our team is at based off how they perform against various competition and styles of play.

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?
HS Boys - Grades 9-12 which will be put into 2 teams.
2. How many students in total?
18-20
3. How many students are currently experiencing academic problems?
None
4. Which staff member will be in charge?
Head Coach - Corey Kaufman
5. What previous experience has the staff member had in conducting overnight or extended field trips?
Eastern Ohio Boys Basketball Camp 3x
Western Ohio Trip in the Fall 2x
State Tournament Trips 2x
6. What other staff members will be going?
Freshman Basketball Coach - Jace Watts
Assistant Basketball Coach - Josh Piatt
7. How many chaperones, in addition to staff members, will be going?
None
8. What are their names and affiliations with the students?
NA
9. How many school days will be missed?
None
10. How will teachers be advised in advance that the students will be out of school?
Event will occur in the Summer outside of school time.

C. School Work

1. How will missed work be made up?
No work will be missed.

2. What special assistance will be provided students with academic problems?
No work will be missed.

D. Itinerary

1. What is the destination?
8155 Dawn Rd SW, Sherrodsville, OH 44675

2. What will be the mode of transportation? What liability insurance does the carrier have?
School Bus to drop off and then pick up the students.

3. Where will the group be housed and fed?
Students will be housed in dormitories on the campus.

4. What enroute or supplementary activities are planned?
There are no plans for anything enroute or supplementary.

5. What arrangements have been made for dealing with emergency situations?
CPR Training along with medical personnel on campus to address these situations.

6. What arrangements have been made for administering necessary medications to students while on this trip?
Coaches will be made aware of any necessary medications of the students and make sure the students take medication at the correct time.

7. If tour guides are involved, what liability insurance do they carry?
There will not be tour guides.

E. Finances

1. What is the estimated total cost and cost per student?
3,9000 - 4,200.00 with that being reduced to 1,200.00 - 1,500.00 with funds from the basketball account. This comes to approximatley \$65-70 per student.

2. What is the source of funds?
Our basketball account.

3. How will the funds be collected and safeguarded?
A PO form will be filled out and then be used to write a check to the camp - Leaf Solution

4. How will any shortfall be made up or excess funds used?
Excess funds will be used for future basketball trips/equipment.

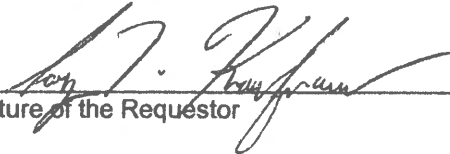
5. What provision has been made for students who are financially unable to pay any necessary costs?
Students who are unable to pay will be paid for with funds from the basketball account.

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?
Parents will be given a form/waiver with all information on the camp. The groupme application will be used to maintain communication.

2. List telephone numbers at destination and where group will be housed.
(740) 269-4444 - Eastern Ohio Basketball Camp
Group will be housed on campus at Eastern Ohio Basketball Camp.

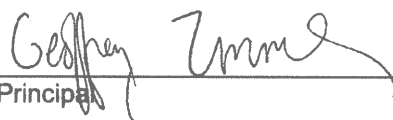
3. What information will be provided to the media and the community?
No information will be provided to the community/media.



Signature of the Requestor

4/6/23

Date

Approved:


Principal

4/10/23

Date

Superintendent

Date

Board of Education

Date

11/2/18

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Introduction

This Classified Employee Handbook is provided for non-administrative non-teaching employees, herein known as “Classified Employees,” not covered by an existing collective bargaining agreement in the Green Local School District. It is not intended to be a contract of employment but is provided as a resource for classified employees.

The Green Local School District Board of Education reserves the right to determine, for the best interest of the District, whether classified employees are employed directly by the Board of Education or employed through the Tri-County Educational Service Center (ESC). For purposes of this handbook, Section A covers “conditions of employment” and pertains to ALL classified employees. Those staff members who are contracted through the Tri-County ESC are exempt from Sections C (Compensation) and D (Benefits). Tri-County ESC classified employees are hired based upon agreed upon salary at the time of employment and offered benefits, including leave benefits, per the eligibility determined by the ESC.

SECTION A

CONDITIONS OF EMPLOYMENT

1. EMPLOYMENT OF CLASSIFIED PERSONNEL

The Board of Education recognizes that it is vital to the successful operation of the District that all positions in the District created by the Board be filled with qualified and competent personnel.

The Board shall approve the employment, fix the initial compensation, and establish the term of employment for each person employed by the District.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

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

The employment of classified employees prior to approval by the Board is authorized when their employment is required to maintain continuity of services in the District. Retroactive employment shall be recommended to the Board at the next meeting.

2. CRIMINAL HISTORY RECORD CHECK

To safeguard students and staff members, the Board of Education, in compliance with Ohio Law, requires an inquiry into the background of each applicant the Superintendent recommends for employment on the District's classified staff. This requirement includes all substitutes, persons employed on a part-time basis such as coaches or activity supervisors, who may have care, custody, or control of students. It is not required of any currently-employed staff member who is a candidate for another position in the District.

The Superintendent shall facilitate a records check that complies with the law and ensures that the applicant is properly informed of the requirement to obtain a BCI and FBI criminal background records check prior to recommendation for employment.

The guidelines shall also ensure that any information and records obtained from such inquiries is confidential and shall not be released or disseminated.

As required by law, once employed, staff members will be required to update the FBI criminal background check every five years.

3. PARAPROFESSIONAL LICENSE AND EDUCATIONAL AIDE PERMIT

All classroom aides or special education aides must present an educational aide permit issued by the Department of Education at the time of employment.

Classroom aides assigned to assist in Title I programs, or as special education aides, must hold a paraprofessional license.

Information on obtaining a paraprofessional license or educational aide permit can be found at www.youresc.k12.oh.us or <https://education.ohio.gov/>.

4. WORK CALENDAR

The work calendar will be established using the Board of Education adopted school calendar for each fiscal year, July 1 through June 30. For classified staff members employed for 260 days, scheduled workdays are regardless of attendance of students. For employees working less than 260 days, work calendars will be established and shared with each staff member by the Payroll Department by July 1 each year. For those positions hired to work solely on student days, (cafeteria staff excluding the supervisor, classroom aides, special education aides, playground aides and study hall monitors etc.), paid work days shall only be those days in which students report for school, paid holidays, and any days noted specifically on the work calendar such as Convocation Day. This applies to all classified staff members whether employed by the Green Local School District or the Tri-County ESC. Any additional attendance that may be requested for work (i.e. professional development days) will be compensated in addition to the work calendar.

5. WORKING PERIODS

The periods of work required of the classified staff shall be clearly specified to ensure the smooth and regular operation of the District.

The Board of Education reserves the right to specify the working hours for classified employees.

The Superintendent shall apply uniformly throughout the schools of the District, except as otherwise specified in policy, the working periods for classified employees.

6. EMPLOYMENT CONTRACT

The Board of Education requires for the mutual protection of the District and the employee, that every newly-employed person in a classified position, including regular hourly rate and per diem employees, sign an initial employment contract for a period of not more than one year.

The employment contract shall include the term for which employment is contracted, the salary, and such other matters as may be necessary to a full and complete understanding of the contract. In order to ensure employment, the applicant must sign the contract and abide by the policies of the Governing Board which pertain to him/her.

~~Employees who are rehired shall be offered a two-year contract. After completion of the two-year contract, if the employee is rehired, the employee shall be on a continuing contract, and the salary provided in the last contract shall be matched or increased but may not be reduced unless such reduction is part of a uniform plan affecting all classified employees of the District.~~

~~Notice of contract renewal must be given annually to each classified employee on or before June 1.~~

If classified staff are rehired, their three (3) subsequent contracts shall be for a period of two (2) years each. At the end of the third of these two (2) year contracts, if the classified staff member is renewed, it will be under a continuing contract.

Notice of the Board's intention not to re-employ a classified staff member shall be given on or before the first day of June.

Annual salary notices for the succeeding contract year shall be provided to classified staff no later than the first day of July.

Salaries provided to classified staff by contract may not be reduced unless such reduction is part of a uniform plan affecting the nonteaching employees of the entire District.

7. ASSIGNMENT AND TRANSFER

The Board of Education believes that the careful placement of classified staff within the District is vital to the utilization of qualified and competent classified staff for the successful functioning of the District.

Responsibility for the assignment and transfer of classified staff members shall be vested in the Superintendent.

8. OUTSIDE ACTIVITIES OF EMPLOYEES

The Board of Education recognizes that employees of the District enjoy private lives and may associate with others outside of school for political, economic, religious, cultural or personal reasons. Staff members should avoid situations when their personal interests, activities, and associations may threaten a staff member's effectiveness and performance of his/her duties as an employee in the District.

Staff members may not dedicate work time to an outside interest, activity, or association. Staff members may not use school property or school time to solicit or accept customers for

private enterprises. Staff members may not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her employment in the District or benefit financially from confidential information that the staff member has obtained or may obtain by reason of his/her position.

Staff members may not campaign on school property during working hours on behalf of any political issue, or candidate for local, State, or National office. The constitutional right to express political and other opinions as citizens is reserved to all employees.

9. ATTENDANCE

Attendance is an important factor in the successful operation of any school district and in maintaining continuity of the education program. The Board of Education is vitally interested in the attendance of each employee and considers regular attendance important criterion for satisfactory job performance and professional behavior.

The privilege of District employment imposes on each employee the responsibility to be on the job on time each scheduled workday. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents, both on and off the job, and manage personal affairs in order to satisfy District attendance requirements.

Classified staff members are expected to report anticipated absences (doctor appointments etc.) as soon as they are able to their immediate supervisor or supervisor's designee. In the event that staff members are not able to give advance notice of an absence, the supervisors are to be notified as early as possible on the day of an absence in order to secure an appropriate substitute. All staff members will be provided with the contact information for reporting absences by their immediate supervisor. Requirements such as electronic reporting or timesheet log of absences will be instructed by the Treasurer's Office on an annual basis, or when procedures change. Failure to report absences in a timely manner may result in disciplinary action.

10. LAYOFFS OF CLASSIFIED EMPLOYEES

It is the necessary responsibility of the Board of Education to provide the staff necessary for the operation of the District, consistent with the responsibility of the Board to its constituency for the judicious allocation of its resources.

The Board reserves the right, in accordance with statute, to abolish any existing position in whole or in part or to reduce the number of employees in such positions.

The Superintendent shall recommend to the Board for its deliberation the abolishment of existing positions.

All classified personnel shall be selected for layoff in accordance with length of service in the District, within the job classification of the position being abolished or reduced.

Any employee shall be notified by June 15, or 60 days prior to the effective date of layoff, if she/he is not to be reemployed:

Recall shall be by the following method:

1. Any employee whose contract is suspended as a result of a reduction in staff shall be placed on a recall list based upon seniority. Seniority is defined as length of continuous service to the District.
2. Whenever a position must be filled, the employee laid off with the most seniority for that job classification shall be recalled.
3. The Board shall give written notice of recall by a certified restricted delivery letter to the employee at the last known address. It shall be the responsibility of each employee to notify the Treasurer of the Board of any change of address.
4. Within ten (10) business days of the returned certificate of a certified delivery of offer to return to employment, the employee shall accept the position by replying in writing or it shall be determined that he/she has declined the position.
5. No new staff member shall be hired until all staff on reduction who were in that job classification have been offered an opportunity in writing to return to active employment in accordance with this section.
6. Employees returning to employment after a reduction shall resume his/her previous contract status, seniority, salary, and benefits.
7. If an employee declines an offer to return, or does not answer a request to return, or does not keep their address current with the Treasurer's Office, or was on a limited contract and has been on the recall list for twenty-four (24) months, said person shall be removed from the recall list and the Board shall have no further obligation to the person.
8. Nothing contained herein shall abridge the Board's right to non-renew the limited contract of an employee.

SECTION B

POLICIES, PROCEDURES & PRACTICES

1. LIABILITY AND LIABILITY INSURANCE

- A. The Board provides liability plan insurance for employees of the District.
- B. The Board, under Ohio's Sovereign Immunity Law (Chapter 2744 ORC), shall assume liability incurred by an employee while acting in the scope of his/her employment.

2. COMMUNICATION

The Board's primary method of communicating with staff is verbally through immediate supervisors, or by district email. Each staff member is provided a district email account and is expected to check it at least weekly. Other access to district information is available through the website. Emergency notices to staff are available through the use of a district wide alert system, including WQKT, Fox 8 TV, and One Call Now.

3. ANNUAL TRAINING

Annually the District will require classified staff members to complete training through SafeSchools, or another means of meeting annual training requirements. From time to time, Board policies and District procedures and practices will be included in the required SafeSchools training. However, this in no way exempts classified staff from the responsibility of reviewing all of the applicable policies listed below.

4. BOARD POLICY

All classified employees are to familiarize themselves with the Green Local School District Board of Education policies found at www.green-local.org. Below is a list of policies that pertain to classified staff. Other important policies can be found in sections covering District operations, finance, program, administration, property and relations. Concerns or questions about policies should be directed to the employee's immediate supervisor. In cases of alleged harassment, concerns should be brought to the attention of either the Superintendent, or the Director of Curriculum & Special Education.

POLICIES: 4000 - CLASSIFIED STAFF -

(Staff Members are encouraged to check the District website for a complete list of Board policies)

- ▣ 4010 Classified Personnel
- ▣ 4110 Job Classifications
- ▣ 4111 Creating a Position
- ▣ 4112 Board-Staff Communications
- ▣ 4113 Conflict of Interest
- ▣ 4120 Employment of Classified Personnel
- ▣ 4120.04 Employment of Substitutes
- ▣ 4120.08 Employment of Personnel for Co-Curricular/Extra-Curricular Activities
- ▣ 4120.09 Volunteers
- ▣ 4121 Criminal History Record Check
- ▣ 4122 Nondiscrimination and Equal Employment Opportunity
- ▣ 4122.01 Drug-Free Workplace
- ▣ 4122.02 Nondiscrimination Based on Genetic Information of the Employee
- ▣ 4123 Section 504/ADA Prohibition Against Disability Discrimination in Employment
- ▣ 4124 Employment Contract
- ▣ 4130 Assignment and Transfer
- ▣ 4131 Reduction in Staff
- ▣ 4138 Suspension During Pending Criminal Actions
- ▣ 4139 Staff Discipline
- ▣ 4140 Termination or Resignation
- ▣ 4160 Physical Examination
- ▣ 4161 Unrequested Leaves of Absence/Fitness for Duty
- ▣ 4162 Drug and Alcohol Testing of CDL License Holders
- ▣ 4170 Substance Abuse
- ▣ 4200 Attendance
- ▣ 4210 Staff Ethics
- ▣ 4211 Whistleblower Protection
- ▣ 4213 Student Supervision and Welfare
- ▣ 4214 Dress Code for Cafeteria Personnel
- ▣ 4215 Use of Tobacco by Classified Staff
- ▣ 4216 Staff Dress and Grooming
- ▣ 4217 Weapons
- ▣ 4220 Evaluation of Employees
- ▣ 4231 Outside Activities of Classified Staff
- ▣ 4235 Jury Duty
- ▣ 4250 Working Periods
- ▣ 4281 Use of Employee's Personal Property at School
- ▣ 4340 Grievance Policy
- ▣ 4362 Anti-Harassment

- ☐ 4362.01 Threatening Behavior Toward Staff Members
- ☐ 4400 Salary Schedule
- ☐ 4400.04 Substitute Pay
- ☐ 4411 Placement on Salary Schedule
- ☐ 4413 Extra-Time
- ☐ 4415 Severance Pay
- ☐ 4419.01 Privacy Protections of Self-Funded Group Health Plans
- ☐ 4421.01 Group Health Insurance
- ☐ 4421.06 Group Life Insurance
- ☐ 4430.01 FMLA Leave
- ☐ 4430.03 Call to Active Duty Leave
- ☐ 4431 Uncompensated Leave
- ☐ 4432 Sick Leave
- ☐ 4433 Vacation
- ☐ 4434 Holidays
- ☐ 4436 Personal Leave
- ☐ 4437 Military Service
- ☐ 4439 Assault Leave
- ☐ 4440 Job-Related Expenses
- ☐ 4531 Unauthorized Work Stoppage

5. BOARD’S ANTI-HARASSMENT POLICY

- A. Any classified school staff member who witnesses acts of harassment, intimidation, or bullying must promptly notify the his/her supervisor, the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.
- B. Any classified school staff member who receives student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify his/her supervisor, the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the supervisor, building principal or his/her designee. If the report is an informal complaint by a student that is received by an employee, s/he shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the supervisor, building principal or his/her designee.

SECTION C
COMPENSATION

1. PLACEMENT ON SALARY SCHEDULE

The Board of Education retains the authority to specify the salary of new positions and to determine the credit to be awarded for placement on an existing salary schedule.

In order to advance one (1) step on a salary schedule, an employee must have served at least one-half (1/2) of the prior contract year with the District. (Note: It is possible that an employee could receive a two (2) year contract but not move up on the salary schedule if his/her initial employment contract was for less than six (6) months.)

The Superintendent shall recommend to the Board of Education placement on the existing salary schedule for applicants for employment on the following basis:

- A. All applicants shall be recommended to start at step zero (0) on the existing salary schedule unless credit for advancement on the schedule is given under sections B and/or C of this paragraph.
- B. The Superintendent may recommend that applicants receive credit for placement on the salary schedule for past experience deemed to have benefit for the person's ability to perform the job the applicant would be hired to perform.

Past experience credit may be recommended on a year-for-year basis up to a maximum of ten (10) years.

- C. The Superintendent may recommend that applicants receive credit for placement on the salary schedule for service in the military of this country, one (1) year credit toward advancement for each full year (twelve (12) months) service to a maximum of four (4) years credit.
- D. Service to the District in one category on the salary schedule may be credited upon movement to another. Such determination shall be made as a part of the discussion in the next paragraph.

Prior to employment, the Superintendent or Superintendent's designee shall discuss this policy with the applicant. The applicant shall be informed of the placement on the salary schedule that will be recommended to the Board of Education. Upon signing an initial employment contract with the Board, the employee accepts the salary schedule placement listed as final and binding. This policy is effective on the date of passage, and its provisions are not retroactive.

Each classified employee shall be informed annually of his/her salary by July 1st. Salary step changes shall be made on July 1st of each year.

2. SALARY SCHEDULE

Current salary schedules are available in Appendix 3. The Board will adjust salaries in accordance with law and at such times as deemed prudent and necessary. If new salary schedules are adopted copies will be distributed to classified staff for inclusion in this handbook.

3. EXTRA TIME

It is the intention of the Board of Education to compensate classified employees for extra time worked when such is previously approved and properly worked.

No extra time shall be worked without the prior approval of the building principal or Superintendent, and no extra time will be paid without the prior approval of the building principal or Superintendent.

Compensation for extra time shall be monetary or compensatory time off.

Monetary compensation shall be at the rate of one and a half (1-1/2) times current annual hourly wages for work in excess of forty (40) hours per week.

Compensatory time off will be on the basis of one (1) hour for each hour of extra time worked.

Time off for any purpose will not be included when computing extra time.

4. JURY DUTY

The Board of Education will ensure all classified employees against loss of pay occasioned by a call to jury duty.

Should an employee be called for jury duty, she/he shall report same to the Treasurer. Employees called for jury duty shall be permitted to serve and will not be penalized in any way for doing so. They will receive full pay. If a check is received from the court, it must be endorsed and returned to the Treasurer for deposit.

While on jury duty, employees are required to report daily their schedule for the following day, and must report to work when excused for a day or more or suffer loss of pay.

The time spent on jury duty will not be charged against personal leave and will count as time on the job.

Employees must submit to their supervisor a record from the county of the number of days served.

5. HOLIDAYS

The Board of Education will observe the following days as paid holidays for classified staff:

- A. New Years - 1 day
- B. Martin Luther King Day - 1 day
- C. Good Friday - 1 day
- D. Memorial Day - 1 day
- E. Juneteenth – 1 day (260 day employees only)
- F. 4th of July - 1 day (260 day employees only)
- G. Labor Day - 1 day
- H. Thanksgiving Day - 1 day
- I. Friday after Thanksgiving – 1 day (260 day employees only)
- J. Christmas - 2 day

All classified employees shall be paid in full for approved holidays if such employees have accrued earnings on their next preceding and next following scheduled work days before and after a holiday or were properly excused from attendance at work on either or both of those days.

The Superintendent may require the classified staff to work on a holiday when, in his/her opinion, failure to do so would impair public safety. Requests to work on holidays noted above will be paid at double time.

6. PAY CHECK INTERVAL

- A. Pay will be distributed on the 5th & 20th of each month (or the prior Friday if the date lands on a weekend or holiday) for a total of twenty-four (24) pay periods.
- B. Employees will have their paychecks deposited by electronic transfer directly into (the) bank(s) and/or Credit Union of their choice. It is the employee’s responsibility to choose bank(s) that accept direct deposit, and it is the District’s responsibility to ensure that wire transfers are timely. Direct deposit indicating gross pay, deductions, and net pay will be sent via email.
- C. Changes in institutions will be allowed with a ten (10) calendar day notice to the Treasurer.

7. DEDUCTIONS

- A. Mandatory Deductions

Except as required otherwise by law or contract, mandatory deductions will be deducted equally (or as equally as possible) from each of the remaining pay periods in

the contract year. The District will not charge an extra fee for court-ordered deductions such as child support, alimony, garnishment, etc.

B. Payroll Deductions

1. Annuities

Employees may participate in 403(b) and 457(b) plans consistent with the notice posted on the District Treasurer's website.

2. Insurances

Any premium amounts owed by an employee for District insurances will be automatically deducted.

3. Service Credit

Deductions for purchase of service credit for SERS shall be allowed each pay with a two (2) week notice to the Treasurer.

8. TAX DEFERRAL OF CLASSIFIED EMPLOYEES' SERS PAYMENTS

The employee's portion of SERS payments shall be deducted from his/her gross salary before income tax withholding is calculated.

9. CALAMITY DAYS

The following personnel are expected to report to work on days when school is canceled due to bad weather unless conditions are so bad that travel is beyond good reason:

- All 260 day district administration office personnel
- Maintenance
- Bus mechanic
- Custodians

If someone required to report to work is able to work only part of the day due to severe weather conditions, that person still will receive a full day's pay.

All others are excused from work.

Employees will be paid for calamity days that they do not work as long as those days do not need to be made up. Employees will not be paid for calamity days that they do not work if the days must be made up. Pay will be given for make-up days.

10. JOB-RELATED EXPENSES

The Board of Education will provide for the payment of the actual and necessary expenses, including traveling expenses, of any classified employee of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board.

The validity of payments for job-related expenses shall be determined by the Treasurer. The Treasurer will not approve expenses unless the travel has been pre-approved by the building principal or other appropriate supervisor or is a part of the regular job assignment. The use of a personal vehicle shall be considered a legitimate job expense if:

- A. Travel is required to a local store to receive job-related materials
- B. Travel is authorized in advance by the Superintendent
- C. Travel for special emergency purposes is a recognized part of the employee's job responsibilities
- D. Staff members will be reimbursed for mileage at the IRS rate per mile.
- E. Whenever possible, School District vehicles shall be used instead of personal vehicles.

Actual and necessary expenses incident to attendance at functions outside the District shall be reimbursable to the employee if:

- A. Such events have as their purpose programs which will improve the operation of the District.
- B. Such events have programs which will benefit the employee in the performance of assigned District duties.
- C. Attendance at District approved events outside the District shall be without loss of regular pay unless otherwise stipulated prior to attendance.

The Treasurer shall prepare guidelines for the reimbursement of travel expense which shall include:

- A. Each request shall detail the reasons for the expenditure and not be labeled in broad general terms.
- B. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
- C. Travel shall be by the most direct and economical route, from school or home whichever is less.

- D. Reimbursement shall be made only upon the presentation of receipts for all expenses submitted for reimbursement. No reimbursement shall be made unless receipts are presented for all costs except mileage. Exception: Registration fees exceeding \$25.00 may be prepaid by the Treasurer.
- E. Mileage must be computed as actual miles driven at the rate currently approved by the Board for its employees. Mileage will only be paid to one driver to a given destination on a given date, unless specific approval is given in advance by the Superintendent.
- F. Final reimbursement must be approved by the Superintendent.
- G. Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.
- H. Reimbursement requests for meeting expenses must be turned in within 10 (ten) days of the meeting.
- I. The transportation coordinator or supervisor and mechanic will receive a \$240 annual stipend for cell phone reimbursement.

11. MONETARY ASSISTANCE FOR TUITION REIMBURSEMENT

- 1. Reimbursement needs to be in a subject area that is beneficial to the school district and employee. Reimbursement shall be One Hundred Thirty-Three Dollars (\$133.00) per quarter hour or Two Hundred Dollars (\$200.00) per semester hour. The Board's cost shall not exceed Ten Thousand Dollars (\$10,000) in any one (1) year.
- 2. The following criteria will be used in determining eligibility:
 - a. Requests for payment for classes completed the current fiscal year will be made by June 15.
 - b. Employees must receive prior approval from the superintendent prior to enrolling in classes. A receipt indicating the amount paid must be submitted with the reimbursement request. Reimbursement shall not exceed the actual amount paid. A grade or transcript must also be submitted.
 - c. Seniority will be a weighted factor if more people apply than stipend available. A list of applicants will be made in order of seniority and each applicant will be granted one (1) hour in descending order. This process will be repeated until the available stipend is depleted.
 - d. Payment to be made upon evidence of successful completion with a "C" or better grade [or "Pass" if on "pass/fail" system]. Evidence of successful completion must be presented by October 1. Money allocated but not paid

due to teachers not meeting requirements in this Article shall be allocated to others not receiving payment. The same method described in this Article shall be used for this reallocation.

SECTION D

BENEFITS

1. ELIGIBILITY

The Board shall make available group health, prescription drug, and dental insurance for the employees of this District eligible to participate. Eligibility to participate is defined as working thirty (30) hours per week or more. Eligibility is determined each September and is valid through the next September. Participation in these plans is optional. See levels of coverage in Appendix 2.

2. GROUP HEALTH INSURANCE

1. Medical

A. The Board will pay 85% of the premium and the employee will pay 15% for full-time employees.

B. Stark County Schools Council

The Board of Education may fully meet its obligations to provide health care benefits and services under this collective bargaining agreement by participating in the health benefits program of the Stark County Schools Council (COG). The Board shall provide health, dental, vision and life insurance through the COG. The coverage shall be the standardized COG specifications.

C. Preferred Provider - Doctors/Hospitals

1. The parties agree that one or more Preferred Provider Organization (PPO) programs for hospital and physicians' services shall be provided through the Stark County Council of Governments (COG) Health Insurance Program. Anyone, as of August 1, 2009, who has the traditional Mutual Health Program instead of the PPO, may continue such participation.

2. The selection of the PPO(s), the types of benefits/programs, or any changes herein, shall be mutually determined by the representative of the COG and the Stark County OEA office representative.

D. Preferred Provider - Prescription Drugs

The Board shall provide, through the Stark County Council of Governments, a preferred provider drug program that, if the employee chooses to utilize, will include the following:

1. The program will be available to employees and their dependents who have "primary" coverage under the District's insurance.
2. The employee will pay the 20% co-payment to the provider and the remaining 80% will be direct billed to the insurance company. If the yearly maximum has been reached, provisions will be made to refund the employee's 20% co-payment.
3. The deductible will be waived.
4. The list of covered expenses shall be agreed upon by the COG and the Stark County OEA office representative.
5. Mail order prescription: Mail order must be used for maintenance drugs in order for the insurance provisions to apply.
6. Generic: Generic drugs must be substituted where applicable in order for the insurance provisions to apply.

2. Life Insurance

The Board shall provide term life and accidental death and dismemberment coverage in the amount of \$70,000 for each teacher.

Bargaining unit members may purchase additional term life insurance at the group rate, in \$5,000 increments, up to a maximum of \$60,000 coverage in addition to Board paid coverage. Modifications to this provision may be necessary to comply with requirements of the insurance carrier. The value of the life insurance reduces by 50% at age 65. The specific terms of the policy are contained in the life insurance contract.

3. Dental Insurance

The Board shall provide dental coverage and pay 85% of the premium.

4. Section 125-Tax Shelter

Tax sheltering of the individual's contribution for health costs, unreimbursed medical expenses and dependent coverage will be provided under IRS Section 125.

All COG employers must offer the IRS Section 125 tax shelter provided through the COG. If an employee elects to utilize any of the IRS 125 benefits, the administrative cost shall be shared equally between the employee and the employer.

5. Premium Holidays

If the employer receives a premium holiday(s), the employees shall not be required to pay their portion of the premium(s) for the holiday month(s).

6. Spousal Coverage

Any new Participants to the COG, after June 30, 2015, with working spouses who have the ability to be covered under an insurance plan through his/her place of employment will be required to take his/her plan as their primary plan. This provision does not apply to a participant who had insurance with one COG employer and immediately thereafter, moved to another COG employer. If the spouse is required to pay forty percent (40%) or more of the premium with his/her employer, the requirements of this section shall not apply.

7. Same Sex Marriage

If state law recognizes same-sex marriage, the COG plan specifications will be modified to include those individuals.

8. Family Policies

If both parties are employed by the district, there may be only one (1) family policy. Anyone who; as of June 30, 2016, has two (2) family policies will be permitted to continue them.

3. SICK LEAVE

The Board of Education recognizes its statutory duty to pay employees of this District in full for days on which they are absent from work for reasons of personal disability and illness, injury, or death in the employee's immediate family. "Immediate family" includes: spouse, siblings, children, parents, grandparents, grandchildren, foster parents, step-children, step-parents, parent-in-laws, sister-in-law, brother-in-law, son-in-law, daughter-in-law, brothers, sisters, aunts, uncles, and other persons living in the employee's home.

All employees of the District eligible for sick leave shall receive fifteen (15) such sick leave days annually at the rate of one and one-quarter (1-1/4) a month. Unused sick leave shall be cumulative up to ~~two hundred sixty (260)~~ two hundred seventy (270) days. Regular part-time employees shall be entitled to sick leave in proportion to the time actually worked. Sick leave shall be used in one-half (1/2) day or full day increments.

A pregnant employee may use sick leave for up to ten (10) weeks due to pregnancy, birth, and delivery of a child.

The Board shall accept by transfer the accumulated sick leave up to ~~two hundred sixty (260)~~ two hundred seventy (270) days which any new employee has acquired in another position of

public service in Ohio, provided that the last termination of such service shall have been within the last ten (10) years. New employees shall be credited with five (5) days sick leave in advance which shall be part of the fifteen (15) days that can be accumulated for the year.

4. SERVICE DEATH BENEFIT (2019)

If an employee dies after 10 years of continuous service in the District, the death benefit severance pay would be paid to the member's estate. This death benefit payment of severance would extinguish the retirement severance benefit.

5. SEVERANCE PAY

In accordance with statute, all employees who present evidence of retirement from active service with the Board of Education shall be granted severance pay for their accrued but unused sick leave days. This policy specifies the manner for so doing.

- A. Employees must have ten (10) years or more of service credit in the Green Local School District to be eligible.
- B. An employee is entitled to one-fourth (1/4) of accumulated sick leave to a maximum of two hundred-seventy (270) days.
- C. Severance pay to be calculated on the rate per diem at time of retirement.
- D. Retirement is to be interpreted to mean being accepted for retirement and upon drawing of first check. Retirement must be effective and verified within six (6) months of the effective date of an employee's resignation for purposes of retirement.
- E. Payment shall be made after evidence of retirement is presented to the Treasurer and is subject to regular withholding tax reported on W-2.
- F. Receipt of severance pay shall eliminate all of the employee's accrued but unused sick leave.

6. PERSONAL LEAVE

- A. Classified staff members are entitled to three (3) paid personal leave days per school year.
- B. General Provisions
 - 1. Personal leave shall be used only for legitimate personal matters that cannot reasonably be conducted outside of the workday.

2. The reason for an employee's use of personal leave days need not be stated on the Personal Leave Form.
3. Personal leave will not be granted the last two weeks of the school year unless approved by the Superintendent.
4. A limit of six (6) staff members per Green Local District will be granted personal leave in any one (1) day.
5. Five (5) workdays notice be given to the Principal, except emergencies [the form shall be completed immediately upon return].
6. Personal leave day shall not be used for the purpose of extending a holiday.
7. Personal leave day shall not be used on scheduled parent/teacher conference days.
8. Personal leave shall not be taken the first five (5) workdays of a new school year or the last five (5) workdays of the school year as established by the Green Local District calendar, except in the case of an emergency.
9. Any non-qualifying leave will be deducted at the employee's daily rate of base pay.
10. Personal leave days are non-cumulative.
11. In any school year, an employee may be advanced/borrow one (1) personal leave day from the employee's unearned personal leave applicable to the next school year. The day will be deducted from the following year.
12. The Superintendent has a right to waive restrictions without setting precedent.
13. Unused personal leave will be converted on a 1:1 ratio at the end of each school year to an employee's accumulated sick leave balance.

7. UNCOMPENSATED LEAVE

The Board of Education recognized that in certain instances an employee may wish extended leave for personal reasons and that the District could benefit from the return of said employee. For that purpose, the Board will promulgate policy for the award of uncompensated leaves of absence for reasons other than those specified by statute.

The Board reserves the right to specify the conditions under which uncompensated leave may be taken. An employee granted an uncompensated leave of absence shall not accrue

experience or sick leave while on leave, however, such leave shall not be considered to be a break in service.

To qualify for consideration for a non-mandated leave, a staff member must have been employed for five (5) years in the Green Local Schools. If granted, the termination of such leave shall be immediately prior to the beginning of a new academic year for students. Vacation and pleasure type leaves do not fit the criteria. All leaves under Board Policy 4431 are without pay.

8. FAMILY AND MEDICAL LEAVE ACT

As an alternative to sick, extended, or maternity leave, an employee may take up to twelve (12) weeks of unpaid leave in a twelve (12) month (July 1 to June 30) period because of the birth of a child or the placement of an adoption or foster care child with the employee or for care of a spouse, child or parent who has a serious health condition. During such leave, the employee will be entitled to continuation of health benefits with the same level of Board contribution as exists during work time. To qualify for use of the leave according to Board policy for a child or parent, the employee must submit certification satisfactory to the Board. To be eligible for leave under this Section, the employee must have worked at least 1,250 hours in the prior twelve (12) month period. For purposes of this Article, the prior twelve (12) month period is considered to be July 1 to June 30.

9. VACATION

The Board of Education believes that it is beneficial to the District that personnel employed to work twelve (12) months per year be given periodic relief from the responsibilities of their jobs without loss of compensation.

Each regular classified employee serving twelve (12) months per year shall be entitled to an annual vacation, with pay, based on length of service in the District.

The Board reserves the right to specify the conditions under which vacation time may be taken.

- A. **Employees with Less than Ten (10) Years of Service**
Employees with less than ten (10) years of service in the District shall be entitled to an annual vacation, exclusive of legal holidays, of two (2) weeks (ten workdays).
- B. **Employees with Ten (10) Years but Less than Twenty (20) Years of Service**
Employees with ten (10) years but less than twenty (20) years of service in the District shall be entitled to an annual vacation, exclusive of legal holidays, of three (3) weeks (fifteen work days).
- C. **Employees with Twenty (20) or More Years of Service**

Employees with twenty (20) or more years of service in the District shall be entitled to an annual vacation, exclusive of legal holidays, of four (4) weeks (twenty workdays).

Eligible employees must apply for vacation to their immediate supervisor at least two (2) weeks in advance of the desired date. Special consideration shall be given to emergencies. Application may be made to the Superintendent in the absence of an immediate supervisor.

~~Beginning with the first full month of employment, vacation time will be issued to employees each month. One-twelfth (1/12) of the year vacation will be issued each month.~~

On the one (1) year anniversary date of employment, 10 days of vacation will be issued. Vacation days must be used within one (1) year of the time earned. Five (5) days of earned vacation may be carried over to the next year or paid at the daily rate upon approval of the Superintendent.

Vacations will be granted only at times of the year when they will not interfere with the normal operation of the schools.

An employee who anticipates termination in this District may take accrued vacation prior to the termination date with proper approval as noted. Unused vacation will be paid at the termination date. Unused vacation will be paid in full to the estate of a deceased employee.

**GREEN LOCAL SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023-2024**

POSITION	SCALE	0	1	2	3	4	5	6	7	8	9	10	11	12	15	18	20
LUNCHROOM																	
LR - Manager	1	17.87	18.16	18.45	18.74	19.03	19.32	19.59	19.86	20.13	20.40	20.65	20.97	21.29	21.61	21.93	22.27
Cook Mgr.	2	15.67	15.96	16.25	16.54	16.83	17.12	17.39	17.66	17.93	18.20	18.45	18.77	19.09	19.41	19.73	20.05
Cooks	3	14.74	15.03	15.32	15.61	15.90	16.19	16.46	16.73	17.00	17.27	17.52	17.84	18.16	18.48	18.80	19.14
SECRETARIES																	
Superintendent Secretary	SCALE																
260 Days	1	16.78	17.14	17.50	17.86	18.22	18.61	18.76	18.91	19.06	19.21	19.38	19.99	20.60	21.21	21.82	22.44
Less than 260 Days	2	15.76	16.12	16.46	16.80	17.14	17.48	17.76	18.05	18.34	18.63	18.92	19.25	19.58	19.91	20.24	20.59
	3	15.28	15.64	16.00	16.36	16.72	17.06	17.34	17.62	17.90	18.18	18.47	18.80	19.13	19.46	19.79	20.14
TEACHER AIDES																	
Aides	SCALE																
	1	14.15	14.50	14.85	15.20	15.55	15.90	16.13	16.36	16.59	16.82	17.03	17.32	17.61	17.90	18.19	18.50
TREASURER'S OFFICE																	
Treasurer Office Staff	SCALE																
	1	19.14	19.64	19.94	20.17	20.44	20.68	20.97	21.26	21.47	21.74	22.06	22.19	22.33	22.49	22.74	22.98
CUSTODIAL																	
Facilities & Grounds Manager	SCALE																
Head Custodian	1	20.75	21.26	21.43	21.60	21.76	21.94	22.16	22.30	22.47	22.62	22.75	22.96	23.14	23.32	23.61	23.90
Custodian	2	17.66	18.60	18.76	18.91	19.03	19.19	19.38	19.49	19.63	19.77	19.88	20.04	20.20	20.35	20.59	20.82
	3	17.59	18.09	18.24	18.38	18.51	18.66	18.84	18.95	19.09	19.22	19.34	19.49	19.64	19.79	20.02	20.25
TRANSPORTATION																	
Transportation Supervisor	SCALE																
Bus Mechanic	1	20.75	21.26	21.43	21.60	21.76	21.94	22.16	22.30	22.47	22.62	22.75	22.96	23.14	23.32	23.61	23.90
	2	22.52	23.60	23.69	23.78	23.99	24.14	24.26	24.47	24.59	24.75	24.88	25.03	25.16	25.32	25.54	25.75

.50 or 2.25% whichever was greater

A one time stipend of \$250 will be paid no later than the second pay of September 2023

**GREEN LOCAL SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2024-2025**

POSITION	SCALE	0	1	2	3	4	5	6	7	8	9	10	11	12	15	18	20
LUNCHROOM																	
LR - Manager	1	18.37	18.66	18.95	19.24	19.53	19.82	20.09	20.36	20.63	20.90	21.15	21.47	21.79	22.11	22.43	22.77
Cook Mgr.	2	16.17	16.46	16.75	17.04	17.33	17.62	17.89	18.16	18.43	18.70	18.95	19.27	19.59	19.91	20.23	20.55
Cooks	3	15.24	15.53	15.82	16.11	16.40	16.69	16.96	17.23	17.50	17.77	18.02	18.34	18.66	18.98	19.30	19.64
SECRETARIES																	
Superintendent Secretary	1	17.28	17.64	18.00	18.36	18.72	19.11	19.26	19.41	19.56	19.71	19.88	20.49	21.10	21.71	22.32	22.94
260 Days	2	16.26	16.62	16.96	17.30	17.64	17.98	18.26	18.55	18.84	19.13	19.42	19.75	20.08	20.41	20.74	21.09
Less than 260 Days	3	15.78	16.14	16.50	16.86	17.22	17.56	17.84	18.12	18.40	18.68	18.97	19.30	19.63	19.96	20.29	20.64
TEACHER AIDES																	
Aides	1	14.65	15.00	15.35	15.70	16.05	16.40	16.63	16.86	17.09	17.32	17.53	17.82	18.11	18.40	18.69	19.00
TREASURER'S OFFICE																	
Treasurer Office Staff	1	19.64	20.14	20.44	20.67	20.94	21.18	21.47	21.76	21.97	22.24	22.56	22.69	22.83	23.00	23.25	23.50
CUSTODIAL																	
Facilities and Grounds Manager	1	21.25	21.76	21.93	22.10	22.26	22.44	22.66	22.80	22.98	23.13	23.26	23.48	23.66	23.84	24.14	24.44
Head Custodian	3	18.16	19.10	19.26	19.41	19.53	19.69	19.88	19.99	20.13	20.27	20.38	20.54	20.70	20.85	21.15	21.32
Custodian	2	18.09	18.59	18.74	18.88	19.01	19.16	19.34	19.45	19.59	19.72	19.84	19.99	20.14	20.29	20.59	20.75
TRANSPORTATION																	
Transportation Supervisor	1	21.25	21.76	21.93	22.10	22.26	22.44	22.66	22.80	22.98	23.13	23.26	23.48	23.66	23.84	24.14	24.44
Bus Mechanic	1	23.03	24.13	24.22	24.32	24.53	24.68	24.81	25.02	25.14	25.31	25.44	25.59	25.73	25.89	26.11	26.33

.50 or 2.25% whichever was greater

EXHIBIT D

8451 - DISEASE CARRYING AND/OR TRANSMITTING INSECTS

Insects (including lice, fleas, bed bugs, and cockroaches) have the potential to carry and/or transmit numerous, and potentially life-threatening and/or quality of life-threatening, diseases caused by infectious agents. These diseases include epidemic typhus, relapsing fever, rickets, Chagas disease, tapeworms, dysentery, salmonellosis, E. Coli, and even Bubonic plague.

Control of infestation by insects such as lice, fleas, bed bugs, and cockroaches is best handled by adequate treatment of the infested person, his/her immediate household, and other close personal contacts.

Communication from the school to parents/guardians directly and through parent/guardian and classroom education to the students will help increase the awareness for both parents/guardian and child. Parents/guardians need to continually observe their child for these potential infestations and treat adequately and appropriately as necessary.

If a child in the District is found to have lice, fleas, bed bugs, and/or cockroaches, the child's parent/guardian will be contacted to have the child/household treated and to pick her/him up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or director. The District practices a policy of "no live lice, fleas, bed bugs, and/or cockroaches" and/or "no nits, nymphs, larvae, eggs or other evidence of infestation" as a criteria for return to school.

District Course of Action:

A. Lice

1. If head lice are detected, notify the parent/guardian immediately and tell them to either: pick the child up immediately, or pick the child up at the end of the school day. The purpose of the pick-up requirement is to show the parent/guardian evidence of lice and train them to recognize lice, eggs, and/or nits/nymphs.
2. The student must stay out of school until the parent has treated the child.
3. When the child returns, the child is examined for lice and allowed to stay at school only if no lice, eggs, and/or nits/nymphs are detected.

B. Fleas

1. If fleas are detected, notify the parent/guardian immediately and tell the parent either to: pick the child up immediately, or pick the child up at the end of the school day. The purpose of the pick-up requirement is to show the parent evidence of the fleas and train them to recognize the fleas, eggs, and/or larvae.
2. The student may return to school when there is no evidence of fleas.
3. When the child returns, the child and her/his belongings are examined for fleas, eggs, and/or larvae and is allowed to stay at school only if no evidence of such exists.

Contract to provide therapy services

School year 2023-2024 and 2024-2025

This contract is made and entered into by and between EJ Therapy, 2714 Akron Road, Wooster, OH, 44691, hereafter called the PROVIDER, Green Local Schools, 100 Smithie Drive, Smithville, OH 44677, thereafter called CONTRACTOR.

With the understanding that the CONTRACTOR requires professional licensed therapists and specialists and desires to contract with EJ Therapy for these therapy services; and with the understanding that the PROVIDER desires to offer quality therapy services and desires to contract with Green Local Schools:

I. The CONTRACTOR agrees to:

- A. Provide space to complete therapy services as required by the needs of the therapist and recipient.
- B. Provide names and pertinent information for all recipients of services.
- C. Provide customary services to support and coordinate the delivery of services.
- D. Monitor the delivery of services and notify the PROVIDER of documentation needs, Medicaid expectations or other issues, as they arise.
- E. Verify the monthly invoice and make prompt payment within 10 working days of receipt. Payment received after the 21st of each month will be assessed a 1.5% late fee on the next month's invoice.

II. The PROVIDER agrees to:

- A. Provide professional licensed therapists and specialists to provide therapy services to each identified recipient. PROVIDER will provide copies of current licensure prior to initiating delivery of services (upon request).
- B. Provide services including, but not limited to: (1) direct 1:1 therapy, (2) treatment in small groups, (3) attendance at/participation in conferences, staff meetings, as required, (4) documentation as required, (5) consultation, (6) supports to students, class, and buildings in areas of sensory, technology, and vision, and auditory (7) monitoring of programs and assistants, as indicated, and (8) in-services as requested.
- C. Determination for referral, consult, evaluation, and service will be based on ethical standards from objective and subjective evaluation procedures, consult with teachers, parents, and other pertinent individuals.
- D. Provide the best known and most accurate techniques and treatment to identified recipients.
- E. Provide necessary equipment and tools for therapy and manage the use and calibration of school owned audio-metric equipment.
- F. Provide necessary documentation as required by the CONTRACTOR, including daily documentation through online programs, quarterly Medicaid reviews, interim/quarterly Progress Reports for ODE, maintain Plan of Care (POC) for Medicaid and licensure requirements, co-signing daily documentation and signing of evaluations/IEP for ODE and Medicaid on all pertinent documents.
- G. Insure professional licensed therapists and specialists have liability coverage for themselves and the therapy they provide. Provide copies of current liability validation (upon request) to the CONTRACTOR.
- H. Insure that all services, policies, and procedures are in accordance with: this contract, the individual plans, and best practice services as required by the profession and licensure rules.
- I. (1)will comply with the requirements of 45 CFR 164.504(e)(1) for safeguarding and limiting access to information concerning beneficiaries (2)will allow the representatives of the US Dept of Human Services, ODJFS, ODE or their respective designee access to subcontractor's books, documents, and records (3)acknowledge that they or their principles are not suspended or debarred.
- J. Maintain confidentiality pertaining to recipient and CONTRACTOR.
- K. Submit monthly bills to the CONTRACTOR by the 7th of each month for the month preceding.

III. Billable services include:

- A. All "in building" time including:
 - Delivery of services, consult with staff and parents, attendance at IEP meetings, and/or parent conferences, with a one-hour minimum.

Exhibit E

- "Down-time" as identified as absences of students not reported early enough to therapists and when schedules cannot be altered to accommodate student absences.

- Non-committed time within a building, including set up and preparation to treat if it requires greater than 10 minutes. This also includes time slots available for treatment, but unable to be scheduled secondary to teacher preferences and building administrator authorization.

B. All requested/required documentation as indicated by ODE, Medicaid, and therapy licensure laws for daily documentation, data collection, Medicaid quarterly reviews at 15 minutes per student, per discipline, per month.

C. Interim/quarterly Progress Reports completed as directed, online or on paper, as directed by district administration, to a maximum of 30 minutes per student, per discipline, per month.

D. Initial evaluation write-up to a maximum of 2.5 hr. at the evaluation rate.

E. IEP write-up to a maximum of 60 minutes per IEP at the evaluation rate, review and develop POC.

F. Consultation and supervision of assistants by a licensed therapist at the evaluation rate.

G. Expert support services for child, classroom and buildings as defined by your contract.

H. Supervisor time to sign and co-sign daily documentation, generate referrals, Medicaid quarterly reviews to a maximum of 1 hour per month, per discipline

I. Student supportive material, tools, and supplies at 10% over our cost

J. This contract will be effective for the school years; 2023-24 and 2024-25 unless new requirements from ODE, Medicaid, or the school districts require us to amend these terms.

IV. Payment Terms:

A. Delivery of occupational and physical therapy services	\$58.00/hr
B. Evaluation services	\$60.00/hr
C. Educational Audiology services	\$81.00/hr
F. Audiology-Acoustic Pioneer Test (plus therapist time at the above rate)	\$150.00/each
E. Audiology- Booth hearing test at EJ Therapy	\$200.00/each
F. Orientation and Mobility services, prep/treatment	\$69.00/hr (if needed)
G. Teacher of Students with Visual Impairments (TVI), prep/treatment	\$81.00/hr (if needed)

V. Miscellaneous Provisions:

A. At all times during the duration of this contract, the CONTRACTOR and PROVIDER shall act as "independent contractors" in connection with the performance of their respective obligations. The CONTRACTOR holds no present, past, or future responsibility for withholding taxes, the provision of benefits, or any legal or financial liabilities that may accrue to PROVIDER during the implementation of this agreement.

B. This contract shall be considered null and void upon written notice by either party. Such notice shall terminate this agreement no earlier than thirty (30) days from the date of this notice.

C. Changes, additions, deletions to this contract shall be executed in writing, signed by both parties, and attached to this agreement. The PROVIDER reserves the necessary obligation to adjust rates if recruitment and retention of qualified staff requires this. Communication throughout this process will be maintained.

VI. Approvals:


This contract shall not become effective until all statutory approvals necessary to the contracting powers of both parties hereto are granted.

VII. Signatures of authorized agents:



Contractor designee

Provider designee



Title

President



Date

Date