

Jenna
Maureen
Sandy

LIBERTY PREPARATORY SCHOOL
Regular Meeting Agenda
June 22, 2023
3:30 PM
Smithville United Methodist Church
243 N Milton St, Smithville, OH 44677

Cameron
Justin
Matt
Helen
Misty

Call to Order

Pledge of Allegiance

Executive Session:

Motion by: _____ Seconded by: _____ Time: _____

1. To move into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, or official.

Vote: Cameron, _____, Misty_____, Helen _____, Justin_____, Matt _____

Motion by: _____ Seconded by: _____ Time: _____

1. To reconvene the regular session.

Vote: Misty_____, Helen _____, Justin_____, Matt _____, Cameron _____

Treasurers Business:

Motion by: _____ Seconded by: _____

1. Approve the Minutes of the May 23, 2023 Regular Meeting, June 5, and June 14, 2023 Special Meetings.

2. Approve the May 31, 2023 Financial Reports as Presented:

Monthly Revenue: \$ 47,068.25	Monthly Expenses: \$ 43,633.75
General Fund Balance: \$ 240,656.81	General Fund Reserve: \$50,383.40
All Funds Balance: \$ 338,251.83	Grants Receivable: \$ 6,376.61

3. Approve Final Budget for FY23.
4. Approve Temporary Budget for FY24.
5. Approve the Shared Services of Treasurer agreement with Beacon Hill for FY24.

6. Approve Grant Allocations for FY24

IDEA	Fund 516	\$16,439.17
Title I	Fund 572	\$45,650.90
Title II-A	Fund 590	\$ 6,629.54
Title IV-A	Fund 584	\$ 10,000.00

Vote: Matt____, Helen____, Cameron____, Justin____, Misty____

Sponsor's Report

Director's Discussion Items:

1. Enrollment, Attendance, and Academic Report
2. Jenna's List
3. Other

Director's Business Items:

Motion by: _____ Seconded by: _____

1. Approve the Director's Report and Recommendations.

Vote: Helen____, Cameron____, Matt____, Misty____, Justin____

Board Business:

1. Approve the Revised Director / Head Administrator Job Description.
2. Approve the hire of _____ for Director / Head Administrator at a salary of _____ for FY24 and \$ _____ for FY25. This position will be hired thru Tri-County ESC.

3. Approve Board Policy changes on second reading as presented by Maria Markakis:

Policy 1756 Credit Cards

Policy 3691 Interactions with Peace Officers

Policy 4301 Graduation Requirements

Vote: Cameron _____, Matt _____, Misty _____, Justin _____, Helen _____

Next Meeting Date: Regular July Meeting: July 27, 2023 at 3:30 PM.

Motion to Adjourn:

Motion by: _____ Seconded by: _____

Vote: Helen _____, Justin _____, Cameron _____, Matt _____, Misty _____

LIBERTY PREPARATORY SCHOOL
Regular Meeting Minutes
May 23, 2023
3:30 PM
Smithville United Methodist Church
243 N Milton St, Smithville, OH 44677

Having Due Notice, the Governing Board of Liberty Preparatory School met for the Regular May Meeting. The following members were present: Cameron Maneese, Matt Brown, Misty Hanson, and Helen Bartashus. Justin Chenevey was absent. Maureen Businger represented the Office of Community Schools. Jenna Parnell, and Sandy Hadsell represented Liberty.

President Misty Hanson called the meeting to order at 3:37 PM.

Pledge of Allegiance

Treasurers Business:

2023-27 Brown moved and Bartashus seconded the motion to approve the Treasurer's Business:

1. Approve the Minutes of the April 27, 2023 Regular Meeting and May 16, 2023 Special Meeting.

2. Approve the April 30, 2023 Financial Reports as Presented:

Monthly Revenue: \$ 73,846.24 Monthly Expenses: \$ 49,605.64

General Fund Balance: \$ 229,016.82 General Fund Reserve: \$50,383.40

All Funds Balance: \$ 334,817.33 Grants Receivable: \$0

Vote: Yes: Brown, Bartashus, Maneese, Hanson. Absent: Chenevey.

Executive Session:

2023-28 Brown moved and Bartashus seconded the motion to:

Move into Executive session for the appointment, compensation, employment, discipline, or evaluation of personnel at 3:44 PM.

Vote: Yes: Brown, Hanson, Bartashus, Maneese. Absent: Chenevey.

2023-29 Bartashus moved and Maneese seconded the motion to reconvene the regular meeting at 4:42 PM.

Vote: Yes: Hanson, Bartashus, Maneese, Brown. Absent: Chenevey.

Sponsor's Report: Maureen is finishing the year end compliance items. She reminded the Board that we will need to revise our OEDS assignments during the transition period to the new Director. Sandy

and Darcy may need to have new role assignments during the summer in order to receive the Superintendent Correspondence and approve the CCIP application.

Director's Discussion Items:

1. Enrollment, Attendance, and Academic Report – Enrollment continues to remain the same. We have a list of 17 students who will receive diplomas on Thursday.
2. Graduation will be May 25, 2023 at Noon.

Director's Business:

2023- 30 Maneese moved and Bartashus seconded the motion to approve the Director's Business:

1. Approve the Quote from The Locksmith Shop to install a new door intercom system.
2. Approve the Fire and Health Inspection Safety Reports.
3. Accept the resignation of Susan Flinner at the conclusion of the 2022-23 School Year.
4. Approve the list of 2023 graduates:
5. Approve the Summer Food Service Resolution:

School Food Program Resolution 2023-30

"WHEREAS the Governing Board of Liberty Preparatory School is unable to operate a breakfast, lunch, or school food program as described in Ohio Revised Code section 3314.18(A)-(B) for financial reasons;

THEREFORE, BE IT RESOLVED that the Board will not operate a breakfast, lunch, or school food program as described in Ohio Revised Code section 3314.18(A)-(B).

BE IT FURTHER RESOLVED that the Superintendent is authorized and directed to communicate this decision to parents in an appropriate manner."

4. Approve the Health and Fire inspections, and Safety Report for FY23.
5. Approve the quote from The Locksmith Shop to replace the entry intercom system at a cost of \$1,025.
5. Approve the Director's Report and Recommendations.

Board President

Treasurer

Vote: Yes: Maneese, Brown, Hanson, Bartashus. Absent: Chenevey.

Board Business:

2023-31 Brown moved and Maneese seconded the motion to:

1. Accept the resignation of Jenna Parnell, effective July 31, 2023.
2. Approve the Job Posting and Job Description for Director / Head Administrator.
3. Board Policy changes on first reading / review as presented by Maria Markakis:

Policy 1756 Credit Cards

Policy 3691 Interactions with Peace Officers

Policy 4301 Graduation Requirements

Motion to Adjourn: Special Meeting June 5, 2023 at 3:30 PM to review Director Applications

Next Regular Meeting Date: Thursday June 22, 2023 @ 3:30 PM.

2023-32 Brown moved and Maneese seconded the motion to schedule a Special Meeting on Monday, June 5, 2023, and to adjourn the current meeting at 4:52 PM.

Vote: Yes: Bartashus, Maneese, Brown, Hanson. Absent: Chenevey.

Board President

Treasurer

LIBERTY PREPARATORY SCHOOL
Special Meeting Minutes
June 5, 2023
3:30 PM
Smithville United Methodist Church
243 N Milton St, Smithville, OH 44677

Having Due Notice, the Governing Board of Liberty Preparatory School met for a Special Meeting. The following members were present: Helen Bartashus, Matt Brown, Misty Hanson, and Cameron Maneese, Justin Chenevey was absent. Maureen Businger represented the Office of Community Schools. Darcy Rodgers, and Sandy Hadsell represented Liberty.

President Misty Hanson called the meeting to order at 3:30 PM.

Pledge of Allegiance

Executive Session:

2023-33 Brown moved and Bartashus seconded the motion:

To adjourn to executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official at 3:44 PM.

Vote: Yes: Bartashus, Brown, Hanson, Maneese. Absent: Chenevey.

2023-34 Brown moved and Maneese seconded the motion:

To reconvene the regular session at 5:04 PM.

Vote: Yes: Brown, Hanson, Maneese, Bartashus. Absent: Chenevey.

Next Meeting Date: Regular May Meeting: June 22, 2023 at 3:30 PM.

Motion to Adjourn:

2023-35 Bartashus moved and Maneese seconded the motion to adjourn at 5:04 PM.

Vote: Yes: Hanson, Maneese, Bartashus, Brown. Absent: Chenevey.

Board President

Treasurer

LIBERTY PREPARATORY SCHOOL
Special Meeting Minutes
June 14, 2023
4:30 PM
Smithville United Methodist Church
243 N Milton St, Smithville, OH 44677

Having Due Notice, the Governing Board of Liberty Preparatory School met for a Special Meeting. The following members were present: Justin Chenevey, Misty Hanson, and Cameron Maneese, Helen Bartashus and Matt Brown were absent. Sandy Hadsell represented Liberty.

President Misty Hanson called the meeting to order at 4:30 PM.

Executive Session:

2023-36 Maneese moved and Chenevey seconded the motion:

To adjourn to executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official at 4:36 PM.

Vote: Yes: Chenevey, Hanson, Maneese. Absent: Brown, Bartashus.

2023-37 Chenevey moved and Maneese seconded the motion:

To reconvene the regular session at 8:13 PM.

Vote: Yes: Hanson, Maneese, Chenevey. Absent: Bartashus, Brown.

Next Meeting Date: Regular May Meeting: June 22, 2023 at 3:30 PM.

Motion to Adjourn:

2023-38 Chenevey moved and Maneese seconded the motion to adjourn at 8:14 PM.

Vote: Yes: Hanson, Maneese, Chenevey. Absent: Bartashus, Brown.

Board President

Treasurer

EFINANCEPLUS
 DATE: 06/01/2023
 TIME: 12:10:59
 SELECTION CRITERIA : ALL
 ACCOUNTING PERIOD : 11/23

OH Cash Position Report

FUND	SCC	DESCRIPTION	BEGIN BALANCE	MTD RECEIPTS	FYTD RECEIPTS	MTD EXPENDITURES	FYTD EXPENDITURES	CURRENT FUND BALANCE	ENCUMBRANCE	CURRENT FUND BALANCE	UNENCUMBERED FUND BALANCE
001		150,293.91		45,730.75	511,752.14	34,090.76	371,005.84	291,040.21	76,053.19	214,987.02	
014		0.00		1,337.50	7,087.50	1,537.50	7,287.50	-200.00	5,312.50	-5,512.50	
018		6,879.93		0.00	9,000.00	434.98	6,086.48	9,793.45	753.26	9,040.19	
467		45,663.75		0.00	0.00	0.00	1,668.97	43,994.78	0.00	43,994.78	
507		0.00		0.00	68,082.46	2,521.37	70,603.83	-2,521.37	8,128.34	-10,649.71	
536		0.00		0.00	34,761.70	3,343.47	38,105.17	-3,343.47	8,854.50	-12,197.97	
572		0.00		0.00	19,368.81	966.47	19,368.81	0.00	3,402.57	-3,402.57	
584		0.00		0.00	6,117.06	739.20	6,628.83	-511.77	0.00	-511.77	
590		0.00		0.00	2,108.86	0.00	2,108.86	0.00	0.00	0.00	
GRAND TOTALS:			202,837.59	47,068.25	658,278.53	43,633.75	522,864.29	338,251.83	102,504.36	235,747.47	

POWERSCHOOL LLC
 DATE: 06/01/2023
 TIME: 12:18:48

LIBERTY PREPARATORY SCHOOL
 OUTSTANDING CHECKS

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 11/23

SELECTION CRITERIA:

FUND/SCC - 0010000 - GENERAL FUND

CASH ACCT	CHECK NUMBER	DATE ISSUED	DATE CLEARED	VENDOR	CLEARED	OUTSTANDING
A10000	1981	05/22/2023	05/30/2023	155	1,968.00	
A10000	1982	05/22/2023	05/30/2023	166	434.98	
A10000	1983	05/22/2023	05/30/2023	153	490.21	
A10000	1984	05/22/2023	05/30/2023	139	4,062.50	
A10000	1985	05/22/2023	05/30/2023	199	600.00	
A10000	1986	05/22/2023	05/30/2023	10613		739.20
A10000	1987	05/22/2023	05/30/2023	134	32,203.40	
A10000	1988	05/22/2023	05/30/2023	221	1,450.00	
A10000	1989	05/22/2023	06/01/2023	10612	581.27	
TOTAL CASH ACCOUNT					41,790.36	739.20
TOTAL FUND					41,790.36	739.20
TOTAL REPORT					41,790.36	739.20

**Liberty Preparatory School
Final Budget**

FY23

Beginning Fund Balance	\$	202,837.59
Operating Receipts		
State Foundation Payments	\$	452,097.05
Saturday School Receipts	\$	7,600.00
Principal Fund Receipts	\$	9,060.00
Other Misc Receipts	\$	15.00
Total Operating Revenue	\$	468,772.05

Operating Expenses

General Fund Expenses	\$	449,742.41
Saturday School Expenses	\$	7,600.00
Principal Fund Expenses	\$	6,856.00
Student Wellness Fund Expenses	\$	1,670.00
Other State Grant Expenses	\$	-
Federal Grant Expenses	\$	150,964.98

Total Operating Expenditures **\$** **616,833.39**

Excess Operating Revenue (Over/Under) **\$** **(148,061.34)**

Nonoperating Receipts/(Disbursements)

Federal Grants	\$	150,964.97
State Restricted Grants	\$	76,492.46
State Casino and School Facilities Payments	\$	29,679.45
Interest Income	\$	2,885.77
Transfers - In	\$	1,998.50
Transfers - Out	\$	(1,998.50)

Total Non-operating Revenue / (Expenses) **\$** **260,022.65**

Beginning Balance	\$	202,837.59
Net Change (Over/Under)	\$	111,961.31
FY23 Fund Balance End of Month/Year	\$	314,798.90

**Liberty Preparatory School
Temporary Budget**

FY24

Beginning Fund Balance (Estimated)	\$	314,798.90
Operating Receipts		
State Foundation Payments	\$	445,000.00
Saturday School Receipts	\$	12,000.00
Principal Fund Receipts	\$	10,000.00
Other Misc Receipts	\$	100.00
Total Operating Revenue	\$	467,100.00
Operating Expenses		
General Fund Expenses	\$	497,042.00
Saturday School Expenses	\$	12,000.00
Principal Fund Expenses	\$	7,750.00
Student Wellness Fund Expenses	\$	37,000.00
Other State Grant Expenses	\$	-
Federal Grant Expenses	\$	198,500.00
Total Operating Expenditures	\$	752,292.00
Excess Operating Revenue (Over/Under)	\$	(285,192.00)
Nonoperating Receipts/(Disbursements)		
Federal Grants	\$	198,500.00
State Restricted Grants	\$	75,350.00
State Casino and School Facilities Payments	\$	28,500.00
Interest Income	\$	4,500.00
Transfers - In	\$	-
Transfers - Out	\$	-
Total Non-operating Revenue / (Expenses)	\$	306,850.00
Beginning Balance	\$	314,798.90
Net Change (Over/Under)	\$	21,658.00
FY24 Fund Balance End of Month/Year	\$	336,456.90

**SHARED SERVICES AGREEMENT BETWEEN THE
BEACON HILL ACADEMY
AND
LIBERTY PREPARATORY SCHOOL**

Pursuant to the provisions of Chapter 3314 of the Ohio Revised Code, this agreement is entered into and effective as of this **21st** day of **June, 2023**, by and between the Governing Board of the Beacon Hill Academy (“Beacon Hill”) and the governing authority of Liberty Preparatory School (“Liberty Prep”).

WHEREAS, Chapter 3314 of the Ohio Revised Code authorizes community schools to contract with boards of education for the provision of any services necessary for the operation of the community school; and

WHEREAS, Beacon Hill is uniquely suited to provide services of Treasurer to Liberty Prep;

BE IT THEREFORE RESOLVED that the Beacon Hill Academy and Liberty Preparatory School hereby agree as follows:

General Shared Services of the Treasurer

Beacon Hill and Liberty Prep shall share services of the Treasurer (Sandy L Hadsell) and costs associated with the Treasurer’s duties as agreed by the parties. All such services shall be paid for by Beacon Hill and billed to Liberty in accordance with Exhibit A.

This agreement shall be valid for one year from **July 1, 2023** through **July 31, 2024**. This agreement may be amended in writing by mutual consent of Beacon Hill and Liberty.

Ohio law shall control this agreement, and if any portion of this agreement is contrary to law, that portion of this agreement is void, but the rest of the agreement remains valid.

EXHIBIT "A"
General Fiscal Services

Treasurer Services:

1. Each school shall pay the Treasurer salary and benefits as approved by each Governing Board. Such payment shall be made through Tri-County ESC payroll and billed to each school accordingly.

2. Supplies for the Treasurer's home office including, but not limited to computer, copier, paper, and toner shall be paid by Beacon Hill, and half of the cost billed to Liberty Prep. At the conclusion of sharing services of the Treasurer, any such equipment shall become the property of Beacon Hill and half the depreciated value shall be paid to Liberty Prep.

It is understood by all parties that Treasurer Services shall be scheduled in a manner not to interfere with the daily operations of either school.

WHEREFORE the parties, through their designated representatives, have indicated their acceptance of the foregoing terms by affixing their signatures below:

LIBERTY PREPARATORY
SCHOOL GOVERNING BOARD

BEACON HILL ACADEMY
GOVERNING BOARD

By _____

By _____

And by _____

And by _____

Date above signed _____

Date above signed _____

LIBERTY PREPARATORY SCHOOL

DIRECTOR / HEAD ADMINISTRATOR JOB DESCRIPTION

Title: DIRECTOR / HEAD ADMINISTRATOR

Reports to: Board of Education

General Description: Serves as the Chief Executive Officer of the board: Administers, supervises, directs, and evaluates the total school system

Essential Functions:

1. Serves as the Board of Education's Chief Executive Officer.
2. Directs the development and implementation of curriculum, instruction, and assessment. Provides regular communication to the Board of Directors including legal, fiscal, and educational developments relevant to the school.
3. Manages policy development for the governing board, staff and students.
4. Implements policies as adopted by the board of education.
5. Works with the Treasurer to establish and maintain the operational budget.
6. Works with the Treasurer, and Board President to prepare and distribute Board Meeting Agendas.
7. Attends board meetings to present agenda items to the board for approval.
8. Provides regular communication with the school sponsor and Ohio Department of Education in regards to the Community Schools Laws and Programs.
9. Responsible for the compliance with Office of Community Schools/Ohio Department of Education requirements.
10. Manages and recommends contracts for purchased services and personnel.
11. Ensures that appropriate staffing is provided for school needs including interviewing, hiring, and evaluations of all employees including other administrative personnel.
12. Assigns and transfers personnel in accordance with Ohio Law.
13. Represents the Board and School at community events.
14. Facilitates the recruitment of potential students.
15. Manages facility operations and maintenance, serves as purchasing agent for the school.
16. Manages OEDS-R, and the Evaluation processes for all staff including other administrative personnel.
17. Applies for Eligible Federal and State grants as permitted by law. Completes One Needs Assessment and Plan.
18. Works with local agencies to acquire additional grant funding as needed.
19. Serves as the board's representative in handling student discipline issues including suspension, expulsion, and truancy hearings.

20. Works in conjunction with School Psychologist, and Intervention Specialist to develop and enact student IEPs.
21. Prepares the school calendar for presentation to the board.
22. Performs other duties as assigned by the board.

Qualifications:

1. Master's Degree or higher
2. Experience in school supervision, and administration
3. Ohio Department of Education Administrative License
4. Clean FBI/BCI Background Check and other proper certifications per law.

Required Knowledge, Skills, and Abilities:

1. Must be able to communicate effectively, both written and oral.
2. Must have outstanding organizational and supervisory skills.
3. Must have an adequate understanding of School Law, and School Finance.
4. Must have an understanding of Curriculum Development, and Assessments.

Equipment Operated:

1. Telephone
2. Computer

Additional Working Requirements:

1. Position will require travel, and occasional weekend, or evening work.

Acknowledgement:

I hereby acknowledge receipt of this job description and affirm that I have read the requirements for this position.

Employee Signature

Date

[Adoption Date:]

LEGAL REF: ORC 3319.01

Credit Cards

The Governing Authority realizes that as credit card use becomes increasingly common, clear rules must be established regarding their use. Accordingly, the following Policy is establishing what constitutes an acceptable use and states the procedures for using a credit card.

“Credit card” is defined to include credit cards, business check cards, and debit cards.

As used in this policy, a "credit card account" means any bank-issued credit card account, store-issued credit card account, financial institution-issued credit card account, financial depository issued credit card account, affinity credit card account, or any other card account allowing the holder to purchase goods or services on credit or to transact with the account, and any debit or gift card account related to the receipt of grant moneys. "Credit card account" does not include a procurement card account, gasoline or telephone credit card account, or any other card account where merchant category codes are in place as a system of control for use of the card account.

Credit Card Agreements must be approved by the Head Administrator and the Management Company (if any).

The Head Administrator shall serve as the Compliance Officer for the credit card and shall review the following on a quarterly basis along with the Governing Authority: the number of cards issued, the number of active cards issued, the cards' expiration dates and credit limits. The Governing Authority authorizes the Head Administrator and the following employees to use the credit card account: _____ [list by position]. Only the Head Administrator and employees designated in this policy may use the School's credit card.

The School name must appear on the credit card account and all presentation instruments including cards and checks. All credit cards must have a credit limit of no more than \$25,000.

Acceptable Purposes

Credit Card purchases must be limited to those purchases made for the School's benefit and for an acceptable purpose. Acceptable purposes are those that approved by the Governing Authority and include the following:

- transportation related expenses including taxi fares, mileage, fuel, parking and other transportation expenses;
- accommodation expenses;
- conference/course registration fees;
- meal purchases including gratuity up to 20%;
- vendor purchases, where the vendor refuses to accept other forms of payment;
- student trip expenses, provided the use is necessary, preapproved by the Head Administrator, and properly budgeted; and
- any other use that is deemed appropriate and acceptable by the Head Administrator.

Unacceptable Purposes

Individuals are prohibited from making unacceptable purchases. Unacceptable purchases include, but are not limited to the following:

- cash advancements/disbursements, unless approved;
- the purchase of alcoholic beverages, tobacco products, and any related gratuity;
- personal expenses not otherwise permitted under this Policy; and
- any purchases that are not approved and/or are consistent with this policy.

If any individual uses a credit card in an unacceptable purchase, the employee will be held financially responsible for paying the expenses and any interest incurred. Furthermore, any employee or other representative that makes unacceptable purchases may be subject to disciplinary action and may have his/her credit card privileges revoked. Additionally, anyone who knowingly uses a credit card account for expenses beyond those authorized by the Governing Authority is guilty of misuse of credit cards and may suffer criminal penalties under Ohio law.

Additionally, the School prohibits the use of debit cards except for debit card accounts related to the receipt of grant money. If an individual uses a debit card for any other purpose, s/he shall be guilty of the criminal offense of misuse of credit cards.

Tax Exemption Forms

As a tax-exempt entity, the School does not pay State or local taxes regarding any purchase made pursuant a School purpose. All purchases on behalf of the School shall inform the merchant that the purchase is for "Official School Business" and that the purchase is tax exempt. If the merchant refuses to waive the State and local taxes, the purchaser is required to present a tax exemption form to the merchant. If the merchant still refuses to waive the State and local taxes after presenting the form, the purchase may still be made.

All authorized persons are required to carry a sufficient number of tax exemption forms so that such a form can be presented to any merchant to refuses to waive State and local taxes regarding the sale. Tax exemption forms may be obtained from the Head Administrator.

Credit Card Use Procedures

All School employees authorized to use the credit card account under this policy shall strictly adhere to the following rules and guidelines.

- All requests for the use of a credit card shall be submitted, in writing, to the Head Administrator, and shall include the purpose of the request, date needed, and the date the credit card will be returned. The Head Administrator shall submit the requests to the _____ [list title] for approval. Upon approval granted to an employee to use a credit card, the Head Administrator shall maintain a system for signing out credit cards to employees for their use and purpose for the use of the credit card.

- The employee shall be responsible for the credit card's safe storage while the credit card is in his/her possession to avoid loss of the card and to avoid any unauthorized charges. If the card is lost or stolen, the employee shall immediately inform his/her immediate supervisor and the Head Administrator. The Head Administrator shall immediately notify the credit card company of a lost or stolen card and cancel the card. The Head Administrator shall initiate the process for having a new credit card issued.
- The employee shall make every attempt to have the State and local taxes waived regarding a purchase, include notifying the merchant that the purchase is for "Official School Business" and presenting a tax exemption form.
- The employee shall return the credit card to the Head Administrator as soon as reasonably practicable following the credit card purchases. Failure to return the credit card in a timely manner may result in the suspension or revocation of credit card privileges.
- Itemized Receipts: The employee shall request and maintain all itemized receipts and appropriate documentation regarding all purchases made with the credit card. All receipts and documentation shall be presented to the Fiscal Officer or his/her designee as soon as reasonably practicable, but not later than five (5) days after the purchase. If the receipt is not presented within this time, the employee may be held liable for payment of the purchase, the associated interest and expenses.
- If the employee is terminated, resigns, or otherwise ends employment with the School, all credit cards shall be returned immediately, and the former employee will be held liable for continued use.

Credit Card Management

The Head Administrator is responsible for storing all credit cards in a locked storage area. All credit card payments shall be made through the office of the Head Administrator. The Head Administrator shall monitor and reconcile all credit card activity each month. Credit Card activity shall be reported to and reviewed by the Governing Authority on a monthly basis. Oversight of the Head Administrator's use of the credit card shall be accomplished by the Governing Authority through its monthly review. Following the Governing Authority's monthly review of the credit card activity, it shall sign an attestation verifying that the Governing Authority reviewed the credit card account transaction detail. The School's credit card account's maximum credit limit shall be \$ _____. The Head Administrator shall set the credit card account's maximum credit limit(s). The Head Administrator is responsible for overseeing the process of credit card issuance, reissuance, cancellation, and the process for reporting lost or stolen credit cards. A credit card may be issued or reissued at the discretion of the Head Administrator. Upon the written request of an employee, prior authorized user, or current authorized user, the Head Administrator may re-issue a credit card. An individual credit card connected to the credit card account shall be cancelled upon the determination of the Head Administrator. In the event a credit card is lost or stolen, the Authorized User shall immediately notify the Head Administrator and the Fiscal Officer in person or by phone and in writing. The Fiscal Officer or the Head Administrator shall immediately notify the card issuer. The Authorized User must provide all necessary information required by the School or the card issuer relating to the loss of the credit card. The Head Administrator shall inform the Governing Authority of any actions to issue, re-issue, or cancel a credit card at the Governing Authority's next scheduled meeting.

The Fiscal Officer or his/her designee annually shall file a report with the Governing Authority detailing all rewards received based on the use of the School's credit card account.

Cross-Reference: Policy No. **1755**, Purchasing; Policy No. **5452**, Reimbursement of Staff Members.

Ohio: R.C. 3314.52; Ohio Auditor of State Bulletin 2018-003

Graduation Requirements

Ohio law provides the following graduation requirements that are available for the classes of 2021 and beyond. Students entering ninth grade between **July 1, 2017, and June 30, 2019**, have the option to meet the new requirements outlined for the class of 2023 and beyond or meet the requirements of the original three pathways to graduation.

To earn a high school diploma in Ohio, you must complete the courses and requirements **and then** choose a pathway to show that you are ready for college or a job.

Complete Courses and Requirements:

Take and earn a national minimum of 20 credits in specific subjects. You also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts.

Meet one of the following options:

OPTION 1

Satisfy **one** of the three **original pathways** to graduation that were in place when you entered high school. The pathways include:

1. **Ohio's State Tests** - Earn at least 18 points on seven end-of-course state tests. Each test score earns you up to five graduation points. You must have a minimum of four points in math, four points in English and six points across science and social studies.
2. **Industry credential and workforce readiness** - Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and earn the required score on WorkKeys, a work-readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.
3. **College and career readiness tests** - Earn remediation-free scores in mathematics and English language arts on either the ACT or SAT.

OPTION 2

Satisfy the **new graduation requirements** for the classes of 2023 and beyond by:

1. **Demonstrating Competency** - Students will demonstrate competency in the foundational areas of English language arts and mathematics through state assessments.

Students who fail to attain a competency score on one or both of the Algebra I and English language arts II end-of-course examinations will be offered remedial support and must retake the examination(s) at least once.

For students on an Individual Education Plan (IEP), the IEP shall specify the manner in which the student will participate in assessments or an alternative assessment under Ohio law. Where an IEP exempts a student from obtaining a competency score on end of course examinations

or alternate assessments, the student will be eligible to receive a diploma if, after taking the exam(s) or alternate assessment(s), the student receives remedial support and re-takes, without obtaining an established or competency score, the exam(s) or alternate assessment(s).

If competency through examinations cannot be demonstrated, Ohio permits alternative demonstrations of competency through:

1. College Credit Plus in math and/or English;
2. U.S. military enlistment;
3. attaining remediation-free status, in accordance with Ohio law, in the failed subject area(s) on the ACT or SAT (for English language arts II, a student must be remediation-free in the subjects of both English and reading); or
4. Demonstrating two career-focused activities, one of which must be foundational:

a. Foundational: earning a cumulative score of proficient or higher on three or more state technical assessments in a single career pathway; obtaining an industry-recognized credential, or group of credentials that is at least equal to the total number of points established under Ohio law to qualify for a high school diploma; obtaining a license approved under section 3313.6113 of the Revised Code that is issued by a state agency or board for practice in a vocation that requires an examination for issuance of that license; completing a pre-apprenticeship aligned with options established under Ohio law in the student's chosen career field; completing an apprenticeship registered with the apprenticeship council established under section 4139.02 of the Revised Code in the student's chosen career field, or providing evidence of acceptance into an apprenticeship program after high school that is restricted to participants eighteen years of age or older.

b. Supporting: completing two hundred fifty hours of a work-based learning experience with evidence of positive evaluations; obtaining an OhioMeansJobs-readiness seal; or attaining a workforce readiness score, as determined by the state, on the nationally recognized job skills assessment selected by the state board

2. **Demonstrating Readiness** - Students will demonstrate readiness for their post-high school paths by earning two state seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, as well as develop key social and emotional competencies and leadership and reasoning skills, which must include at least one of the following: (1) seal of biliteracy; (2) OhioMeansJobs-readiness seal; or (3) a state diploma seal in one of the following areas: industry-recognized credential seal, college-ready seal, military enlistment seal, citizenship seal, science seal, honors diploma seal, or technology seal.

Note that the School offers the following additional seal(s) in accordance with Form 4301.2: [] community service seal, [] fine and performing arts seal, [] student engagement seal, but these local seals may not be used to demonstrate readiness as defined above. The School will recognize a state diploma seal for community service, fine and performing arts, and/or student engagement earned by a student at another district or a different public or chartered nonpublic school prior to transferring to the School, regardless of whether the School offers such a seal.

In order to graduate, a student must earn twenty units of credit which satisfy the following minimum subject area requirements:

English/Language Arts 4 units

Mathematics 4 units

Science 3 units, including

(1 physical science)

(1 life science)

(1 advanced study in chemistry, physics, or other physical science, advanced biology or other life science, astronomy, physical geology, or other earth or space science, or computer science).

Computer science may not be substituted for a life science or biology course.

History/Government 1 unit

(½ American History,

(½ American government).

Must include study of the following documents: the Declaration of Independence, the Northwest Ordinance, the Constitution of the United States (with emphasis on the Bill of Rights), and the Ohio Constitution. The General Assembly has further instructed as follows: "The study of each of the documents prescribed ... shall include study of that document in its original context. The study of American history and government ... shall include the historical evidence of the role of documents such as the Federalist Papers and the Anti-Federalist Papers to firmly establish the historical background leading to the establishment of the provisions of the Constitution and Bill of Rights."

Social Studies 2 units.

Health ½ unit

Physical Education ½ unit

Electives 5 units. The five units of electives may consist of one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology (which may include computer science), agricultural education, a junior reserve officer training corps (JROTC) program, or English language arts, mathematics, science, or social studies courses not otherwise required.

Beginning with the Class of 2026, Financial Literacy ½ unit, either in lieu of one-half credit of the mathematics requirement or as one-half credit of the 5 units of required electives.

___ unit, either in lieu of ___ credit of the _____ requirement, or as ___ credit of the 5 units of required electives

Beginning with the Class of 2026, Interactions With Peace Officers

Students may fulfill one unit of mathematics by completing one-half unit of financial literacy instruction as aligned with Ohio academic content standards and one-half unit of a mathematics course. The one-half unit course in mathematics shall not be in algebra II, or its equivalent, or a course for which the State Board requires an end-of-course examination under Ohio law. Students who choose to take one unit of advanced computer science in lieu of algebra II shall not be permitted to complete one-half unit of financial literacy instruction to satisfy the mathematics unit requirements of that division, and must incorporate it into the 5 units of required electives.

Required Total: 20 units minimum (For the class of 2026 and beyond, 20.5 units.)

Note the following:

- Credits toward either curricula may be granted for “advanced work” by students below the ninth grade if taught by a properly licensed instructor and specifically designated by the Board as meeting the high school curriculum requirements.
- Units earned in English language arts, mathematics, science, and social studies that are delivered through integrated academic and technical instruction (typically in a vocational school setting) will also satisfy the unit requirements set forth above.
- For students who choose to take advanced computer science in lieu of algebra II as permitted by law, the School shall communicate to those students that some institutions of higher education may require algebra II for the purpose of college admission. Also, the parent, guardian, or legal custodian of each student who chooses to take advanced computer science in lieu of algebra II shall sign and submit to the School a document containing a statement acknowledging that not taking algebra II may have an adverse effect on college admission decisions.

There are two major “flexibility” concepts: 1. a broad authority given to schools to integrate course content from different academic subject areas into a single course, including a career-technical education course, for which the student may then receive graduation credits in multiple subject areas. 2. the authority to grant units of high school credits to students who demonstrate subject area competency through work-based learning experiences, internships, or cooperative education. Boards of education wishing to grant credit for subject area competencies demonstrated in these ways may do (beginning with the 2018–19 school year) in accordance with a framework developed by the Department of Education.

It should be noted that special requirements or options exist with respect to the social studies, physical education, and fine arts units required by the Ohio Core curriculum.. Social studies must also include at least one-half unit of instruction in the study of world history and civilizations.

Fine arts, although classified as an elective high school course, is subject to the broader requirement that all students in grades 7-12 complete two semesters of fine arts.

Physical education, a minimum $\frac{1}{2}$ unit of the Ohio Core curriculum, may be waived by policy for any student who, during high school, has participated in interscholastic athletics, marching band, show choir, or cheerleading for at least two full seasons or in the junior reserve officer training corps for at least two full years. Students who are granted the physical education waiver must, however, “fill in” the $\frac{1}{2}$ unit with other course work consisting of at least 60 hours of instruction.

The School retains the right to impose “even more challenging” course requirements than those set in this Policy. This includes the right to require more than 20 units of academic credit.

If, however, the School wishes to require a foreign language as a graduation requirement, students must be allowed to substitute instruction in computer coding for a foreign language on a unit-for-unit basis.

Transferring students who previously attended an Ohio school complying with state minimum standards or an out-of-state school approved by the Department of Education must be placed at a grade level that corresponds to their previous placement, with full recognition for graduation units of credit previously earned. However, the specific academic subject grades from the previous school shall be accepted and the School shall translate the specific academic grades received at the previous school whenever this is deemed necessary due to the use of different grading scales or methodologies.

Students transferring from another state, after receiving home instruction, or from a nonchartered, nontax-supported school after the start of the student's twelfth grade year and fails to attain a competency score on the Algebra I or English language arts II end-of-course examination shall not be required to retake the applicable examination prior to demonstrating competency in the failed subject area under the options established by Ohio law.

Students may be able to “test out” of the required class time or to earn such credits through other alternative means. Under a “credit flexibility” plan, students may earn high school credits by demonstrating competency in the subject area on a test or through the pursuit of other educational options. See Policy No. **3620** Credit Flexibility Plan.

See Form No. **4301.1** Overview Handout about the Classes of 2021 and 2022 Graduation Requirements for Students and their Families.